

INVOICE MANAGEMENT TERMINOLOGY

Purchase Orders

Term	Definition
2-Way Match	Invoice and purchase order constitute a match. Usually a Service (Non-Goods)
3-Way Plus Match	Invoice, purchase order, and receipt constitute a match. Deliverable item (Goods)
Accrual	An estimated entry in the Payables systems for costs incurred but not invoiced.
ACH	Automated Clearing House payment is electronically deposited into a designated bank account.
Alert	Oracle generated email sent to the end user or buyer based on an invoice entry. Supplier payment has three Alerts: Service Alert, Receipt Alert, and a Price Variance Alert.
Approved for Payment	When an invoice has met all of the Oracle matching conditions and signature requirements and the holds are released.
Cartage	Charges for delivery made by the suppliers own truck. Must be a line item on the PO.
CREI	Cost Reimbursable with an Educational Institution type of JPL Subcontract.
CTM	Contract Technical Manager
DDF	Director's Discretionary Funds
Discount	Prompt payment terms are set-up on the PO, agreed to by the supplier, or offered on the invoice, i.e., 1%10 Net 30. 1%10 Net 30 means a 1% discount may be taken if invoice is paid within 10 days after receipt of invoice. If not paid in 10 days, the discount may not be taken and invoice is due in 30 days.
EFT	Electronic Funds Transfer payment is electronically deposited into a designated bank account.
ELI	Electronic Invoicing requirement of some suppliers based on the JPL Subcontract.
Freight, prepaid	Shipping charges prepaid by the supplier on a common carrier. Need copy of freight bills over \$75.
iAIMS	Integrated Affiliate and Invoice Management System
Goods	Deliverable item
Invoice	Payment request from Supplier
JPL Credit Memo	JPL internal document that is used to pay an amount previously deducted from a supplier invoice.
JPL Debit Memo	JPL internal document that is used to deduct an amount from a payment, usually for returned material.
MarkView	System application providing an online view of each invoice throughout the approval and payment process.
Matching	Process in Oracle where invoice and purchase order lines are matched
Non-Goods	Service performed. No deliverables.
ODC	Other direct costs.
Packing Slip	Document that accompanies the delivery of an item.
Payment	Payment occurs after the invoice is approved and a check has been issued.
PO Debit Memo	Part of the RTV process showing the disposition of a discrepancy.
Pro Forma Invoice	An abridged or estimated invoice.
Price Variance Alert	An email is sent to the buyer for an invoice where there is a price variance of \$100 or more over the purchase order extended amount.
Purchase Order (PO)	Document / agreement to buy goods and/or services.
Receipt	Record of receipt of goods in Oracle
Receipt Alert	An email sent to the end user for an invoice matched to a 3-Way match goods line type. The email is sent 3 days after an invoice is entered if no receipt has been recorded in Oracle.
RTV	Return to vendor process for discrepancies on delivered goods.
Sales Tax	Tax paid to a California supplier for purchases shipped to a California location. Tax paid to the State by the supplier.
Scan	Entering an image of a document into the Supplier Payment Imaging System
Service Alert	An email sent to the end user for an invoice matched to a 2-Way match non-goods line type. The purpose of the alert is to request approval for the services invoiced.
Supplier Credit Memo	A document issued by the supplier, usually giving credit for returned material previously paid. The document is used to deduct an amount from a future payment.
SWO	Subcontract Work Order (Replacement name for CWO).
Terms	Payment terms are set-up on PO, agreed to by supplier and shown on the invoice. Standard JPL payment terms are Net 30. Other terms may be agreed to by JPL and the supplier such as discount terms. (See Discount) Net 30 means invoice should be paid 30 days after receipt of invoice. If the terms on the PO and the terms on the invoice are different, then the terms most favorable to JPL are used.
Use Tax	Tax paid direct to the State by JPL for purchases from suppliers located outside California and shipped to a California location.
Will Call	Items that are picked up and carried onto the Lab. Receiving should be notified of these items so a receipt can be recorded.