

HOW TO Process an Invoice within PASS

Version 01.01

Purpose: To enter data from a manual invoice into PASS and initiate the invoice payment process for products or services received.

Log into PASS and click Create to get to the Create a New request screen. Click Company eForm to display the available list.

Select Invoice eForm to open the Invoice Header screen and enter the Invoice number and supplier invoice date.

Choose the correct supplier and mail code in the PASS that matches the supplier on the invoice. Choose the Payment Distribution Type (PDT) and enter the quantity of goods or services received.

Click Next, then Generate Invoice to add the PO(s) reflected on the invoice.

Enter any differences into the PO line items within PASS.

Click Next and verify the data on the Summary screen and click submit to enter the invoice into PASS.

