

TDOT – 3/29/2022

Consultant Invoices

How-to for Receipts, Purchase Orders, and
Vouchers in Edison

HQ Construction



This document was created to provide guidance to TDOT Construction personnel using Edison in relation to consultant invoices. It provides basic how-to steps to various tasks involving receipts, purchase orders, and vouchers. The methods shown are merely basic functions for achieving particular tasks; therefore, task may be accomplished by methods not mentioned.

Should any questions or comments arise, please send them to Const.Invoices@tn.gov .



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RECEIPTS

CREATING A RECEIPT

[MAIN MENU](#) > [FSCM](#) > [PURCHASING](#) > [RECEIPTS](#) > [ADD/UPDATE RECEIPTS](#) > **Add a New Value**













1. On the left-hand side of the Edison Home screen, click the **Main Menu** link.
2. Click the **FSCM** folder.
3. Click on the **Purchasing** folder.
4. Click on the **Receipts** folder.
5. Click on the 1st option, **Add/Update Receipts**.
6. Change the **Business Unit**: to **40300**.

Note: Use **40300** for any receipts associated to Consultant Services like CEI or EPSC.

7. Click 


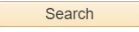



Select Purchase Order

Search Criteria

PO Unit <input type="text" value="40300"/>  ID <input type="text"/>  Line <input type="text"/> Schedule <input type="text"/> Release <input type="text"/> Item ID <input type="text"/>  Ship To <input type="text"/>  Ship Via <input type="text"/>  <input checked="" type="checkbox"/> Retrieve Open PO Schedules	Days +/- Today <input type="text" value="30"/> Start Date <input type="text" value="12/22/2020"/>  End Date <input type="text" value="02/20/2021"/>  Supplier Name <input type="text"/>  Supplier Lookup Supplier Item ID <input type="text"/>  Manufacturer ID <input type="text"/>  Manufacturer's Item ID <input type="text"/>  UPN ID <input type="text"/> 
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Receipt Qty Options

No Order Qty
 Ordered Qty
 PO Remaining Qty

8. Enter the desired Purchase Order **ID**:. To learn more about **ID**:’s, please refer to the [PO ID/NUMBERS](#) section.
9. Click . Click on the Purchase Order.
10. Click . The Retrieved Rows should appear.
11. Choose  to select all of the available rows for the Purchase Order or select individual lines if desired.
12. Click .
 - The screen will refresh showing the available **Receipt Lines**. The **Price** will default to the amount remaining on the Purchase order.
 - i. If the amount of the invoice is greater than the amount remaining on the Purchase Order, send an email explaining the situation to Const.Invoices@tn.gov.
13. Change the amount/s to total the respective amounts for each project number due on the invoice.
 - If you are unsure which **Lines** to use, see [RECEIPT LINES/Project #s](#) later in this chapter.
14. Click .
15. A prompt will appear with the Receipt #. Be sure to make note of the # before closing the prompt.



16. Example

i. A CEI has submitted an invoice for \$20,415.83.

		Ref. No.	1	2	3	4	5	Totals
Expense Category		Project:	36010-3226-14	36010-3228-14				
I.	Direct Labor (DL) Total		\$ 6,793.50	\$ -	\$ -	\$ -	\$ -	\$ 6,793.50
a.	Home: Per Schedule No. 1A		\$ 6,793.50					\$ 6,793.50
b.	Field: Per Schedule No. 1B		\$ -					\$ -
II.	Overhead Total	Federal State	\$ 12,504.80	\$ -	\$ -	\$ -	\$ -	\$ 12,504.80
a.	Home (I.a. x OH rate)	184.07% 145.00%	\$ 12,504.80	\$ -	\$ -	\$ -	\$ -	\$ 12,504.80
b.	Field (I.b. x OH rate)	166.60% 124.88%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
III.	Net Fee (DL x 2.35 x 7.0%) or *		\$ 1,117.53	\$ -	\$ -	\$ -	\$ -	\$ 1,117.53
	* fee balance if less than calculated	Not to Exceed Fee Previously Billed	\$ 7,013.33	\$ 3,005.71				
IV.	Direct Costs	Per Schedule No. 4	\$ -					\$ -
V.	Premium Labor	Per Schedule/s No. 1A	\$ -					\$ -
VI.	Other Costs	Per Schedule No. 5	\$ -					\$ -
VII.	(Extra Category)	Per Schedule No.	\$ -					\$ -
Total = I. + II. + III. + IV. + V. + VI. + VII.=			\$ 20,415.83	\$ -	\$ -	\$ -	\$ -	\$ 20,415.83

ii. The remaining balances on the Purchase Order are

Receipt Lines								Personalize
Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information			
Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status		
1		36010-3226-14	1.0000	47781.97000	1.0000	Open		
2		36010-3228-14	1.0000	38327.91000	1.0000	Open		

iii. The receipt must match the totals for each project exactly.

LOCATING AN EXISTING RECEIPT USING RECEIPT NUMBER

[MAIN MENU](#) > [FSCM](#) > [PURCHASING](#) > [RECEIPTS](#) > [ADD/UPDATE RECEIPTS](#) > **Find an Existing Value**

1. On the left-hand side of the Edison Home screen, click the **FSCM** link.
2. Click on the **Purchasing** folder.
3. Click on the **Receipts** folder.
4. Click on the 1st option, **Add/Update Receipts**.
5. You may have noticed that up to this point it has been the same process as creating receipts. In order to locate an existing receipt, click on the **Find an Existing Value** tab.

Note: Make sure when any search is performed, that the **Business Unit** is set as **40300**. Use this value for any receipts associated to Consultant Services like CEI or EPSC.

- **Receipt Number:** If you have the Receipt Number that was given when the receipt was created, enter this into Receipt Number (as shown below). *Search criteria **must** be set as **contains** as shown below highlighted in blue.

Find an Existing Value
Add a New Value

Search Criteria

Business Unit = 40300

Receipt Number **contains** 62724

Bill of Lading begins with

PO Business Unit begins with

Item ID begins with

PO Number begins with

Ship To Location begins with

Shipment Number begins with

Supplier ID begins with

Received Date =

Receipt Status =

User ID begins with

Case Sensitive

Limit the number of results to (up to 300): 300

Search
Clear
Basic Search
Save Search Criteria

6. Once you have entered the search information, Click **Search**.
7. The **Search Results** will appear below **Search**. Under Receipt Number, in the **Search Results**, Click on the receipt information you would like to view. Once you have selected the receipt, the screen will refresh, displaying that receipt.

Maintain Receipts

Receiving

Business Unit 40300 Receipt Status Fully Received ✖

Receipt ID 000062724 Header Comments/Attachments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report

Receipt Lines Personalize | Find | View All | 📄 | 📄 First 1-2 of 2 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information							
Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track	
1		60% Proj. No. 24469-3105-44	1.0000	44372.57000	1.0000	Received	72111101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	✖
2		40% Proj. No. 79469-3108-44	1.0000	29581.71000	1.0000	Received	72111101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	✖

Interface Receipt Run Close Short Interface Asset Information

📄 Save
🔍 Return to Search
📧 Notify
🔄 Refresh
➕ Add
📄 Update/Display

LOCATING AN EXISTING RECEIPT USING PO NUMBER

1. On the left-hand side of the Edison Home screen, click the **FSCM** link.
2. Click on the **Purchasing** folder.
3. Click on the **Receipts** folder.
4. Click on the 1st option, **Add/Update Receipts**.
5. You may have noticed that up to this point it has been the same process as creating receipts. In order to locate an existing receipt, click on the **Find an Existing Value** tab.

Note: Make sure when any search is performed, that the **Business Unit:** is set as **40300**. Use this value for any receipts associated to Consultant Services like CEI or EPSC.

- **PO Number:** If you know the PO Number (Ex. CE1599 or CE1599A) for which the receipt was created, enter this into PO Number (as shown below). *Search criteria may be set to **contains** if only a portion of the PO Number is known.

Find an Existing Value
Add a New Value

Search Criteria

Business Unit = 40300 🔍

Receipt Number begins with

Bill of Lading begins with

PO Business Unit begins with 🔍

Item ID begins with 🔍

PO Number begins with CE1599 🔍

Ship To Location begins with 🔍

Shipment Number begins with

Supplier ID begins with 🔍

Received Date = 📅

Receipt Status = ▼

User ID begins with 🔍

Case Sensitive

Limit the number of results to (up to 300): 300

Search
Clear
Basic Search 🔍
Save Search Criteria

6. Once you have entered the search information, Click **Search**.
7. The **Search Results** will appear below **Search**. This method of searching will show all receipts created under the PO information that was entered.

Search Results

View All First 1-40 of 40 Last

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	Receipt Status	User ID
40300	0000072100	(blank)	40300	(blank)	CE1599C	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	04/20/2016	Moved	laura0411003
40300	0000071257	(blank)	40300	(blank)	CE1599C	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/21/2016	Moved	robeq0516002
40300	0000071256	(blank)	40300	(blank)	CE1599C	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/21/2016	Received	robeq0516002
40300	0000068391	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	11/23/2015	Received	robeq0516002
40300	0000067509	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	10/20/2015	Moved	robeq0516002
40300	0000066898	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	09/25/2015	Received	laura0411003
40300	0000066631	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	09/15/2015	Received	robeq0516002
40300	0000066553	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	09/11/2015	Received	robeq0516002
40300	0000065220	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	07/23/2015	Moved	robeq0516002
40300	0000065219	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	07/23/2015	Moved	robeq0516002
40300	0000064935	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	07/17/2015	Moved	robeq0516002
40300	0000064663	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	06/24/2015	Moved	robeq0516002
40300	0000062724	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	04/20/2015	Received	johnk0701001
40300	0000061527	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/11/2015	Received	amanf0403001
40300	0000061284	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/04/2015	Received	johnk0701001
40300	0000061283	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/04/2015	Received	johnk0701001
40300	0000061282	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/04/2015	Received	johnk0701001
40300	0000057062	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	10/17/2014	Received	johnk0701001
40300	0000057060	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	10/17/2014	Moved	johnk0701001
40300	0000055202	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	08/29/2014	Moved	johnk0701001



8. Under Receipt Number, in the **Search Results**, Click on the receipt information you would like to view. Once you have selected the receipt, the screen will refresh, showing that receipt.

****** If you are unsure of the Receipt Number that you are looking for, but you know the dollar amount, you can open any of the receipts listed and toggle between them using or . A second option is to click

and review each receipt through the **Search Results**.

Maintain Receipts

Receiving

Business Unit 40300

Receipt Status Fully Received ✖

Receipt ID 0000062724

Header Comments/Attachments

Activities

Header Details

Document Status

Header

Select Purchase Order

Receipt Lines

Personalize | Find | View All | First 1-2 of 2 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information								
Line	Item	Description	Receipt Qty		Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track	
1		60% Proj. No. 24469-3105-44	1.0000		44372.57000	1.0000	Received	72111101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	✖
2		40% Proj. No. 79469-3108-44	1.0000		29581.71000	1.0000	Received	72111101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	✖

Interface Receipt Run Close Short

Interface Asset Information

UPDATING, OR DELETING AN EXISTING RECEIPT

1. Locate the existing receipt by using the Receipt Number or the PO Number.
2. Once you have opened the receipt, the screen should look similar to the one below.

Maintain Receipts

Receiving

Business Unit 40300 Receipt Status Fully Received

Receipt ID 0000062724 Header Comments/Attachments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report

Receipt Lines Personalize | Find | View All | [Print] | [Refresh] First 1-2 of 2 Last

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track
1		60% Proj. No. 24469-3105-44	1.0000	44372.57000	1.0000	Received	72111101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track
2		40% Proj. No. 79469-3108-44	1.0000	29581.71000	1.0000	Received	72111101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track

Interface Receipt Run Close Short Interface Asset Information

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

- Deleting**– To delete or cancel a receipt, Click on in the top right-hand corner of the screen.
- Deleting Receipt lines**– To delete or cancel a receipt line, Click on to the right of the [Device Track](#) link. This option allows you to cancel the receipt line without canceling the entire receipt.
- Updating**– When a receipt has been created but not yet paid, the **Price** or amount of each receipt line may be adjusted. To determine if a receipt has been paid, look at the **Price** for each line.
 - If the amount looks like the receipt shown above, it has been paid.
 - If the amount is boxed in, it has **not** been paid. For example,

Business Unit 40300 Receipt Status Fully Received

Receipt ID 0000119888 Header Comments/Attachments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report

Receipt Lines Personalize | Find | View All | [Print] | [Refresh] First 1-2 of 2 Last

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category
1		36010-3226-14	1.0000	20415.83000	1.0000	Received	811

Interface Receipt Run Close Short Interface Asset Information

Save Return to Search Previous in List Next in List Notify Refresh

Note: Once the **Price** has been adjusted, make sure you Save the receipt. You must save any time an adjustment is made.

RECEIPT LINES/PROJECT #S

❖ **RECEIPT LINES CORRESPOND TO STATE PROJECT NUMBERS**, so for every project billing to a Purchase Order, there will be a Receipt Line. The Description may contain the project number. If not you will need to find the associated project number. To determine the project that a Receipt Line represents, you must

1. Start a new receipt or locate an existing receipt using one of the previously mentioned methods.
2. Click the Links and Status tab.

Receipt Lines											
Receipt Lines		More Details		Links and Status		Item / Mfg Data		Optional Input		Source Information	
Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status					
1		36010-3226-14	1.0000	20415.83000	1.0000	Received					

3. Click the distribution icon

Receipt Lines											
Receipt Lines		More Details		Links and Status		Item / Mfg Data		Optional Input		Source Information	
Line	Item	Description	Allocation Type	Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control			
1		36010-3226-14	Prorate		N	Complete	N	Complete	N		

4. Click the ChartField Information tab.

Receipt Distributions											
Business Unit 40300						Status Received					
Receipt ID 0000119888						<input checked="" type="checkbox"/> Amount Only					
Receipt Line 1						*Allocation Type Prorate					
Line Quantity Received 1.0000						Line Cost Received 20415.83					
Distribution Information											
Details		Asset Details		ChartField Information							
Line	Status	*Location	Qty Std UOM	Qty VND UOM	Merchandise Amt	Merch Amt Base	IN Unit	Attention To	Consigned		
1	Received	0000012078	0.8000	0.8000	16,332.66 USD	16,332.66 USD			<input type="checkbox"/>		
2	Received	0000012078	0.2000	0.2000	4,083.17 USD	4,083.17 USD			<input type="checkbox"/>		

5. Project Numbers for that particular **Receipt Line** are shown under **Project**.

Receipt Line 1										
Line Quantity Received 1.0000						*Allocation Type Prorate				
Line Cost Received 20415.83										
Distribution Information										
Details		Asset Details		ChartField Information						
Line	Status	*GL Unit	Fund	Dept	*Account	Location CF	Program	User Code - CF 1	PC Bus Unit	Project
1	Received	40100	21000	4036355000	70812002	36000	21M0E1		40100	36010322614
2	Received	40100	21000	4036355000	70812002	36000	21M0E1		40100	36010322614

Note: These steps must be repeated for each **Receipt Line** to determine all project numbers.

PURCHASE ORDERS

PO ID/NUMBERS

CE123456A**CE 1234 56 A****↑ ↑ ↑ ↑****(1) (2) (3) (4)**

1. **CE** – Standard prefix for all CEI and EPSC Agreements.
2. **Agreement Number**- Four digit number found on invoice. May begin with E.
3. **Work Order Number**- Found on invoices for On-Call contracts, but not project specific contracts. Single digit work order numbers will begin with 0 and may begin with 00.
 - a. **For example**: 01, 02, 03
 - i. **or**: 001,002,003
4. **Suffix**- Sometimes added to purchase orders by the finance department due to addendums or other changes. * Try adding the “A” or “B” to the PO ID if not found using the standard CE1234 or CE123456 formats.

LOCATING A PURCHASE ORDER

[Main Menu](#) > [FSCM](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Purchase Orders](#) > [Find an Existing Value](#)

1. On the left-hand side of the Edison Home screen, click the **Main Menu** link.
2. Click the **FSCM** folder.
3. Click on the **Purchasing** folder.
4. Click on the **Purchase Orders** folder.
5. Click on the **Review PO Information** folder.
6. Click on the **Purchase Orders** link.
7. **Note:** Make sure when any search is performed, that the **Business Unit:** is set as **40300**. Use this value for any receipts associated to Consultant Services like CEI or EPSC.
8. **PO ID:**

- If you know the **PO ID** (Ex. CE1855 or CE1855A), enter this into **PO ID**.
- If only a portion of the **ID** is known, Start with 'CE' and enter the portion of the **PO ID** that is known.
 - i. **Example-** We are looking for a Purchase Order under Agreement 1855.
 1. **PO ID:** Change dropdown to **contains** and enter "CE1855".

9. Click .

10. The search will return either
 - **Search Results** displaying all Purchase Orders containing that information. (Simply select one to view), or
 - The exact Purchase Order.

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*Business Unit = 40300 Q

PO ID contains CE1855 Q

Contract SetID begins with Q

Contract ID begins with Q

Release Number = Q

Purchase Order Date = Q

PO Status = Q

Short Supplier Name begins with Q

Supplier ID begins with Q

Supplier Name begins with Q

Buyer begins with Q

Buyer Name begins with Q

Case Sensitive

Limit the number of results to (up to 300): 300

Search
Clear
Basic Search
Save Search Criteria

Search Results

[View All](#)

Business Unit	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name
40300	CE1855B	SHARE	000000000000000000045021	06/09/2017	Compl	KO GCO INC-001	0000009265	Ko Gco Inc
40300	CE1855A	SHARE	000000000000000000045021	03/22/2016	Compl	KO GCO INC-001	0000009265	Ko Gco Inc
40300	CE1855	SHARE	000000000000000000045021	06/30/2015	Compl	KO GCO INC-001	0000009265	Ko Gco Inc

READING PURCHASE ORDER INFORMATION

Purchase Order Inquiry

Purchase Order

Business Unit 40300 PO ID **CE1855B** PO Status Dispatched Budget Status Valid

Header

PO Date 06/09/2017 Supplier Name KO GCO INC-001 Supplier ID 0000009265 Buyer Christine A Smotherman PO Reference CE1855 SR-320 CEI Hamilton Co

Amount Summary

Merchandise 1,825,192.21 Freight/Tax/Misc. 0.00 Total **1,825,192.21 USD** Encumbrance Balance 518,942.72 USD

Header Details All RTV Matching Activity Summary Document Status

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		CE1855 CEI SR-320 (E Brainerd	72141001	1.0000	EA	1,825,192.21 USD	Approved

Once you have located a Purchase Order, here are some of the options that will be helpful.

- **PO ID:** Always verify that you are viewing the correct Purchase Order.
- **Document Status:** Opens a new window displaying all activities associated to a Purchase Order: including Receipts, Vouchers and Payments.

Document Status Purchase Order

Business Unit 40300 Document Date 03/22/2016 Currency USD Buyer Christine A Smotherman PO ID **CE1855A** Status Compl Document Type Purchase Order Merchandise Amt 524,362.60 Budget Status Valid

Requisitions Sourcing Events Procurement Contracts(1) Purchase Orders Service Work Orders Receipts(14) Returns Vouchers(14) Payments(12)

Show All

Associated Document

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	SHARE		Contract	00000000000000000045021	Closed	02/26/2015	0000009265		
▼ Actions		40300	Receipt	0000071918	Moved	04/13/2016	0000009265	MAIN	
▼ Actions		40300	Receipt	0000071919	Moved	04/13/2016	0000009265	MAIN	
▼ Actions		40300	Receipt	0000071920	Moved	04/13/2016	0000009265	MAIN	
▼ Actions		40300	Receipt	0000073417	Received	06/23/2016	0000009265	MAIN	

- **Activity Summary** Shows the **Total Amount** allocated to a Purchase Order.

Activity Summary

Business Unit	40300	PO Status	Compl
Purchase Order	CE1855A	Supplier	Ko Geo Inc
Merchandise Amount	524,362.60 USD	Supplier Location	MAIN
Merchandise Receipt	524,362.60 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	524,362.60 USD		
Merchandise Matched	524,362.60 USD		

Lines

Details **Receipt** Invoice Matched RIV ||>

Line	Line Details	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1			CE1855 CEI SR-320 (E Brainerd	EA	524,362.600	0.0000	0.000	USD

Return to Search Notify

- Click on the
 - Looking at the **Open Amount** is one way to determine how much money is left on the Purchase Order.
 - Note:** Open Amount will reflect available money, including Receipts created but not yet paid, therefore the total of the Open Amount may be higher than the amount shown when creating receipts.
 - View All:** By default, a Purchase Order will only show the first **Line** when opened. To view all **Lines**, Click **View All**. Expanding the information will also show **Schedules** and **Distributions** for each **Line**.

VOUCHERS/INVOICES

- A **Voucher** is created in Edison every time an Invoice is submitted for payment.
 - As long as the Invoice # is known, you can use the following steps to see if the invoice has been submitted and whether or not it has been paid.

TRACKING AN INVOICE

[Main Menu](#) > [FSCM](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#) > **Find an Existing Value**

1. On the left-hand side of the Edison Home screen, click the **FSCM** link.
2. Click on the **Accounts Payable** folder.
3. Click on the **Vouchers** folder.
4. Click on the **Add/Update** folder.
5. Click on **Regular Entry**.
6. Click on the **Find an Existing Value** tab.
7. Leave the **Business Unit:** as **40100** and enter the **Invoice Number:** with criteria set as **contains**.
Note: **40100** is used for all Vouchers associated to the Business Unit for Transportation (All of TDOT except for CMS System).

Voucher
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =

Voucher ID begins with

Invoice Number **contains**

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

8. Click .
9. The Search will either guide you:
 - a. To a list of results, or
 - b. Directly to the invoice in question, which will look like the one below




Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary >

Business Unit	40100	Invoice Date	08/09/2010
Voucher ID	00106019	Invoice No	509772509
Voucher Style	Regular	Invoice Total	39,435.61 USD
Supplier Name	Vaughn & Melton Consulting Engineers Inc 1909 Ailor Ave Knoxville, TN 37921	Pay Terms	Pay Now
Entry Status	Postable	Voucher Source	Online
Match Status	Matched	Origin	ONL
Approval Status	Approved	Created On	09/17/2010 12:00AM
Post Status	Posted	Created By	walem0101001
Doc Tol Status	Valid	Last Update	09/17/2010 12:00AM
Budget Status	Valid	Modified By	walem0101001
Budget Misc Status	Valid	ERS Type	Not Applicable
		Close Status	Open


*View Related Go


Return to Search | Notify | Refresh | Add | Update/Display


Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | FileNet Interface

- The **Invoice No:** can be verified in the upper right-hand corner of the screen.
- **Approval Status:**
 - Pending – The Voucher has been entered and is awaiting approval by the Finance Division.
 - Approved – Voucher has been approved and paid by the Finance Division.
 - Denied – Voucher is rejected for payment, usually due to inconsistency between the Voucher and the Invoice (For Example: The Invoice number or date wasn't entered correctly when the Voucher was created). Denial can also occur if Invoice document is not properly attached to the Voucher.
- You may also notice the paper clip icon  at the bottom right-hand section of the screen. By clicking on this icon, you will be directed to the [FileNet Interface](#) tab. Choose the "Click here to return FileNet Document Links" box, which will provide a link to the Invoice .pdf file.

< Payments | Voucher Attributes | Error Summary | **FileNet Interface**

 Click here to return FileNet Document links

 Click here to find a Document and add to FileNet

Filename	Date File Added	View Document
1 Voucher Invoices document	09/17/2010	 View Document

Documents are available from FileNet

Return to Search | Notify | Refresh | Add | Update/Display

VOUCHER INQUIRY

[Main Menu](#) > [FSCM](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Vouchers](#) > [Voucher](#)

- **Voucher Inquiry** allows you to search for and review the status of vouchers using various search criteria.
 1. On the left hand side of the Edison Home screen, click the **FSCM** link.
 2. Click on the **Accounts Payable** folder.
 3. Click on the **Review Accounts Payable** Info folder.
 4. Click on the **Vouchers** folder.
 5. Click on the **Voucher** link.
 6. Enter the **Purchase Order** you would like to see vouchers for.

Voucher Inquiry

▼ Search Criteria

Search Name	ALL	Q		
	From		To	
From Business Unit	40100	Q	40100	Q
From Voucher ID		Q		Q
From Invoice Number		Q		Q
Supplier SetID	SHARE	Q		
From Supplier Short Name		Q		Q
From Supplier Name		Q		Q
From Additional Name		Q		Q
From Supplier ID		Q		Q
Supplier Location		Q		
Entry Status		▼		
Incomplete Voucher		▼		
From Accounting Date		📅		📅
From Invoice Date		📅		📅
From Due Date		📅		📅
From Entered Date		📅		📅
Origin Set ID		Q		
From Origin		Q		Q
From Control Group		Q		Q
From Contract ID				
Lease Number		Q		
PO Business Unit		Q		
From PO N	CE1855B		CE1855B	

7. Click  .
8. The search will return **Voucher Inquiry Results** as shown below.

Sort Criteria

*Sort By:

*Sort Asc/Desc:

Display Currency Criteria

Late Interest Analysis

Voucher Inquiry Results

1-38 of 38 | View All

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	40100	00749619	E1855B-22	06/05/2017	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00749622	E1855B-23	07/05/2017	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00749626	E1855B-25	09/05/2017	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00749634	E1855B-26	10/09/2017	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00749647	E1855B-24	08/09/2017	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00754848	E1855B-27	12/18/2017	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00760920	E1855B-28	01/05/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00761001	E1855B-29	01/12/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00771512	E1855B-30	02/05/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00776192	E1855B-31	03/15/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00782326	E1855B-32	04/13/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00786176	E1855B-33	04/30/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00795099	E1855B-34	05/30/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00809899	E1855B-35	07/25/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001
▼ Actions	40100	00812261	E1855B-36	07/30/2018	0000009265	Postable	<input type="checkbox"/>	Matched	KO GCO INC-001

- : The Voucher Details tab shows by default. This displays basic identification such as: Voucher ID, Invoice Number, Invoice Date, etc.
- The expand icon: Use this icon to display all tabs at once. This enables you to see the Invoice Number, Invoice Amount, and Approval Status all at once, without having to toggle between tabs.
- The download icon. This allows you to export the information to an excel file. Note: the export will only show the information displayed at that time. To ensure that all information is downloaded, use the expand icon before running the download.