Add previously-ordered items to an invoice

You can add items that you previously ordered to an invoice. This process occurs on the receive and invoice screen in Acquisitions and is different than adding items that you have not ordered to an invoice. To see how to add items directly to an invoice (without ordering first), see Add items directly to an invoice (without ordering first).

Find ordered items to invoice

Follow these steps to find an ordered item to invoice.

1. From the left navigation, click Receive and Invoice.
2. Select a processing type from the Processing Type drop-down list.
   - E-Product - All e-products
   - Local - One Time - A physical or nonphysical item that does not belong in WorldCat or the knowledge base (e.g., membership, furniture, office supplies, technology, etc.) that is received in a single transaction
   - Local - Subscription - A physical or nonphysical item that does not belong in WorldCat or the knowledge base (e.g., membership, furniture, office supplies, technology, etc.) that is received on a continual basis
   - Monograph - Monographs where only one barcode is applied
   - Serial - Print serials and multi-part monographs where multiple barcodes are applied
3. Select Invoice from the Action drop-down list.
4. Click View Items.
5. Click the Search Text form field and then press <Enter>.
6. Find the items you want to receive and invoice.

Find a specific item

1. Select a search filter from the Search drop-down list.
2. Enter the barcode, ISBN, ISSN, OCLC number, or title, using the Search Text form field. Search results appear automatically when you stop typing.
3. To return to the list of outstanding items, delete all text from the Search Text form field.
4. Barcode searches are possible only after importing shelf ready data. See Import invoice and shelf-ready data.

Find all items on an order

1. Select Order Number from the Search drop-down list.
2. Enter the full order number (PO number), including "PO" and dashes (-), in the Search Text form field. Search results appear automatically when you stop typing.
3. To return to the list of outstanding items, delete all text from the Search Text form field.
7. You may also narrow your search by one of the filters below.

### Search filters - Table

<table>
<thead>
<tr>
<th>TO SEARCH BY</th>
<th>USE RETRIEVAL METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search</strong></td>
<td>Select an index with which to limit your search from the list:</td>
</tr>
<tr>
<td></td>
<td>◦ Keyword</td>
</tr>
<tr>
<td></td>
<td>◦ Title (default)</td>
</tr>
<tr>
<td></td>
<td>◦ Copy Number</td>
</tr>
<tr>
<td></td>
<td>◦ Barcode</td>
</tr>
<tr>
<td></td>
<td>◦ Invoice Number</td>
</tr>
<tr>
<td></td>
<td>◦ ISBN</td>
</tr>
<tr>
<td></td>
<td>◦ ISSN</td>
</tr>
<tr>
<td></td>
<td>◦ Order Item Number</td>
</tr>
<tr>
<td></td>
<td>◦ Order Number</td>
</tr>
<tr>
<td><strong>Content Type</strong></td>
<td>Select the content type of the item from the list.</td>
</tr>
<tr>
<td></td>
<td>◦ To return to the list of all items, select the blank space in the list.</td>
</tr>
<tr>
<td><strong>Branch</strong></td>
<td>Select the branch the item is to be delivered to from the list.</td>
</tr>
<tr>
<td></td>
<td>◦ The branch is in the Location column on the order.</td>
</tr>
<tr>
<td></td>
<td>◦ To return to the list of outstanding items, select the blank space in the list.</td>
</tr>
<tr>
<td><strong>Order Status (not available for editing when action is set to Receive)</strong></td>
<td>Select the degree to which the order has been placed:</td>
</tr>
<tr>
<td></td>
<td>◦ Ordered</td>
</tr>
<tr>
<td></td>
<td>◦ Cancellation requested</td>
</tr>
<tr>
<td></td>
<td>◦ Not cancelled</td>
</tr>
<tr>
<td></td>
<td>◦ Cancelled</td>
</tr>
<tr>
<td><strong>Receipt Status</strong></td>
<td>Select the degree to which the order has been completed:</td>
</tr>
<tr>
<td></td>
<td>◦ Not received</td>
</tr>
<tr>
<td></td>
<td>◦ Received</td>
</tr>
<tr>
<td></td>
<td>◦ Returned</td>
</tr>
</tbody>
</table>
Create new invoice or select invoice

In order to receive and invoice items, you must select an invoice or create a new invoice.

Create a new invoice

1. From the Receive and Invoice panel, click New Invoices.
2. Enter the Vendor, Invoice Number, and Invoice Date of the invoice.
3. Click Save. This invoice will then be automatically selected for use and you can skip to step 7.

Select an existing invoice

1. Select the vendor.
   - Enter the vendor name into the Vendor search box in the left panel. As you type, a list will appear showing the vendors in use that match your search.
     - If a vendor does not appear, make sure the vendor is listed as In use in Vendors.
2. Select the invoice.
   - Type the invoice number into the Invoice Number search box. As you type, a list will appear showing the vendors in use that match your search.

Add a previously-ordered item to invoice

There are several ways to add a previously-ordered item to an invoice.

You can invoice all copies of an order item or only some copies of an order item. Invoicing only some copies of an item will leave the order price of the un-invoiced copies still encumbered on the budget (as long as the order is of type Purchase Order).

There are five invoice item types:
- Full invoice items: These cover 100% cost of the copies being invoiced. When the invoice is paid, the entire order price of the copies is dis-encumbered.
- Partial invoice items: These cover a percentage of the copies being invoiced. When the invoice is paid, any percentage not invoiced is still encumbered for the ordered items.
- Supplemental invoice items: These cover any additional costs for an item that was already invoiced previously. You can only create a supplemental invoice item for an item whose invoice percentage is 100%.
- Credit invoice items: These allow the vendor to provide a credit that you can use to purchase future items from them.
- Refund invoice items: These are similar to credit items, but in this case, the vendor actually refunds the money paid to the library for use in any way they wish, not just to purchase items from them.

**Fully invoice all copies**

This describes the process for invoicing all copies of an item fully (see definition of Full invoice items at top of this section). This is the typical way of invoicing an item.

1. After finding the ordered item to invoice and selecting the invoice (see steps above), you will need to add the items to the invoice.
2. In the Invoiced column, click Add to Invoice.
3. In the Add item to invoice dialog, to fully invoice all copies of the item, simply leave the default values in the Add item to invoice dialog and click OK.
4. The item moves to be the new first line of the Items processed in this session. 100% appears in the invoice column.

**Partial invoice items**

This describes the process for invoicing copies of an item partially (see definition of Partial invoice items at top of this section). This method of invoicing is used when you are paying for an item in installments and only want part of the order price to be disencumbered upon payment.

Use this feature to not pay the invoice in full.

1. After finding the ordered item to invoice and selecting the invoice (see steps above), you will need to add the items to the invoice.
2. In the Invoiced column, click Add to Invoice.
3. In the Add Item to Invoice window, indicate the number of copies to be invoiced.
4. In Pay Option:
   a. Choose option to Pay in Installments.
   b. Use the dropdown % to be invoiced at this time to partially invoice items.
   c. Click OK.
5. The open Item moves to Items processed in this session area at bottom of screen.

**Invoice some copies of an order item**

This describes the process for invoicing some copies of an item, either partially or fully.
1. After finding the ordered item to invoice and selecting the invoice (see steps above), you will need to add the items to the invoice.

2. In the Invoiced column, click **Add to Invoice**.

3. The Add item to invoice dialog will appear.

4. To invoice only some copies of the item, reduce the Quantity to the number of copies you want to invoice. Choose whether you want to pay fully or installments (see instructions above on paying fully or partially). Click **OK**.

5. The open Item moves to **Items processed in this session** area at bottom of screen.

### Supplemental items

This describes the process for creating supplemental invoice items (see definition of supplemental invoice items at the top of this section). This method of invoicing is often used when a vendor has accidentally invoiced you for less than the full price of the item. You can only use this option if the item is already 100% invoiced and paid.

1. After finding the ordered item to invoice and selecting the invoice (see steps above), you will need to add the items to the invoice.

2. In the Invoiced column, you will now see a **Select Action** button instead of an **Add to Invoice** button. Select the action **Supplement**.

3. In the Add item to invoice dialog, edit the Quantity and Amount.

4. On the Add Item to Invoice window, edit the Quantity and Amount.
   a. **Amount** - For supplements, enter the amount from the vendor.
   b. **Quantity** - Any number equal to or less than the total number of copies as listed here

5. Click **OK**.

6. The item moves to the **Item(s) processed in this session** area.