Quick Referenc

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

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.

5. The system will return all of theof th4 (s)-1.3 (t)-3 ((lic)-5

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.

12. The Extract Data message will display. Click

- 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: 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

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.

Comments

25. Enter any additional comments about the invoice. Comments <u>cannot</u> be deleted or modified once posted.

Add/Modify Expense

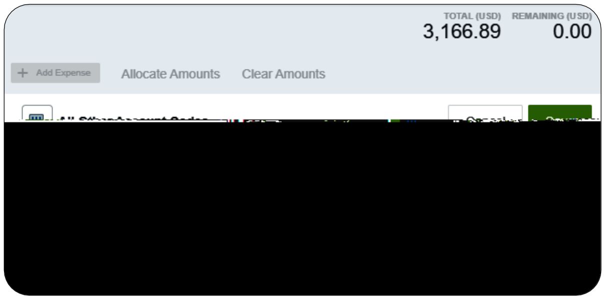
26. Review the expense line information populated from the prior invoice.

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

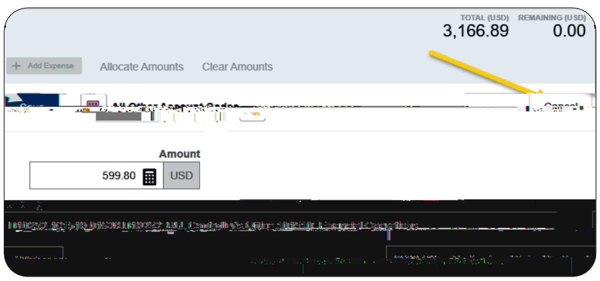
The options menu will appear. Select Edit.

28. The expense line form will display. Make any necessary changes and click Saveu3.2 (r)8-4.5 (.E970 0

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

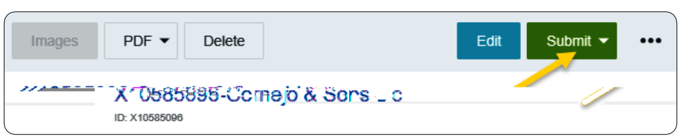


33. --Select-- Tap anywhere in this field to search for and select the appropriate account code. Save the expense line.

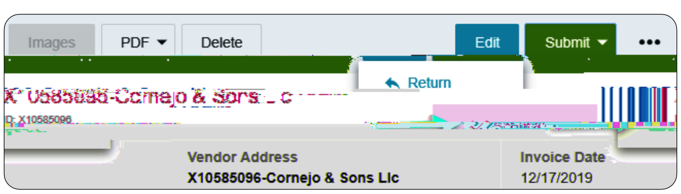


Submit

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

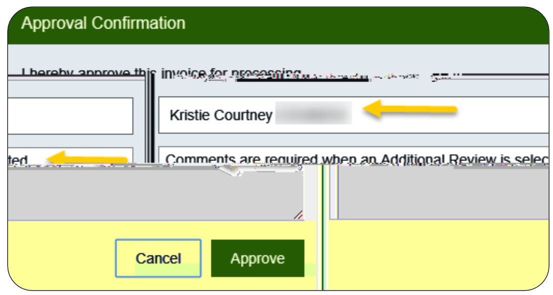


35. Click Approve



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.