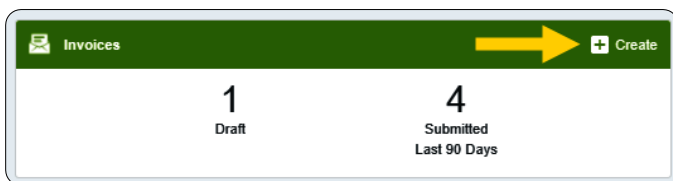


Create Invoice - Copy from Template

Create Invoice from Template

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



2. The invoice page is displayed

The screenshot shows a form with the following fields: Vendor Name, Vendor Address, Vendor Invoice Number, Invoice Date (with a calendar icon), Invoice Amount (0.00 USD), Invoice ID (QA00-1057-0212), and Contract Number. At the top right, there are buttons for 'Cancel', 'Save', and 'Submit' with a dropdown arrow. At the top left, there are three dots (more options).

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

This screenshot shows a close-up of the top right corner of the form. A dropdown menu is open, listing options: 'Convert To Template', 'Convert to Template (default)', and 'Prior Invoices'. A yellow arrow points to the 'Prior Invoices' option. The 'Submit' button and the three dots icon are also visible.

4. The **Prior Invoices** search page will display. Scroll down to the **Type** field, select **Templates Only** and click **Search**.

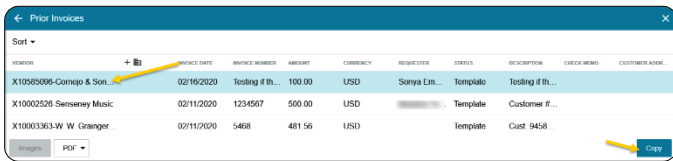
The screenshot shows the 'Prior Invoices' search page. It has a teal header with a back arrow and the text 'Prior Invoices'. The form includes:

- Vendor**: A search input field.
- Address**: A greyed-out input field.
- Invoice Date**: A dropdown menu set to 'Select', and two date pickers showing '11/18/2019' and '02/16/2020'.
- Invoice Amount**: Radio buttons for 'Exactly', 'Greater Than or Equal', 'Less Than or Equal', and 'In Between', and a numeric input field.
- Invoice Currency**: A dropdown menu set to 'All Currencies'.
- Type**: A dropdown menu with 'All' selected, and a list of options: 'All', 'Invoices Only', 'Templates Only' (highlighted in blue), 'Templates Def Only', and 'Templates All'. A yellow arrow points to 'Templates Only'.

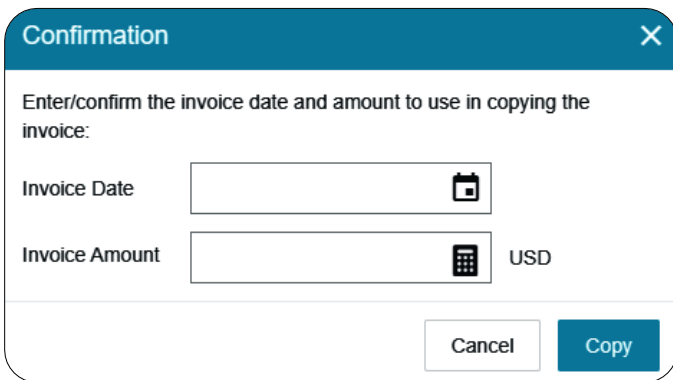
 At the bottom, there are 'Clear All', 'Cancel', and 'Search' buttons. A yellow arrow points to the 'Search' button.

5. The system will return all of the templates which match the search criteria. Click on the desired

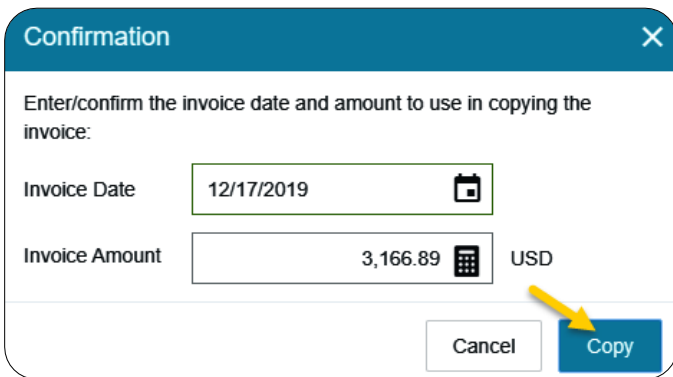
template then click on the **Copy** button in the lower right corner.



6. The Confirmation page will display.



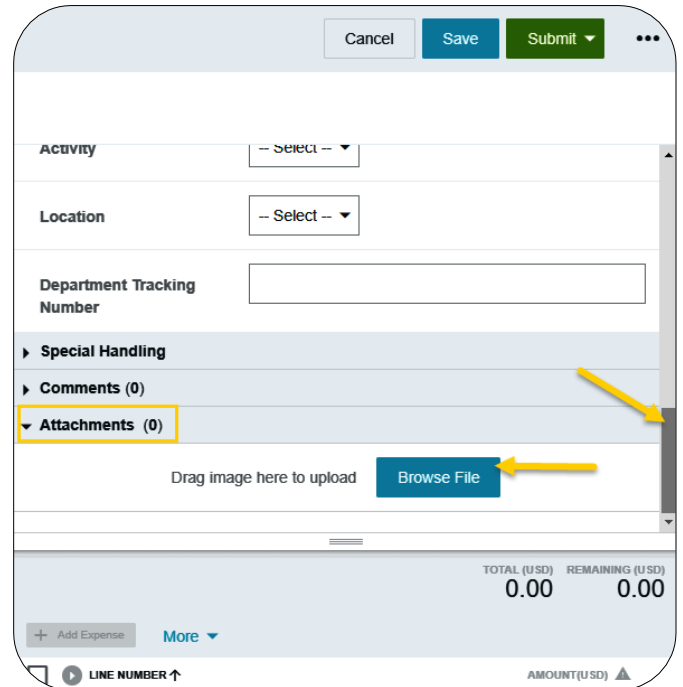
7. Fill in the **Invoice Date** and **Invoice Amount** and select **Copy**.



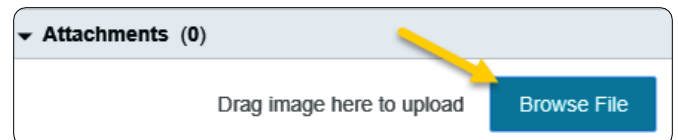
8. The invoice will display on the right side of the screen.

Attachments

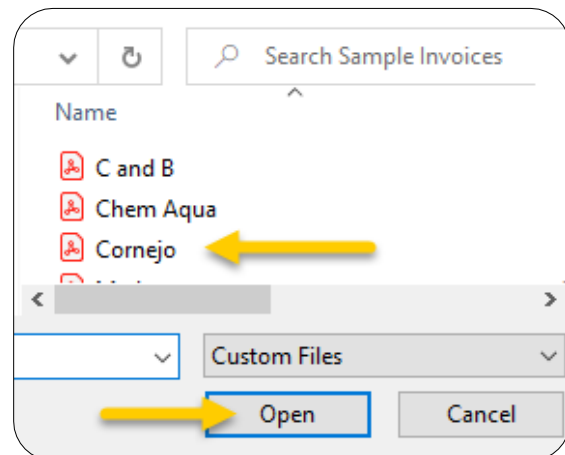
9. Click on the scroll bar located at the far right side of the page. Scroll down until the **Browse File** button is displayed. This will be located in the **Attachments** section.



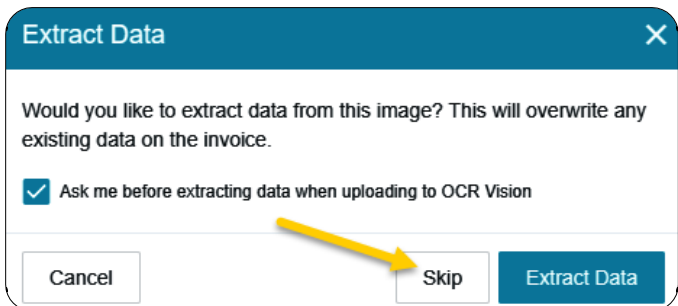
10. Click on the **Browse File** button and navigate to the appropriate PDF.



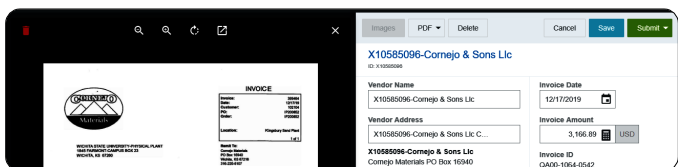
11. Select the PDF and click **Open** to upload the invoice.



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 template. 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

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 ▾

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)

- Suspended
- WIRE - International (include \$25 fee)
- WIRE - Domestic
- 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.

Comments (0)
Add Comment Post

Add /Modify Expenses

26. Review the expense line information populated from the template.

TOTAL (USD) 3,166.89 REMAINING (USD) 0.0

+ Add Expense Allocate Amounts Clear Amounts

LINE NUMBER ↑	AMOUNT(USD) ▲
1 All Other Account Codes D10252-101510-01620-3710 101510: Financial Operations	791.72 ✓ ...
2 All Other Account Codes D10252-101510-01620-3990 101510: Financial Operations	2,375.17 ✓ ...

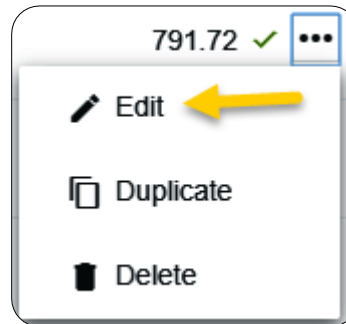
27. If adjustments are needed, click the three dots icon (...) to the right of the expense line.

TOTAL (USD) 3,166.89 REMAINING (USD) 0.0

+ Add Expense Allocate Amounts Clear Amounts

LINE NUMBER ↑	AMOUNT(USD) ▲
1 All Other Account Codes D10252-101510-01620-3710 101510: Financial Operations	791.72 ✓ ...
2 All Other Account Codes D10252-101510-01620-3990 101510: Financial Operations	2,375.17 ✓ ...

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



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

TOTAL (USD) 2,567.09 REMAINING (USD) 599.80

+ Add Expense Allocate Amounts Clear Amounts

1 All Other Account Codes Cancel Save

Amount
191.92 USD

Funding
D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations
3710-Office Supplies

Comments
Add Comment Post

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

TOTAL (USD) 2,567.09 REMAINING (USD) 599.80

+ Add Expense Allocate Amounts Clear Amounts

LINE NUMBER ↑	AMOUNT(USD) ▲
1 All Other Account Codes D10252-101510-01620-3710 101510: Financial Operations	191.92 ✓ ...
2 All Other Account Codes D10252-101510-01620-3990 101510: Financial Operations	2,375.17 ✓ ...

30. Select an expense tile

Select an item type

Search

FOOD / OFFICIAL HOSPITALITY

ALL OTHER ACCOUNT CODES

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.

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

Submit

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

35. Click **Approve**

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.

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

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

39. The following message will be displayed.