Subcontract invoices are approved for payment through the receiving process. Before completing the receiving process, it is important to review the invoice for billing accuracy. Invoices not “received” will not remit payment.

1. Select the **Quick Search** from the banner and enter the Invoice Number (Emory’s voucher ID) or the Supplier Invoice Number. Then select **Document** to the right of the text entry box.

2. **Select the Invoice Number.**

3. **Select the Comments link, then the attachment image link to review the invoice.**

4. If the invoice is approved, select the Invoices link and proceed to step 5. If it is not approved, seek a new invoice from the subcontractor and **Reply To** the comment with your cancellation request.

5. If you will create a cost receipt, review and record the line item amounts on the invoice and the “shipping”. If you will create a qty receipt, review and record the line item amounts on the invoice. **Important:** you may use cost or qty receipt depending on your preference, but you may NOT mix receipts. Mixing receipts may delay invoice matching and payment remittance.

6. **Select Document Actions, Create Quantity Receipt or Create Cost Receipt.**

   a. **For Create Quantity Receipt,** change the quantity to match the amounts recorded on step 5. **Save Updates. Complete.**

   b. **For Create Cost Receipt,** change the dollar amounts to match the amounts recorded on step 5. If the invoice is paying across multiple lines, the “Shipping” cents may be added to the first line whose balance will accommodate it without exceeding the total cost of the receiving balance. **Save Updates. Complete.**

7. Payment Services will review and match the invoice within 5 business days. After matched, payment will remit on the invoice due date.

Refer to the Subcontract Invoice Review Quick Guide for information on creating and running reports for pending Subcontract invoices.