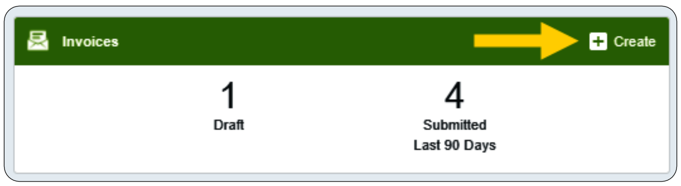
Lafayette College

Quick Reference

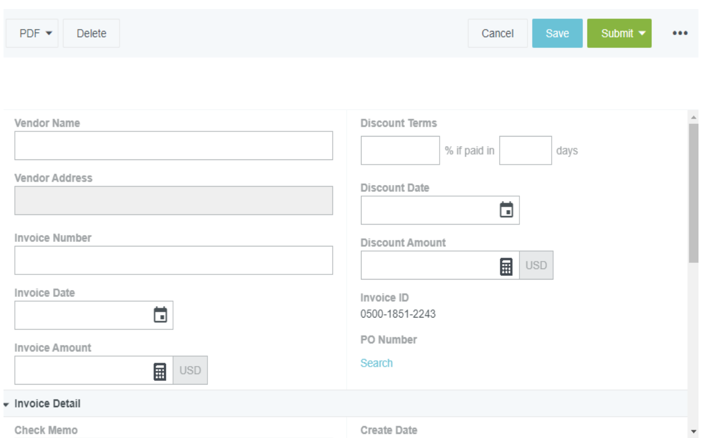
Create Invoice - Manual Entry

Create Invoice

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

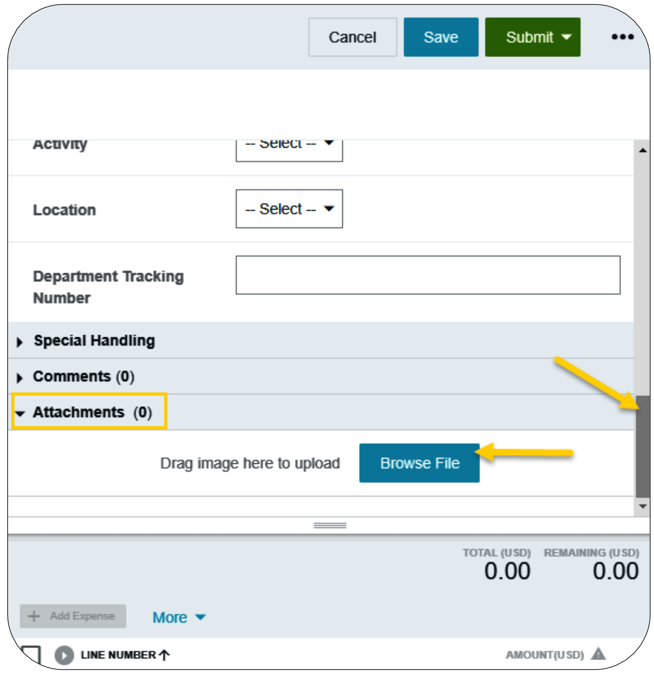


2. The invoice page is displayed

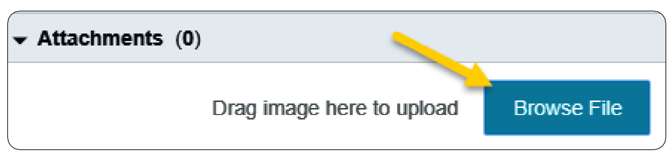


Browse File

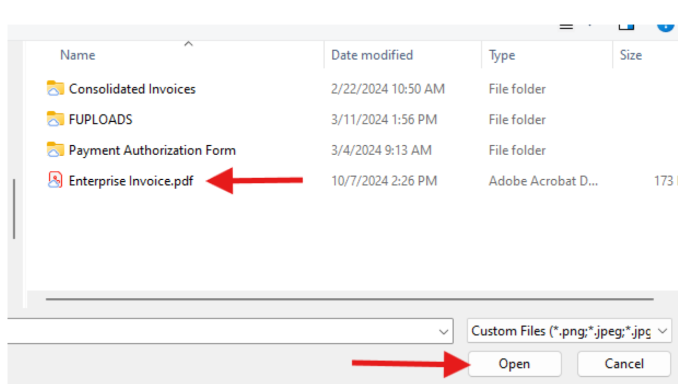
3. Click on the scroll bar located at the far right side of the page. Scroll down until the **Browse File** button is displayed. This will be located in the **Attachments** section.



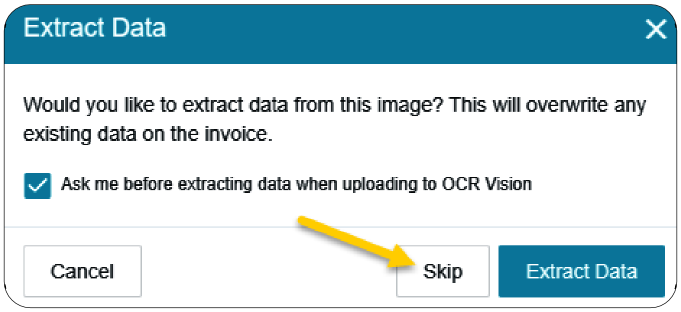
4. Click on the **Browse File** button and navigate to the appropriate PDF.



5. Select the PDF and click **Open** to upload the invoice or drag the PDF to the **Drag Image here to Upload** section.

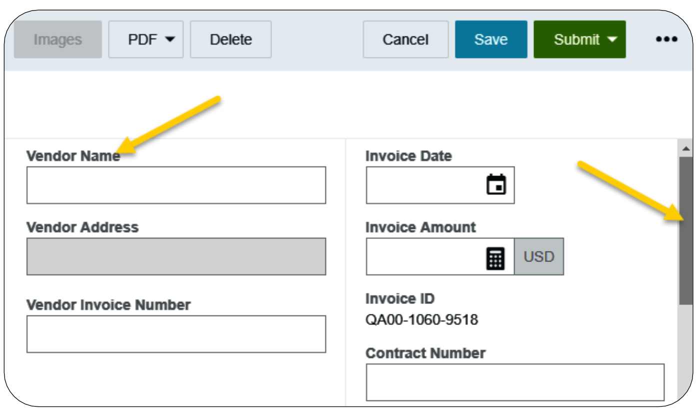


6. The **Extract Data** message will display. Click **Skip** to allow for manual entry of the invoice information.

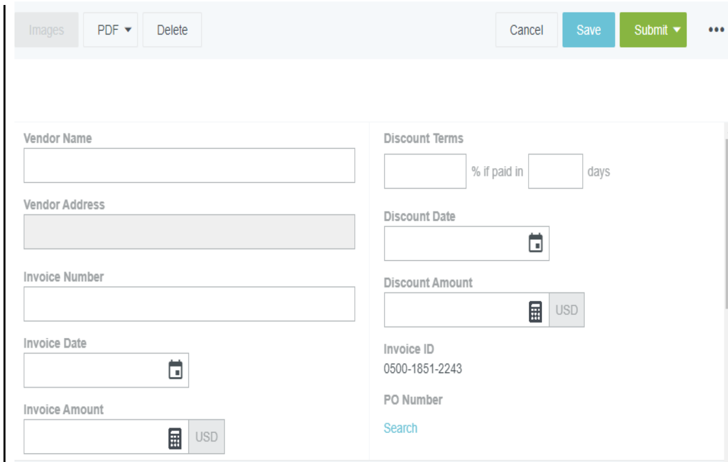


7. The following confirmation message will display.

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.



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



- **Vendor Name:** Fully searchable by typing 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:** List it as it appears on the vendor invoice, up to 15 characters. If entering more than 15 characters, enter only the last 15.
- **Invoice Date:** Date listed on the vendor's invoice.
- **Invoice Amount:** Total amount to be paid.
- **Discount Terms:** List any applicable discount terms. If none, you can skip.
- **PO Number:** If the invoice payment is affiliated with a purchase order, click on the blue **Search** link to search for a purchase order number. If none, you can skip.

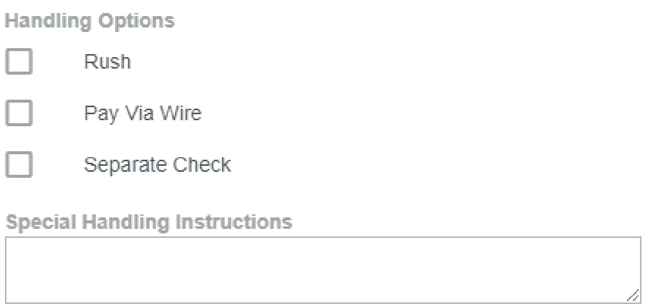
Invoice Detail

10. Complete each of the appropriate fields in the **Invoice Detail** section.
    - **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 box if you're submitting a new W9 form with the invoice.

Special Handling

11. 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.

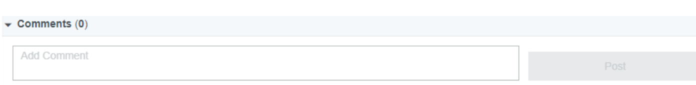
12. Handling Options:



- **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 in the box.
- **Special Handling Instructions:** Add any additional instructions for the Accounts Payable staff.

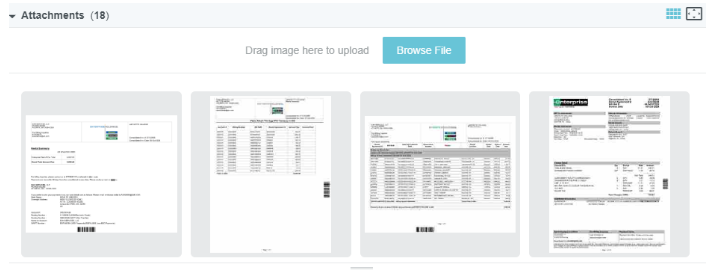
Comments

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



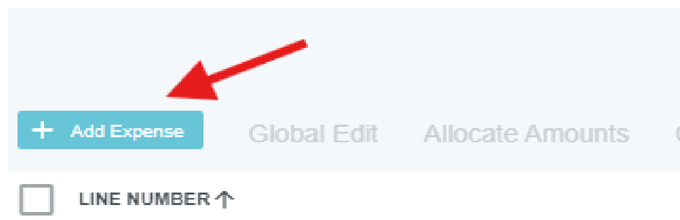
Attachments

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

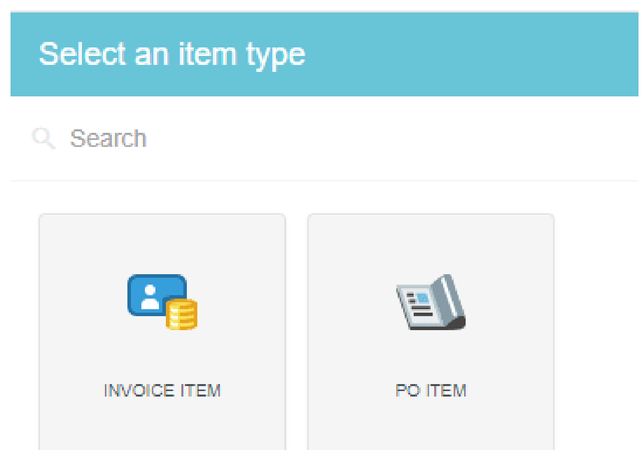


Add Expense

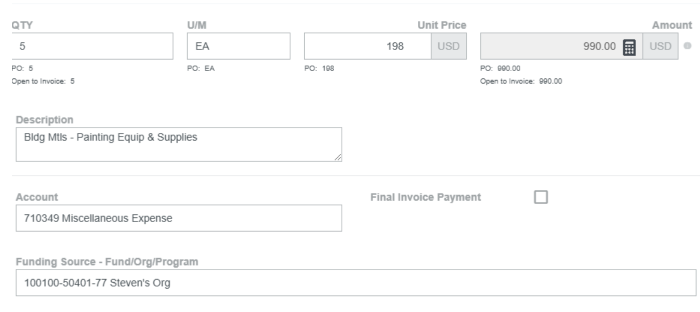
15. Click on the blue Add Expense button to add the expense account to be charged for this invoice.



16. Select an Item Type.

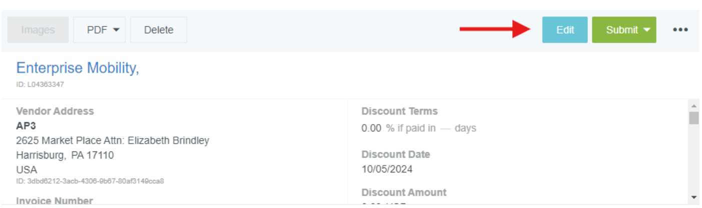


17. Complete the Invoice Item section and click **Save**.

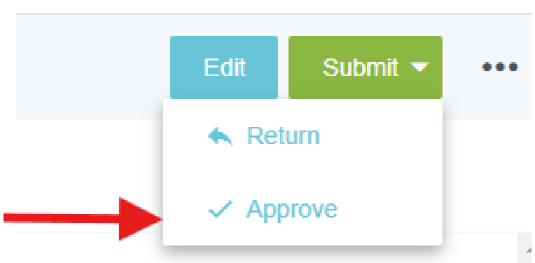


- **Quantity/Unit Price:** Enter the quantity and unit price for the expense. If paying an invoice for a subscription as in this example, just enter "1" for quantity and enter dollar amount of the invoice.
- **Description:** Enter a description for the expense.
- **Account:** Click in the account field 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 location 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.

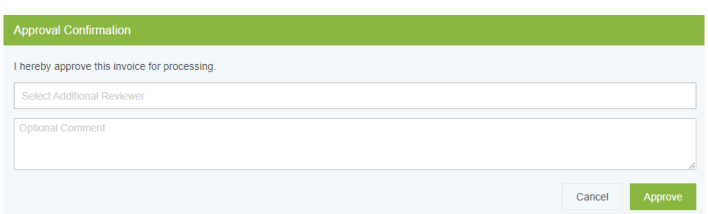
18. After completing the Invoice Item section and clicking Save, you can choose Edit or Submit.



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

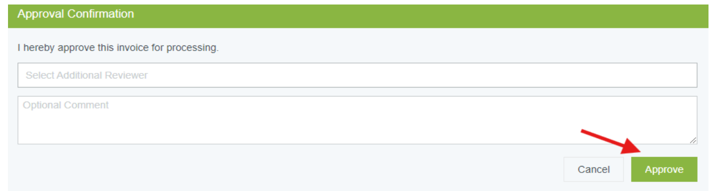


20. **Additional Reviewer:** If during approvals, it is determined an additional reviewer is needed, click in the **Select Additional Reviewer** field to search for and select the appropriate individual. This field is optional and can be left blank.



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

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



23. You will receive a message that says your invoice has been successfully approved.