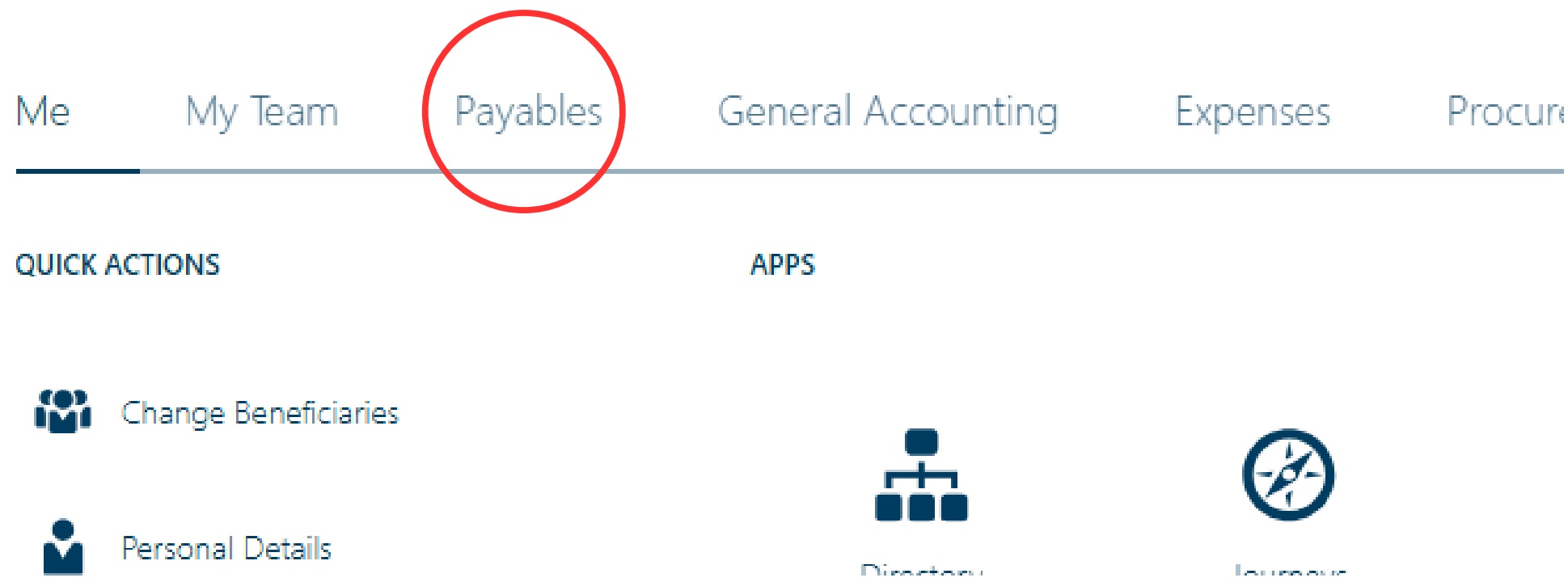


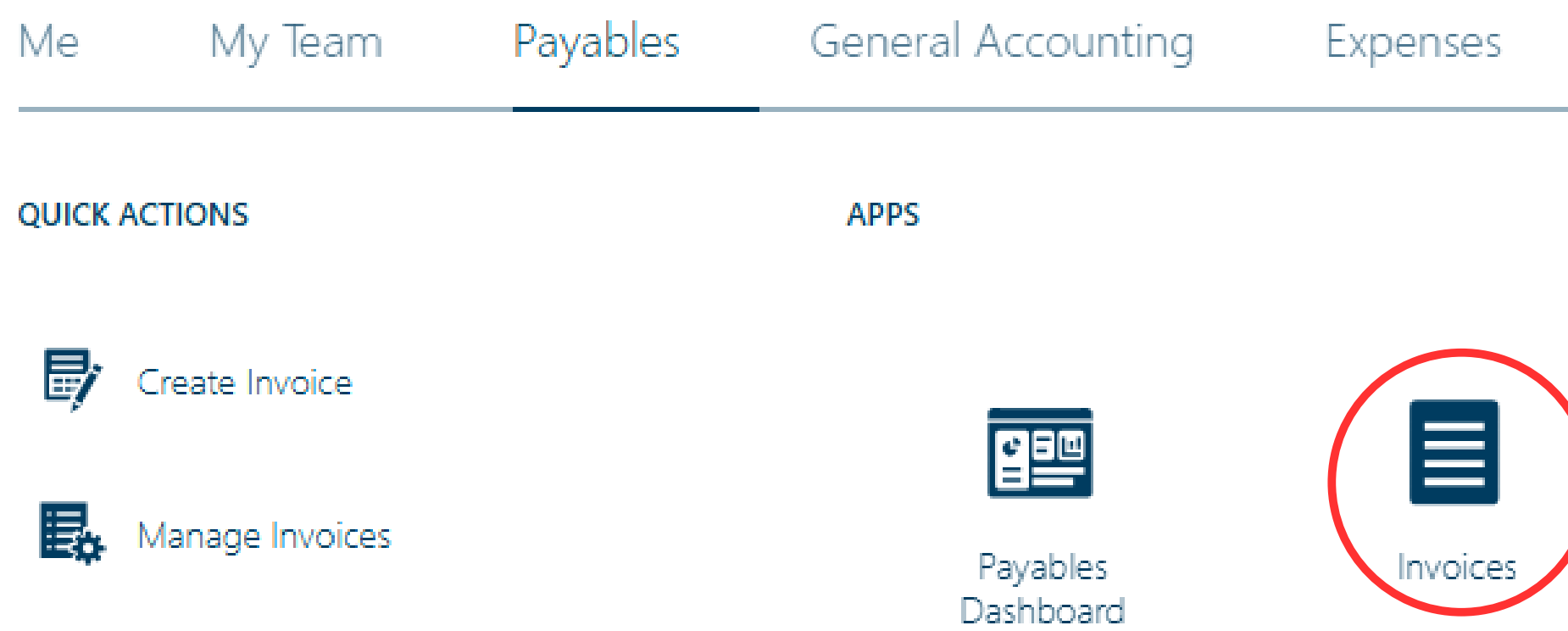
Creating an Invoice

How to create an invoice

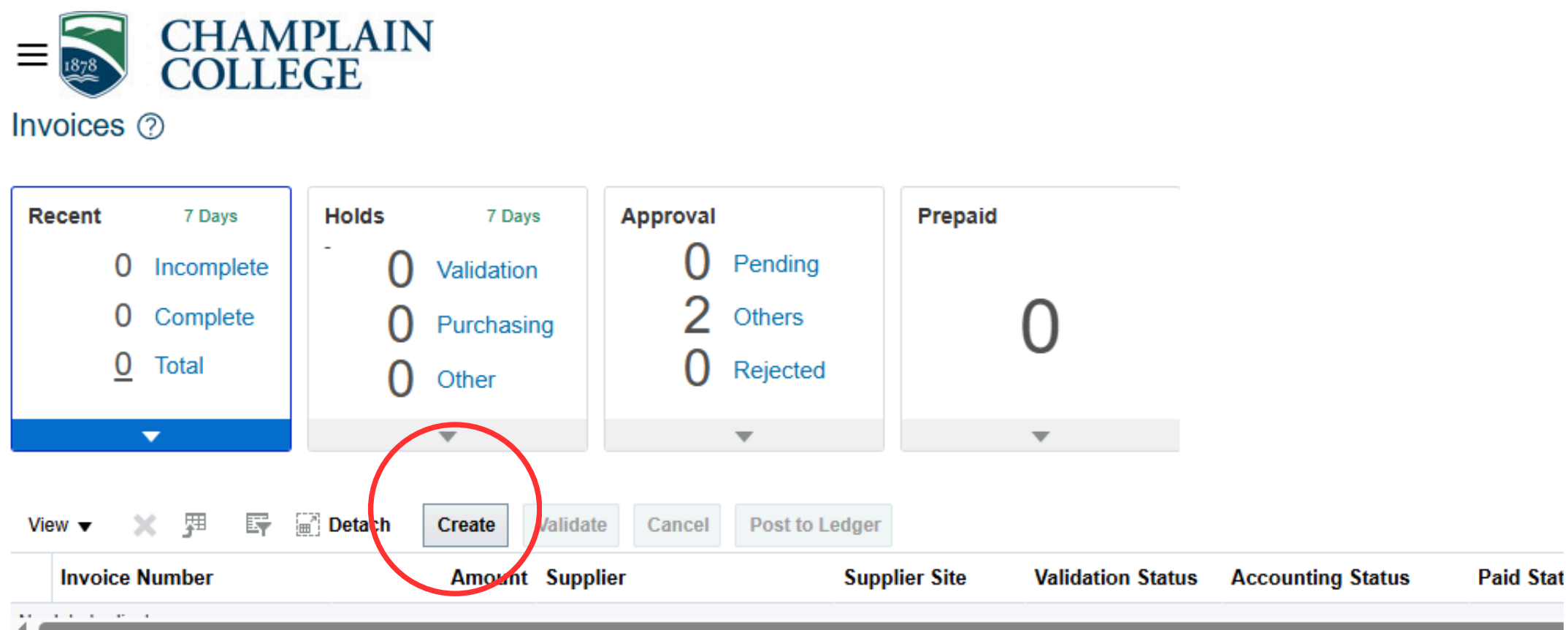
Page 1 of 3



- 1 From the Me Page select the Payables Tab



- 2 In the Payables tab select Invoices



- 3 To enter a new invoice for payment click on the Create button

Creating an Invoice

How to create an invoice

Page 2 of 3



Create Invoice: ?



Invoice Actions Save and Create Next Save Save and Close Cancel

Invoice Header Show More

Identifying PO

* Business Unit • 1

* Supplier • 2

Supplier Number 48993

* Supplier Site • 3

* Legal Entity

Invoice Group

* Number • 4

* Amount • 5

* Type

Description • 6

* Date

* Payment Terms

* Terms Date

Requester • 7

Attachments

Note • 8

Lines ? Match Invoice Lines

Taxes

Totals

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00	Due	1,234.12

- 1 Select the Business Unit: CC BU
- 2 Enter the name of the supplier. This may automatically fill in as you type.
- 3 The supplier site often auto-populates, if it does not use the drop down menu to chose the site that matches the remit to address on the invoice
- 4 Enter an invoice number; best practice is to use the number provided on the invoice from the supplier
- 5 Enter the amount to pay
- 6 Enter useful information in the Description box, e.g. honorarium for guest speaker in Liliputian Literature 100
- 7 Enter your name, last name, first name in the requester field
- 8 Attach you receipt and other supporting documents

• 9

Lines ? Match Invoice Lines

View + - Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution				Budgetary Control		Reference	Tax C
			Distribution Set	Distribution Combination • 11	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	
1	Item	1,234.12			03-17-2025		03-17-2025	Not attempted	This text appears on the remittance letter	
2	Item				03-17-2025		03-17-2025	Not attempted		
3	Item				03-17-2025		03-17-2025	Not attempted		
4	Item				03-17-2025		03-17-2025	Not attempted		
5	Item				03-17-2025		03-17-2025	Not attempted		

- 9 Click on the arrow to pull down the Lines
- 10 Enter the amount, be sure it matches the amount entered above
- 11 Enter the accounting line. You can click on the blue icon to open a pop up window that offers more information
- 12 Once the information is entered and the names appear next to the numbers click OK

Distribution Combination ID

Hide Segments

Entity Champlain College

Department Center for Community and Social Justice

Object Supplies

Restriction Unrestricted

Designation Default

Activity Default

Intercompany Default

Future1 Default

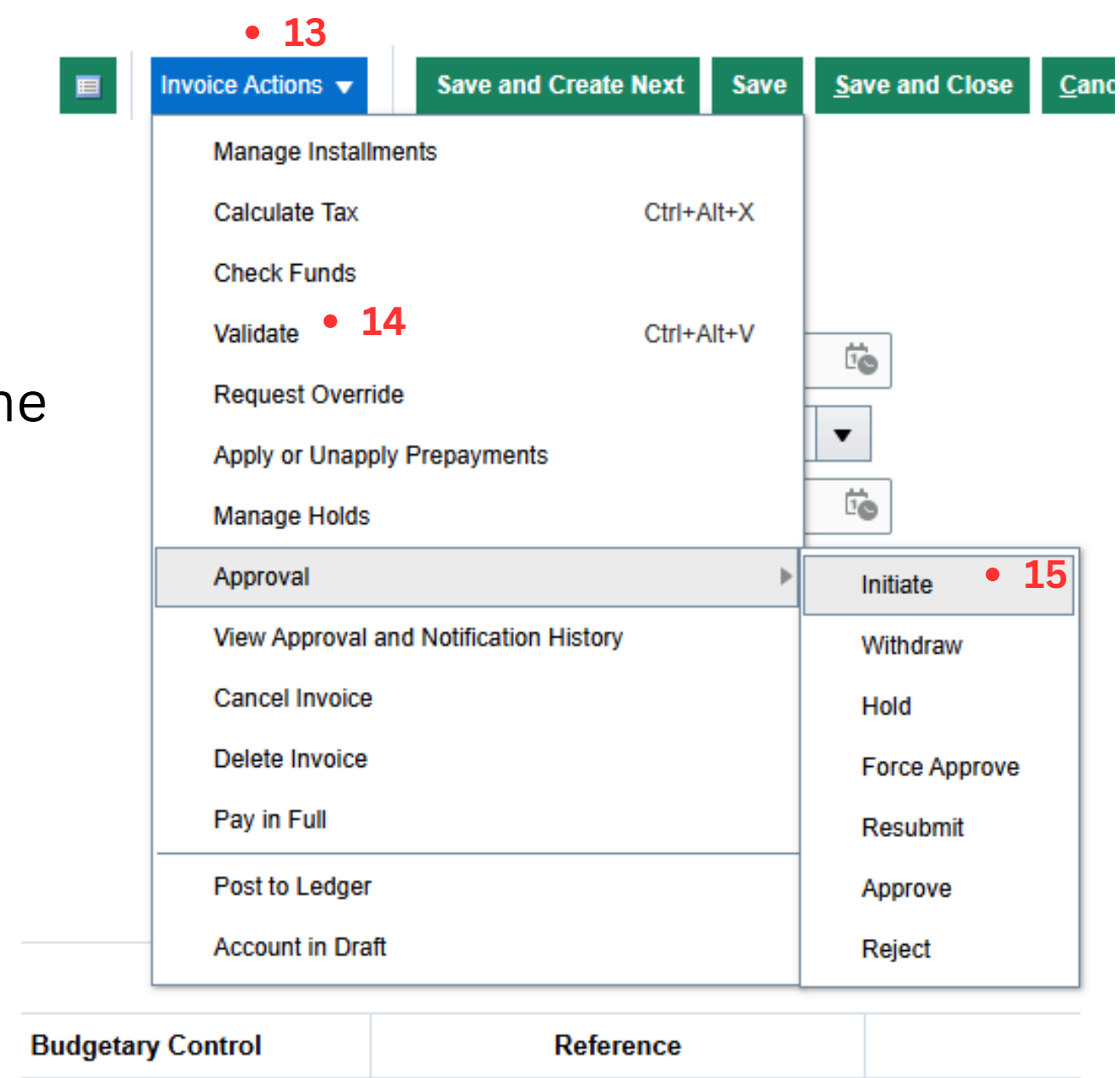
Search Reset OK Cancel

Creating an Invoice

How to create an invoice

Page 3 of 3

- **13** To submit your invoice click on Invoice Actions to pull down the menu
- **14** Validate the invoice. Once the invoice is validated the word Validate will appear to the left of Invoice Actions
- **15** Once validated click on Invoice Actions, Approval, and Initiate.



- **16** Once your invoice has been validated and initiated click Save and Close.
- Your invoice has now been submitted for payment

**If you have any questions or need any assistance,
please contact Accounts Payable at:
ap@gmhec.org**