

Tips for Correct AP Voucher Entry

- ❖ Supplier Number
 - If EIN or SSN listed on invoice
 - Go to Supplier 360 in Edison. (FSCM>Suppliers>Supplier 360)
 - Enter the 9-digit EIN/SSN (no spaces or dashes) in the Tax Identification Number field to identify correct supplier number
 - Redact all but last four of EIN or SSN as opposed to the entire EIN or SSN
- ❖ Invoice number
 - Invoice number must be **UNIQUE**. No quotes or estimates accepted
 - Must **EXACTLY** match invoice in spacing and punctuation (no extra spaces or characters)
 - Agency naming convention must be consistent
- ❖ Invoice Date
 - Invoice date must **EXACTLY** match the date on the invoice
- ❖ Pay Terms
 - Use the pay terms listed on the:
 - Invoice
 - Contract
 - Edison calculates the Payment date based on the Invoice Date and Pay Terms entered
- ❖ Address
 - Must **EXACTLY** match invoice/supporting documentation
- ❖ Location
 - To determine the proper location for 1099 reporting see [Agency Guide for IRS Form W-9 and Edison 1099 Locations](#)
 - Use query TN_AP_CGRP_REVIEWS_W_VDR_NAME to review location selected on pending vouchers and the business type for the supplier
 - If bank account information is listed on invoice
 - Review bank information associated with supplier locations using query TN_AP33C_VENDOR_SEARCH
 - Compare routing number and last 4 of bank account on invoice to bank information associated with location selected on voucher
 - Redact all but last four of the bank account number as opposed to the entire bank account number
- ❖ Service Date
 - Must be the date the goods or services were received
 - See [Service Date Requirements](#)
- ❖ GL Account
 - See [Commonly Used Edison Expenditure Accounts](#)
- ❖ Helpful Edison Query
 - TN_AP_NOT_POSTED_TO_GL_AMT
 - Will show vouchers still needing approval