Lafayette College

Quick Reference

Create Invoice Template

Templates save time by storing key information for re-curring 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:

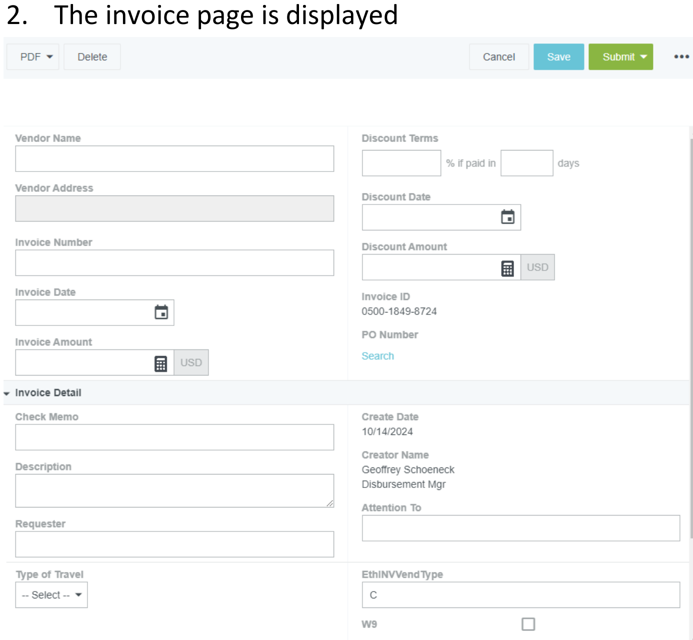
Convert to Template
Convert to Template (Default)

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

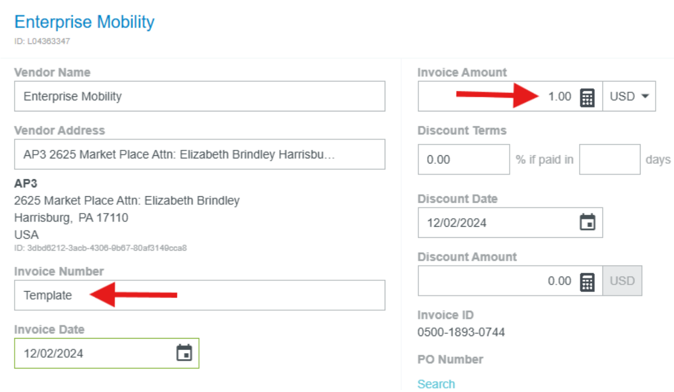
Create Invoice Template

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

2. The invoice page is displayed



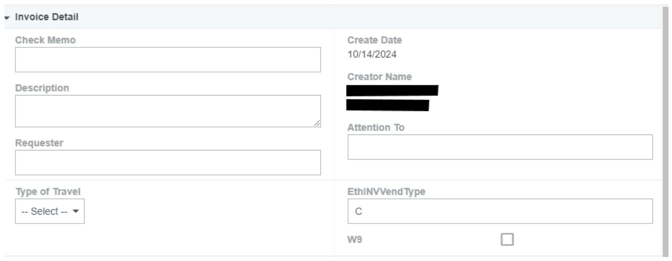
3. Complete each of the appropriate fields in the invoice header section. The populated fields and values will be pulled into any invoices created from this template.



- **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:** Enter "**Template**" so that it's clear this record is the template to use in the future.
- **Invoice Date:** Enter today's date.
- **Invoice Amount: When creating an invoice to save as a template for the first time, the invoice amount should be $1.00.**
- **Discount Terms/Date:** 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.



- **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 for with the invoice.

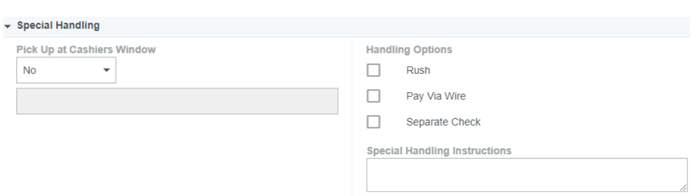
Special Handling

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:

   - **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, please a check mark in the box.
   - **Special Handling Instructions:** Add any additional instructions for the Accounts Payable staff.

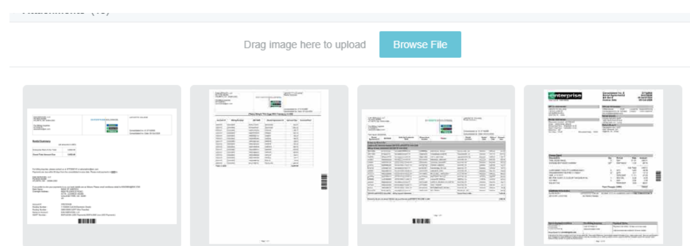


Comments (Optional)

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

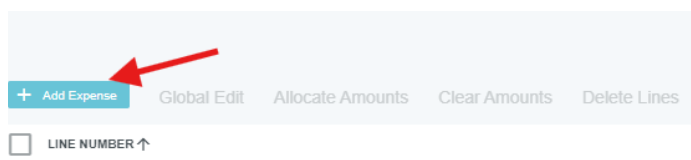
Attachments (Optional)

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.

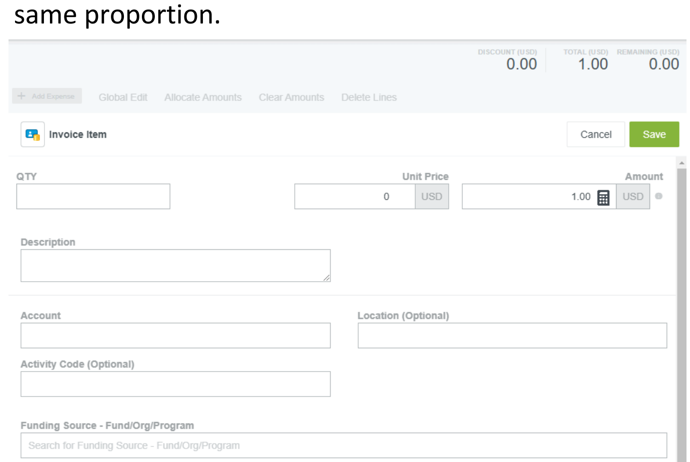


Add Expense

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

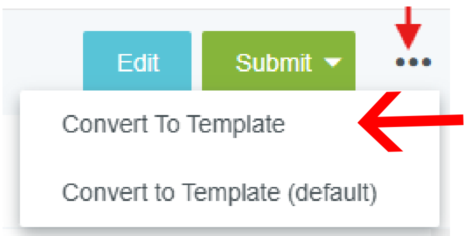


10. Select an Item Type of Invoice Item. The invoice total is $1.00, so enter values to account for the full $1.00, or if multiple line items are required, enter the portion of the $1.00 to be charged to the Account and Funding Source on this line. Remember to enter a Description, and if needed, a Location 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.

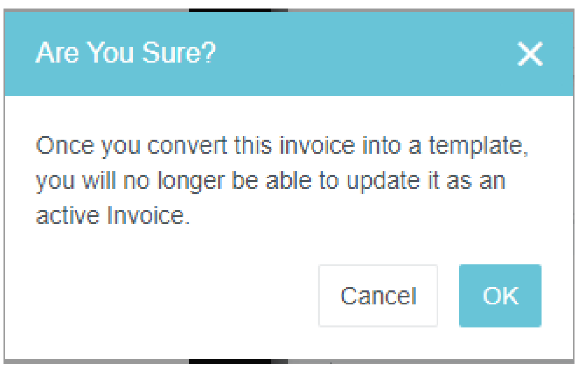


Convert To Template

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.



14. The following message will display.

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

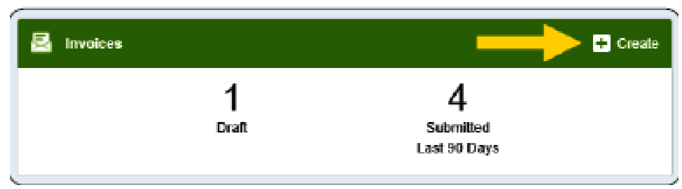
Once saved, a template may only be edited or deleted by an administrator, via the Invoice Management Dashboard screen. Templates will not be visible on the Invoice Dashboard or in the Inquiry Dashboard.

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.

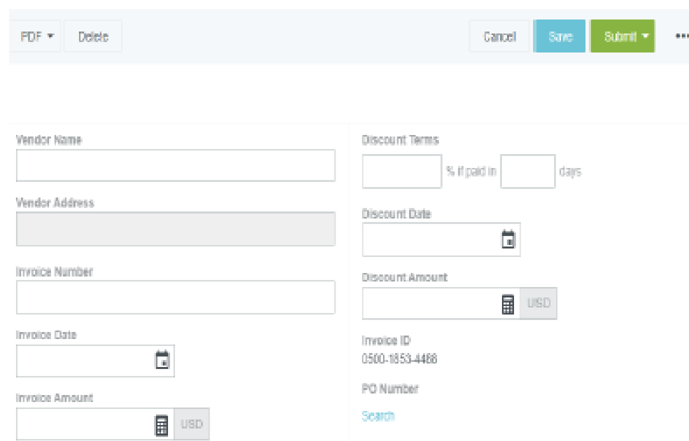
Now that you have created and saved a template, follow the steps below to submit an invoice for payment from the template.

Create Invoice from Template

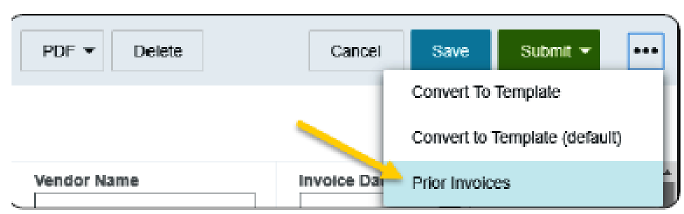
16. Click the **+Create** button in the upper right hand corner of the Invoices header.



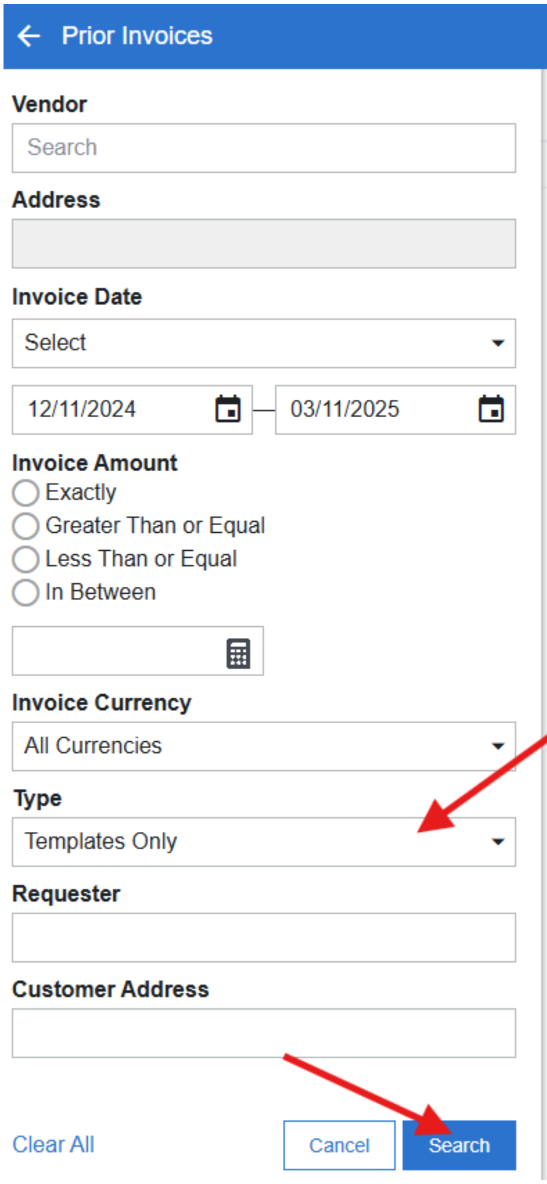
17. The invoice page is displayed.



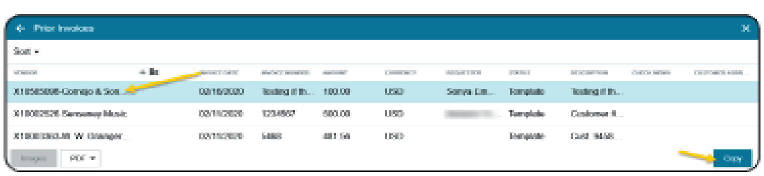
18. Click the three dost icon (...) in the upper left corner. Select **Prior Invoices.**



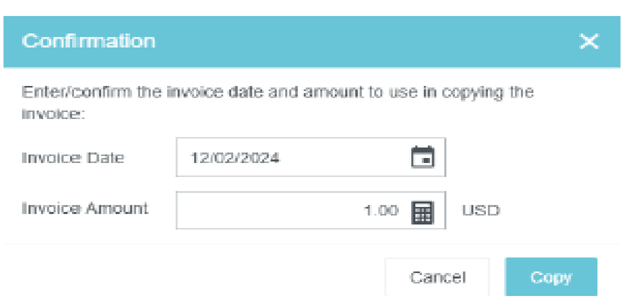
19. The **Prior Invoices** search page will display. Scroll down to the **Type** field, select **Templates Only** and click **Search.**



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.

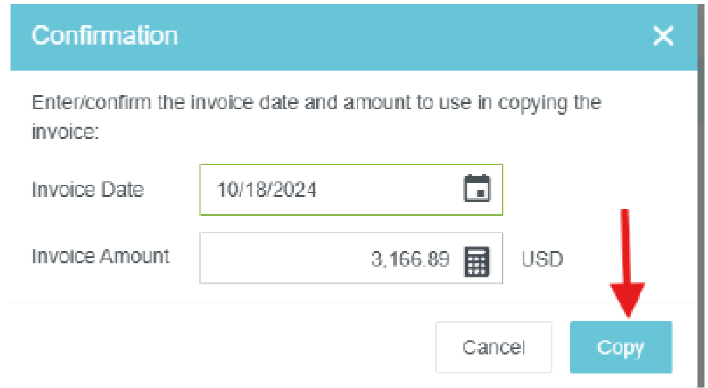


21. The confirmation page will display.



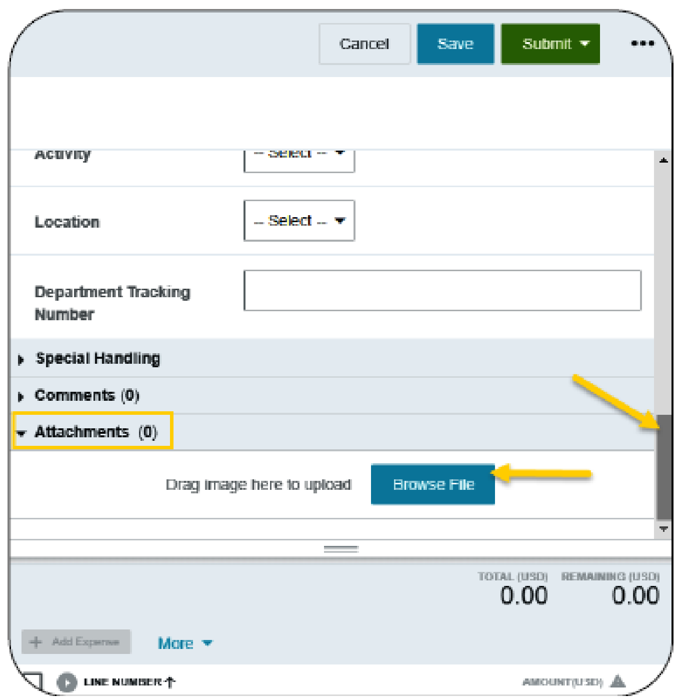
Today's date will default for the Invoice Date and $1.00 should be listed for the Invoice Amount. **Reminder - All new templates are to be created with $1.00 listed as the Invoice Amount.**

22. Fill in the **Invoice Date** listed on the invoice you're submitting for payment and **Invoice Amount** and select **Copy.**

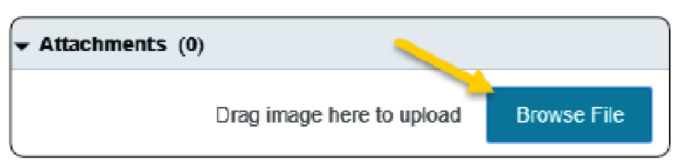


The invoice will display on the right side of the screen.

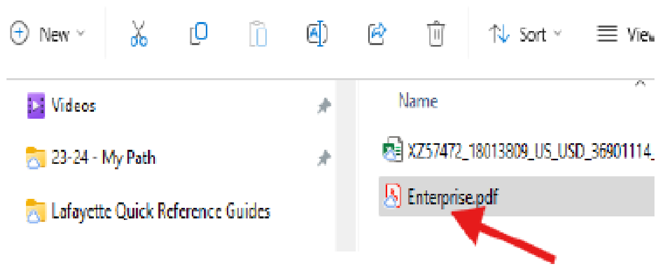
23. Click on the scroll bar located at the far right side of the page. Scroll down until the **Browse File** button is displayed. This will located in the **Attachments** section.



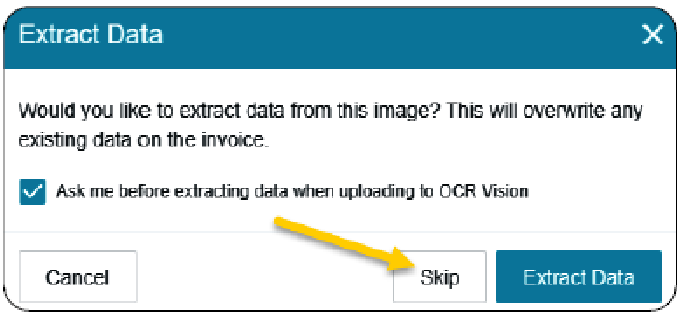
24. Click the **Browse File** button and navigate to the appropriate PDF.



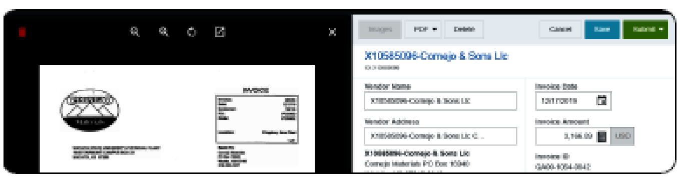
25. Select the PDF and click **Open** to upload the invoice.



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.



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

- **Vendor Name:** Fully searchable by typing any part of the vendor name. Please see **New Vendor** quick reference guide if the desired vendor is not listed.
- **Vendor Address:** 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.
- **Vendor Invoice Number:** 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.

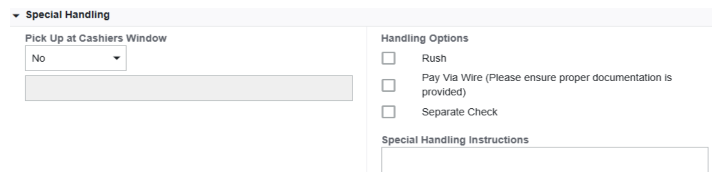
Invoice Detail

- **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 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

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.

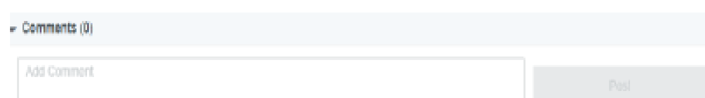
30. Handling Options:



- **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:** Check the box if a separate check is needed.
- **Special Handling Instructions:** Add any additional instructions for the Accounts Payable staff.

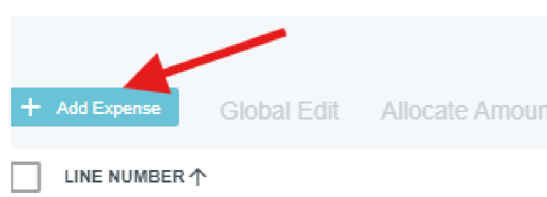
Comments

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

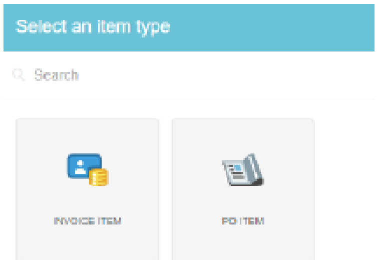


Add Expense

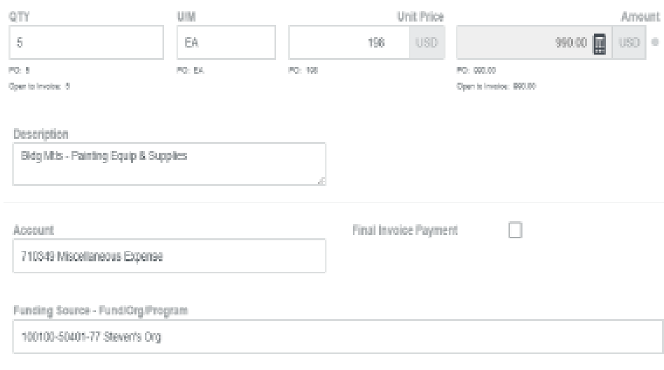
32. Click on the blue **Add Expense** button to add the expense account to be charged for this invoice.



33. Select an Item Type.

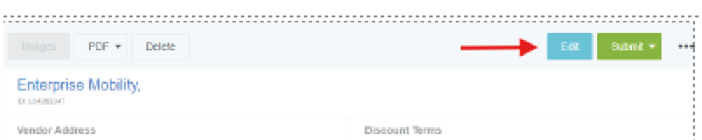


33. Complete the Invoice Item section and click **Save.** Since you're creating this invoice from a template, this section may already be complete. Be sure to double check.

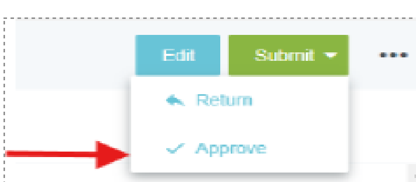


- **Quantity/Unit Price:** Enter a quantity and unit price for the expense. If paying an invoice for a subscription as in this example, just enter "1" for quantity and enter the dollar amount of the invoice.
- **Description:** Enter a description for the expense.
- **Account:** Click in the account field and choose the appropriate account number from the list.
- **Location**: Click in the location field and choose the appropriate location code if applicable.
- **Activity Code:** Click in the activity code field and choose the appropriate activity code if applicable.
- **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.

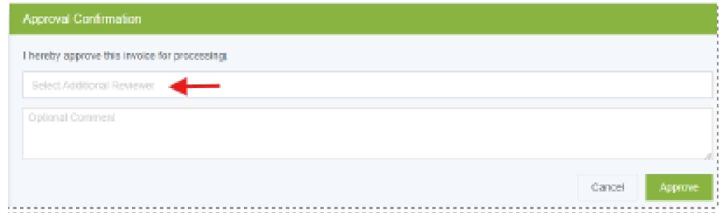
34. After completing the Invoice Item section and clicking Save, you can choose Edit or Submit.



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

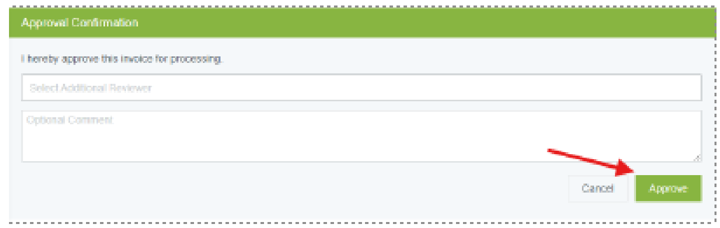


36. **Additional Reviewer:** if during approvals, it is determined an additional reviewer is needed, click in the **Select Additional Reviewer** field to search for and select the appropriate individual. This field is optional and can be left blank.



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