

eInvoicing and eProcurement Catalog Orders



eInvoicing is a way for the University to pay for eProcurement Show-Me Shop Catalog orders using an electronic invoicing process. The supplier receives the electronic purchase order for the catalog items purchased through the Show-Me Shop. The supplier ships the items and submits an electronic invoice into the Jaggaer eInvoicing application.

Accounts Payable does not have to manually create a PO-voucher for the invoice. The electronic invoice data is fed directly to PeopleSoft from the Jaggaer eInvoicing application for automatic creation of a PO-Voucher. A matching process is then run in PeopleSoft to identify any exceptions between what was invoiced and what was ordered. UM System Supply Chain staff work directly with the supplier and/or requesting department to resolve exceptions, so the PO-voucher can be processed for payment. If a purchase order is split-funded, the PO-voucher will distribute the funding as established on the eProcurement Requisition.

Along with implementing the new process with our Show-Me Shop suppliers, UM System Supply Chain has been able to negotiate early payment discounts with some suppliers. For example, Staples purchase orders are eligible for a 1% discount if paid within 10 days. The discount savings are returned directly to the ordering department and reflected in financial reports.

View Early Pay Discounts in Financial Reports:

This is an example of how the early pay discount is reflected in the Income Statement 1 Report.

The discounts use PS Account 742101 – “Vendor Discounts-Earned/Lost”. Drill into the details by clicking on the hyperlink negative amount.

Income Statement 1: Fiscal Year to Date Funds

723000 - Postage/Shipping & Delivery	30.73	30.73
724000 - Telephone/fax services	147.06	147.06
730000 - Supplies	300.40	300.40
740100 - Computers - Non Capital	1,846.00	1,846.00
742101 - Vendor Discounts-Earned/Lost	(0.58)	(0.58)
720001 - Department operating expense	2,323.61	2,323.61

On the Journal Lines page, you will see the Journal ID, Date, and Chartfield information. The Source will be APC, Line Ref is the Voucher ID, and the Description will be "Discount Earned".

Journal Id	Date	Account	Fund	Deptid	Program	Project	Class	Amount	Source	Line Ref	Desc
AP11420288	07/13/2017	742101	0000	A1106002	0	00	0	(0.13)	APC	00150167	Discount Earned
AP11420288	07/13/2017	742101	0000	A1106002	0	00	0	(0.04)	APC	00150167	Discount Earned
AP11420288	07/13/2017	742101	0000	A1106002	0	00	0	(0.06)	APC	00150167	Discount Earned
AP11420288	07/13/2017	742101	0000	A1106002	0	00	0	(0.03)	APC	00150167	Discount Earned
AP11420288	07/13/2017	742101	0000	A1106002	0	00	0	(0.06)	APC	00150167	Discount Earned
AP11420288	07/13/2017	742101	0000	A1106002	0	00	0	(0.05)	APC	00150167	Discount Earned
AP11420288	07/13/2017	742101	0000	A1106002	0	00	0	(0.06)	APC	00150167	Discount Earned
AP11420288	07/13/2017	742101	0000	A1106002	0	00	0	(0.15)	APC	00150167	Discount Earned