

TTX Create Invoice with a PO

1) Create Invoice With a PO

- Once the PO number is selected, the **Supplier Site** and **Remit-to Bank Account** will populate.
- Select the **Add (+)** icon next to Attachments to attach a PDF of invoice
- Enter the invoice number in the **Number** field.
- Enter the invoice date in the **Date** field
 - o Enter the **Tax Control Amount** for the total tax amount that you plan on charging for this invoice.
 - If good or service is *tax exempt*, update **Tax Control Amount** to “0”.

3) Review Invoice Lines. Update as Needed

- Review **Quantity** and **Amount** fields and update if necessary to match invoice
 - o If Ship-To Location is blank, select **CORNC** from drop-down menu. **Tax Classification** should be left blank

Purchase Order				Consumption Advice			
Number	Type	Number	Schedule	Quantity	Supplier Item	Item Description	Amount
1	Item	TTX069624	1	1	Welder 123		25.00
Total							25.00

- If there are shipping and handling fees...
 - o Select **Add (+)**. Under **Type**, select drop down arrow and select **Freight**.
 - In the box under **Amount**, add the freight fees as they appear on the invoice.
 - o **Ship-To Location** on Freight line should remain blank. **Tax Classification** should be left blank
- If there is a fuel surcharge on the invoice...
 - o Select **Add (+)**. Under **Type**, select **Miscellaneous** from the drop-down menu.
 - In the box under **Amount**, add the fee(s) exactly as they appear on the invoice.
 - o **Ship-To Location** on the **Miscellaneous Fees** line should remain blank. **Tax Classification** should remain blank.

2) Populate PO Lines

- Under Lines click on the **Select and Add** icon
- Your Purchase Order line details will populate under Search Results
- Highlight the row by clicking in the blank space to the left of **Number** and then select **Apply** and then **OK**
 - o Number, Line, Schedule, Supplier Item Number (if applicable), Item Description (if applicable), ShiptoLocation, Available Quantity, Unit Price, UOM, will populate from the purchase order

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
TTX069624	1	1				Welder 123		1

4) Calculate Tax and Submit Invoice

- Select **Invoice Actions** and then **Calculate Tax** from the drop-down menu. Then review the **Exclusive Tax** total along the bottom.
- The **Exclusive Tax** amount should match what you populated in the **Tax Control Amount** field. This **Exclusive Tax** is added to the invoice total and reflected in the **Invoice Amount** field.

- o Click **Save** on the top right to update the **Due** total to match the **Invoice Amount**.

- o Please disregard the **Summary Tax Lines** as the **Exclusive Tax** (ie: what you entered in **Tax Control Amount**) is what drives the tax subtotal that is added to the **Invoice Amount**.

Summary Tax Lines							
Line	Region	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_...	Standard	STD	7.25	
2	VERTEX US TAX	COUNTY	MECKLENBURG	Standard	STD	0	
3	VERTEX US TAX	SALES_TAX_DIST	PUBLIC TRANS.	Standard	STD	0	
4	VERTEX US TAX	STATE	NC	Standard	STD	0	
Totals							
Items		100.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax 0.00
							Exclusive Tax 0.00
							Invoice Amount 100.00

- When all the invoice header, line and tax data are complete. Select the **Submit** button in the top right to finalize the invoice creation.

- o If the submission is successful, you'll receive a banner notification confirming that the invoice has been submitted.

- From this same screen, another invoice can be created by clicking **Create Another**. To return to the home page, click **Done**