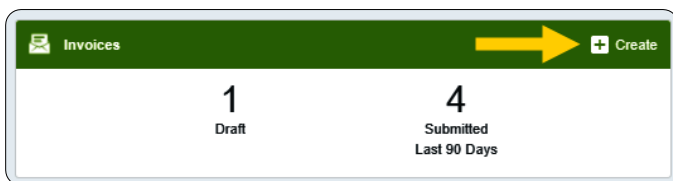


Create Invoice - Manual Entry

Create Invoice

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



2. The invoice page is displayed

A screenshot of the invoice entry form. At the top, there are 'Cancel', 'Save', and 'Submit' buttons. The form contains several fields: 'Vendor Name', 'Vendor Address', 'Vendor Invoice Number', 'Invoice Date' (with a calendar icon), 'Invoice Amount' (with a numeric keypad and 'USD' dropdown), 'Invoice ID' (with the value 'QA00-1057-0212'), and 'Contract Number'.

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.

A screenshot of the invoice page. The 'Attachments (0)' section is highlighted with a yellow box. A yellow arrow points to the 'Browse File' button in this section. Other sections visible include 'Activity', 'Location', 'Department Tracking Number', 'Special Handling', and 'Comments (0)'. At the bottom, there are 'TOTAL (USD)' and 'REMAINING (USD)' fields, both showing '0.00'.

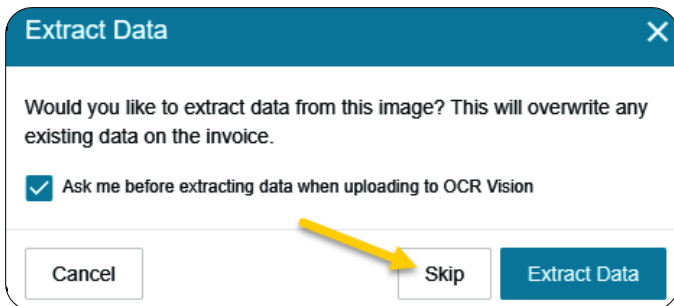
4. Click on the **Browse File** button and navigate to the appropriate PDF.

A close-up screenshot of the 'Attachments (0)' section. A yellow arrow points to the 'Browse File' button. The text 'Drag image here to upload' is visible to the left of the button.

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

A screenshot of a file selection dialog. The title is 'Search Sample Invoices'. There is a search bar and a list of files. The file 'Cornejo' is selected, indicated by a yellow arrow. At the bottom, there is a dropdown menu set to 'Custom Files' and an 'Open' button with a yellow arrow pointing to it.

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



Extract Data [X]

Would you like to extract data from this image? This will overwrite any existing data on the invoice.

Ask me before extracting data when uploading to OCR Vision

Cancel Skip Extract Data

7. The following confirmation message will display.

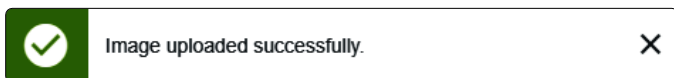
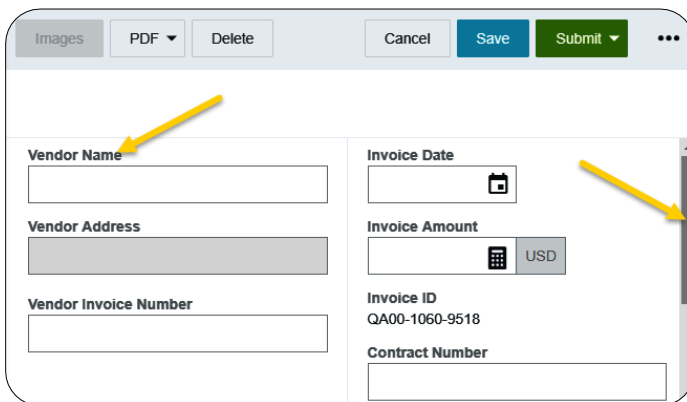


Image uploaded successfully. [X]

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.



Images PDF Delete Cancel Save Submit [X]

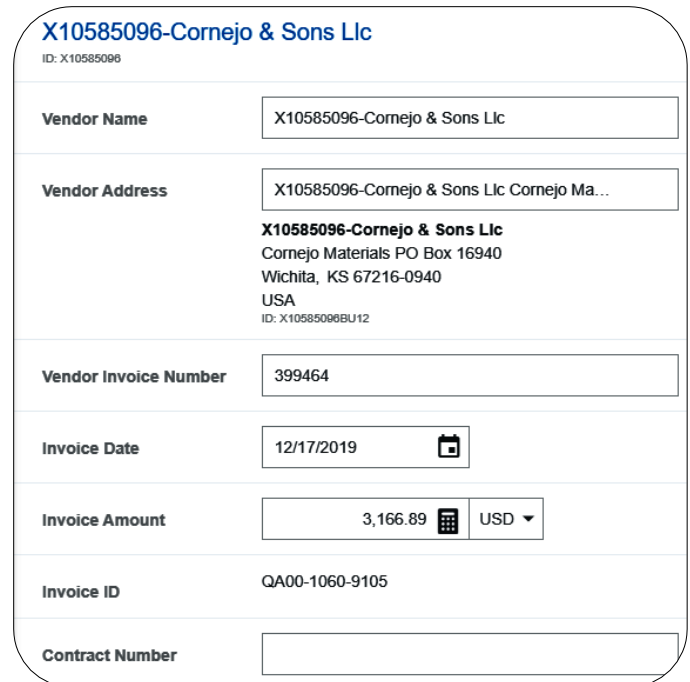
Vendor Name [] Invoice Date []

Vendor Address [] Invoice Amount [] USD

Vendor Invoice Number [] Invoice ID QA00-1060-9518

Contract Number []

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



X10585096-Cornejo & Sons Llc
ID: X10585096

Vendor Name X10585096-Cornejo & Sons Llc

Vendor Address X10585096-Cornejo & Sons Llc Cornejo Ma...
X10585096-Cornejo & Sons Llc
Cornejo Materials PO Box 16940
Wichita, KS 67216-0940
USA
ID: X10585096BU12

Vendor Invoice Number 399464

Invoice Date 12/17/2019 []

Invoice Amount 3,166.89 [] USD []

Invoice ID QA00-1060-9105

Contract Number []

- **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)

Payment Message

Customer No: 102104, Order No: IP200652

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

Department Approval / Routing (optional)

Department Approval / Routing (optional)

Kristie

Kristie Bixby
[Redacted]

Kristie Courtney
[Redacted]

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

Business Purpose

Salt and sand used to maintain the university sidewalks.

- 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.

Activity	-- Select -- ▼
Location	-- Select -- ▼

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

Department Tracking Number

Special Handling

15. **Payment Handling**: 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.

Payment Handling

No ▼

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.

Payment Handling

No ▼

No
Yes
Yes, Pickup by
Yes, Send to

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

Payment Handling

Yes, Pickup by ▼

Emmart

Sonya Emmart

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

Handling Options (AP use only)

Suspended

WIRE - International (include \$25 fee)

WIRE - Domestic

Interfund

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

Additional Information

Must hand-deliver the check to the speaker on 2/4/2020.

Comments

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

▼ Comments (0)

Add Comment

Post

Add Expense

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

TOTAL (USD) 0.00 REMAINING (USD) 3,166.89

+ Add Expense More ▼

LINE NUMBER ↑ AMOUNT(USD) ▲

22. Select an expense tile.

Select an item type

Search

FOOD / OFFICIAL HOSPITALITY

ALL OTHER ACCOUNT CODES

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

TOTAL (USD) 3,166.89 REMAINING (USD) 0.00

+ Add Expense Allocate Amounts Clear Amounts

All Other Account Codes Cancel Save

Amount 3,166.89 USD

Funding Search for Funding

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.