

# Invoicing Blanket Orders - Legacy


## When an Invoice For a Blanket Order is received

1. Pull up the purchase order that the invoice will be applied to.
2. Click the Create Invoice button in the top part of the purchase order.

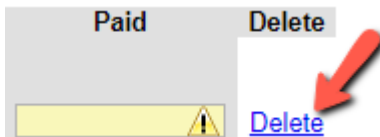


- The charges will be pulled into the invoice.
3. Fill out the top of the invoice form.
    - If this is the final invoice for the blanket order, select the **Final Invoice for Blanket Order** option. When the invoice is closed this will cause the purchase order to be marked as Received and any remaining encumbrance will be dropped returning the unspent money to the fund.
    - If this is **NOT** the final invoice for the blanket order, leave the the **Final Invoice for Blanket Order** box **UNchecked**.




Final invoice for Blanket order?	<a href="#">PO #56511 10/6/22</a> Total Estimated Cost: \$500.00	<input type="checkbox"/>
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4. If there are any charges not associated with the paper invoice, remove them by clicking the **Delete** link to the right of the charge.



5. Fill in the **Billed and Paid amounts** in the charge.

Direct Charges, Taxes, Fees, etc.				
Charge Type	Fund	Title / Description	Billed	Paid
Blanket Order <a href="#">PO #56511 10/6/22</a> Total Estimated Cost: \$500.00	<input type="text" value="safic (2022)"/>	<input type="text" value="OverDrive"/>		
				<a href="#">Delete</a>

6. Click **Close**

## When a Purchase Order Needs To Be Finalized Without a Final Invoice

1. Retrieve the purchase order for the blanket charge you need to finalize.
2. Click on the **Finalize Blanket Order** button on the purchase order.

Prepayment Required? No

Activatable? Activated

**Finalize Blanket Order**

Notes [\(0\)](#)

EDI Messages [\(0\)](#)



This will drop any remaining encumbrance and mark the purchase order as received.

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