

- An email from [accountspayable@messiah.edu](mailto:accountspayable@messiah.edu) will be received when an invoice requires approval.
- Click on the link to login and review the invoice. (Alternately, login to MC One\$ource, then click on tasks icon/invoices at the top of the page in the gray bar.)

Invoice ABC999 has been loaded and assigned to you for approval.  
Please login to review the invoice. If accepted, the invoice items will be placed in your cart to create a Retrofit Order for checkout, coding and approval.

Invoice Number      ABC999

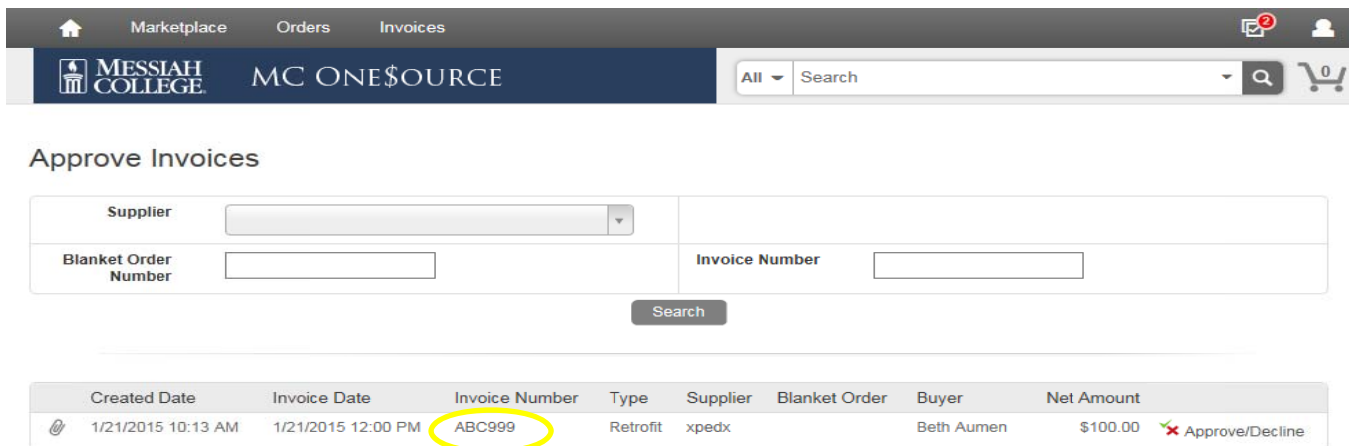
Supplier            xpedx

Creator: Teri Rader

Item	Code	Qty	Unit Price	UOM	Subtotal
Membership Fee	MC360	1	\$100.00	Each	\$100.00

Please login to review the invoice.

- From the Approve Invoices screen, click on the **invoice number**.



Marketplace   Orders   Invoices

MESSIAH COLLEGE   MC ONE\$OURCE   All   Search


### Approve Invoices

Supplier	<input type="text"/>	
Blanket Order Number	<input type="text"/>	Invoice Number <input type="text"/>

Search

Created Date	Invoice Date	Invoice Number	Type	Supplier	Blanket Order	Buyer	Net Amount	
1/21/2015 10:13 AM	1/21/2015 12:00 PM	ABC999	Retrofit	xpedx		Beth Aumen	\$100.00	Approve/Decline

- Note the Supplier.
- Review all Attachments by clicking on the link.
- Review the Description of the items listed along with the quantity, unit price and total.


**Invoice ABC999**
Management: [View Invoices](#) [Approve/Decline](#)

Messiah College > xpedx







PDF files require Adobe Reader. If you do not have it then click [here](#) to install it.




Invoice		Supplier	Ship To	Bill To
Invoice Number	ABC999	Attn: Xpedx 211 House Avenue Camp Hill, PA 17011 United States		
State	Pending Approval			
	Invoice Date	1/21/2015 12:00 PM		
	Created Date	1/21/2015 10:13 AM		
	Payment Due Date	1/30/2015 12:00 PM		
Printable Invoice	Currency	USD		
Transaction Run	Attachments	Xpedx Invoice.docx (12.4K)		
Customer	Messiah College	Creator Teri Rader (Messiah College)		
Buyer	Beth Aumen	Order Date 1/21/2015 10:00 AM		
Document Reference				
Retrofit Requisition		Retrofit Order		


  

Order	Description	State	Qty.	Price	Subtotal	
	Membership Fee	Pending Approval	1	\$100.00 / Each	\$100.00	
					Subtotal	\$100.00
					Shipping	\$0.00
					Tax	\$0.00
					<b>Total</b>	<b>\$100.00</b>

- Click **Approve/Decline** at the top of the page. To decline the invoice, type a reason for declining in the box and then click **Decline**.
- If approving, a reason is not mandatory but may be entered. Click **Approve**.


**MC ONE\$OURCE**
xpedx Search  


**Invoice ABC999**
Management: [View Invoices](#) [Approve/Decline](#)

Messiah College > xpedx

PDF files require Adobe Reader. If you do not have it then click [here](#) to install it.

**Approve/Decline Invoice** ✕

Reason

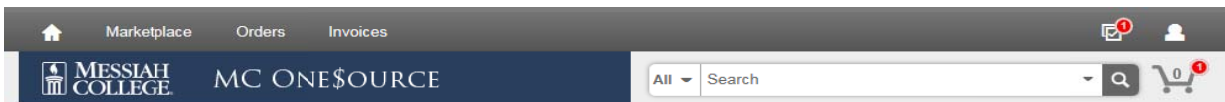
Approve
Decline
Cancel

Invoice		Supplier	Ship To	Bill To
Invoice Number	ABC999	Xpedx House Avenue p Hill, PA 17011 ed States		
State	Pending Approval			
Printable Invoice				
Transaction Run				
Customer	Messiah College			
Buyer	Beth Aumen	Order Date 1/21/2015 10:00 AM		
Document Reference				
Retrofit Requisition		Retrofit Order		

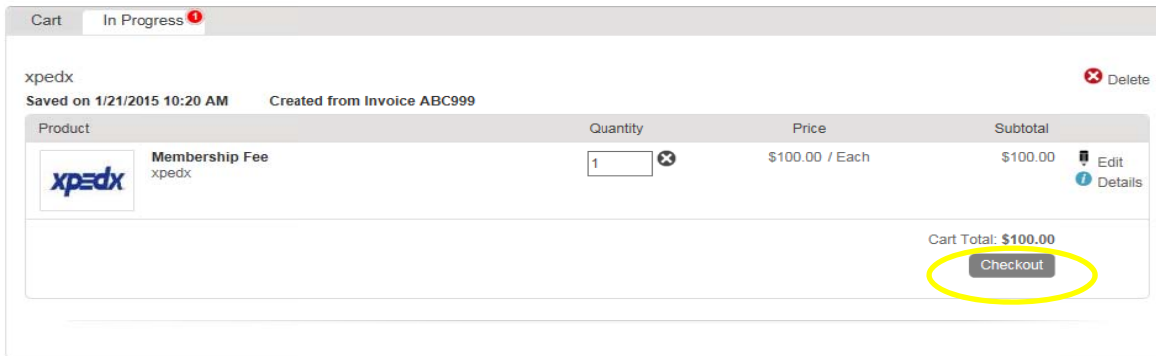
  

Order	Description	State	Qty.	Price	Subtotal
	Membership Fee	Pending Approval	1	\$100.00 / Each	\$100.00

- Clicking Approve will place the items into the shopping cart.
- Click **Checkout**.



### Shopping Cart



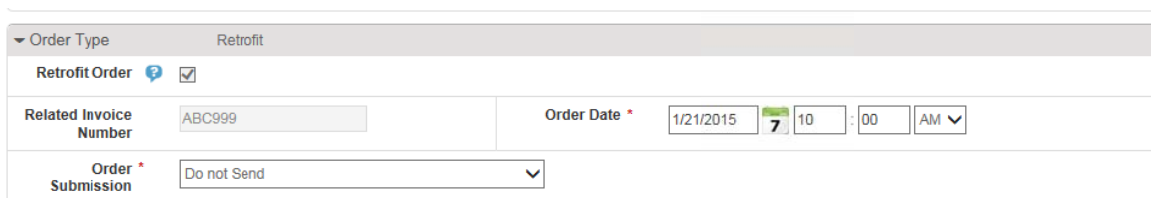
- The Checkout page is now displayed. Verify that the Ship To information is correct.
- Bill To should default to Accounts Payable. If not, please click on the drop down arrow and make the selection.














### Checkout














- Do **NOT** uncheck the Retrofit Order.
- Related Invoice Number and Order Date are a default, please do not change.
- Order Submission is defaulted to Do Not Send – the PO will not be emailed to the vendor.



- Click on the calendar next to the Delivery Date box to enter an anticipated delivery date. The delivery date is **not** shown to the vendor. (If purchasing more than one item, use the blue down arrow to the right to copy the delivery date down for all other items.)












Product	Qty.	Subtotal	Tax
 <b>Membership Fee</b> Unit Price: \$100.00 / Each	1	\$100.00	\$0.00
Delivery Date: <input type="text" value="7"/> / <input type="text" value="12"/> : <input type="text" value="00"/> <input type="text" value="PM"/>  			
Account: <input type="text"/> <input type="text"/> <input type="text"/>        Split			
	<b>Subtotal</b>	\$100.00	
	<b>Shipping</b> 	\$ <input type="text" value="0"/>	\$0.00
	<b>Tax</b>	\$0.00	
	<b>Total</b>	\$100.00	

- In the first box, type the Org. As information is entered, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used to search.)

Product	Qty.	Subtotal	Tax
 <b>Membership Fee</b> Unit Price: \$100.00 / Each	1	\$100.00	\$0.00
Delivery Date: 1/21/2015 <input type="text" value="7"/> / <input type="text" value="12"/> : <input type="text" value="00"/> <input type="text" value="PM"/>  			
Account: <input type="text" value="27"/> <input type="text"/> <input type="text"/>        Split			
	<b>Subtotal</b>	\$100.00	
	<b>Shipping</b> 	\$ <input type="text" value="0"/>	\$0.00
	<b>Tax</b>	\$0.00	
	<b>Total</b>	\$100.00	

2700 - General Administration (Board)  
 2708 - United Way Campaign  
 2710 - President's Office  
 2711 - Institutional Events  
 2712 - Middle States Review  
 2713 - Commencement  
 2714 - Sustainability  
 2715 - Institutional Research  
 2716 - Institutional Review

- In the second box, type the account code. As information is entered, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used to search.)
- If applicable, type the activity code in the third box.
- If purchasing more than one item, but allocating all to the same org/account, use the blue down arrow to the right of the account boxes to copy the org/account allocation down for all other items. Make sure each item has the correct org/account/activity code allocation.

Product	Qty.	Subtotal	Tax
 <b>Membership Fee</b> Unit Price: \$100.00 / Each	1	\$100.00	\$0.00
Delivery Date: 1/21/2015 <input type="text" value="7"/> / <input type="text" value="12"/> : <input type="text" value="00"/> <input type="text" value="PM"/>  			
Account: <input type="text" value="2740"/> <input type="text" value="645"/> <input type="text"/>        Split			
	<b>Subtotal</b>	\$100.00	
	<b>Shipping</b> 	\$ <input type="text" value="0"/>	\$0.00
	<b>Tax</b>	\$0.00	
	<b>Total</b>	\$100.00	

6450 - Contributions  
 6451 - Fire & Ambulance  
 6455 - Professional Development  
 6456 - Supplies-Memberships,Dues,Subscript

- The PO will **not** be sent to the vendor, so there is no need to type Delivery Notes.
- If the invoice is related to a current Blanket Order, click on the down arrow to select the appropriate Blanket Order Number.
- Order Receiving is defaulted to Receive Automatically – items will not have to be received in One\$ource. **Do not change.**

The screenshot shows a form with two rows. The first row has a 'Delivery Notes' text input field and an 'Order Attachments' section with a '+ Add Attachment' link. The second row has a 'Blanket Order' dropdown menu, a highlighted 'Order Receiving' dropdown menu (circled in yellow), and a 'Receive Automatically' dropdown menu.

- In the Justification box, give a detailed explanation as to why the purchase is being made. This is important information and necessary for IRS audit purposes.
- If there are any attachments (requests, quotes, emails, etc.), first save as pdf, click on the Add Attachment link in the Justification Attachments. Click Browse and find the appropriate document and Click OK.
- Click **Checkout**.

The screenshot shows a 'Justification' form titled 'Monthly membership fees.' It includes a text area for justification, an 'Add Attachment' link (circled in yellow), and a 'Justification Type' dropdown menu. At the bottom, there are three buttons: 'Checkout' (circled in yellow), 'Save', and 'Cancel'.

- Requisition has been completed and will be forwarded through the approval queue.

The screenshot shows the 'Retrofit Requisition RR100321' page. It includes a header with 'MESSIAH COLLEGE MC ONE\$OURCE' and a search bar. The main content area displays requisition details in a table and a shipping/billing information box.

Retrofit Requisition		Order	
Requisition Number	RR100321	Originators	
Buyer		Order Date	1/21/2015 10:00 AM
Requisition Date	1/21/2015 10:59 AM	Order Submission	Do not Send
State	Pending	Approval Chain	
Organization Unit		Created from Invoice	ABC999
Retrofit Order	Yes		

Ship To / Bill To: Attn: CENTRAL RECEIVING [CREC] ONE COLLEGE AVENUE MECHANICSBURG, PA 17055 United States anderson@messiah.edu

- Click on the home icon and verify that there is no number next to tasks icon on the gray bar. This verifies that all tasks have been completed.

The screenshot shows the home page of the One\$ource interface. The 'Marketplace' tab is selected. The home icon (a house) and the tasks icon (a document with a checkmark) are both circled in yellow. The page includes the 'MESSIAH COLLEGE MC ONE\$OURCE' header and a search bar.