

# Billing Tab / Options

(Proceed to Checkout)

Requisition Requisition Number

Summary PO Preview Comments Attachments History

General Information Ship To / Billing Options Notes/Attachments & Add'l Approv...

## Billing Options (Cart Status)

1. Click on the *Summary* Tab
2. Click on Pencil next to Billing Options
3. Scroll past Ship To options and go to Billing Options
4. Choose the options that fit your needs
  - Accounting Date—may desire to select this for new Fiscal year PO's for example update to 07/01/20xx
  - If you want to review and approve an invoice **prior** to A/P paying against the invoice click the box next to *Hold for Invoice Approval* . For example you want to use a new computer and make sure it works prior to A/P paying the invoice.
  - If the PO and the Invoice must match precisely click the box next to *Require exact PO-to-Invoice match*
  - To prevent the system from sending the PO to the supplier click the box next to *Prevent automatic PO distribution..*
5. Click Save

**Billing Options**

Accounting Date  mm/dd/yyyy

Ship Via

Hold Invoice for Approval

Handling Code Override

Separate Payment Override

Payment Message

Require exact PO-to-Invoice match

Prevent automatic PO distribution. Check box to manually distribute PO.