

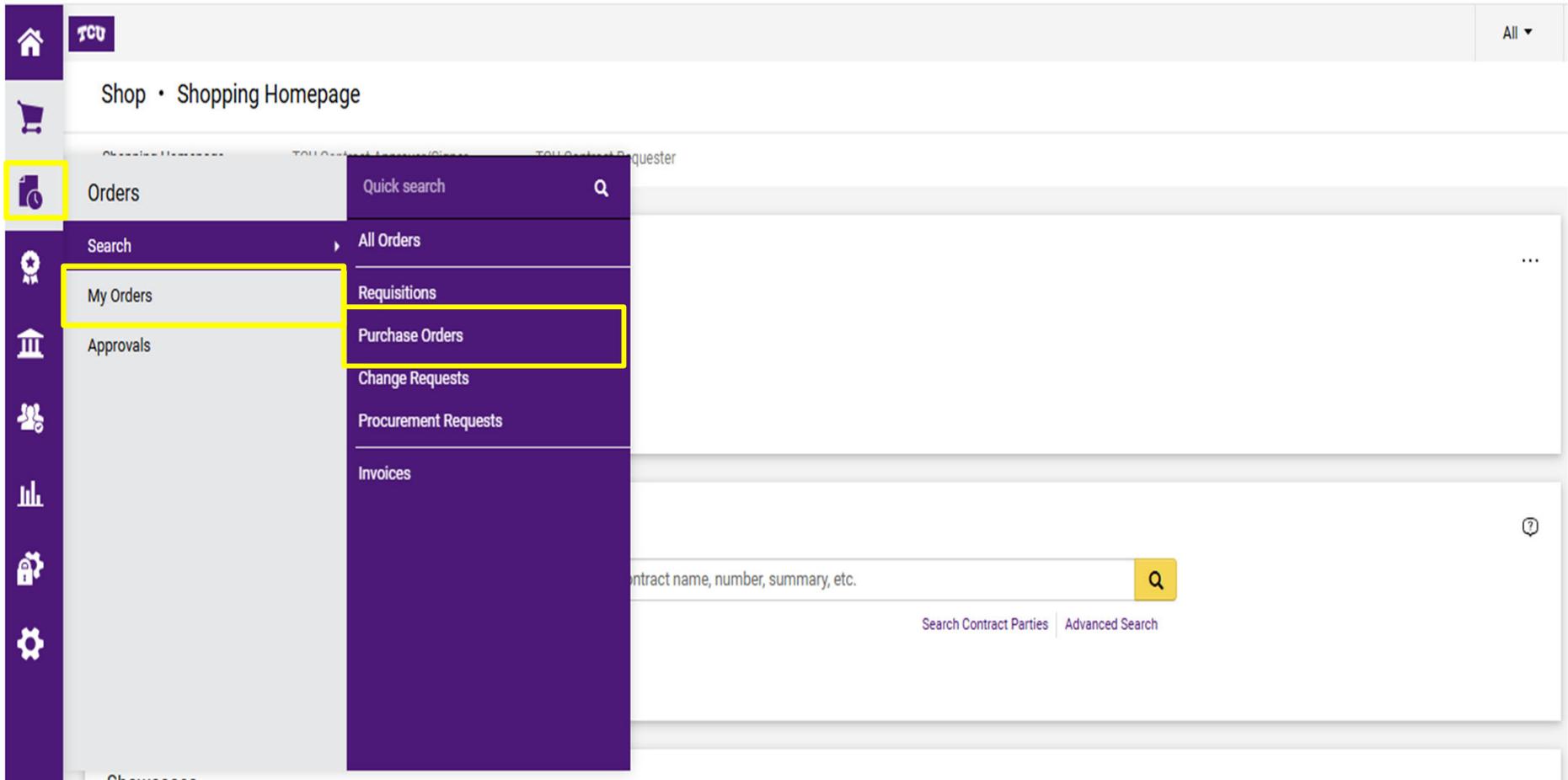


Manual Invoice Process



Where to Find Your Purchase Orders

Go to Jaggaer landing page. On the right hover over Orders, select My Orders and then select Purchase Orders





Filter the Date Range (Current Fiscal Year)

Once in My Purchase Orders use the filter to view purchase orders for the current Fiscal Year.

The screenshot displays the TCU My Purchase Orders interface. On the left is a vertical navigation menu with icons for Home, Shopping Cart, My Purchase Orders (highlighted with a yellow box), My Recent Approvals, Favorite Searches, and Settings. The main content area shows the breadcrumb 'Orders > Search > Purchase Orders' and the title 'My Purchase Orders'. Below the title is a search bar with a dropdown menu set to 'Created Date: Last 90 days' (highlighted with a yellow box). To the right of the search bar are buttons for 'Quick search', 'Add Filter', and 'Clear All Filters'. Below the search bar, the text 'PO Owner: Trevino, Johnny' is visible. A large light blue box on the right side of the screen contains the message: 'No results were found to match your search. Try modifying your search criteria or removing filters.' A magnifying glass icon is positioned to the right of this message.



Purchase is Fully Matched

The date range will appear top left center and below will show a list of all purchase orders in the date range. To the right it should state, “Fully Matched”. If it does not click on each of the PO Numbers to view entire status.

The screenshot displays a web application interface for managing purchase orders. The main heading is "My Purchase Orders (Modified)". The interface includes a sidebar with filters for Supplier, PO Status, Department, and Prepared By. The main content area shows a search filter for "Created Date: 06/01/2024 - 0..." and a search bar. Below the search bar, it indicates "1-1 of 1 Results". A table lists the purchase order details:

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
P00068059	Preferred Business Solutions	11/13/2024 11:39:14 AM	Completed	185571915	Johnny Trevino	Sent To Supplier	Fully Matched	9.91 USD



Purchase Order Invoice Attachment

Once viewing the Purchase Order, at least 1 invoice should be applied, if none, attach a copy of the invoice to be paid by clicking on the Invoice tab and hitting “+” and select Attachment tab to insert a copy of the invoice.

NOTE: If the Purchase Order is for a Jaggaer Catalog (Amazon, Summus Staples, Grainger etc.) the invoice will automatically be attached by the supplier (No action needed for Catalogs).

The screenshot displays a web application interface for managing purchase orders. The main header shows the TCU logo and navigation icons. The breadcrumb trail indicates the current view: **Purchase Order** (highlighted in yellow) > Preferred Business Solutions > P00068059 Revision 0 (Closed). The top right corner includes search, currency (0.00 USD), and notification icons.

The main content area features a horizontal tab bar with the following tabs: Status, Summary, Revisions (1), Confirmations, Shipments, Change Requests, **Invoices (1)** (highlighted in yellow), Comments, **Attachments** (highlighted in yellow), and History. The **Invoices** and **Attachments** tabs are highlighted in yellow.

The main content area is divided into three columns of information:

- General Information:** Business Unit: TCU (Texas Christian University); PO/Reference No.: **P00068059**; Revision No.: 0; Supplier Name: Preferred Business Solutions; Address: 1701 W Walnut Hill Lane Ste 100, Irving, Texas 75038-3214 United States; Purchase Order Date: 11/13/2024; Total: 9.91; Requisition Number: 185571915; Internal PO Ref #: 163715265; Contact Information: Owner Name: Johnny Trevino.
- Shipping Information:** ShipTo Address: ADM; Code: ADM; Ship To: Attn: Justin Botros, 3301 BELLAIRE DRIVE NORTH, Suite 2210, Fort Worth, TX 76109, United States; Delivery Options: Ship Via: Best Carrier-Best Way.
- Billing/Payment:** Bill To: TCU-VC Finance & Admin, TCU Box 297041, Fort Worth, TX 76129, United States; Billing Options: Accounting Date: no value; Payment Terms: Net 30 (0% 0, Net 30); F.O.B.: Destination; Custom Payment Terms: no value; Description (This field will print on check): no value.

The right sidebar shows a **Summary** section with a **Completed** status. It includes a **Details** section with fields for Supplier Status, Sent To Supplier, and Supplier (Preferred Business Solutions). A **Total (9.91 USD)** section shows a subtotal of 9.91 and a total of 9.91. Below this is a **Related Documents** section with a yellow highlight around the entry: Requisition: 185571915 and Invoice: JINV000077865.



Invoice is Completed

Confirmation that the invoice was submitted for payment is to view the invoice in the Purchase Order for which it is associated, and on the right it should state completed.

The screenshot displays a procurement system interface for TCU. The main content area shows an invoice for 'Preferred Business Solutions' (JINV000077865) with a total value of 9.91 USD. The invoice is categorized as 'Completed' in the workflow on the right.

General Information:

- Contract No.:
- Invoice Type: Invoice
- Invoice Source: Electronic (Supplier System)
- Voucher Number: JINV000077865
- Supplier Invoice No.: 2046348
- Business Unit: TCU (Texas Christian University)
- Supplier Name: Preferred Business Solutions
- Invoice Date: 11/14/2024
- Accounting Date: 11/14/2024
- Discount Date: no value
- Due Date: 12/14/2024
- Terms: Net 30 (0% 0, Net 30)
- Terms Discount: 0.00 USD
- Email Address: no value
- Match Status: Matched

Addresses:

- Remit To:** 1701 W Walnut Hill Lane Ste 100, Irving, Texas 75038-3214, United States, Address Id 1
- Bill To:** TCU-VC Finance & Admin, TCU Box 297041, Fort Worth, TX 76129, United States

Payment Information:

- Payment Date: 12/5/2024
- Re-Issue Date: no value
- Pay Status: Paid
- Payment Method: Unknown
- Check No.: 00928158
- Payment Note: PS Voucher# 01925779
- Description (This field will print on check): no value

Discount, Tax, Shipping & Handling:

Allocation	Weighted	Header-level
Discount		0.00 USD
Tax 1		0.00 USD
Tax 2		0.00 USD
Shipping		0.00 USD
Handling		0.00 USD
Total		9.91 USD

Workflow (What's next?):

- Submitted (11/14/2024 5:14 PM)
- Assign Invoice Number (Completed)
- Invoice Owner (Approved - 11/15/2024 7:08 AM - Johnny Trevino)
- OK to Pay (Completed)
- Auto-Close-PO (Completed)
- Completed (11/15/2024 7:11 AM)**



Please email Procurement@tcu.edu for questions