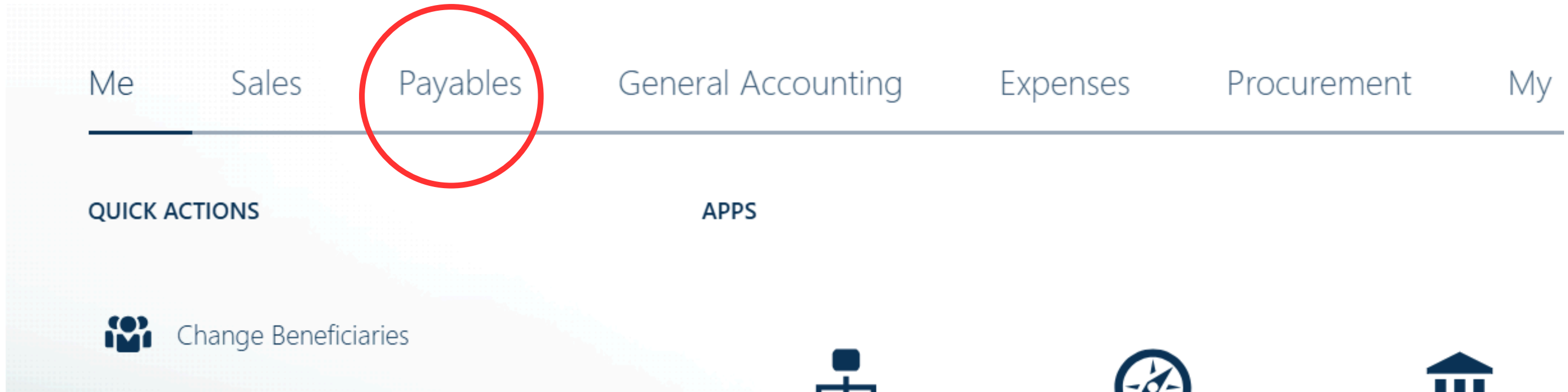


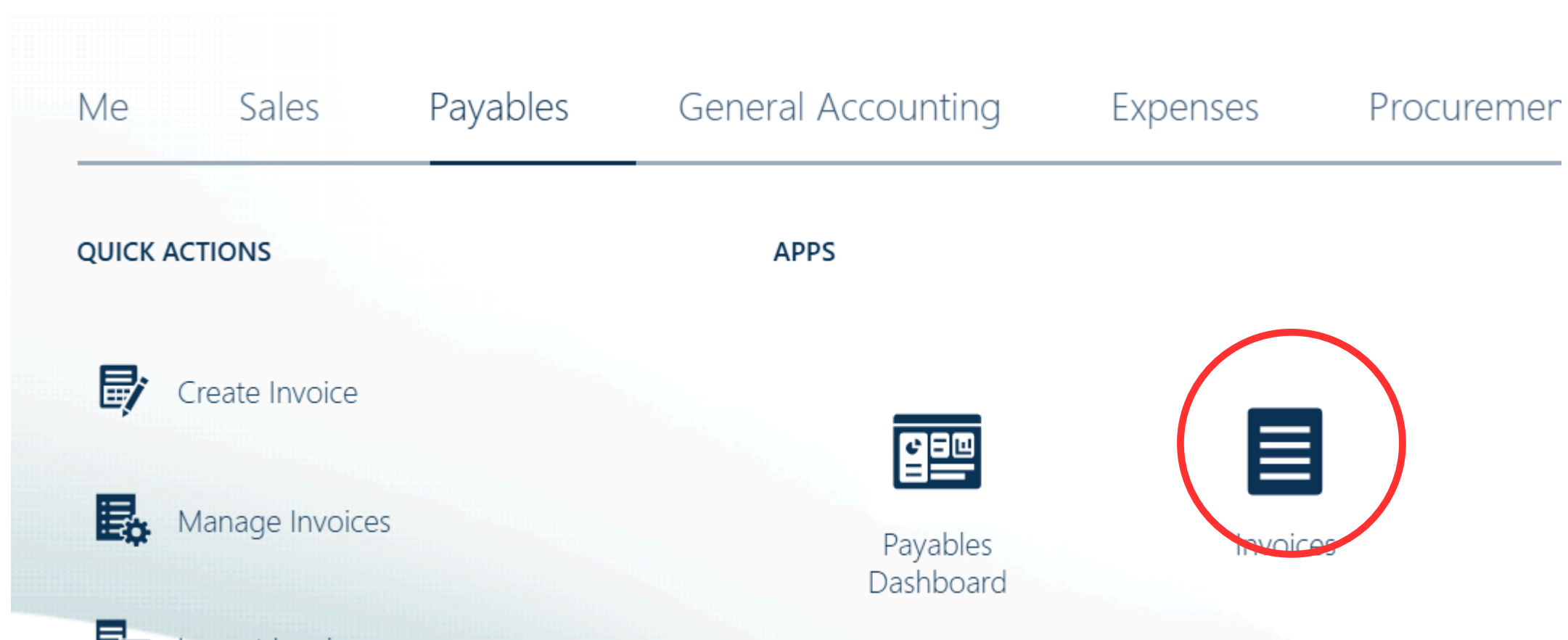
# Creating an Invoice

How to create an invoice

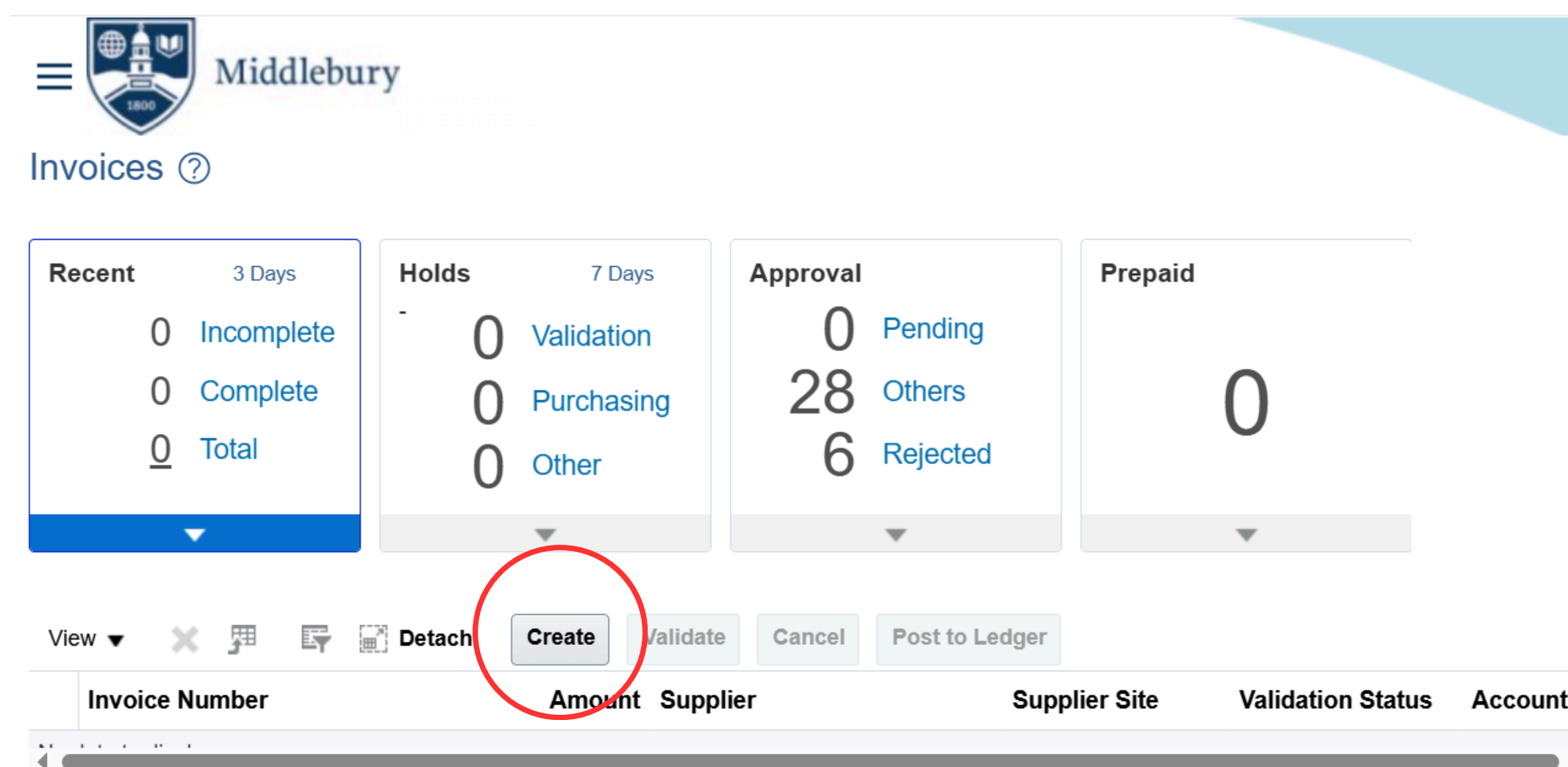
Page 1 of 3



Select the **Payables** Tab



In the **Payables** tab select **Invoices**



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

# Creating an Invoice

How to create an invoice

Page 2 of 3

Identifying PO

\* Business Unit MIDD BU • 1

\* Supplier Fisher Scientific • 2

Supplier Number 11330

\* Supplier Site MD Boston-1 • 3

\* Legal Entity President and Fellows of Mi

Invoice Group

\* Number How To Create an Invoice • 4

\* Amount USD - 123.32 • 5

\* Type Standard

Description This text appears on the remittance letter attached to the check. • 6

\* Date 18-Mar-2025

\* Payment Terms Net 15

\* Terms Date 18-Mar-2025

Requester  • 7

Attachments None + • 8

Note

Lines  Match Invoice Lines

Taxes

Totals

- 1 Select the Business Unit: MIDD BU
- 2 Enter the name of the supplier whose invoice you are entering. 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 Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines
1	Item	123.32		311-1107-54200-10-000000-00000-000	18-Mar-2025	<input type="checkbox"/>
2	Item				18-Mar-2025	

• 10

• 11

• 12

• 13

• 13a

Distribution Combination ID

Hide Segments

Entity 311 College

Department 1107 Conflict Transformation Project

Object 54200 Supplies

Restriction 10 Unrestricted

Designation 000000 Current Unrestricted

Activity 00000 Default

Intercompany 000 None

Future1 0 Default

Search Reset OK Cancel

Details

Update Additional Information: Line : 2

DESIGNATION 000000

Context Value

Regional Information

OK Cancel

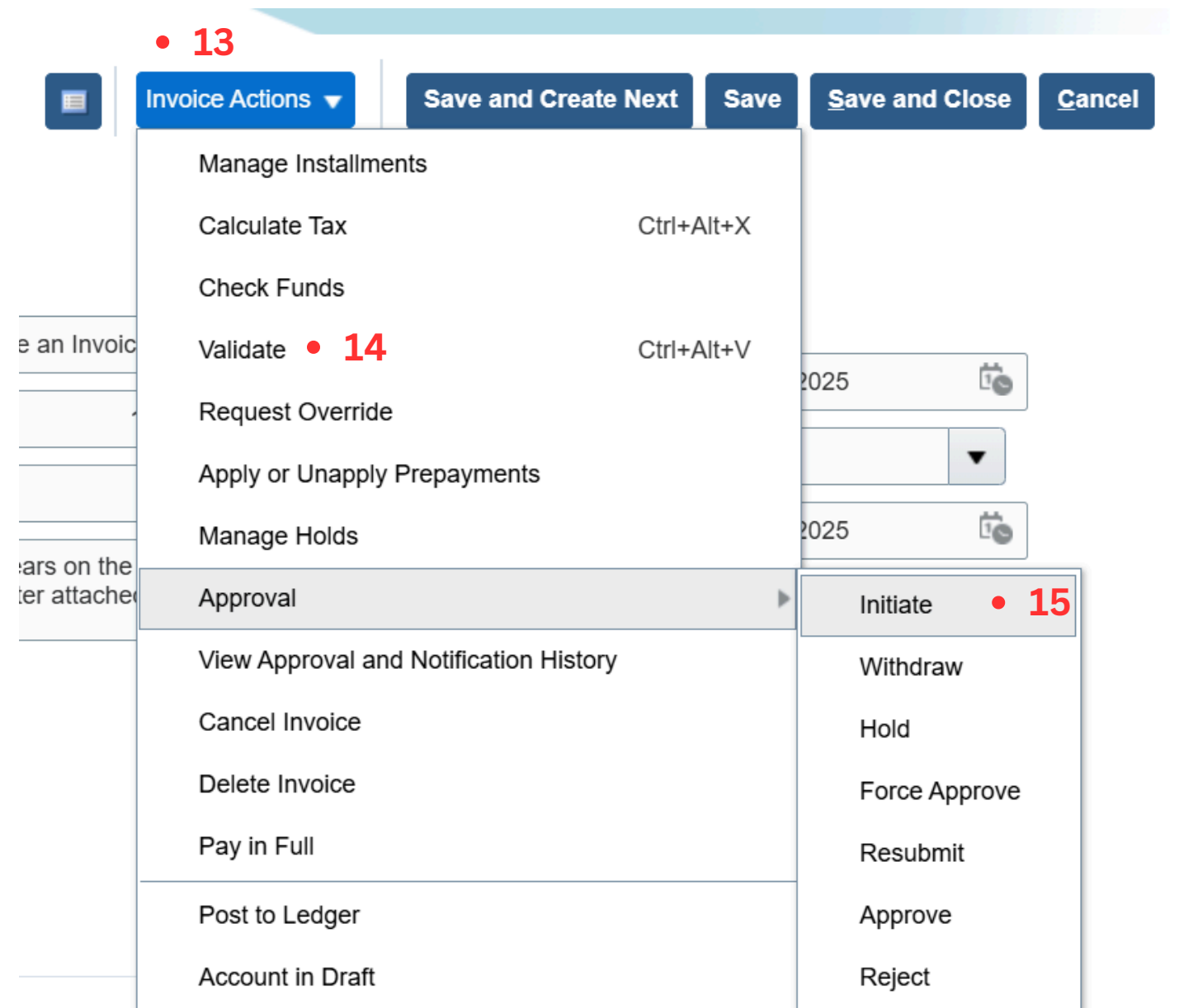
- 9 Click on the arrow to pull down the Lines
- 10 Enter the amount, be sure it matches the amount entered above
- 11 Enter the accounting line. You can click on the blue icon to open a pop up window that offers more information
- 12 Once the information is entered and the names appear next to the numbers click OK
- 13 If your EDORDA has a Designation be sure to scroll all the way to the right and enter the Designation in the **Details** box (fig. 13a)

# 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**