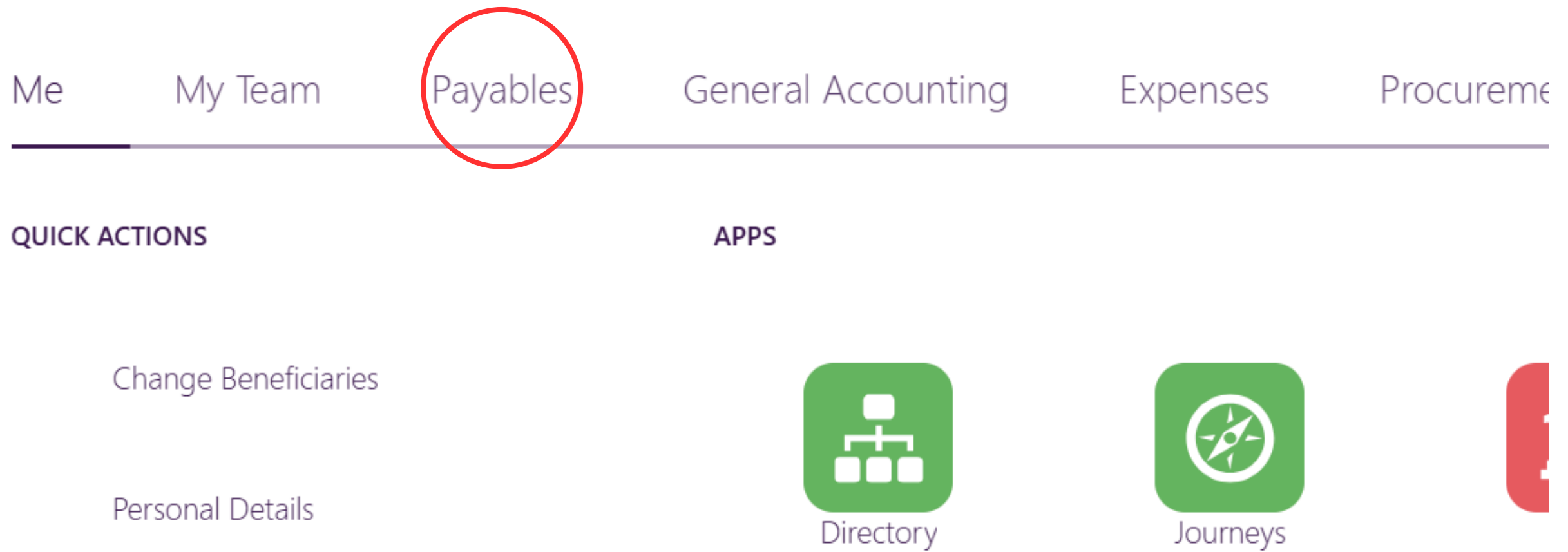


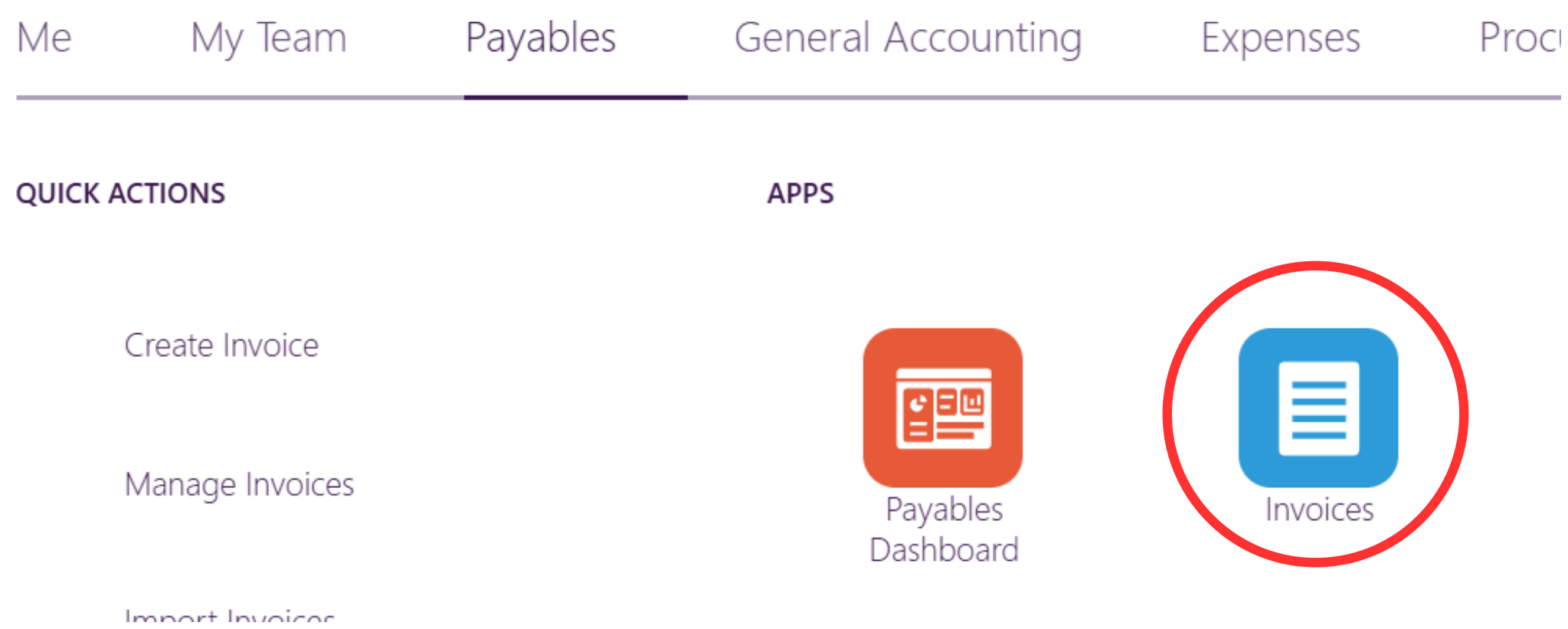
Creating an Invoice

How to create an invoice

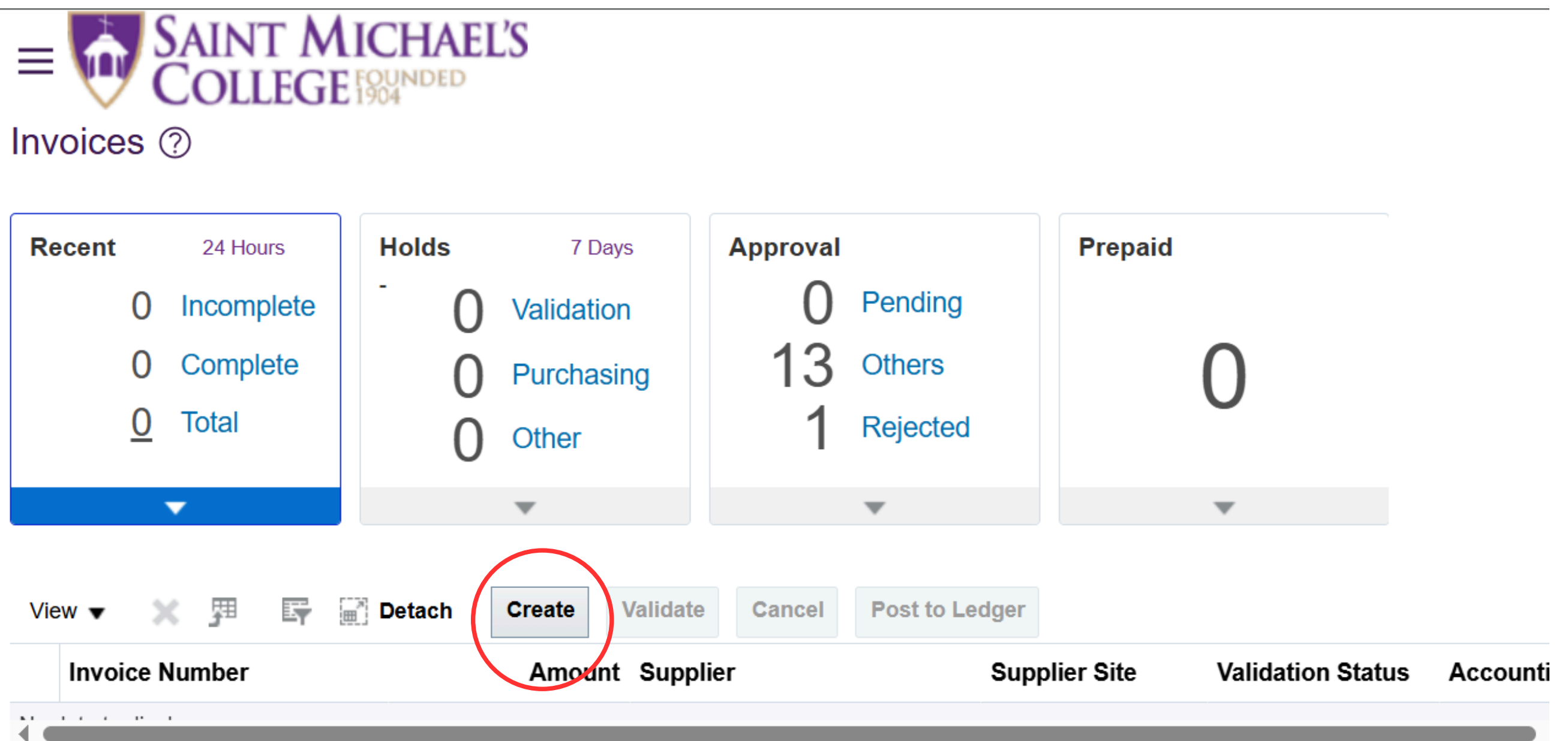
Page 1 of 3



○ 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

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- 1 Select the Business Unit: SMC 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

* Number	* Type	* Amount	Distribution			
			Distribution Set	Distribution Combination	Accounting Date	Prora All It
1	Item	123.45			18-Mar-2025	
2	Item					

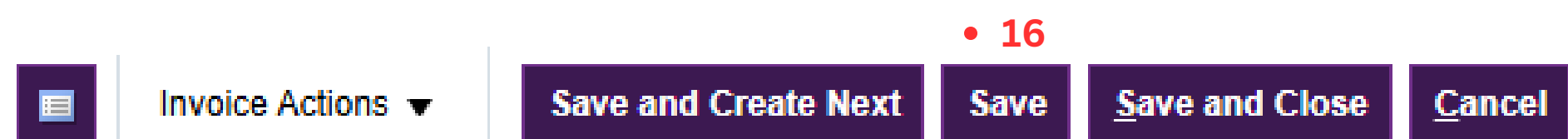
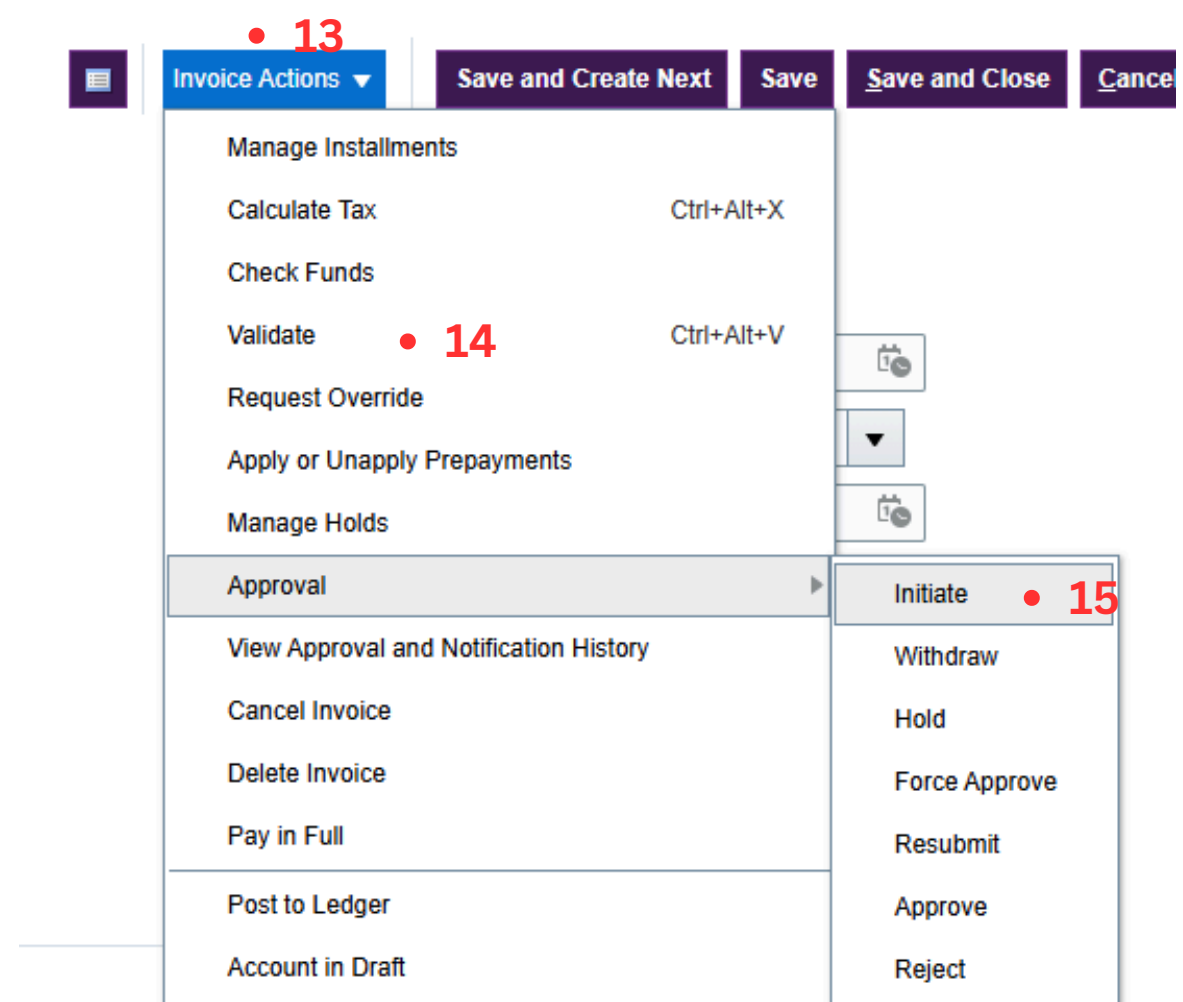
- 9 Click on the arrow to pull down the Lines
- 10 Enter the amount, be sure it matches the amount entered above
- 11 Enter the accounting line. You can click on the blue icon to open a pop up window that offers more information
- 12 Once the information is entered and the names appear next to the numbers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

Creating an Invoice

How to create an invoice

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- **13** 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 approval

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