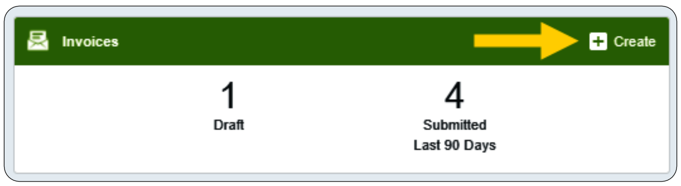
Quick Reference

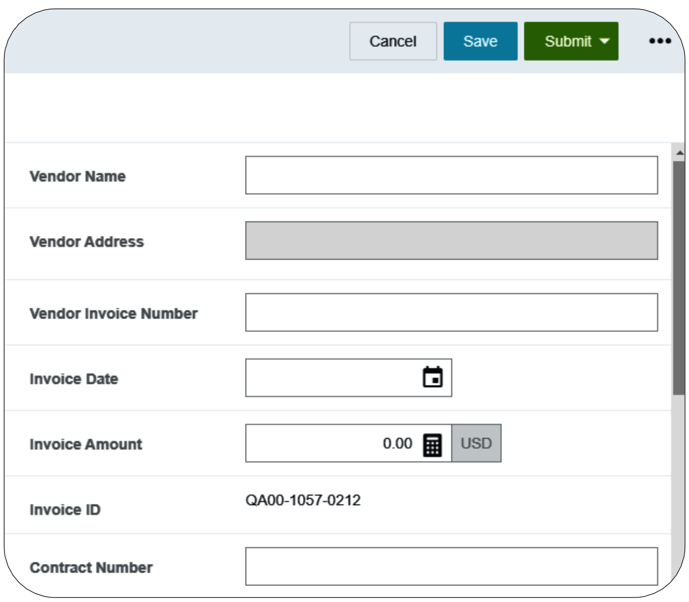
Create Invoice - Manual Entry

Create Invoice

1. Click the **+CREATE** button in the upper right corner of the Invoices swim lane.

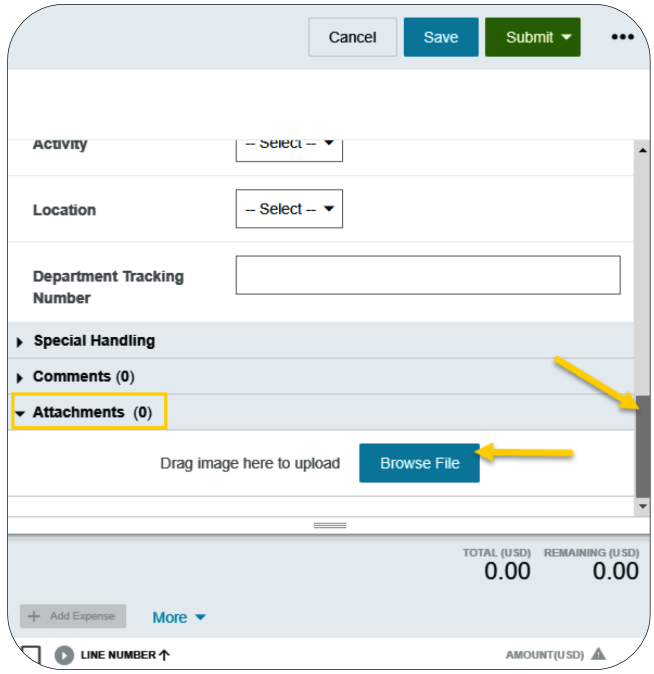


2. The invoice page is displayed

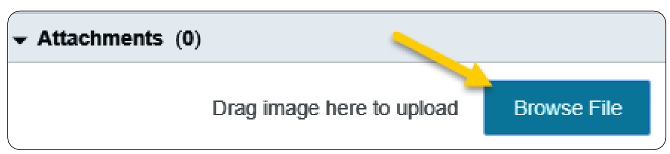


Attachments

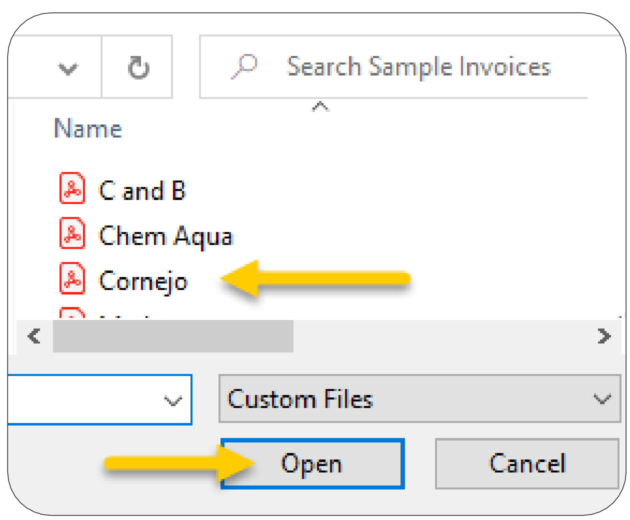
3. Click on the scroll bar located at the far right side of the page. Scroll down until the **Browse File** button is displayed. This will be located in the **Attachments** section.



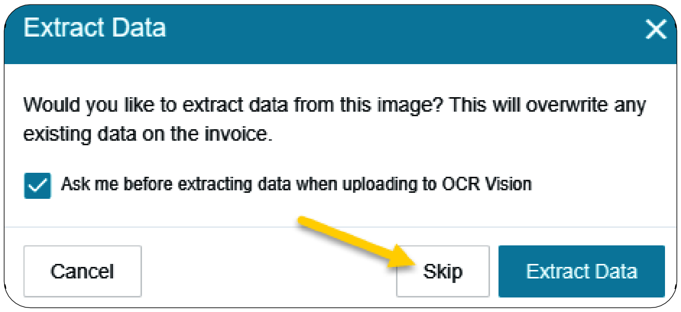
4. Click on the **Browse File** button and navigate to the appropriate PDF.



5. Select the PDF and click **Open** to upload the invoice.

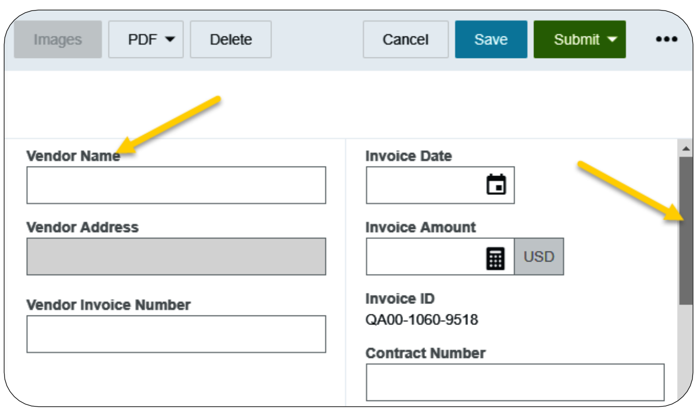


6. The **Extract Data** message will display. Click **Skip** to allow for manual entry of the invoice information.

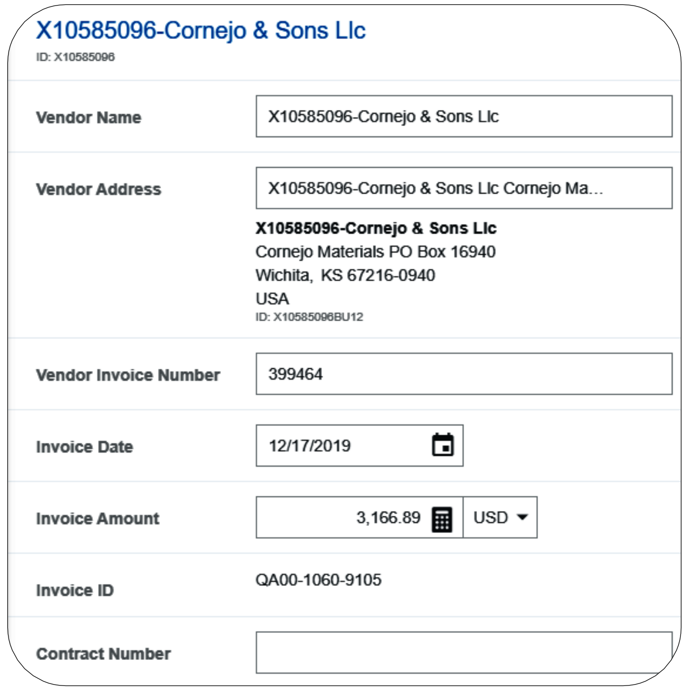


7. The following confirmation message will display.

8. The invoice image will display on the left side of the screen. Click on the scroll bar located at the far right side of the page. Scroll up until the **Vendor Name** field is displayed.



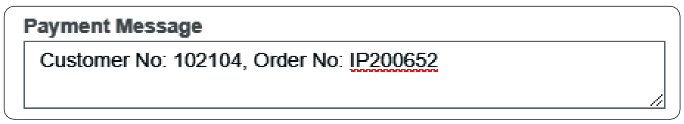
9. Complete each of the appropriate fields in the invoice header section.



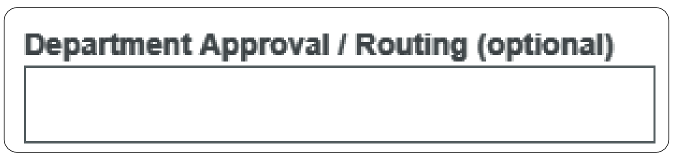
- **Vendor Name:** Fully searchable by the vendor number, or any part of the vendor name. **Please see the **New Vendor** quick reference guide if the desired vendor is not listed.
- **Vendor Address:** Auto populates if there is only one address listed, otherwise fully searchable. **Please see the **New Address** quick reference guide if the desired vendor remit address is not listed.
- **Vendor Invoice Number (optional):** List as it appears on the vendor invoice, up to 36 characters.
- **Invoice Date:** Date listed on the vendor's invoice.
- **Invoice Amount:** Total amount to be paid.
- **Invoice ID:** System Generated.
- **Contract Number (optional):** State or WSU issued number if applicable.

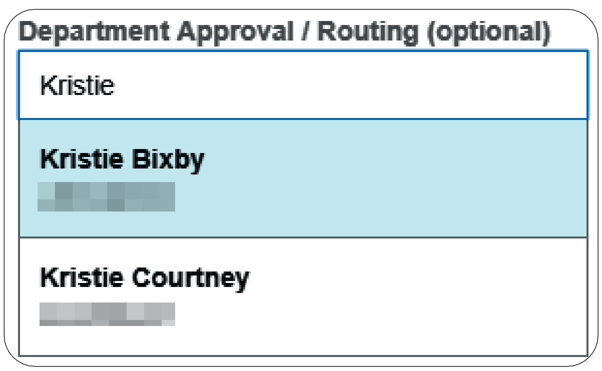
Invoice Detail

10. Enter **Payment Message** (optional - 70 characters) with identifying information for the invoice such as:
    - Invoice numbers (overflow from **Vendor Invoice Number** field)
    - Account Number
    - Customer Number
    - Order Number
    - Brief description (Maintenance Subscription 10/23/19-10/22/20)

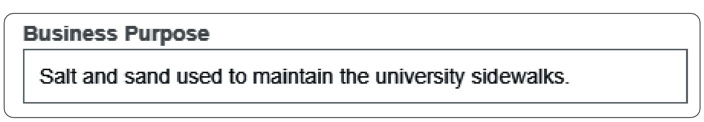


11. Enter a **Department Approval / Routing** name when additional staff are required to review the invoice. This field is optional.





12. Enter a detailed **Business Purpose**.

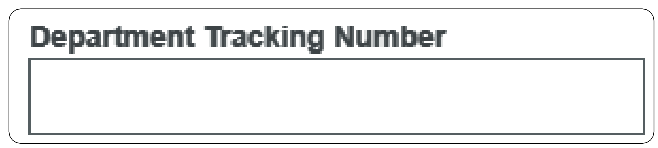


- A business purpose is defined as one that supports or advances the goals, objectives and mission of the university; and adequately describes the expense as a necessary, reasonable and appropriate business expense for the university.
- The field appears small but has a high character limit (>220)

13. **Activity** and/or **Location**: If your department utilizes these fields, select the proper value, otherwise leave blank.

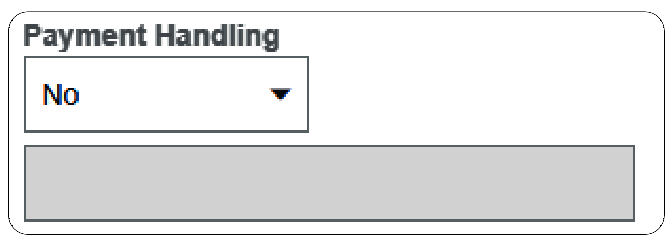
- <u>**Activity**:</u> Click the drop-down box and select the appropriate value from the list.
- <u>**Location**:</u> Click the drop-down box and select the appropriate value from the list.

14. The **Department Tracking Number** field is an optional field a department can utilize.

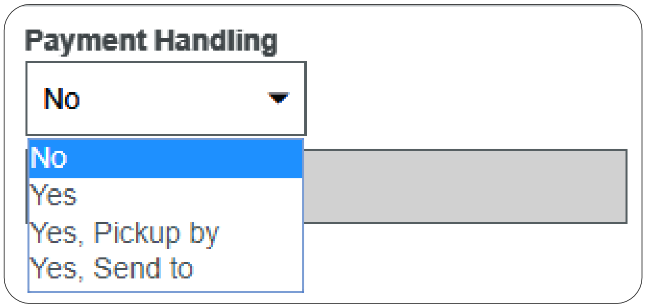


Special Handling

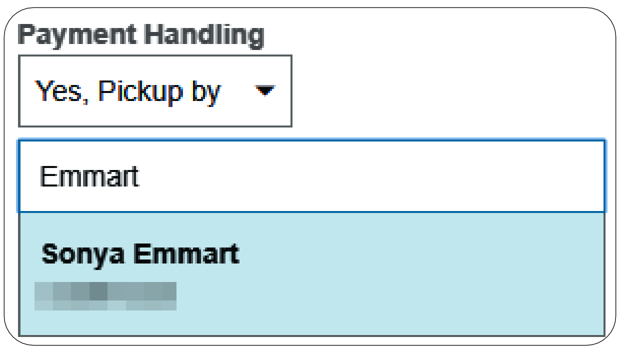
15. <u>**Payment Handling:**</u> The default value is “No”. This indicates that payment will be made to the vendor via the payment method listed in the **Vendor Name** field.



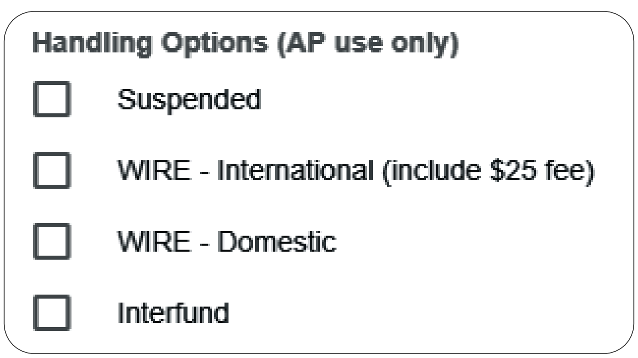
16. Only change when special circumstances are needed. Example: If a payment needs to be hand-delivered to a vendor (instead of being mailed or sent via ACH) the value “Yes, Pickup by” or “Yes, Send to” shall be selected.



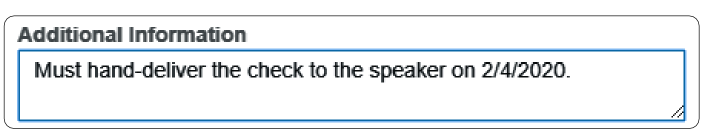
17. Search for and select the appropriate name in the field provided.



18. **Handling Options** are used by the Accounts Payable department to assist with back office processing

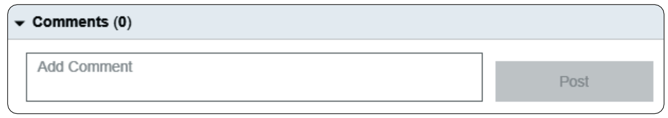


19. **Additional Information** field can be used to communicate additional information to the Accounts Payable Department.



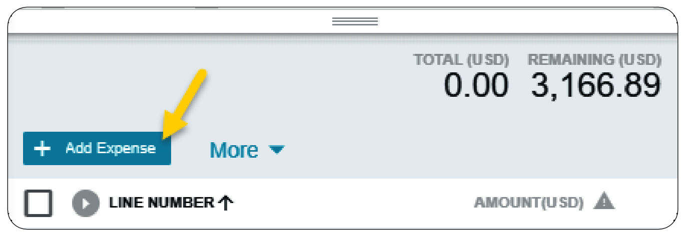
Comments

20. Enter any additional comments about the invoice. Comments **cannot** be deleted or modified once posted.

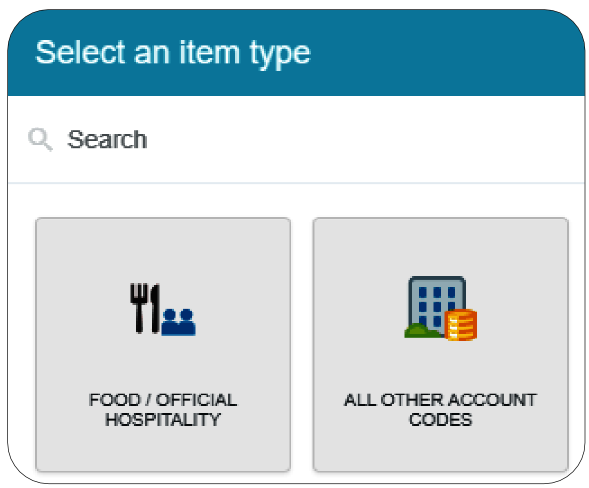


Add Expense

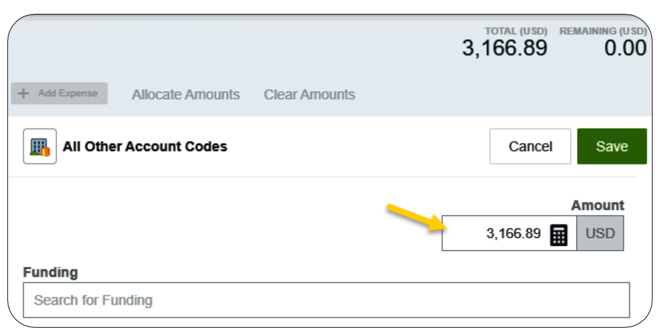
21. Click on the **+ Add Expense** button.



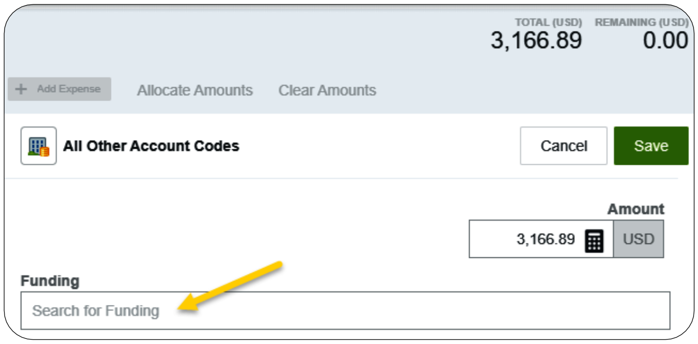
22. Select an expense tile.



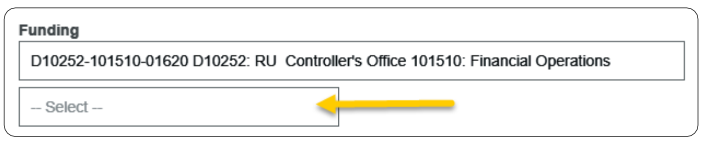
23. Enter/verify the total amount of the invoice allocated to this funding/account code selection.

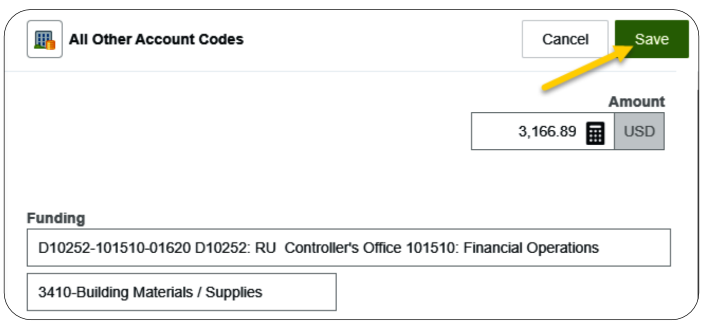


24. **Funding:** Search for and select the appropriate funding.



25. **--Select--** Tap anywhere in this field to search for and select the appropriate account code. Save the expense line.

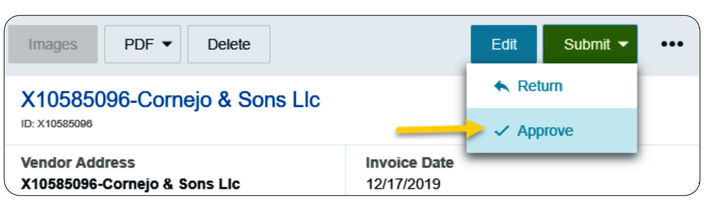




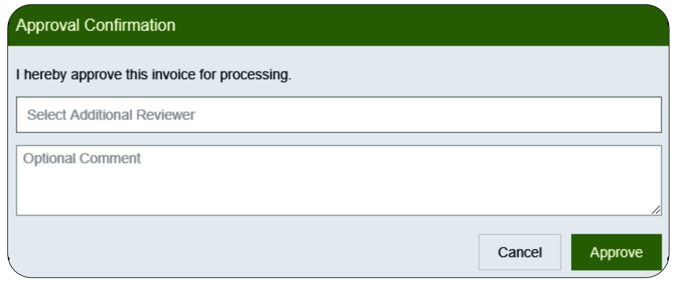
Submit

26. Submit the invoice for approval by clicking the green **Submit** button in the upper right corner.

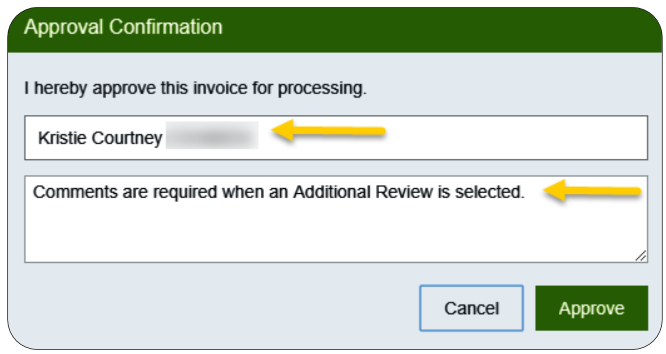
27. Click **Approve**



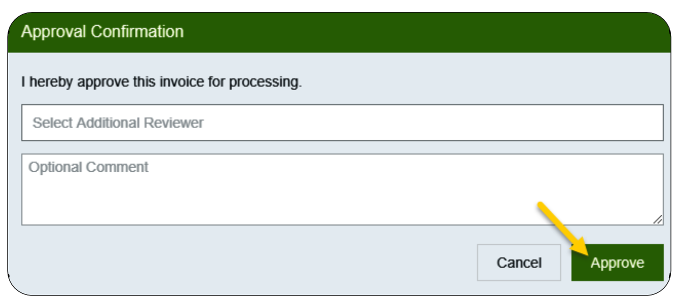
28. **Additional Reviewer**: If during approvals it is determined an additional reviewer is needed, click in the **Select Additional Reviewer** field to search for and select the appropriate individual. This field is optional and can be left blank.



29. If an **Additional Reviewer** is selected the system requires you to add a comment.



30. Click the green **Approve** button to submit the invoice.



31. The following message will be displayed.