
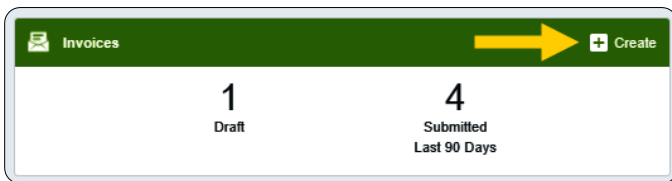
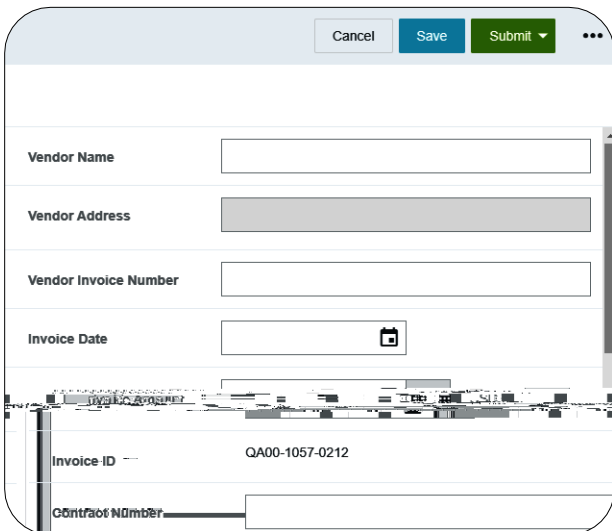


## Create Invoice - Copy from Template

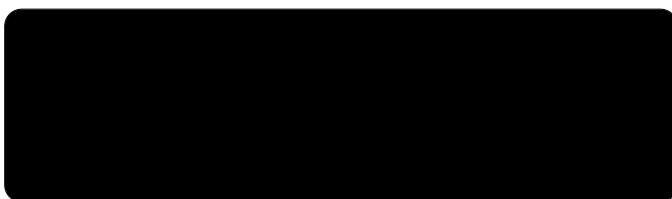
1. Click the  button in the upper right corner of the Invoices swim lane.

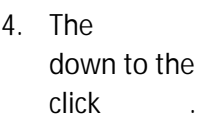
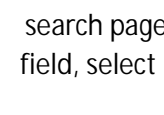
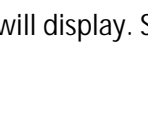
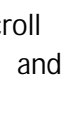


2. The invoice page is displayed



3. Click the three dots icon (...) in the upper left corner. Select



4. The  search page will display. Scroll down to the  field, select  and click .

5. The system will return all of the templates which match the search criteria. Click on the desired



12. The \_\_\_\_\_ message will display. Click \_\_\_\_\_ to attach the invoice image.

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

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

- \_\_\_\_\_ Fully searchable by the vendor

- 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. \_\_\_\_\_ and/or \_\_\_\_\_ : If your department utilizes these fields, select the proper value, otherwise leave blank.

- \_\_\_\_\_ : Click the drop-down box and select the appropriate value from the list.
- \_\_\_\_\_ : Click the drop-down box and select the appropriate value from the list

24. \_\_\_\_\_ field can be used to communicate additional information to the Accounts Payable Department.

#### Comments

25. Enter any additional comments about the invoice. Comments \_\_\_\_\_ be deleted or modified once posted.

#### Add /Modify Expenses

26. Review the expense line information populated from the template.

Reviewed (R) 1.5 (5) (nno) 5 (C) 33.3 (b) 10.1 (o) 9.6 (u) 0.7 (t) 6 (t) 6 (h) 0.7 (e) 4.9 (i) 3.3 (n) 0.7 (v) 2.4 (fro) 6.6 (dj) 7 (t) u 5.2 (f)

31. Enter/verify the total amount of the invoice