

Highlander eMerchant

Accounts Payable Key Terms, Invoice States and Examples

Key Terms

- **Invoice Creator** - AP representative who posted the invoice.
- **Matching** – Used to reference the way an invoice is compared to the related order to ensure the invoice is ok to pay.
- **Order** - Refers to a purchase order number
- **Retrofit** - Creating an order for an invoice you already received.
- **Tolerance** - The invoice matching tolerance is the dollar amount or percentage an invoice can go over before it requires acceptance and approval.
 - NJIT's tolerance is 10% of the purchase order up to \$100

Invoice States

- **Canceled** - The invoice creator canceled the invoice before it was approved and in the invoice accepted state.
- **Invoice Accepted** - The invoiced items have been received, the invoice has been accepted and/or approved if required and sent to Banner for payment.
- **Invoice Rejected** - The invoice has matching exceptions and was not accepted or approved.
- **Pending Delegated Approval** - The invoice has been accepted by the buyer and routed for approval.
- **Pending Initial Acceptance** - The invoice relates to a retrofit or blank order and is pending acceptance by the buyer and creation of a retrofit requisition for approval.
- **Pending Order Acceptance** – The invoice had receiving or tolerance matching exceptions and has been sent to the buyer or requested for review and acceptance.
- **Pending Receiving** – Receiving report required. The items on the order have not been received by the buyer, browser or initiator or the order. Once the items have been received the system will reprocess for tolerance matching or acceptance.

Invoice State Examples

Canceled:

- Invoice number needs to be corrected
- Incorrect PO number used to post invoice

Invoice Accepted:

- Invoiced line items matched order
- Receiving was complete
- Invoice was accepted and/or approved

Invoice Rejected:

- The quantity of items invoiced is greater than the quantity received
- The unit price invoiced was greater than the order price
- The invoice was posted without a PO and the department has a PO it can be applied to

Pending Delegated Approval:

- The line item(s) invoiced and received is greater than the item(s) ordered and has been accepted by the buyer. (Ex. Order was for 2 items at \$5.95 and 3 items at \$5.95 were invoiced and received)
- Orders over \$1,000 will follow the same approval routing as Banner
- Specialty items such as chemicals, computers, etc. will route to the responsible department for approval

Pending Initial Acceptance:

- Invoice was posted without a PO and assigned to a buyer for acceptance. Accepting the invoice is stating that the invoice is correct and the items were received
- Invoice was posted to a blanket order and has to be accepted by the buyer to create a retrofit release order to reduce the available funds on the PO. Again accepting the invoice is stating that the invoice is correct and the items were received

Note: When order receiving for your requisition is marked receive automatically, an invoice should not be accepted if the line item(s) have not been received, as this will replace you having to complete a receiving report..

Pending Order Acceptance:

- The line item(s) invoiced is greater than the item(s) ordered (Ex. Order was for 2 items at \$5.95 and 3 items at \$5.95 were invoiced and received)

Pending Receiving:

- Receiving report not complete
- Only 1 of 2 items have been received. All invoiced items must be received before the invoice is sent to Banner for payment