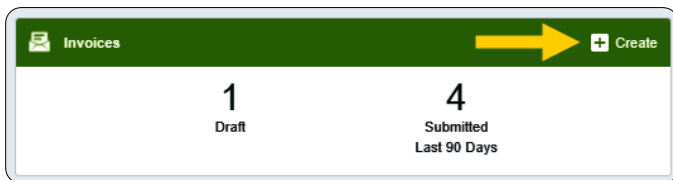


Quick Reference

Create Invoice - Copy from Prior Invoice

Create Invoice from Prior Invoice

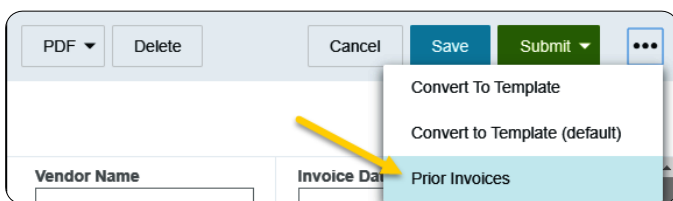
1. Click the **+CREATE** button in the upper right corner of the Invoices swim lane.



2. The invoice page is displayed

A screenshot of an invoice form. At the top, there are buttons for 'Cancel', 'Save', and 'Submit'. Below these are several input fields: 'Vendor Name', 'Vendor Address', 'Vendor Invoice Number', 'Invoice Date' (with a calendar icon), 'Invoice Amount' (with a value of 0.00 and a currency selector set to USD), 'Invoice ID' (with the value QA00-1057-0212), and 'Contract Number'. A three-dot menu icon is visible in the top right corner of the form.

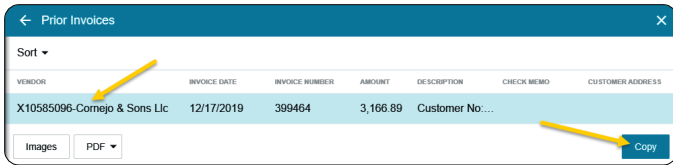
3. Click the three dots icon (...) in the upper left corner. Select **Prior Invoices**.



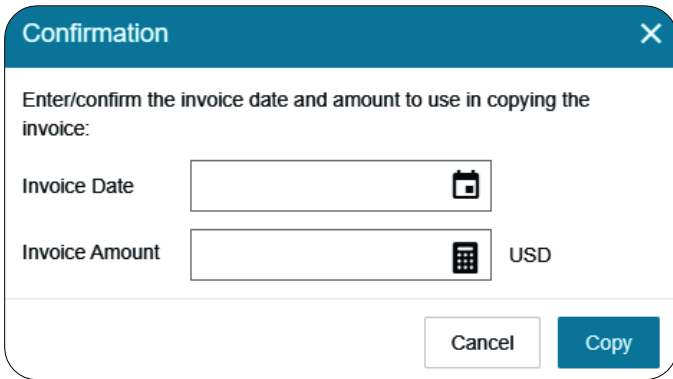
4. The **Prior Invoices** search page will display. Enter the desired search criteria and click **Search**.

A screenshot of the 'Prior Invoices' search page. The page has a blue header with a back arrow and the text 'Prior Invoices'. Below the header are several search criteria sections: 'Vendor' (with a search input field), 'Address' (with a greyed-out input field), 'Invoice Date' (with a 'Select' dropdown and two date pickers showing 11/18/2019 and 02/16/2020), 'Invoice Amount' (with radio buttons for 'Exactly', 'Greater Than or Equal', 'Less Than or Equal', and 'In Between', and a calculator icon), 'Invoice Currency' (with a dropdown set to 'All Currencies'), 'Type' (with a dropdown set to 'All'), 'Requester' (with an input field), and 'Customer Address' (with an input field). At the bottom, there are buttons for 'Clear All', 'Cancel', and 'Search'. A yellow arrow points to the 'Search' button.

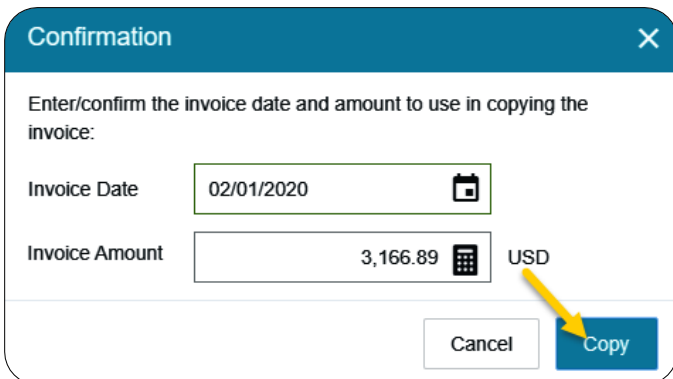
5. The system will return all of the invoices matching the search criteria. Click on the desired invoice then click on the **Copy** button in the lower right corner.



6. The **Confirmation** page will display.



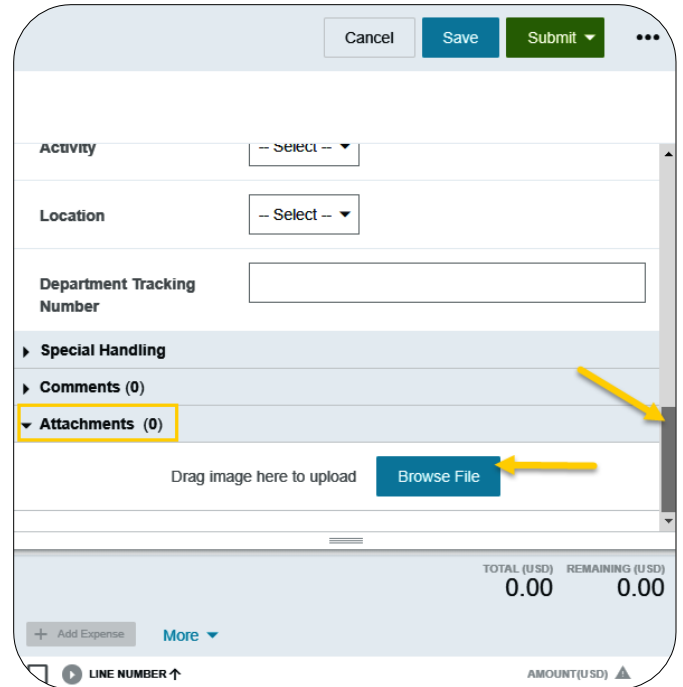
7. Fill in the **Invoice Date** and **Invoice Amount** and select **Copy**.



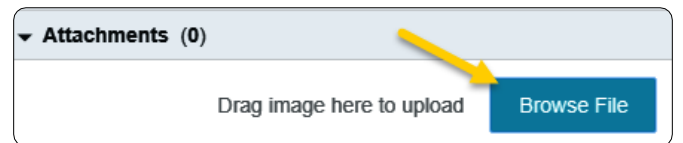
8. The invoice will display on the right side of the screen.

Attachments

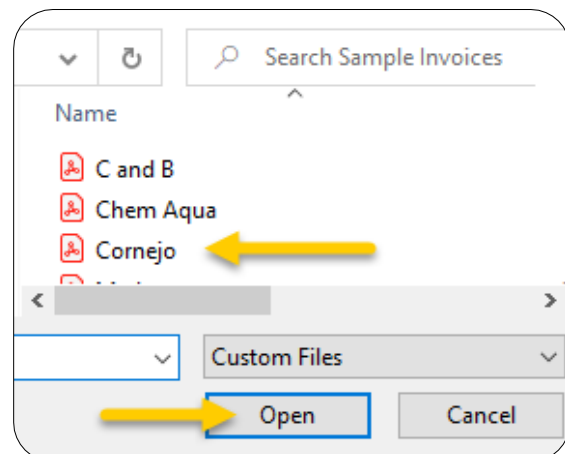
9. Click on the scroll bar located at the far right side of the page. Scroll down until the **Browse File** button is displayed. This will be located in the **Attachments** section.



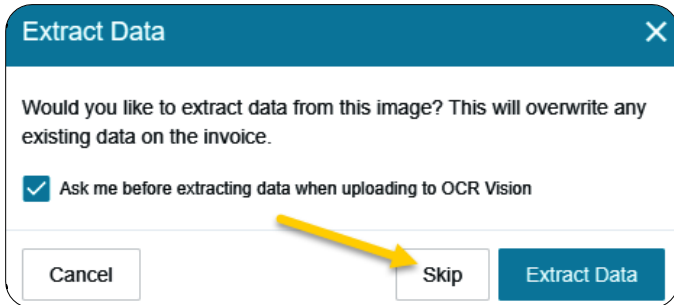
10. Click on the **Browse File** button and navigate to the appropriate PDF.



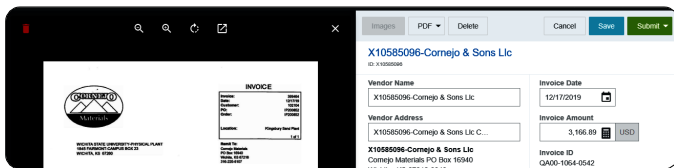
11. Select the PDF and click **Open** to upload the invoice.



12. The **Extract Data** message will display. Click **Skip** to attach the invoice image.



13. The invoice image will be attached and displayed on the left side of the screen.



14. Scroll to the top of the form. Review the information populated from the prior invoice. Fill in or update the fields as appropriate.

X10585096-Cornejo & Sons Lic	
ID: X10585096	
Vendor Name	X10585096-Cornejo & Sons Lic
Vendor Address	X10585096-Cornejo & Sons Lic Cornejo Ma... X10585096-Cornejo & Sons Lic 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.
- **Vendor Address:** Auto populates if there is only one address listed, otherwise fully searchable.

- **Vendor Invoice Number:** 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:** State or WSU issued number if applicable.

Invoice Detail

15. Enter or update the **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

16. 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

Kristie Courtney

17. Enter or update the 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)

18. **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.

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

Department Tracking Number
<input type="text"/>

Special Handling

20. **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 ▾
<input type="text"/>

21. 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

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

Payment Handling
Yes, Pickup by ▾
Emmart
Sonya Emmart

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

Handling Options (AP use only)
<input type="checkbox"/> Suspended
<input type="checkbox"/> WIRE - International (include \$25 fee)
<input type="checkbox"/> WIRE - Domestic
<input type="checkbox"/> Interfund

24. **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

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

Add /Modify Expenses

26. Review the expense line information populated from the prior invoice.

27. If adjustments are needed, click the three dots icon (...) to the right of the expense line.

The options menu will appear. Select **Edit**.

28. The expense line form will display. Make any necessary changes and click **Save**.

29. If additional expense lines are needed, click the **+Add Expense** button.

30. Select an expense tile

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

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

Form showing 'All Other Account Codes' with fields for 'Amount' (599.80 USD) and 'Funding' (Search for Funding). A yellow arrow points to the 'Search for Funding' text in the 'Funding' field.

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

Close-up of the 'Funding' dropdown menu showing the text '-- Select --'. A yellow arrow points to this text.

Form showing 'All Other Account Codes' with the 'Funding' field populated with 'D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations'. A yellow arrow points to the 'Save' button.

Submit

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

Invoice card for 'X10585096-Cornejo & Sons Llc'. A yellow arrow points to the green 'Submit' button in the top right corner.

35. Click **Approve**

Invoice card for 'X10585096-Cornejo & Sons Llc' with a dropdown menu open. A yellow arrow points to the 'Approve' option.

36. **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.

'Approval Confirmation' form with a 'Select Additional Reviewer' field highlighted by a yellow arrow.

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

'Approval Confirmation' form with 'Kristie Courtney' selected in the reviewer field. A yellow arrow points to the text 'Comments are required when an Additional Review is selected.'

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

'Approval Confirmation' form with a yellow arrow pointing to the green 'Approve' button.

39. The following message will be displayed.

Success message: 'Your invoice has been successfully approved' with a green checkmark icon and a close button (X).