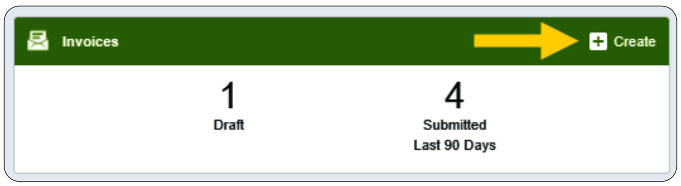
Lafayette College

Quick Reference

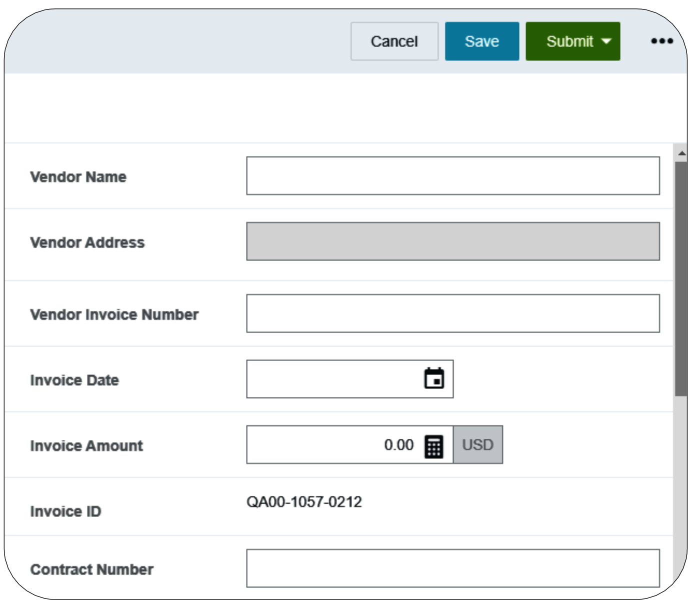
Create Invoice - Extract Data

Create Invoice

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

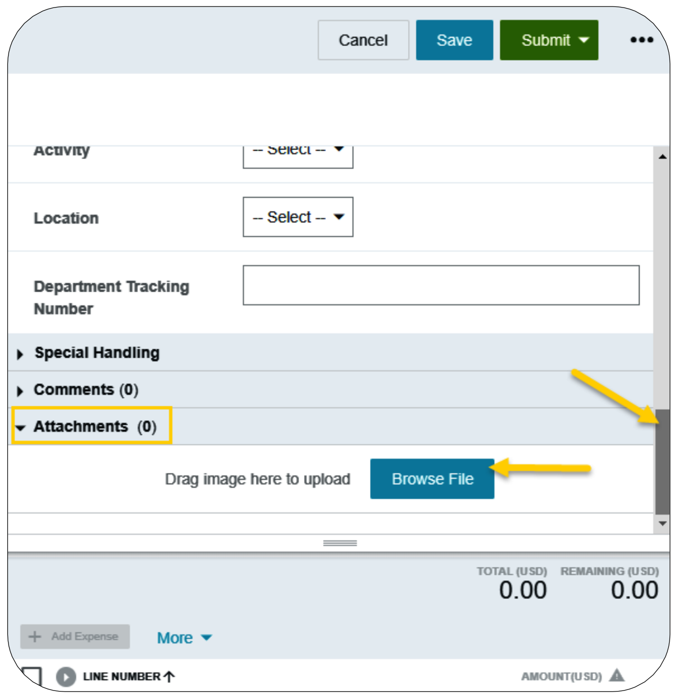


2. The invoice page is displayed

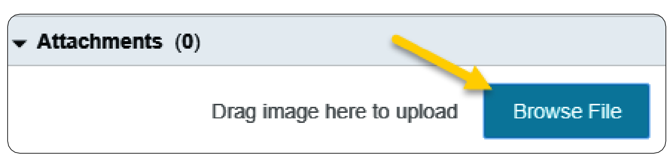


Attachments

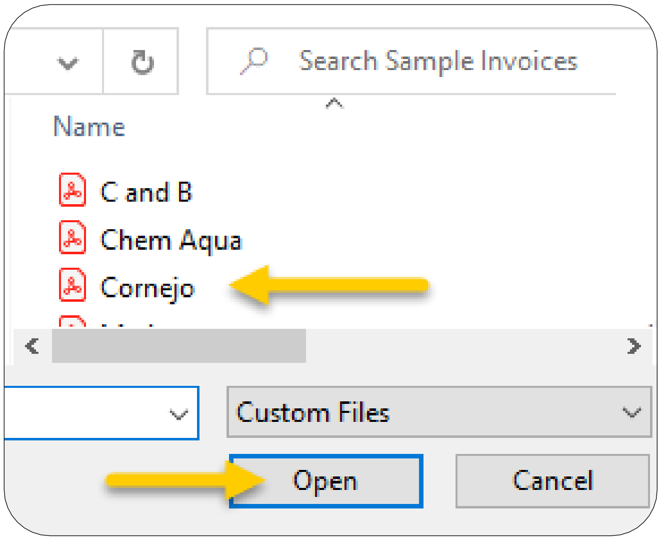
3. Click on the scroll bar located at the far right side of the page. Scroll down until the **Browse File** button is displayed. This will be located in the **Attachments** section.



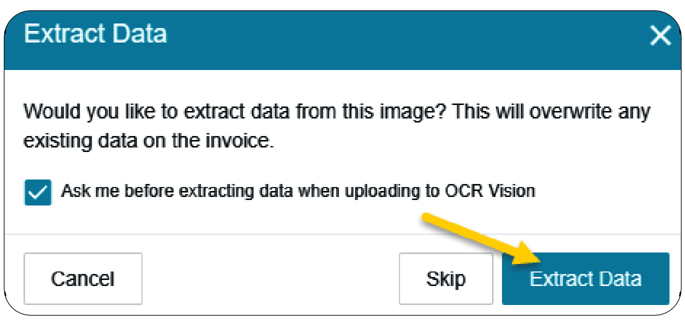
4. Click on the **Browse File** button and navigate to the appropriate PDF.



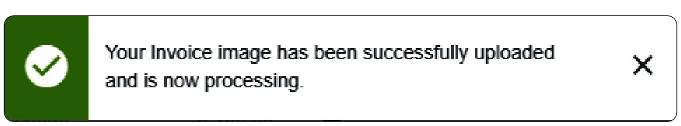
5. Select the PDF and click **Open** to upload the invoice.



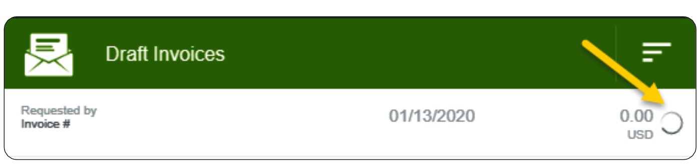
6. The **Extract Data** message will display. Click **Extract Data** to allow the system to fill in the vendor header data using OCR technology.



7. The following confirmation message will display.

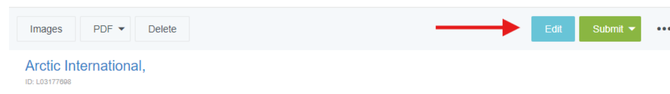


8. The invoice will be listed in the **Draft Invoices** section on the left side of the page. As the system is extracting the data, an in-process icon will appear to the right of the dollar amount field.

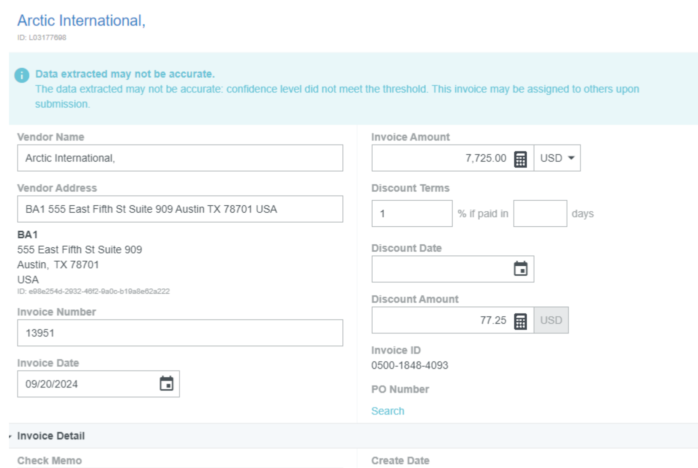


9. When the system completes the OCR process, the in-process icon will disappear and the extracted data will appear.

10. Click on the invoice to display it on the right side of the screen. Click the **Edit** button.



11. Review and verify the information that was populated during the OCR process. If any information is incorrect, click on the field and edit the information.



- **<u>Vendor Name:</u>** Fully searchable by typing any part of the vendor name. **When extracting data from a PDF, this field should automatically populate.**
- **<u>Vendor Address:</u>** Auto populates if there is only one address listed, otherwise fully searchable.
- **<u>Vendor Invoice Number:</u>** List as it appears on the vendor invoice, up to 15 characters. **When extracting data from a PDF, this field should automatically populate if a vendor invoice number is available. If the invoice is longer than 15 characters, please enter only the last 15.**

- **Invoice Date:** Date listed on the Vendor's Invoice. **When extracting data from a PDF, this field should automatically populate.**
- **Invoice Amount:** Total amount to be paid. **When extracting data from a PDF, this field should automatically populate.**
- **Discount Terms:** Enter any applicable discount terms.
- **PO Number:** If paying an invoice as part of a previously created Purchase Order, click on the blue **Search** button to find the appropriate Purchase Order.

Invoice Detail

12. **Check Memo:** Enter a check memo for the payment. For your internal purposes only. This does not flow through to Banner.

Description: Enter a description for the payment. For your internal purposes only. This does not flow through to Banner.

W9: Check the W9 box if you're submitting a new W9 form with the invoice.

Special Handling

13. If the vendor is currently set up to receive ACH payments, we will send it electronically. If they're receiving a paper check, choose No if Accounts Payable is to mail the check to the address chosen.

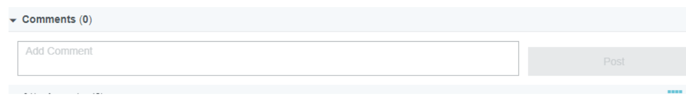
If you would like us to hold the check for pickup at the cashier's window, choose "Yes, Pick Up By" and select the Lafayette employee's name in the box below.

14. Handling Options:

- **Rush:** For an off cycle payment needed outside of our weekly Accounts Payable processing schedule.
- **Pay By Wire:** If the invoice is to be paid as a wire transfer (usually reserved for international payments).
- **Separate Check:** If a separate check is needed, place a check mark in the box.
- **Special Handling Instructions:** Add any additional instructions for the Accounts Payable staff.

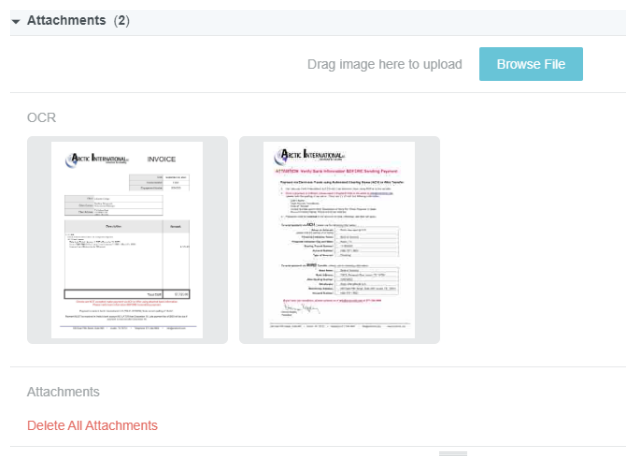
Comments

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



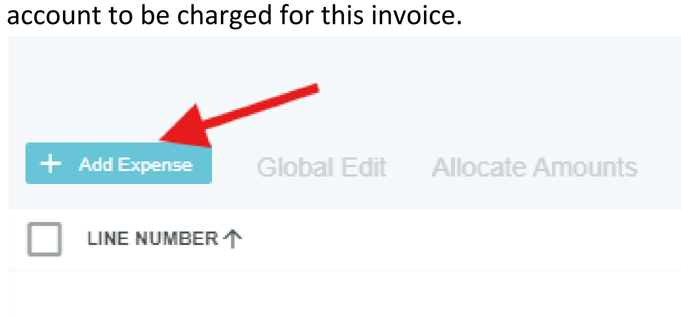
Attachments

15. Add invoices that match the expense total from your receipt gallery or by uploading them and dragging them in to this section.

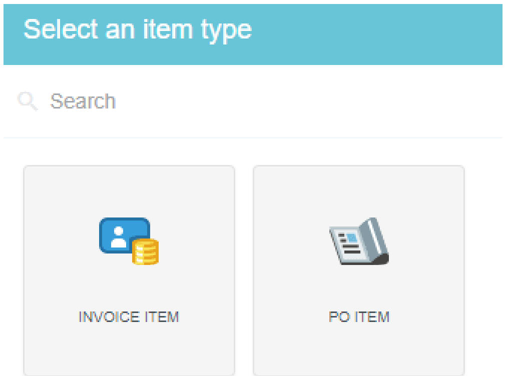


Add Expense

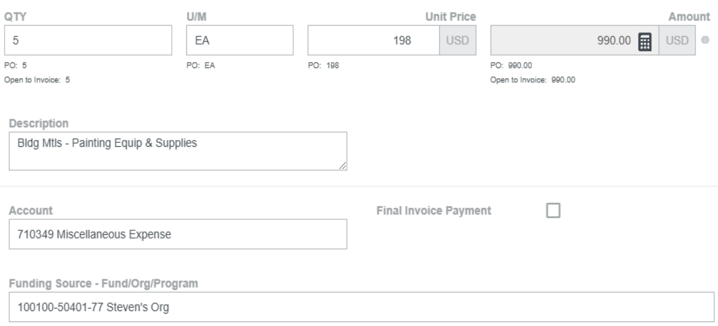
16. Click on the blue Add Expense to add the expense account to be charged for this invoice.



17. Select an Item type.

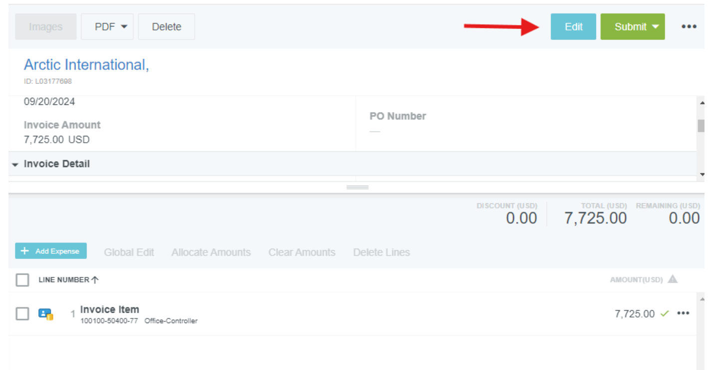


18. Complete the Invoice Item section and click Save.

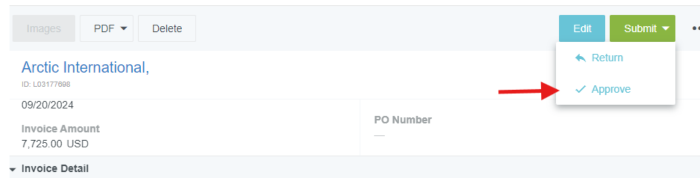


- **Quantity/Unit Price:** Enter the quantity and unit price for the expense. If paying an invoice for a subscription as in this example, just enter "1" for quantity and enter dollar amount of the invoice.
- **Description:** Enter a description for the expense.
- **Account:** Click in the account field and choose the appropriate account number from the list.
- **Location (Optional):** Click in the location field and choose the appropriate location code.
- **Activity Code (Optional):** Click in the activity code field and choose the appropriate activity code.
- **Funding Source:** Click in the funding source field and choose the appropriate Fund/Org/ Program for this expense.
- **Final Invoice Payment:** If this is the final payment towards a Purchase Order line item, check the Final Invoice Payment box to close the Purchase Order.

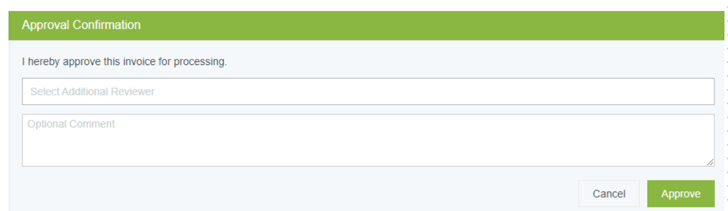
19. After completing the Invoice Item section and clicking Save, you can choose to Edit or Submit.



20. If you choose to Submit for processing, choose Approve to submit to the appropriate budget manager.

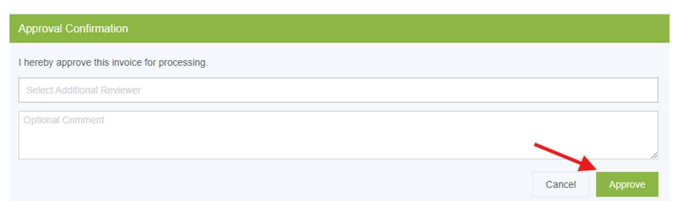


21. **Additional Reviewer:** If during approvals, it is determined an additional reviewer is needed, click in the **Select Additional Reviewer** field to search for and select the appropriate individual. This field is optional and can be left blank.



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

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



24. The following message will be displayed.