Lafayette College

Create Invoice Template

Templates save time by storing key information for recurring similar invoices. Templates are shared across the institution, so only basic information should be saved in a template (do not include confidential information.)

There are two types of templates:

<u>Convert to Template</u> Convert to Template (Default)

We will only be using the "Convert to Template" option. Please DO NOT select "Convert to Template Default" when creating a template.

Create Invoice Template

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

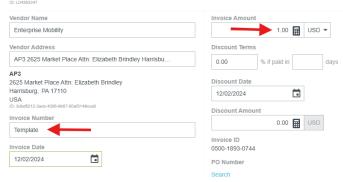


2. The invoice page is displayed

PDF - Delete	Cancel Save Submit - ···
Vendor Name Vendor Address Invoice Number	Discount Terms days Discount Date Discount Amount
Invoice Date	Invoice ID 0500-1849-8724 PO Number Search
Invoice Detail	
Check Memo	Create Date 10/14/2024
Description	Creator Name Geoffrey Schoeneck Disbursement Mgr Attention To
Requester	Attention 10
Type of Travel Select	EthINVVendType C
	wa 🗌

 Complete each of the appropriate fields in the invoice header section. The populated fields and values will be pulled into any invoices created from this template.

Enterprise Mobility



- <u>Vendor Name</u>: Fully searchable by the vendor number, or any part of the vendor name.
- <u>Vendor Address</u>: Auto populates if there is only one address listed, otherwise fully searchable.
- <u>Vendor Invoice Number</u>: Enter "Template" so that it's clear this record is the template to use in the future.
- Invoice Date: Enter today's date.
- <u>Invoice Amount:</u> When creating an invoice to save as a template for the first time, the invoice amount should be \$1.00.
- <u>Discount Terms/Date</u>: Enter any applicable discount terms.

Invoice Detail

4. Complete the appropriate fields in the Invoice Detail section. These fields are all editable at the time the template is used.

Quick Reference

Invoice Detail	
Check Memo Description	Create Date 10/14/2024 Creator Name
	Attention To
Requester	
Type of Travel	EthiNVVendType C W9

- <u>Check Memo</u>: 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.
- <u>W9:</u> Check the W9 box if you're submitting a new W9 for with the invoice.

Special Handling

5. 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.

6. Handling Options:

Special Handling
Pick Up at Cashiers W

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

Rush
 Pay VIa Wire
 Separate Check
Special Handling Instructio

Comments ((Optional)
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7. Enter any additional comments about the invoice.Comments cannot be deleted or modified once posted.Comments may be added when template is used.

Attachments (Optional)

8. Only add invoices to templates if you will not receive an updated invoice at the time the template will be used. An example might be a monthly rent payment where no invoice is issued. In that case, attach the rental agreement to the template.



Add Expense

9. Click on the blue Add Expense to add the expense account(s) to be charged for this invoice.

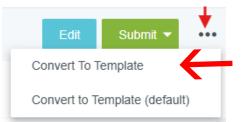


10. Select an Item Type of Invoice Item. The invoice total is \$1.00, so enter values to account for the full \$1.00, or if multiple line items are required, enter the portion of the \$1.00 to be charged to the Account and Funding Source on this line. Remember to enter a Description, and if needed, a Location and or Activity Code, then click Save. Add as many allocation lines as necessary to account for the full \$1.00. Future invoices will be allocated in this same proportion.

Q.00 1.00 0.00 * Matching Global Edit Allocate Amounts Delate Lines Invoice Item Cancel Save QTY Unit Price Amount 0 USD 1.00 III Description Invoice Item Coastion (Optional) Invoice Account Location (Optional) Invoice Invoice Item Funding Source - Fund/Org/Program Search for Funding Source - Fund/Org/Program Invoice							DISCOUNT (USD)		REMAINING (USD
							0.00	1.00	0.00
2TY Unit Price Amount 0 USD 1.00 🔂 USD 0		Global Edit	Allocate Amounts	Clear Amounts	Delete Lines				
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Funding Source - Fund/Org/Program	Account				Location (Optional)			
Funding Source - Fund/Org/Program									
	Activity Code (Optional)							
			Fund/Org/Program						

Convert To Template

11. Click the three dots icon (...) in the upper left corner. Select **Convert to Template**. Please DO NOT select Convert to Template (default).



13. The following warning message will display - click **OK** to continue.

Are You Sure?		×
Once you convert this i you will no longer be al active Invoice.		
	Cancel	

14. The following message will display.

Your template has been saved successfully.	
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15. This will convert the invoice to an invoice template. Please note: the information previously entered on this page is no longer an active invoice once converted to a template. No payment will be generated! See the **Create Invoice from Template** quick reference guide for detailed instructions.

Template Maintenance

Once saved, a template may only be edited or deleted by an administrator, via the Invoice Management Dashboard screen. Templates will not be visible on the Invoice Dashboard or in the Inquiry Dashboard.

To request a change to a template (or request one be deleted), please email the request to accountspayable@lafayette.edu. The Accounts Payable staff will be happy to assist you.

Now that you have created and saved a template, follow the steps below to submit an invoice for payment from the template.

Create Invoice from Template

16. Click the **+Create** button in the upper right hand corner of the Invoices header.

🕂 Create

17. The invoice page is displayed.

PDF * Delete	Gancel Save Submit -
Vendor Name	Discount Terms 5% If paid in days
Vendor Address	Discount Date
Invoice Number	Discount Amount
Invoice Date	invoice ID 0500-1853-4468
Invoice Amount	PO Number Search

18. Click the three dost icon (...) in the upper left corner. Select **Prior Invoices.**



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

 Prior Invoices 		
Vendor		
Search		
Address		
Invoice Date		
Select		•
12/11/2024	- 03/11/2025	
Invoice Amount		
Exactly Greater Than or Equal		
Less Than or Equal		
In Between		
I		
Invoice Currency		
All Currencies		-
Туре		
Templates Only	-	-
Requester		
Customer Address		
Clear All	Cancel	earch

20. The system will return all of the templates which match the search criteria. Click on the desired template and click the **Copy** button in the lower right corner.

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X10003363-W W. Grainger	03/11/2020	5488	481.58	USD		Tompiate	Cust. 9458		
Impo POF -									Capy

21. The confirmation page will display.



Today's date will default for the Invoice Date and \$1.00 should be listed for the Invoice Amount. **Reminder - All new templates are to be created with \$1.00 listed as the Invoice Amount.** 22. Fill in the **Invoice Date** listed on the invoice you're submitting for payment and **Invoice Amount** and select **Copy.**

Confirmation			×
Enter/confirm the invoice:	nvoice date and a	mount to use in copying	the
Invoice Date	10/18/2024		
Involce Amount		3,166.89 📰 USD	
		Cancel	Сору

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

Attachments

23. 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 located in the **Attachments** section.

(
	C	ancel	Save	Subr	nit 🔻	•••
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Department Tracking Number						
Special Handling						
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+ Add Expense More						
				AMOU	NT(USD)	

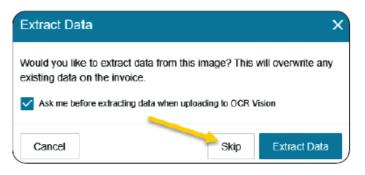
24. Click the **Browse File** button and navigate to the appropriate PDF.



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

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👧 Lafayette	: Quick Ro	eference	Guides		8	Enterprise	e.pdf	

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



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

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NUMBER OF STREET					819995899-Comeje-8 Sons Lic Correje Materials PO Box 10940	Invoice ID GA00-1054-0842

28. Scroll to the top of the form. Review the information populated form the template. Fill in or update the fields as appropriate.

- <u>Vendor Name</u>: Fully searchable by typing any part of the vendor name. Please see **New Vendor** quick reference guide if the desired vendor is not listed.
- <u>Vendor Address</u>: Auto populates if there is only one address listed, otherwise full searchable.
 Please see the New Address quick reference guide if the desired vendor remit address is not listed.
- <u>Vendor Invoice Number</u>: List it as appears on the vendor invoice, up to 15 characters. If entering more than 15, enter only the last 15 characters.
- Invoice Date: Date listed on the vendor's invoice.
- Invoice Amount: Total amount to be paid.
- **Discount Terms:** List any applicable discount terms. If non, 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 non, you can skip.

- <u>Check Memo:</u> 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 internal purposes only. this does not flow through to Banner.
- <u>W9:</u> Check the box if you're submitting a new W9 form with the invoice.

Special Handling

29. 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.

30. Handling Options:

ick Up at Cashiers Window	Handling Options
No 👻	Rush
	Pay Via Wire (Please ensure proper documentation provided)
	Separate Check
	Special Handling Instructions

- <u>Rush</u>: 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.)
- <u>Separate Check:</u> Check the box if a separate check is needed.
- <u>Special Handling Instructions</u>: Add any additional instructions for the Accounts Payable staff.

Comments

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

- Comments (0)	
Add Comment	

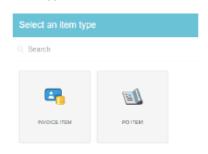
Add Expense

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



Invoice Detail

33. Select an Item Type.



33. Complete the Invoice Item section and click **Save.** Since you're creating this invoice from a template, this section may already be complete. Be sure to double check.

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Account	s Expense		Final Invo	ice Payme	nt 🗌		

- Quantity/Unit Price: Enter a 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 the dollar amount of the invoice.
- **Description:** Enter a description for the expense.
- <u>Account</u>: Click in the account field and choose the appropriate account number from the list.
- **Location**: Click in the location field and choose the appropriate location code if applicable.
- <u>Activity Code</u>: Click in the activity code field and choose the appropriate activity code if applicable.
- <u>Funding Source</u>: Click in the funding source field and choose the appropriate Fund/Org/Program for this expense.
- <u>Final Invoice Payment:</u> If this is the final payment towards a Purchase Order line item, check the Final Invoice Payment box to close the Purchase Order.

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



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



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.

hereby approve this invoice for proceesing.	
Select Additoral Reviewer	

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.

hereby approve this involce for processing.		
Select Additional Reviewer		
Optional Comment		
	~	
	Cancel	Approve

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