

EPIC TRAINING



Process Invoices Quick Start Guide

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Table of Contents

Reconcile Invoice Information.....	4
Process Credit Invoices	4



Reconcile Invoice Information

1. From the **Inventory** activity for the receiving location, click the **Outgoing Requests** tab.
2. Open an inventory request with a status of **Received Not Invoiced**.
3. Click **Enter Invoice**.
4. Confirm that the quantities in the **Inv** and **Inv Cost** columns match the quantities listed on the invoice and edit them if necessary.
5. Confirm that the information on the **Discrepancies** tab is correct.
6. Return to the **Invoice** tab and click **Confirm Invoice**.

Process Credit Invoices

1. In the **Purchase Order** activity, select **Enter New Credit Invoice** from the **Enter Invoice** menu.
2. Use the **Comments** field to leave a note that the purchase order is opened and awaiting credit, and then click **Close** when you're done.