# Export Invoice Line Payment Details

When a supplier invoice enters BUY.IU it is applied, line by line, to its corresponding purchase order (PO). Occasionally, invoice lines are applied to the incorrect PO line which can result in payment being funded by a wrong account or on an incorrect object code. Once these payments are finalized, a General Accounting Adjustment (GEC) document in KFS is used to apply charges to the correct account or object code.

Account and reference information are required to submit a GEC document. This guide walks through how to locate these details using a bulk export. This is especially helpful for large, multi-line POs that may require multiple GEC documents.

> Remember, invoices enroute and set to be paid by the wrong account or object code **should not** be rejected. Instead, payment should be issued, and the transaction corrected afterwards using a GEC.

Navigate to the **Invoices search** option in the **Orders** module.
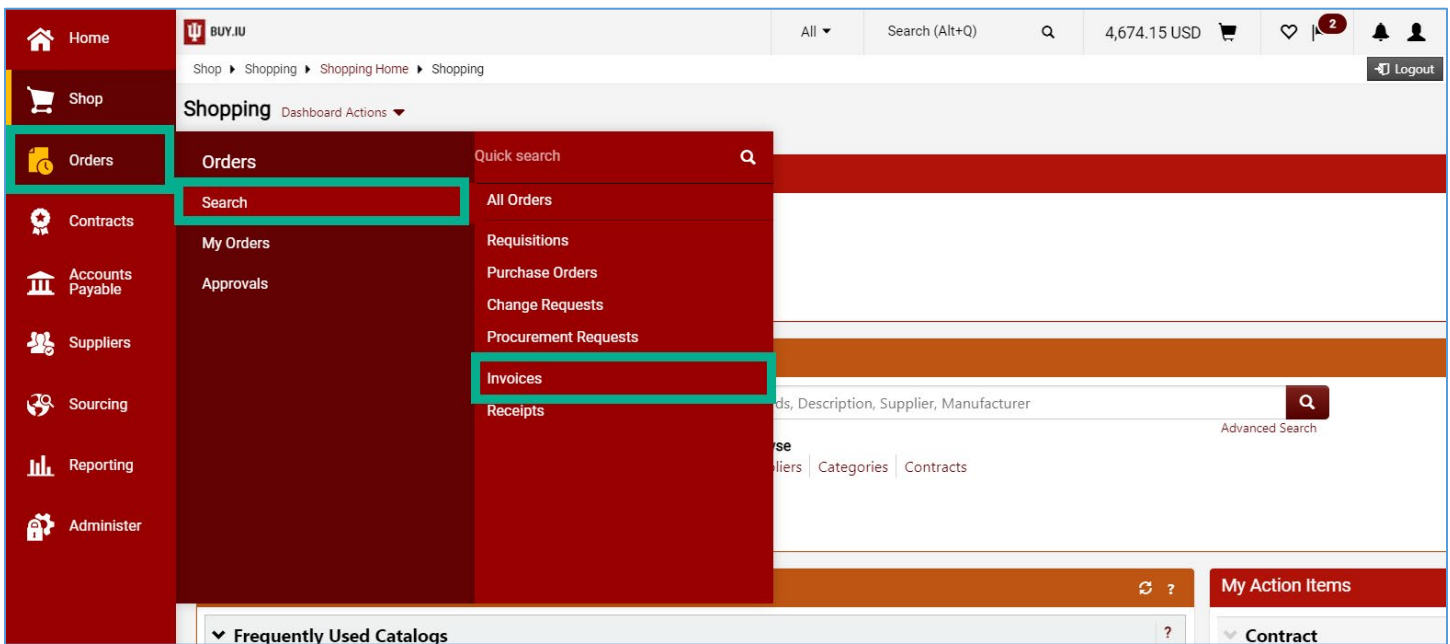
The search page loads and returns all invoices created in the past 90 days. On the search page, click **Add Filter** to narrow your results to a specific account, organization, or purchase order.

In this example, we'll limit our results to invoices booked against a specific PO. Enter "PO" in the search field and check the box next to **PO Number**.

A new field appears. Enter the **PO number** in the field and click **Apply**.

Next, click **Created Date** in the upper left-hand corner and select **All**. This ensure all invoices processed against the PO are returned in your export. Click **Apply** to apply your changes.

Now export the results. Click **Export All** in the upper right-hand corner.

A new window opens. Enter a name for your export and select **Transaction Export** from the **Type** drop-down menu.
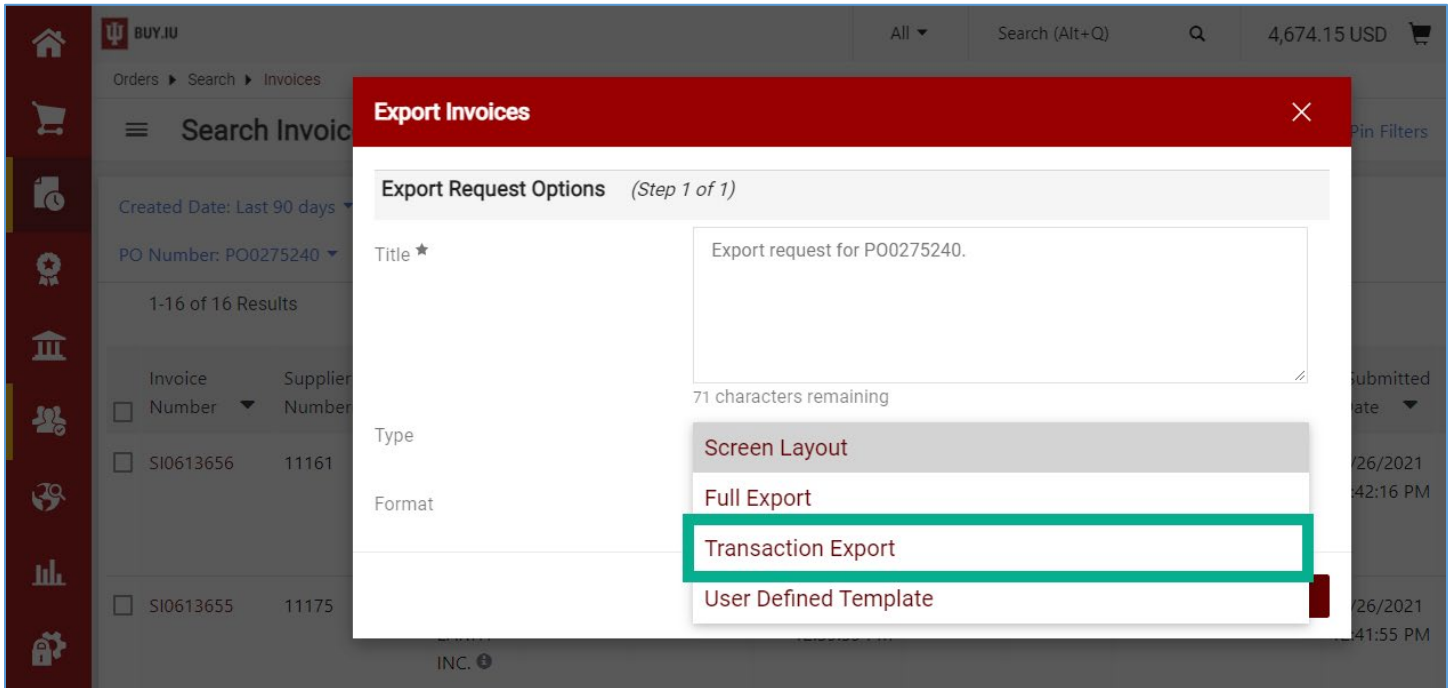
Click **Submit** and BUY.IU begins generating the export file. Run time varies depending on the size of the file. Click the **Manage Search Exports** link to go to your exports page and wait on the export.
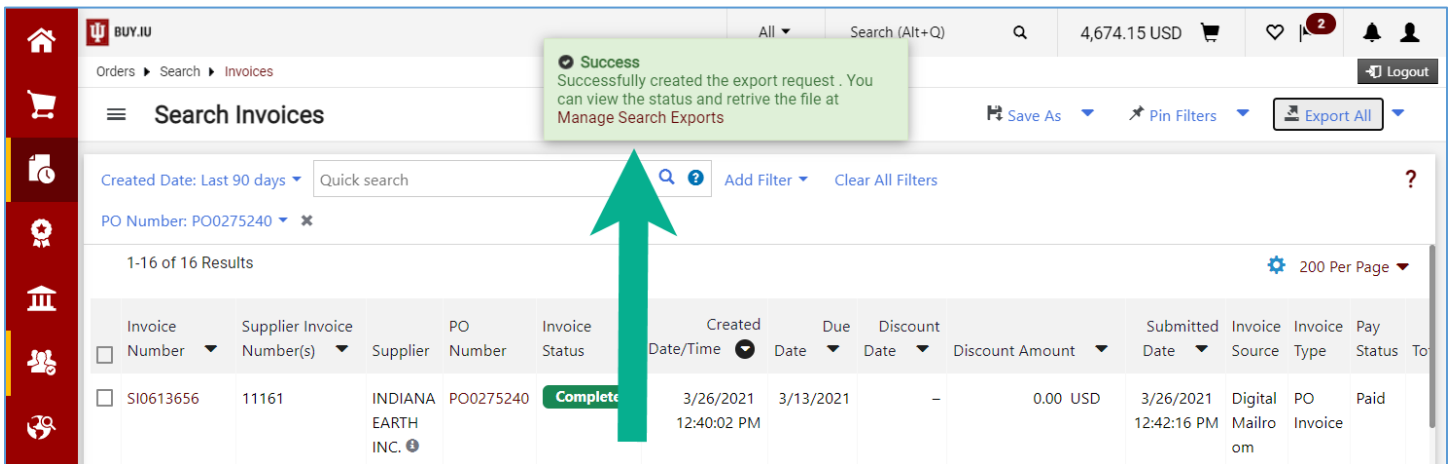
Alternatively, you can navigate to your exports page at any time by clicking the **profile icon** in the upper right-hand corner, then selecting **Manage Search Exports**.
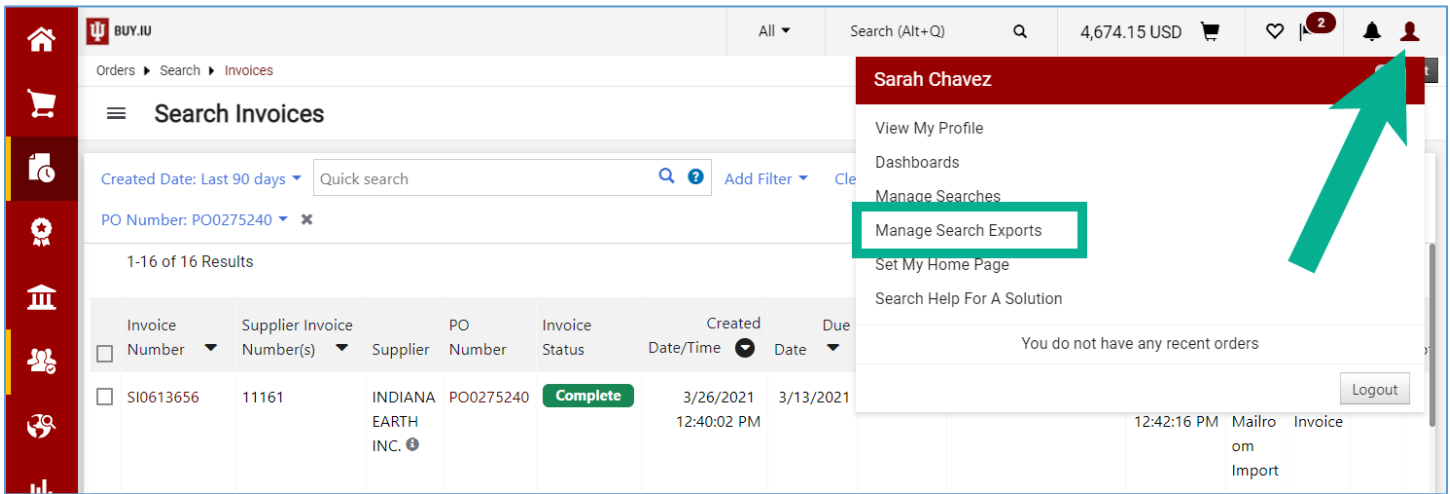
On the Manage Exports page, click the **Title** to download a compressed file. This export is made up of multiple CSV files.
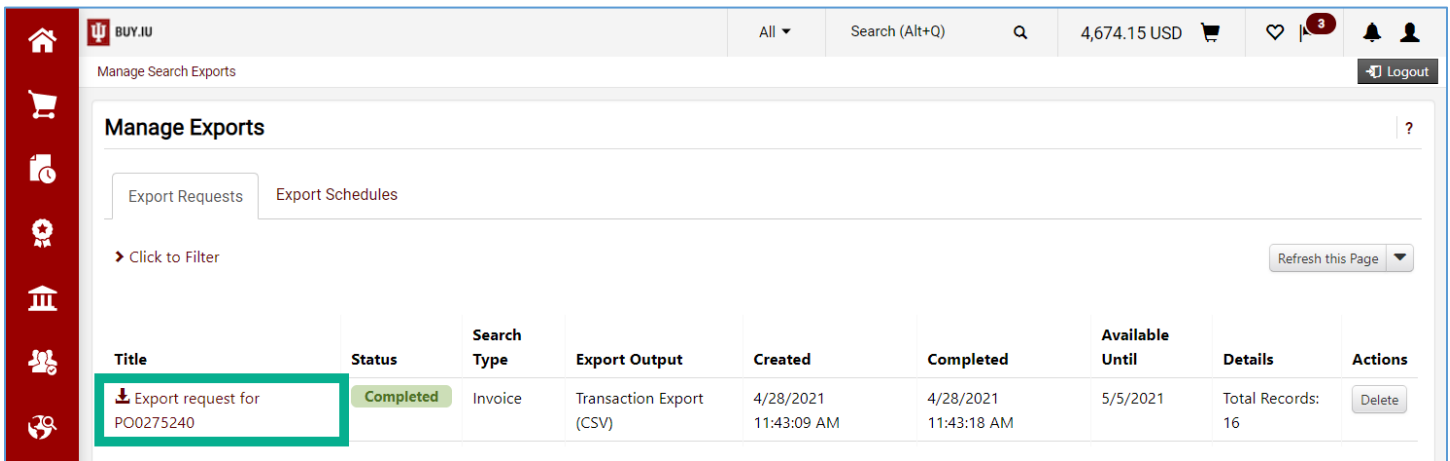
Unzip the export using a tool like WinRAR or WinZip, then open the file titled **InvCustomFieldSummary**.

This Excel file contains many columns of information. Some columns have been hidden in the image below to showcase relevant fields.

The highlighted row in the screen shot states that $1,100 (column H) was paid using account 6054600 (column J) and object code 4520 (column AH).

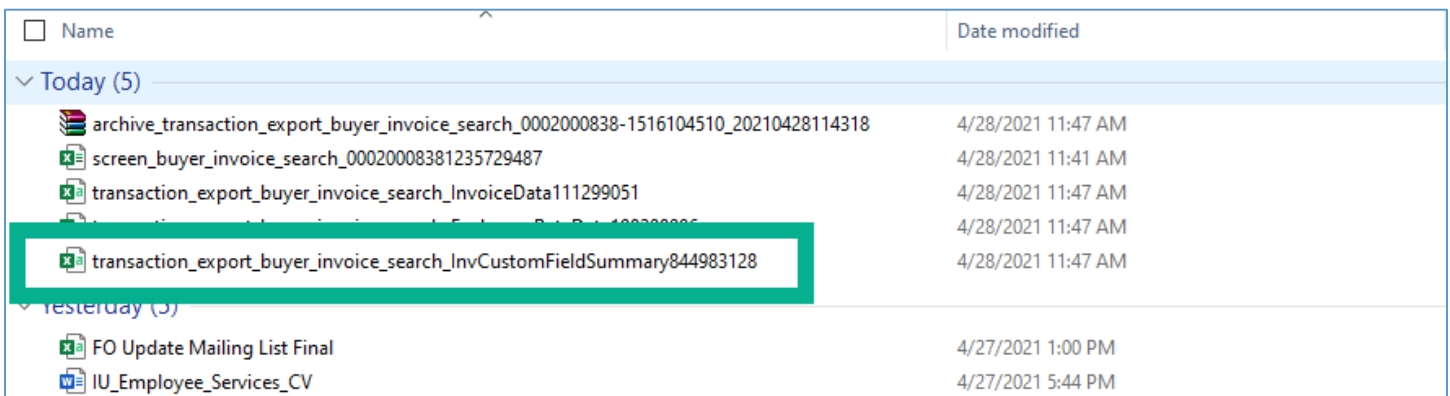| A	B	C	D	E	F	H	I	J	K	N	AH
Invoice No	Invoice Type	Invoice Date	Invoice Status	PO No	PO Line No	Invoice Line Extended Price	Invoice Line Currency	Account	Account-SubAccount	Chart	Obj Code
SI0613656	Invoice	3/8/2021	Paid	PO0275240	3	1,100	USD	6054600	6054600	SB	4520
SI0613656	Invoice	3/8/2021	Paid	PO0275240	3	220	USD	6054600	6054600	SB	4520
SI0613656	Invoice	3/8/2021	Paid	PO0275240	3	1,710	USD	6054600	6054600	SB	4520
SI0613655	Invoice	3/12/2021	Paid	PO0275240	1	1,450	USD	754900	754900	SB	4520
SI0612631	Invoice	3/8/2021	Paid	PO0275240	1	220	USD	754900	754900	SB	4520
SI0612631	Invoice	3/8/2021	Paid	PO0275240	1	160	USD	754900	754900	SB	4520
SI0612631	Invoice	3/8/2021	Paid	PO0275240	1	305	USD	754900	754900	SB	4520
SI0612631	Invoice	3/8/2021	Paid	PO0275240	1	200	USD	754900	754900	SB	4520
SI0612631	Invoice	3/8/2021	Paid	PO0275240	1	310	USD	754900	754900	SB	4520
SI0612631	Invoice	3/8/2021	Paid	PO0275240	1	200	USD	754900	754900	SB	4520

This information, along with the invoice number SI0613656 (column A), is what is needed to process a GEC in KFS and move the charges to the correct account or object code. Visit the General Accounting Adjustment information page to learn more about the GEC.