

Blackbaud.
The **FinancialEdge**[™]
WebPortal[™]



WEBPORTAL

<https://finance.pcusa.org>

WEB INVOICING

USER GUIDE

Prepared by Finance & Accounting/Accounts Payable Dept.

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SUMMARY

Entering (creating) an online payment request thru WebInvoicing involves selecting an expense category, adding spending details such as attaching backup/receipts and then adding general ledger (budget code) information. When a payment request is submitted for approval, an email notification is sent to the designated approver indicating a request is waiting for their approval. Based on the settings defined on your "My Account" page, you may receive an email notification when your request for payment is approved or rejected.

If you are an "approver" you will be able to review and approve (or reject) any payment request by logging into a desktop, laptop or iPad. While the records can be accessed thru a PDA, the limitation of a small screen will prevent you from seeing the entire request/backup.

In order to maintain the integrity of the financial process an email response to an approval request will not satisfy the system requirement of an "action" within the invoice record. Until an approval or rejection "process/action" happens within the WebInvoicing system the invoice record remains with the approver and will not advance to the next sequence of the approval path.

Log into the WebPortal at: <https://finance.pcusa.org>



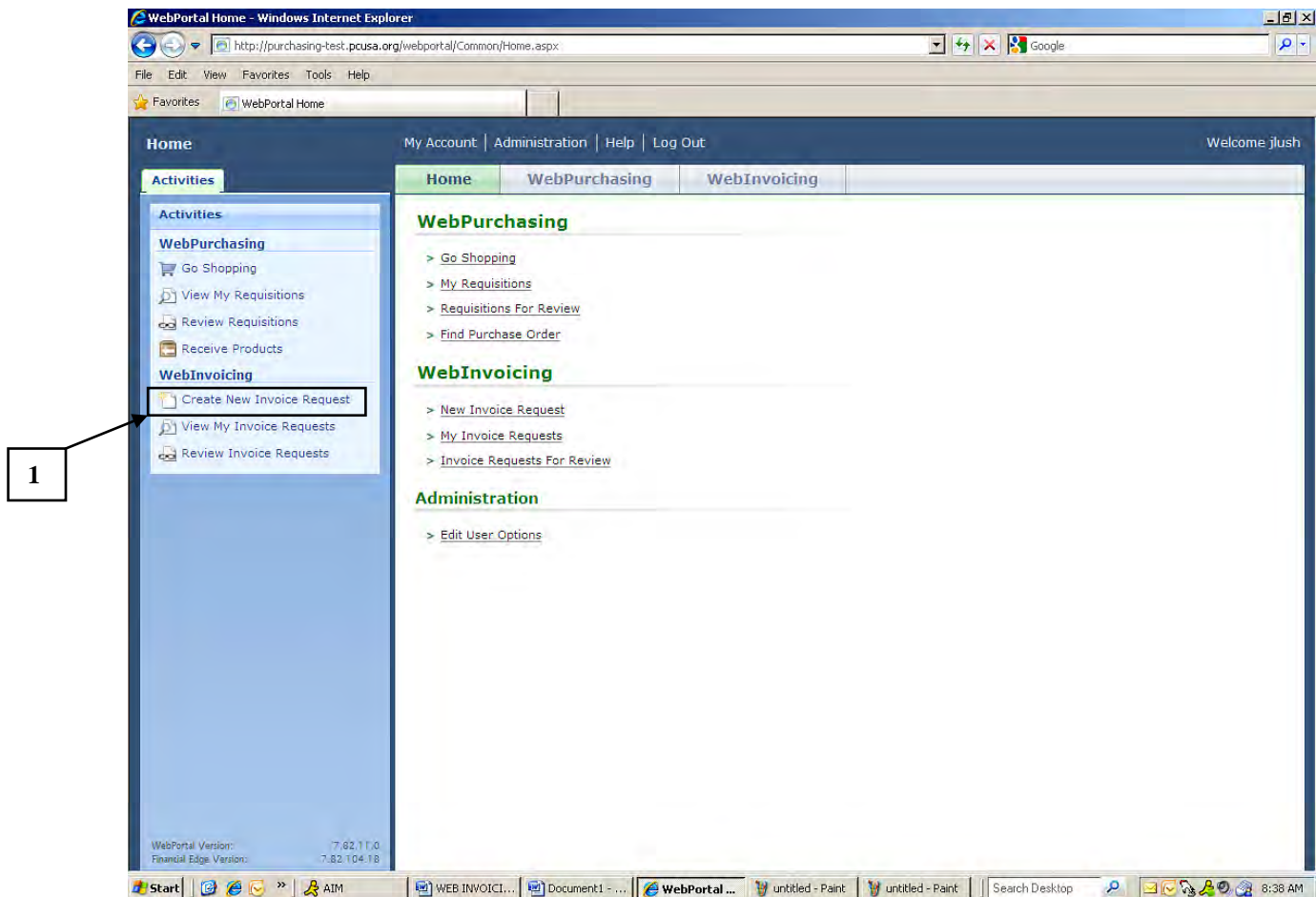
Web Portal Access

In order to obtain access to the Web Portal (Web Invoicing & Web Requisition) one must have a Financial Edge user profile. Submit your request to IT Department by filling out the “Information Technology Access Request” form and check Financial Edge Inquiry & Web Invoicing under Financial Edge Security Groups. Once IT is finished with the Financial Edge profile setup, Accounts Payable personnel will complete the Web Portal Setup.

Web Portal access from outside or through Citrix Using Internet Explorer

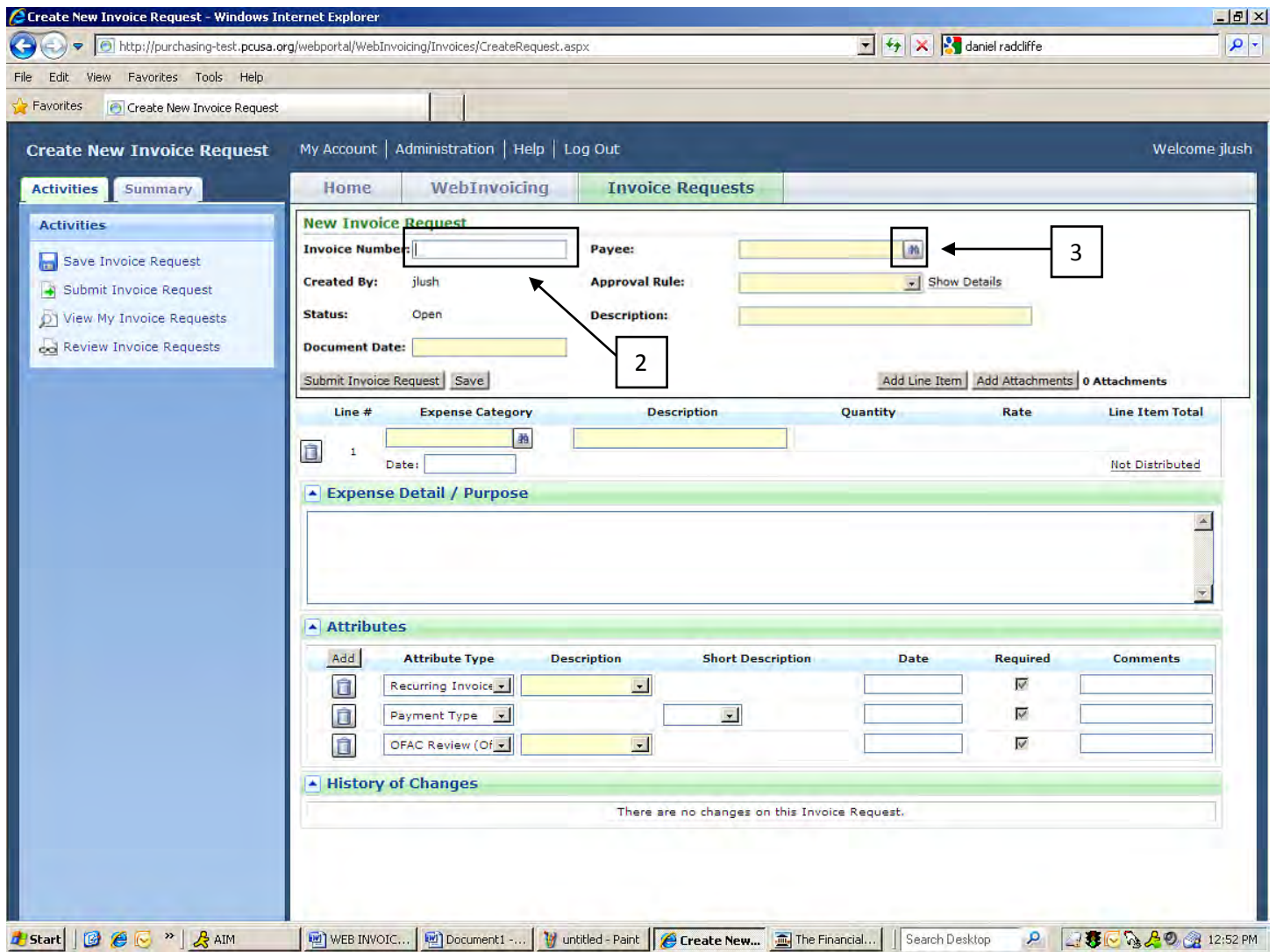
Type in the URL address - <https://finance.pcusa.org> . When you get the login prompt, clear out the entire login field and type in a prefix “Center” in front of your login ID. (Example: Center\jdoe) and your network password in the password field. REMEMBER the “slash” should be in the same position (the one beneath the backspace key) for the login to work.


ENTERING A PAYMENT REQUEST

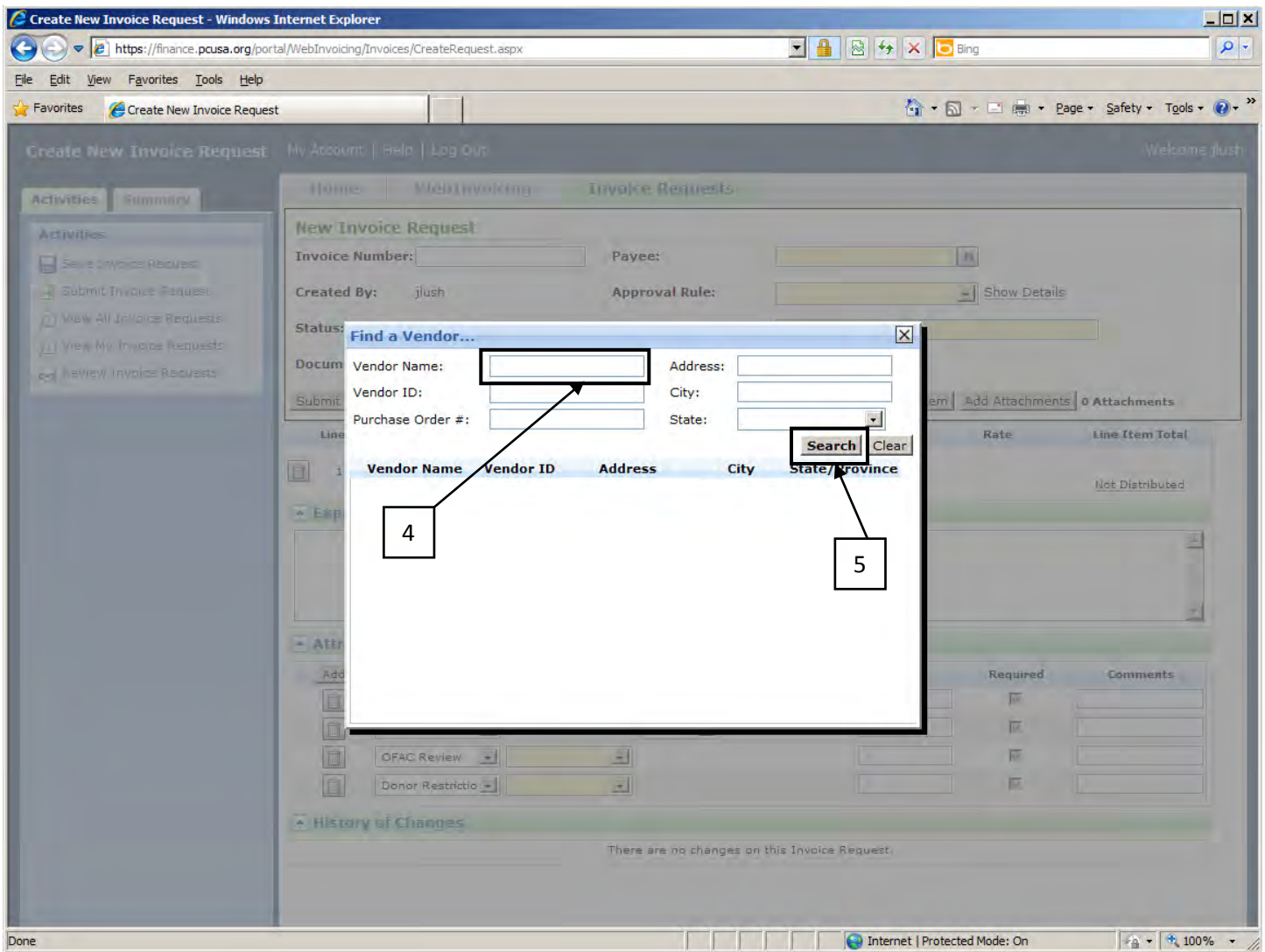


(NOTE: Your home screen may look slightly different depending on your security rights)

1. In order to enter a payment request click on “Create New Invoice Request”. The create New Invoice request page appears.



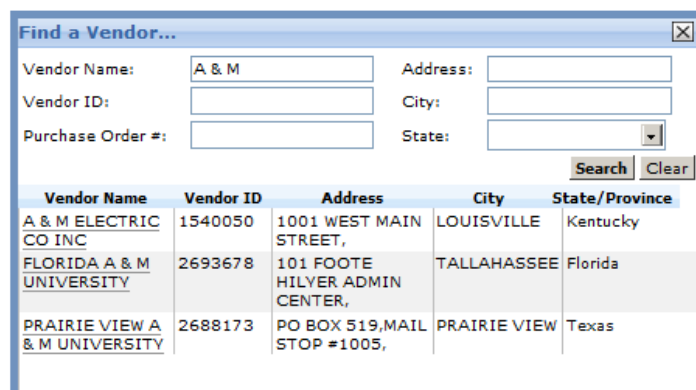
2. Type in the invoice number if you have one. If there is no invoice number, leave this field blank.
3. Choose the vendor. Click on the  button to the right of the “Payee” field. (this is who you want the check to be made payable to)



4. Type in part or the entire name of the payee in the “Vendor Name” field.
5. Click on the “Search” Button (you can search by City, State or the Vendor ID number if you know it. Or leave all fields blank and hit search. Once the system displays the available vendors in the AP System, scroll down through the list until you locate the vendor name and number you are looking for. This process may take more time. If you are unable to locate the vendor see page 26 in this manual for additional search methods and instructions on how to request a vendor addition.



Example: To find A & M Electric Co. type in A & M and hit “Search”. If the vendor is available in the FE AP System, it will bring up the vendor information. Click on the on the correct vendor. The Vendor ID field will be populated with the Vendor number from the display area.



The screenshot shows the 'Create New Invoice Request' page. The 'Approval Rule' dropdown is highlighted with a box labeled '6'. The 'Show Details' button is highlighted with a box labeled '7'. The form includes fields for Invoice Number, Payee (A & M ELECTRIC CO INC), Created By (jlush), Status (Open), and Document Date. Below the form is a table for line items and a section for attributes.

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1					Not Distributed

Attribute Type	Description	Short Description	Date	Required	Comments
Recurring Invoic				<input checked="" type="checkbox"/>	
Payment Type				<input checked="" type="checkbox"/>	
OFAC Review				<input checked="" type="checkbox"/>	
Donor Restrictio				<input checked="" type="checkbox"/>	

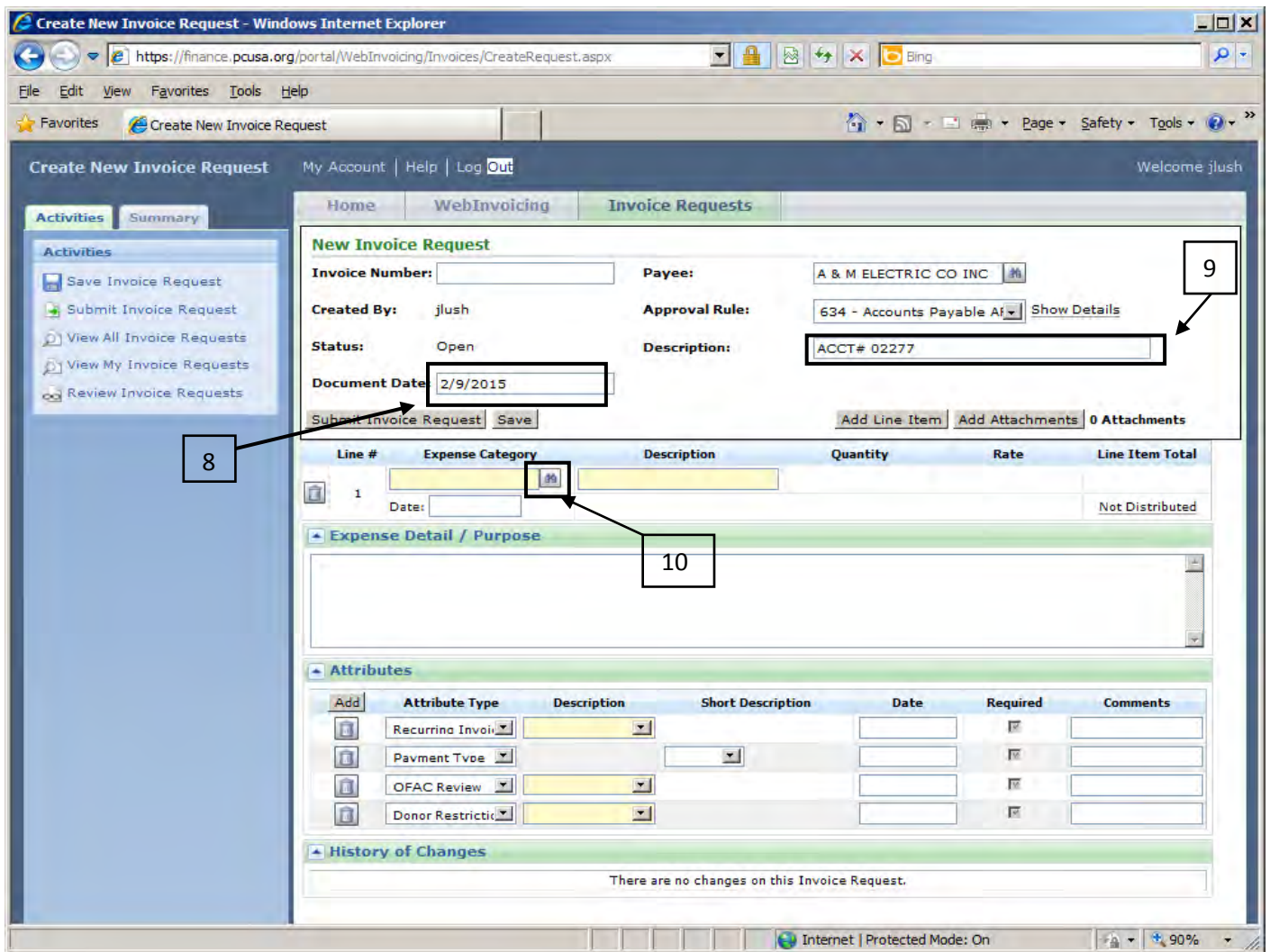
- Select the appropriate Approval Rule that pertains to your area using the drop down arrow. You may have multiple approval rules to accommodate different types of authorization requirements.
- After selecting the approval rule click on "Show Details". This will show you the path of the approval rule selected. (If you selected the wrong approval rule, please go back and select the correct one before you proceed.)




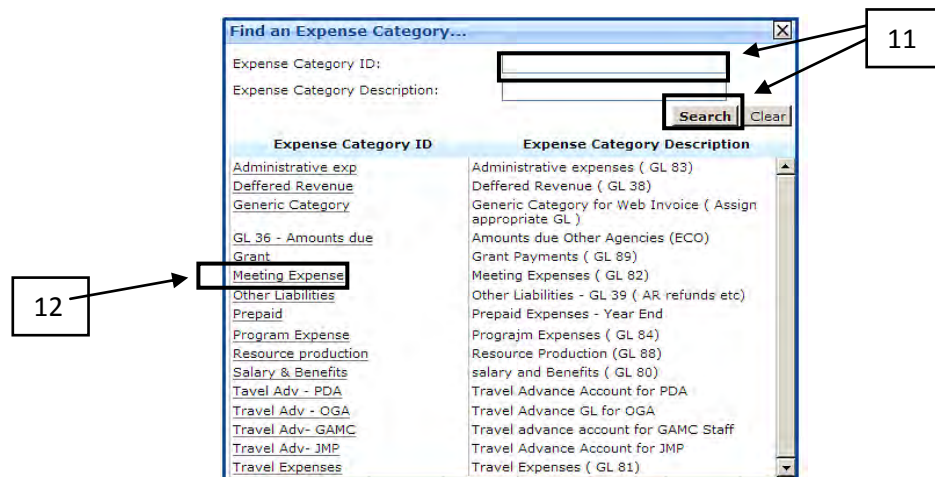
NOTE: The approval path may vary depending on the invoice dollar amount. It is a good idea to check the approval rule after entering the payment amount to get the accurate approval path.

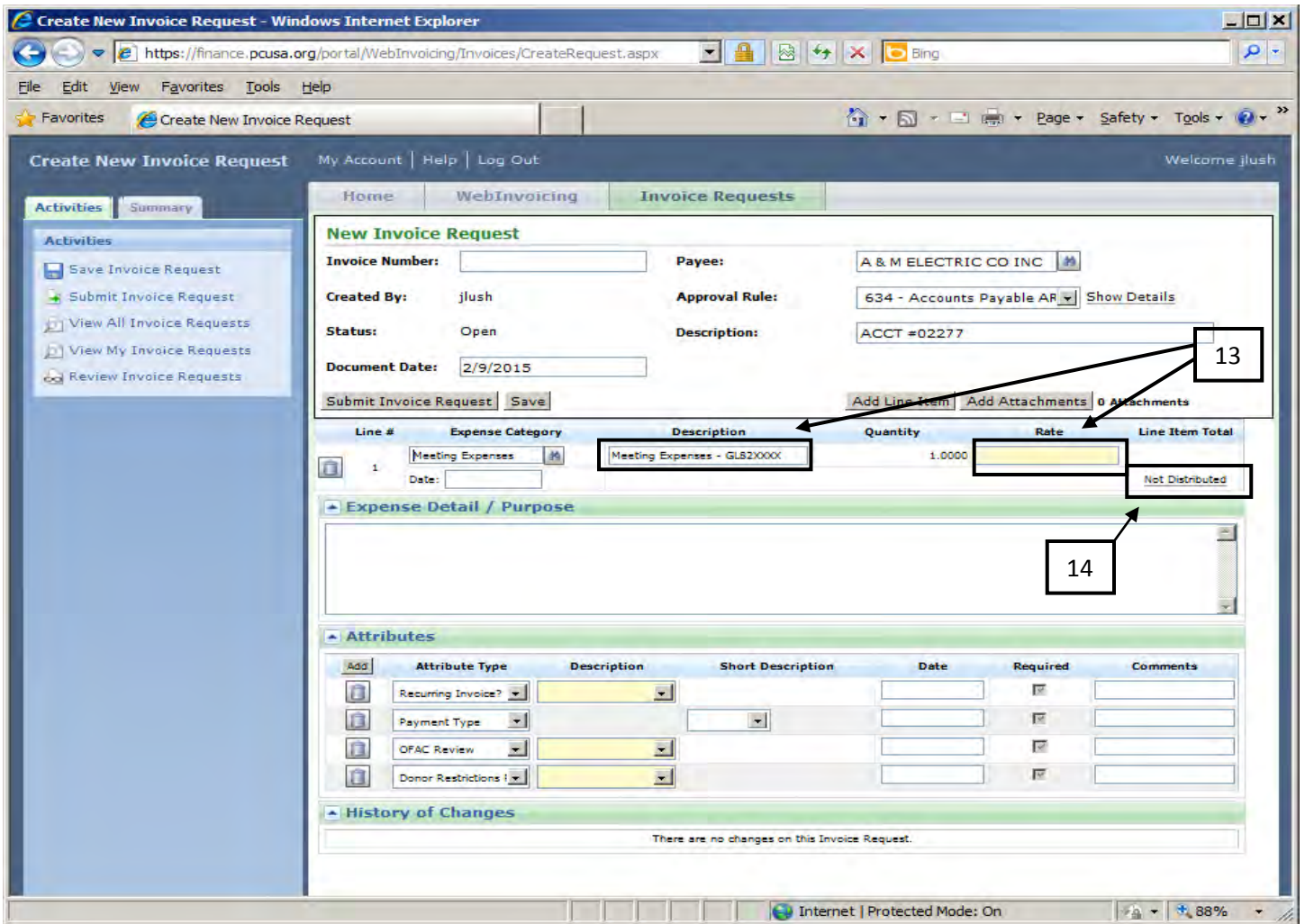
The 'Rule Details' dialog box displays the following information:

- Rule Name: 634-Accounts Payable AR
- Description: Accounts Payable Approval Rule (Authorization routing)
- Approval Path:
 1. tabraham
 2. tmlburn




8. Click on the “Document Date” field and choose TODAY’S date. (the date you are entering the payment request.)
9. Key in the description you want to show on the check for the vendor or recipient to identify the payment. (ONLY 36 characters will print on check... the system will let you key more characters but only 36 will print on the check)
10. Choose an “Expense Category” by clicking the search button... 
11. To narrow your search, you can type in all or part of the word for the category, hit search then choose from the display. Or you can leave it blank, hit search and scroll down through ALL of the categories)
12. Select the appropriate “Expense Category ID” and hit enter.

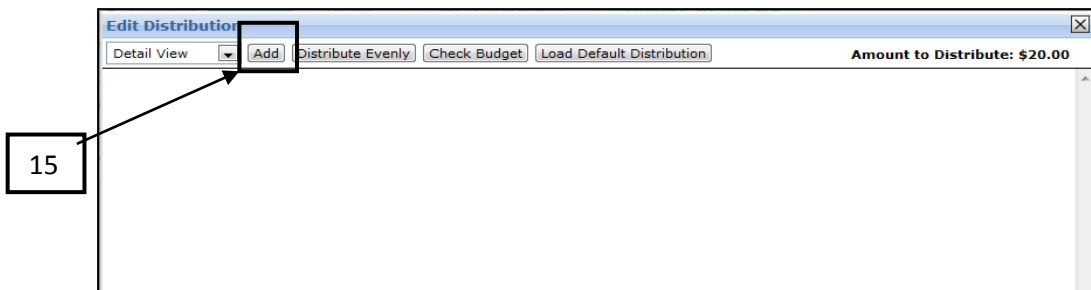




13. Replace the default description with the description you want to see against the transaction in the General Ledger. (50 Characters is the maximum that will feed over to the FE system) Next, type in the “U.S. Dollar Amount” of this transaction line in the “Rate” Box.

 **NOTE: (DO NOT KEY IN THE TOTAL FOREIGN CURRENCY IN THIS FIELD – If you have a reason to enter a foreign currency amount and do not know the equivalent U.S. Dollar amount, key in a penny (.01) in the rate field and indicate the foreign currency amount in the “Expense Detail/Purpose” field. AP staff will take the necessary action to convert & key in the appropriate U.S. Dollar Amount.**

14. Click on “Not Distributed”. (This will take you to the screen below to add the GL Account number along with the optional Project Number, Employee ID, Committee Code and RE Appeals & Events if applicable.)



15. Click on the “Add” Button.

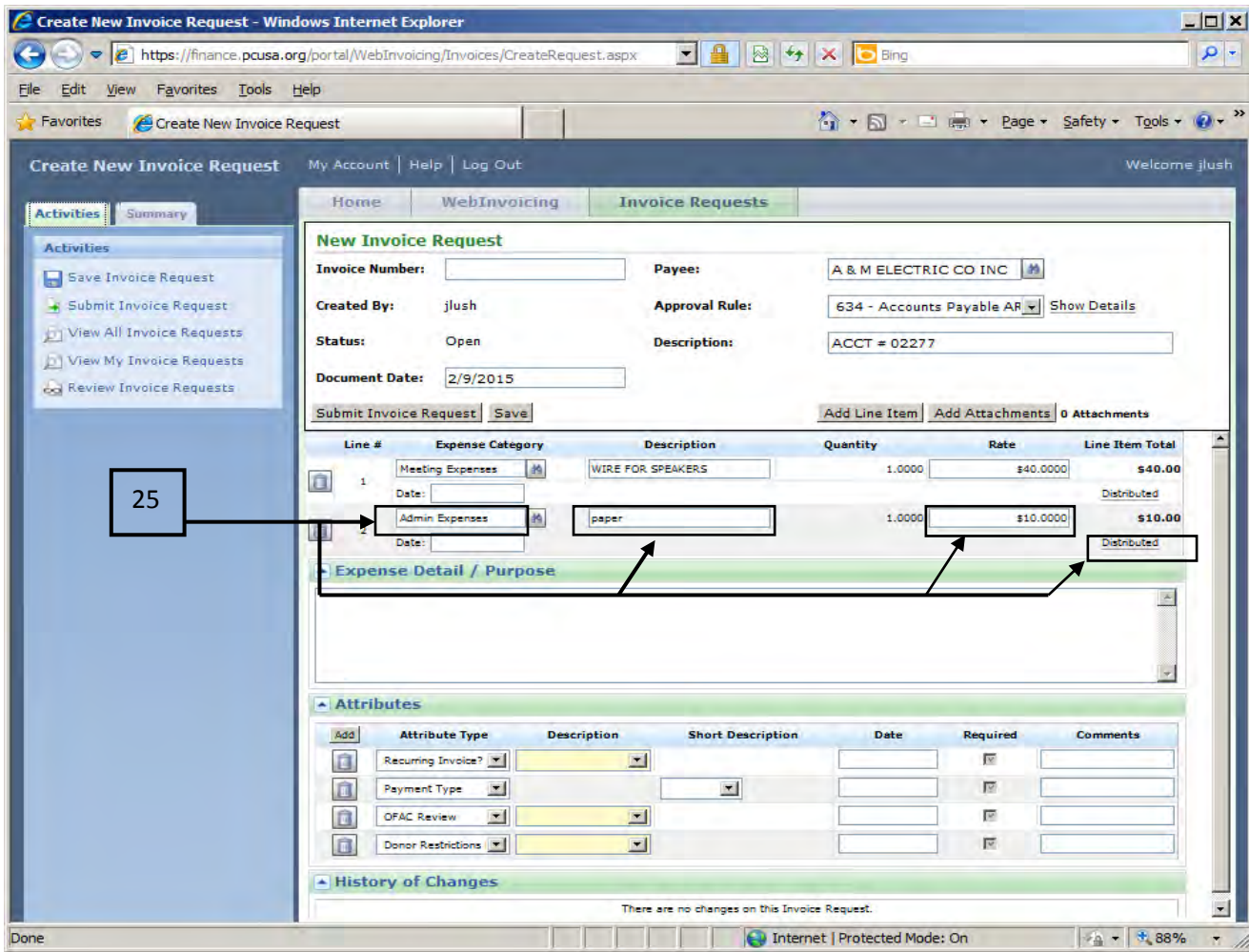
16. Type in the valid “U.S. Dollar Amount” of the line.



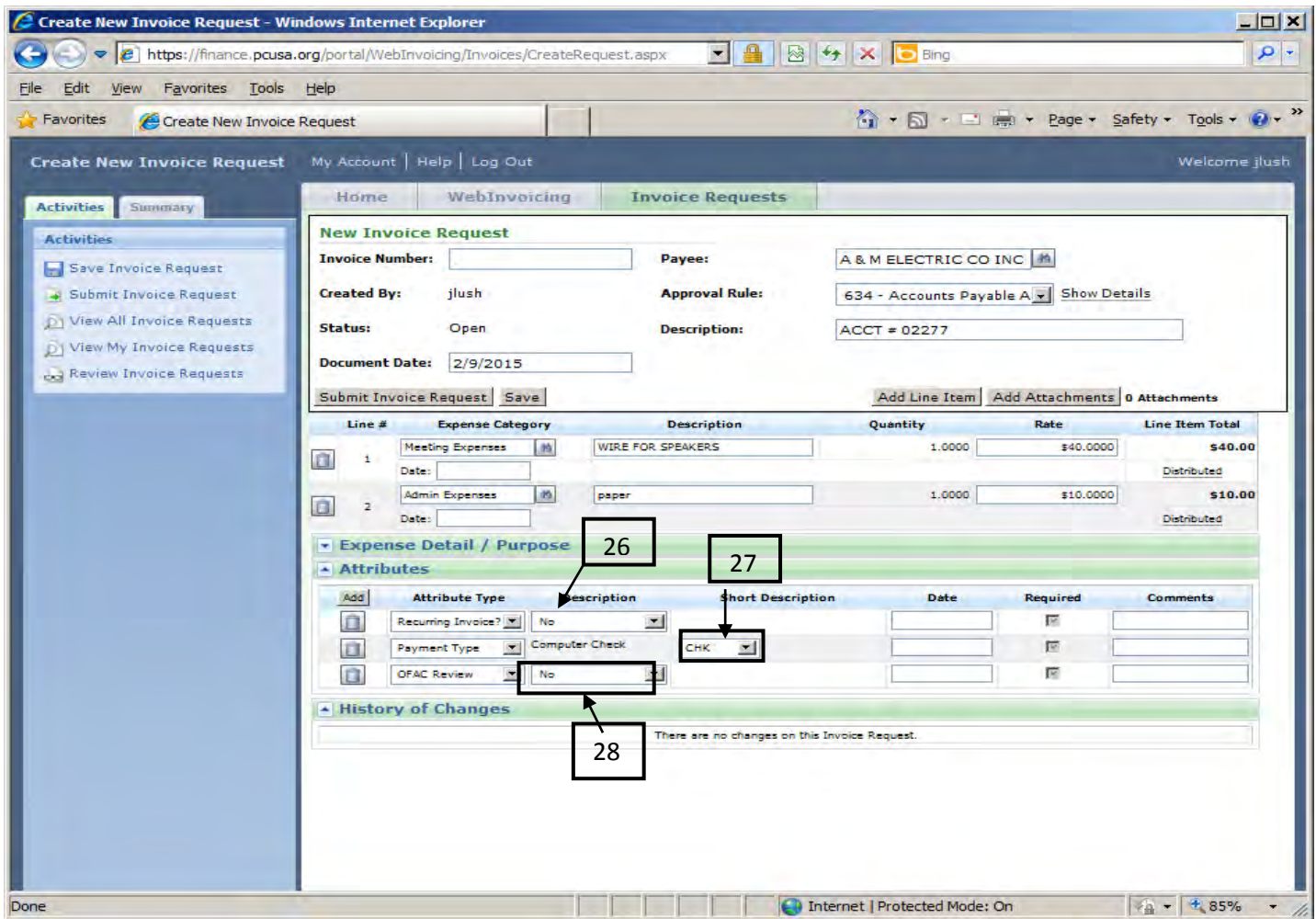
NOTE: (If the amount is not a U.S. Dollar amount type in a penny (.01) in the rate field and record the foreign currency amount in the “Expense Detail/Purpose” section)

17. Type in the valid “GL Account” for this line (you can use the search button to locate the correct general ledger number, if you need to)
18. Type in the valid “Project” number, if required.
19. Type in the “Country” (You can type the first few letters of the country name and choose from the displayed list)
20. Type in the “Employee ID”, if required.
21. Type in the “Committee Code”, if required.
22. **The “RE Appeals & Events” is not currently used in AP transactions.**
23. Click on the “OK” button once the required information is filled in.

24. If you have more lines to enter for this transaction click on “Add Line Item”



25. Enter each transaction line as you did with the first one (Choose “Expense Category”, enter the GL description and the “U.S. Dollar amount” of this line, click on “Not Distributed” it will take you to the next screen and you will complete it the same way you did the first one....Continue adding lines until you have all of the transactions entered.



26. Select “Yes” if it is a recurring/revolving payment, otherwise select “No”.
27. Choose “Payment Type” from the dropdown menu
“CHK = Check, EFT = Direct Deposit, WTR = Wire Transfer, FCD = Foreign Currency Draft”
28. Choose yes or no for “OFAC Review” (Office of Foreign Assets Control) to indicate whether or not you have checked the SDN listing.

WHAT IS OFAC?

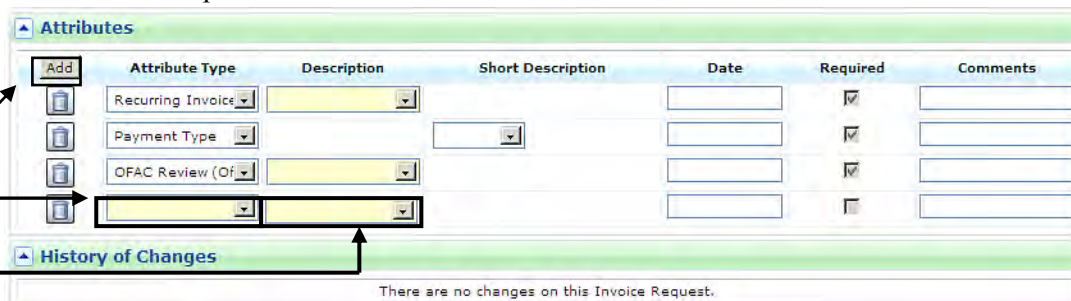
Office of Foreign Assets Control administers and enforces economic sanctions programs against countries and groups of individuals such as terrorists and narcotic traffickers. Some aspects of the U.S. foreign policy and national security goals are accomplished by blocking assets and placing trade restrictions on these prohibited parties.

On the OFAC website (www.treasury.gov) Please open “Specially Designated Nationals List (SDN)” under the Financial Sanctions section to screen against OFAC (SDN listing) in order to ensure that the transaction does not involve prohibited parties.

Note: U.S. persons & companies are prohibited from conducting business with any individuals or entities appearing on the SDN list.



29. If you have documents to be mailed with the check and want to alert AP staff, click the “Add” button positioned just under the Attributes sub heading. Choose “enclosure” from the dropdown menu from the blank attribute field, then choose “Yes” in the description field.

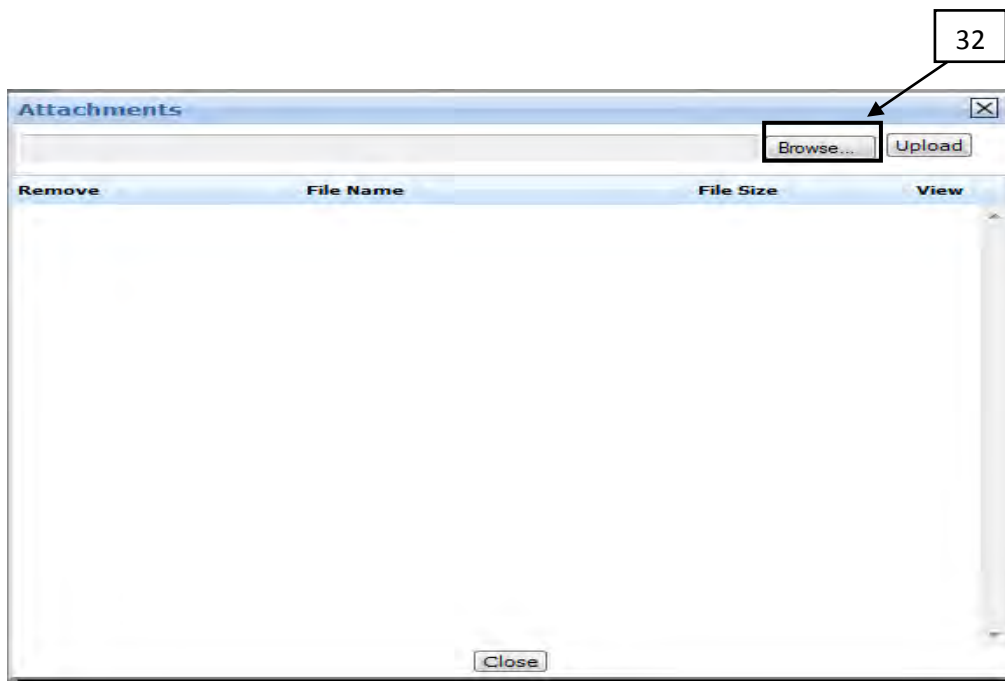


30. Type a short description of the purpose of the payment in this box. Also, type ANY special instructions in this box that you need the Accounts Payable staff to see and act upon.

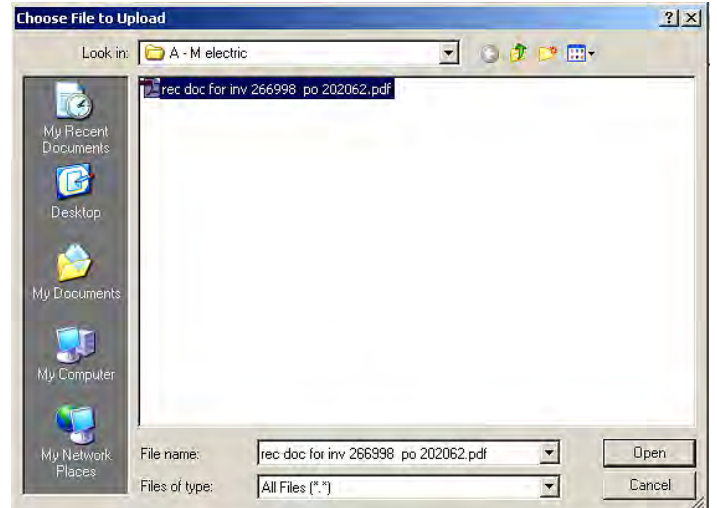
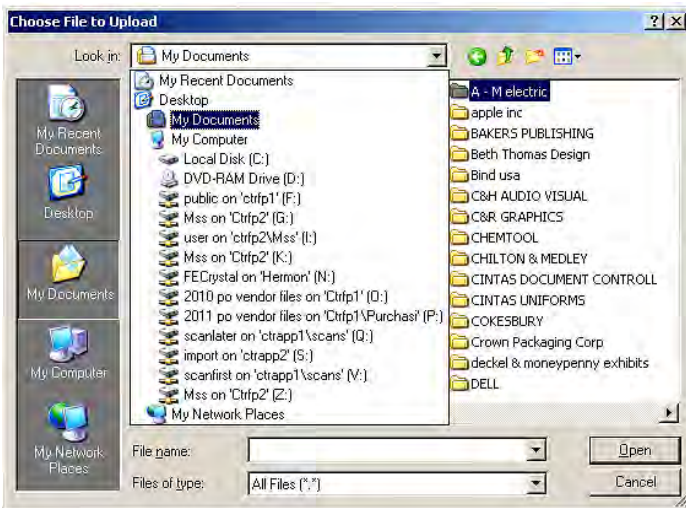


Example: Please send registration form with check, or if you have a credit to key and apply to this invoice you will need to make a note here for the AP staff to enter. (AP staff will enter the credit through the FE AP credit entry screen, since credit entry provisions are not available through the WebInvoicing entry screen.)

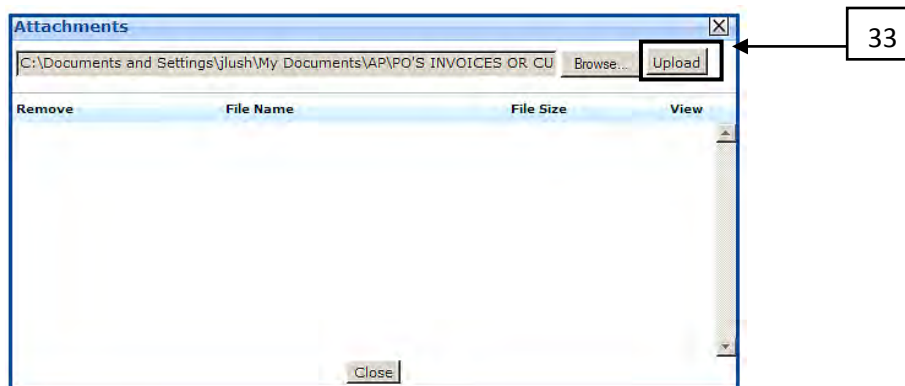
31. Click on the “Add Attachments” tab to attach scanned backup or files to this invoice.

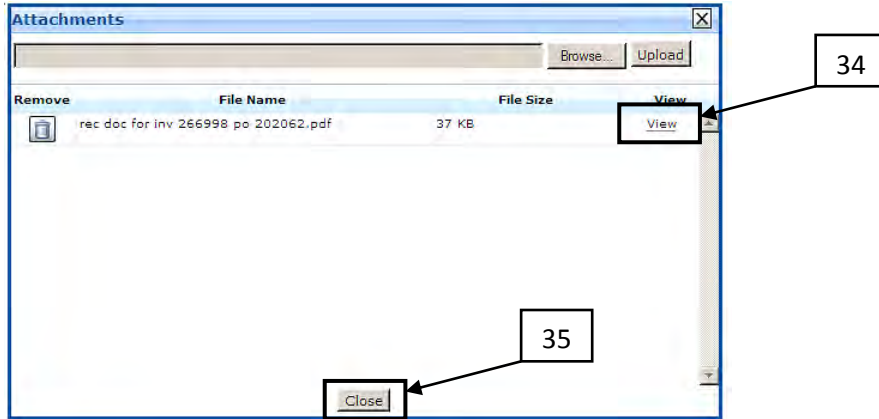


32. To locate the document you want to attach to the invoice request, click “Browse”
(*example below*)



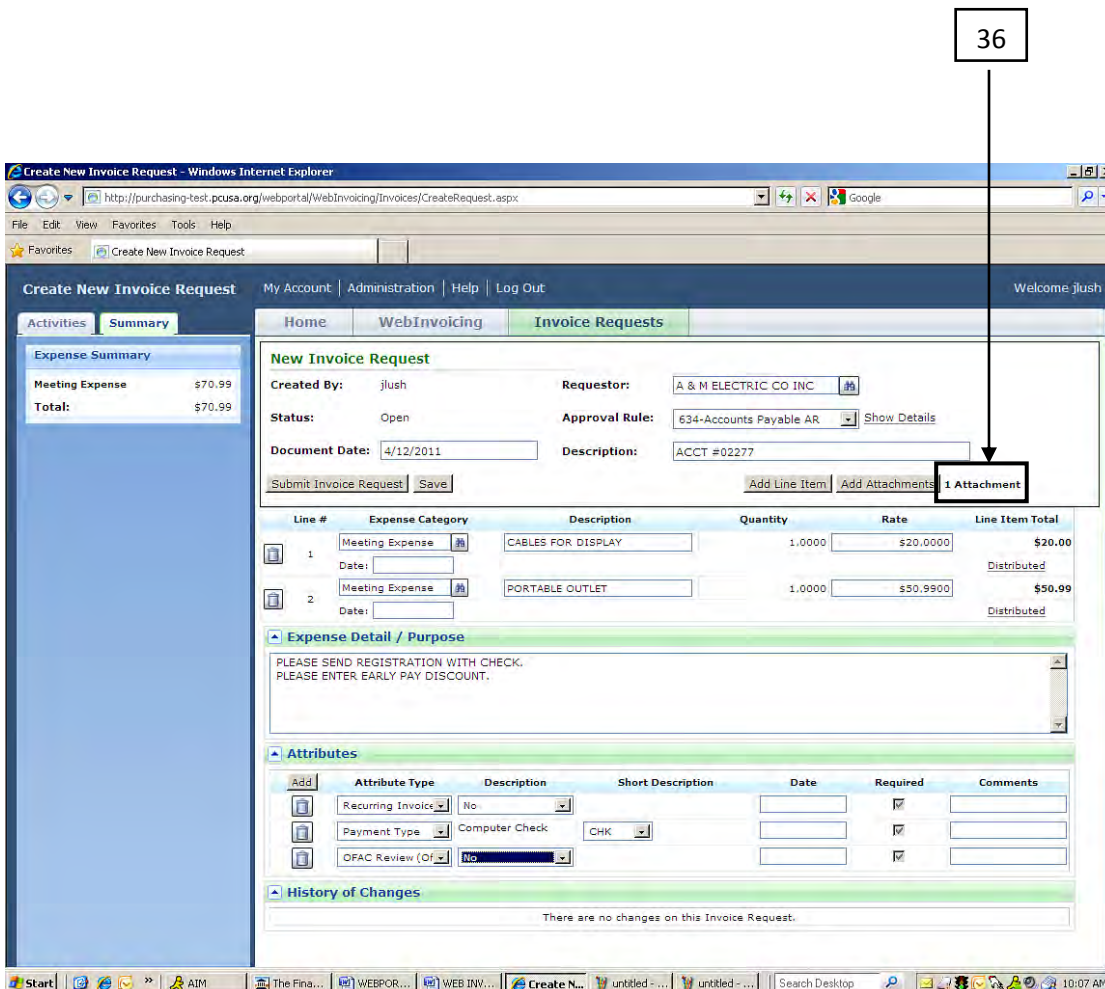
33. To attach the document to the invoice request, click “Upload”. Repeat this process if you have several attachments.

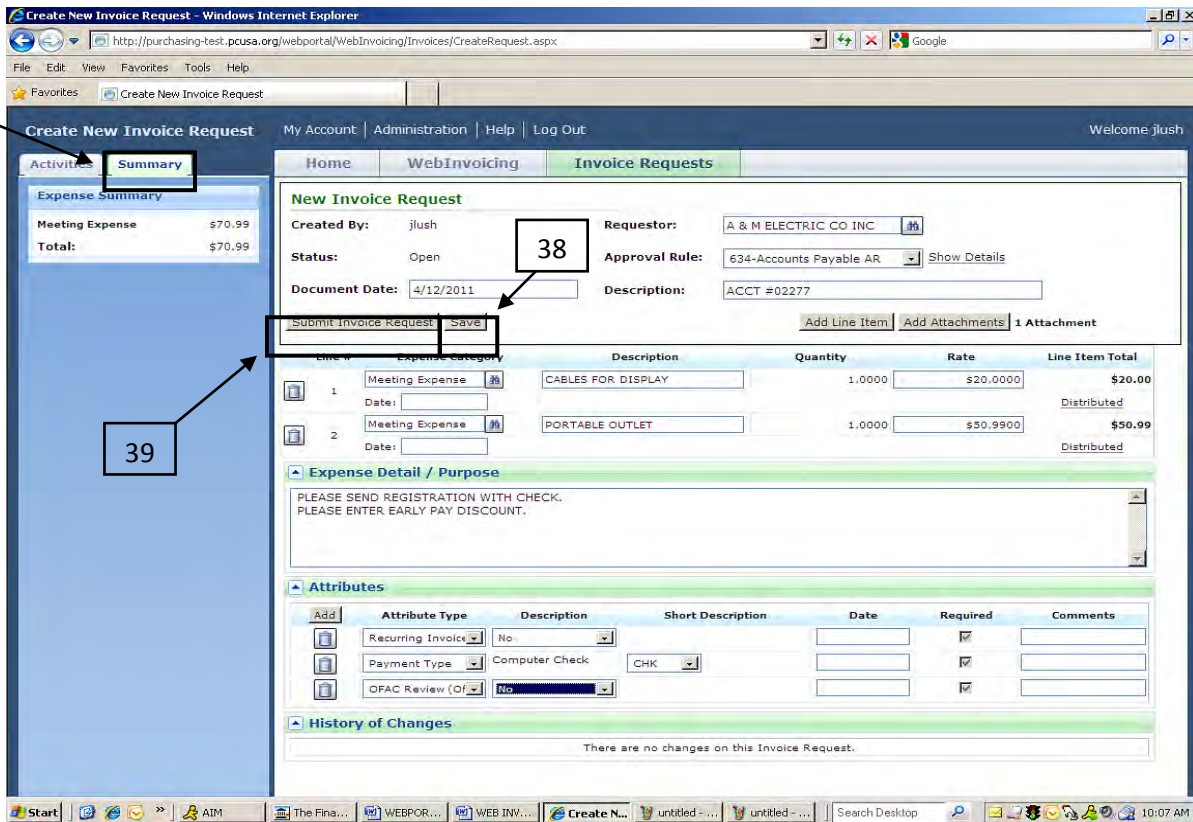




- 34. Click "View" if you want to view it before closing the screen.
- 35. Click "Close" if you are done with the review.

- 36. On the main invoice entry screen, beside the "add attachment" section, a record counter will indicate how many items that you have attached.





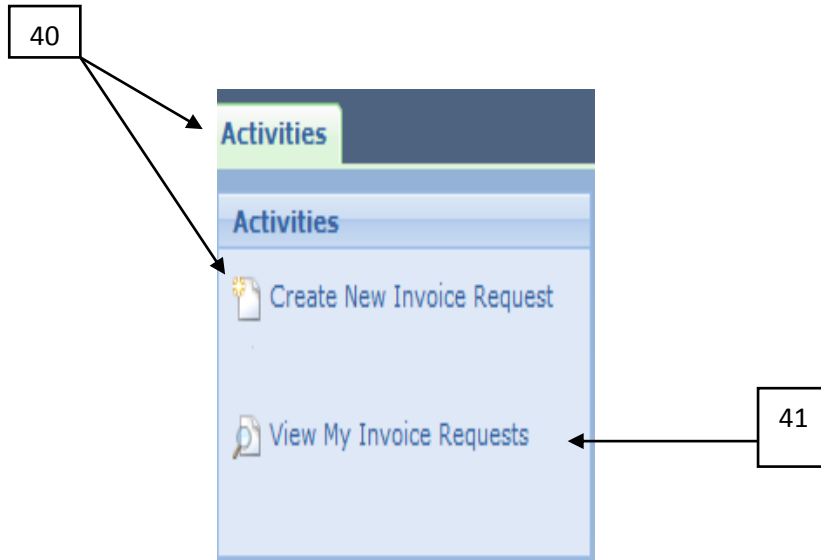
37. Click on the “Summary” tab to see a summary of entries and the total amounts distributed.

38. Choose “Save” to save the invoice. (This saves everything but does not send it on for approval.)

(It is very important to “Save” first and review your input before you submit your payment request. Once submitted it is on its way to the designated approver and you won’t be able to make any changes unless the approver rejects and returns the request.)

39. After you have reviewed and saved everything, click on the “Submit Invoice Request” button. This will send it on to the designated approver for their review and approval. If they “approve” the request the system will send it on to the next approver, if there is one or more approvers, and then to the FE AP system. If, after reviewing the relevant backup, the approver “rejects” the payment request, the system will return the request back to you.

40. You can click on the “Activities” tab to key a new payment request.



41. You can also click on the “Activities” tab to view the invoice requests you have entered and see their status. (if they have been “saved” **only** and not “submitted” you have the option to re-open them, to edit or delete them..... changes **cannot** be made after you have “submitted” the request unless the approver “rejects” it.

EXAMPLE:

A screenshot of a web application interface showing a table of invoice requests. The page title is 'All Invoice Requests'. The table has columns for Request Number, Description, Requestor, Created By, Date Created, Status, and Total. The table contains 12 rows of data.

	Request Number	Description	Requestor	Created By	Date Created	Status	Total
View	11	Test for future document attachments	WORLD COUNCIL OF CHURCHES	jlush	3/10/2011	Open	\$25,999.00
View	12	A/R ACCOUNT# PRESBY2011	HOLIDAY INN	jlush	3/10/2011	Open	\$10,827.54
View	13	GROUP CODE: PXX 2/16-17/11	COURTYARD MARRIOTT	jlush	3/10/2011	Open	\$5,194.74
View	15	DIRECT BILL# PRESBY	COURTYARD MARRIOTT	jlush	3/10/2011	Open	\$602.72
Edit View Copy Delete	16	ACCT # 02277	A & M ELECTRIC CO INC	jlush	3/10/2011	Open	\$25.00
View	7	to test partial account setyp on my account page	PRESBYTERIAN OUTLOOK	jlush	3/1/2011	Submitted	\$450.00
View	10	LOYDA AJA MEMBERSHIP	OFFICEMAX CONTRACT INC.	jlush	3/10/2011	Submitted	\$170.00
View	14	APPLICATION FOR ACCREDITATION	KENTUCKY BAR ASSOCIATION	jlush	3/10/2011	Submitted	\$20.00
View	1	Office Supply-Paper	James Camp	jlush	2/1/2011	Submitted	\$250.00
View	2	test	NATL COUNCIL OF CHURCHES OF	jlush	2/2/2011	Submitted	\$10,000.00



WEBPORTAL

<https://finance.pcusa.org>

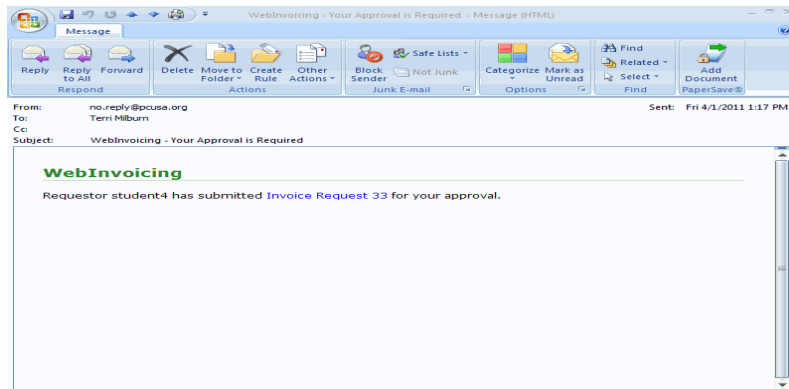
WEB INVOICING APPROVAL

USER GUIDE

Prepared by Finance & Accounting/Accounts Payable Dept.

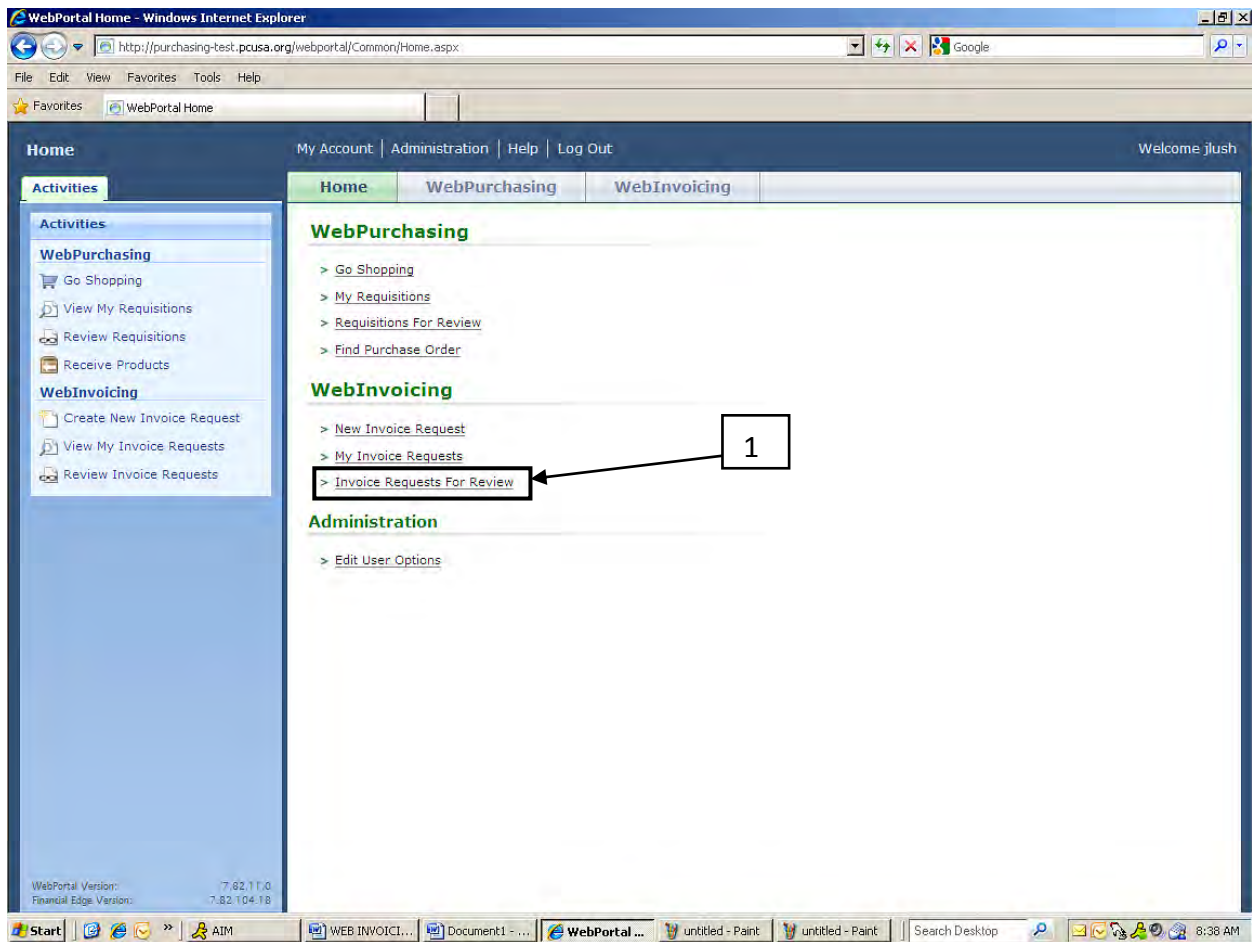
APPROVING PAYMENT REQUESTS

NOTE: *If you have your account set up in WebInvoicing to receive email alerts when a request is ready for your approval you will get the following email. If you click on this link you will be asked to login to the WebPortal and then will be taken directly to the request, bypassing the home screen. (if this is the case, after you log into the WebPortal you can start on step 6 of the instructions) Otherwise you can follow all instructions and view/approve all requests waiting for your approval.*



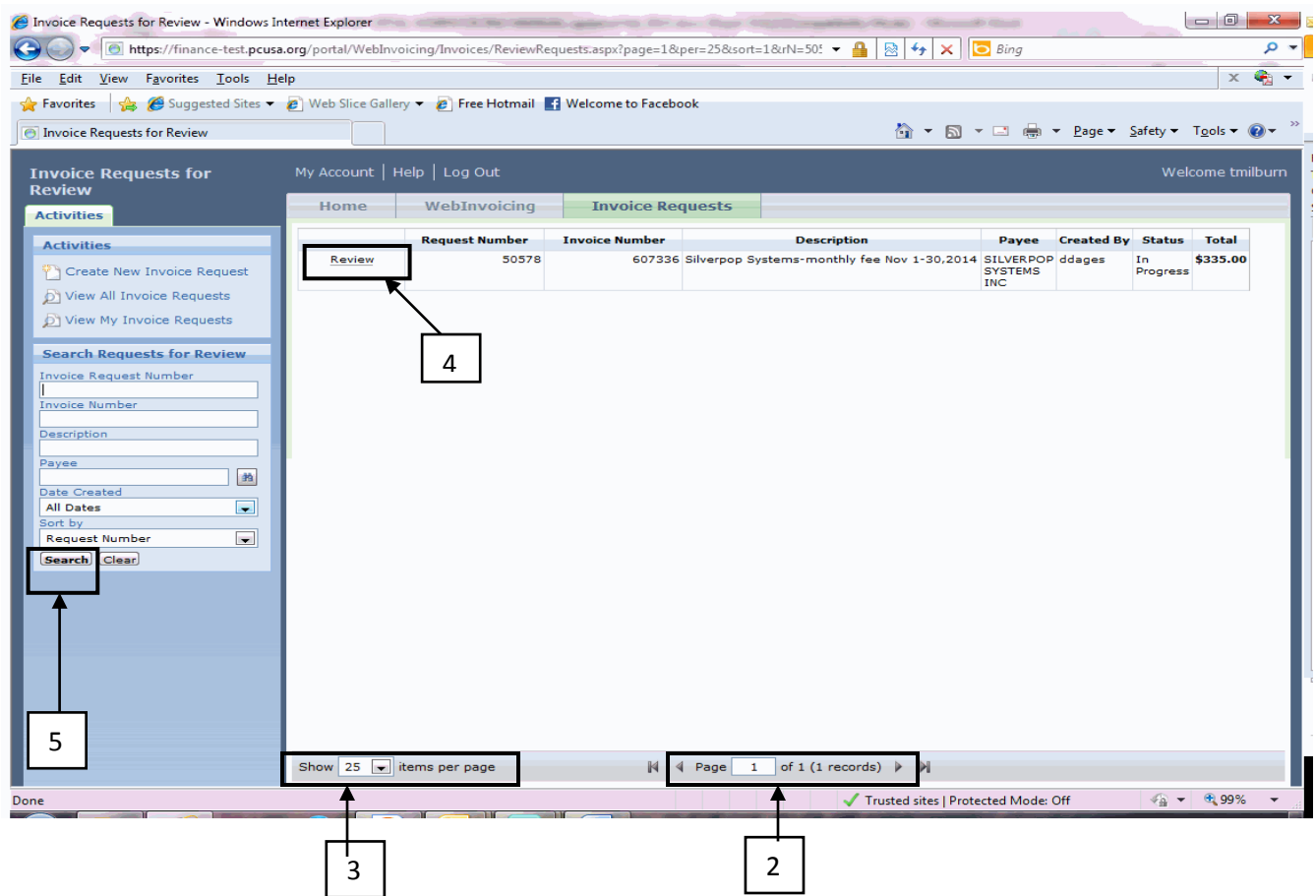
Log into the WebPortal at: <https://finance.pcusa.org>



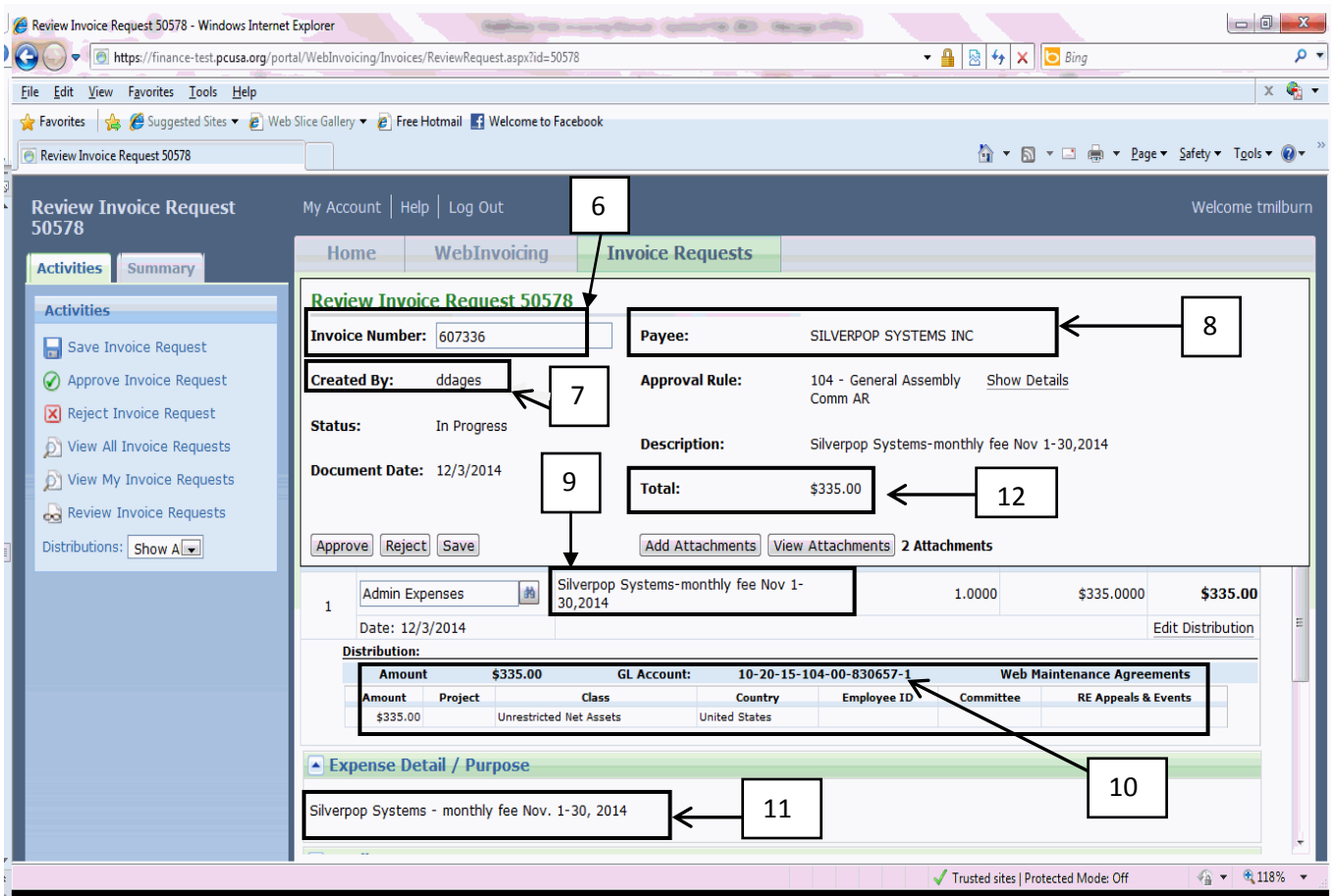


(NOTE: Your home screen may look slightly different depending on your security rights)

1. Click on “Invoice Requests For Review”
(Don’t be confused with the “View My Invoice Requests” on the sidebar menu.)



2. This screen lists all the invoices that are awaiting your approval. Note at the bottom of the screen it tells you how many pages of records there are for you to approve.
3. You can adjust the number of documents that appear on each page by using the dropdown arrow.
4. Click on review to see details of the payment request.
5. If you have several requests awaiting approval you can narrow your search using the parameters given here. (Requestor, date, etc)



Once you click on review you will get the display of this screen which gives you details of the payment request:

6. This is the invoice number.
7. This is the person who initiated the request.
8. This is the payee.
9. The GL description.
10. The GL account (budget code) being charged and the corresponding amount and the project if any.
11. The purpose of the payment and any special instructions for handling the check (ie., overnight mailing).
12. The total U.S. dollar amount for this request.

Scroll down the screen to see more information.....

When you scroll down the screen you will see:

13. Four “required” attributes

Recurring/Revolving payment - indicates if this is a recurring invoice or not.

Payment Type - Chk = Check EFT = Direct Deposit WTR = Wire Transfer FCD = Foreign Currency Draft

OFAC Review – indicates if the SDN listing has been checked or not.

Donor Restriction – indicates that donor intent was followed if ECO or restricted funds were used.

There may be other “optional” attributes (example: “enclosure”)



WHAT IS OFAC?

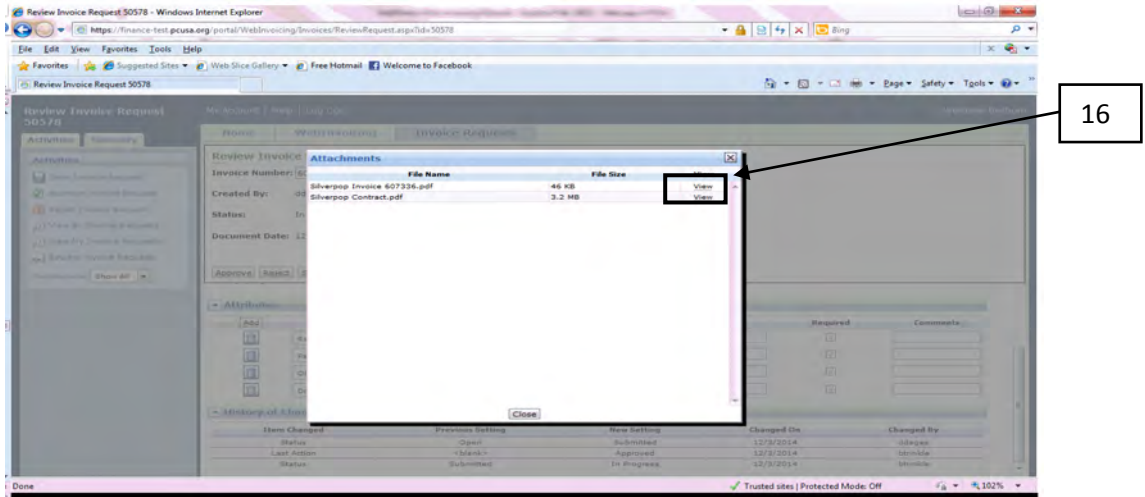
Office of Foreign Assets Control administers and enforces economic sanctions programs against countries and groups of individuals such as terrorists and narcotic traffickers. Some aspects of the U.S. foreign policy and national security goals are accomplished by blocking assets and placing trade restrictions on these prohibited parties.

On the OFAC website (www.treasury.gov) Please open “Specially Designated Nationals List (SDN)” under the Financial Sanctions section to screen against OFAC (SDN listing) in order to ensure that the transaction does not involve prohibited parties.

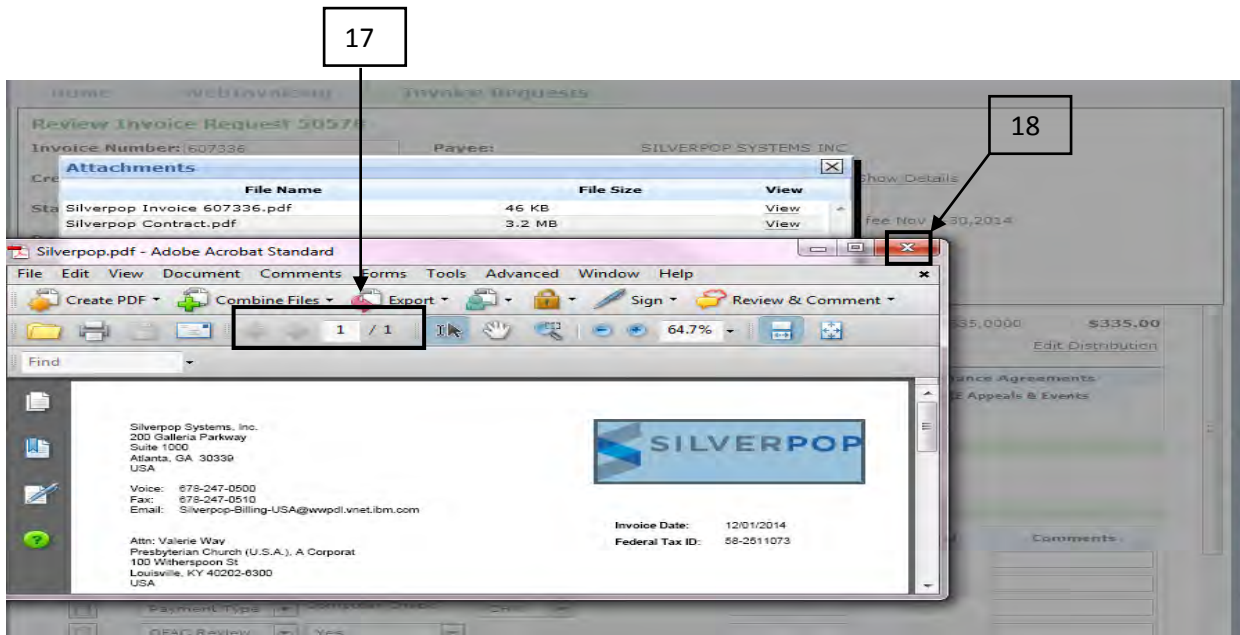
Note: U.S. persons & companies are prohibited from conducting business with any individuals or entities appearing on the SDN list.

14. This gives you the history of this request.

15. Once you have reviewed everything on the screen click on view attachments to see the backup for this payment request.



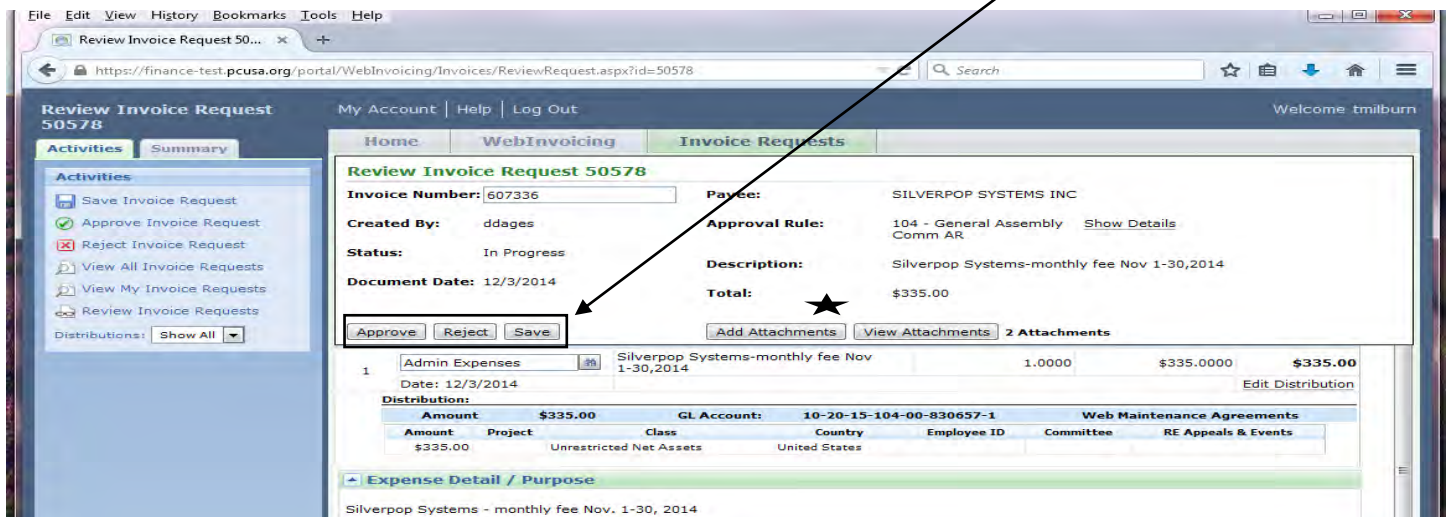
16. Click on view



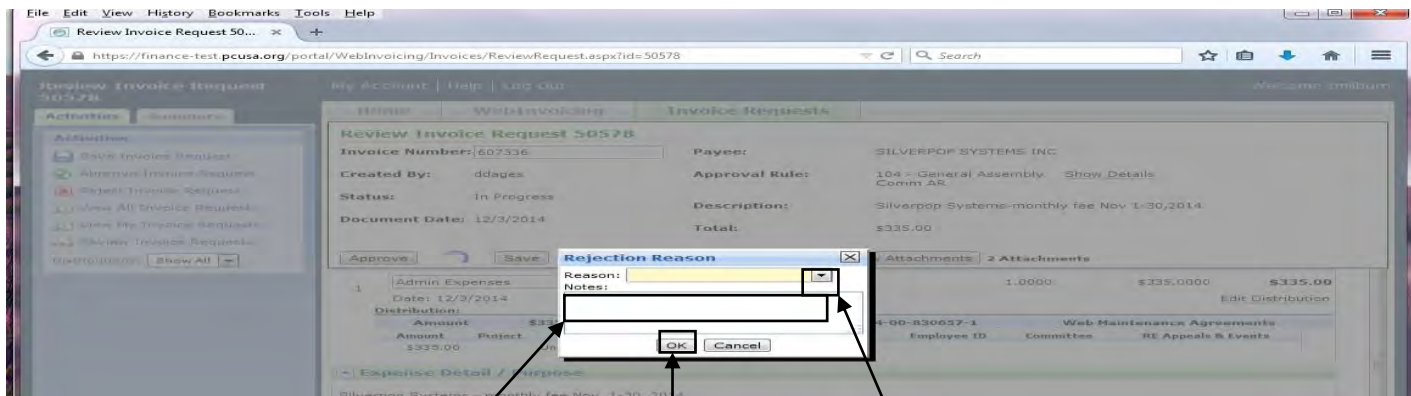
17. Scroll through the attachments.

18. Close out when finished.

The system will take you back to this screen where you can choose to approve, reject or save this request.



- If you want to **approve** the request simply click on the approve button and the request will be sent on to the next approver or to the AP Department, depending on the specific approval rule setup.
- If you want to **hold** this request and neither approve nor reject it then click on save and it will save the request in your approval review listing until you decide what action to take.
- The Web Invoicing system will allow approvers to add additional attachments if necessary. ★
- If you choose to **reject** this request click on the reject button and the following screen will pop up...



1. Click on the drop down arrow and choose a rejection reason.
2. Type in any notes in this area related to your reason for rejection.
3. Click ok – the request will be delivered back to the person who initiated it.

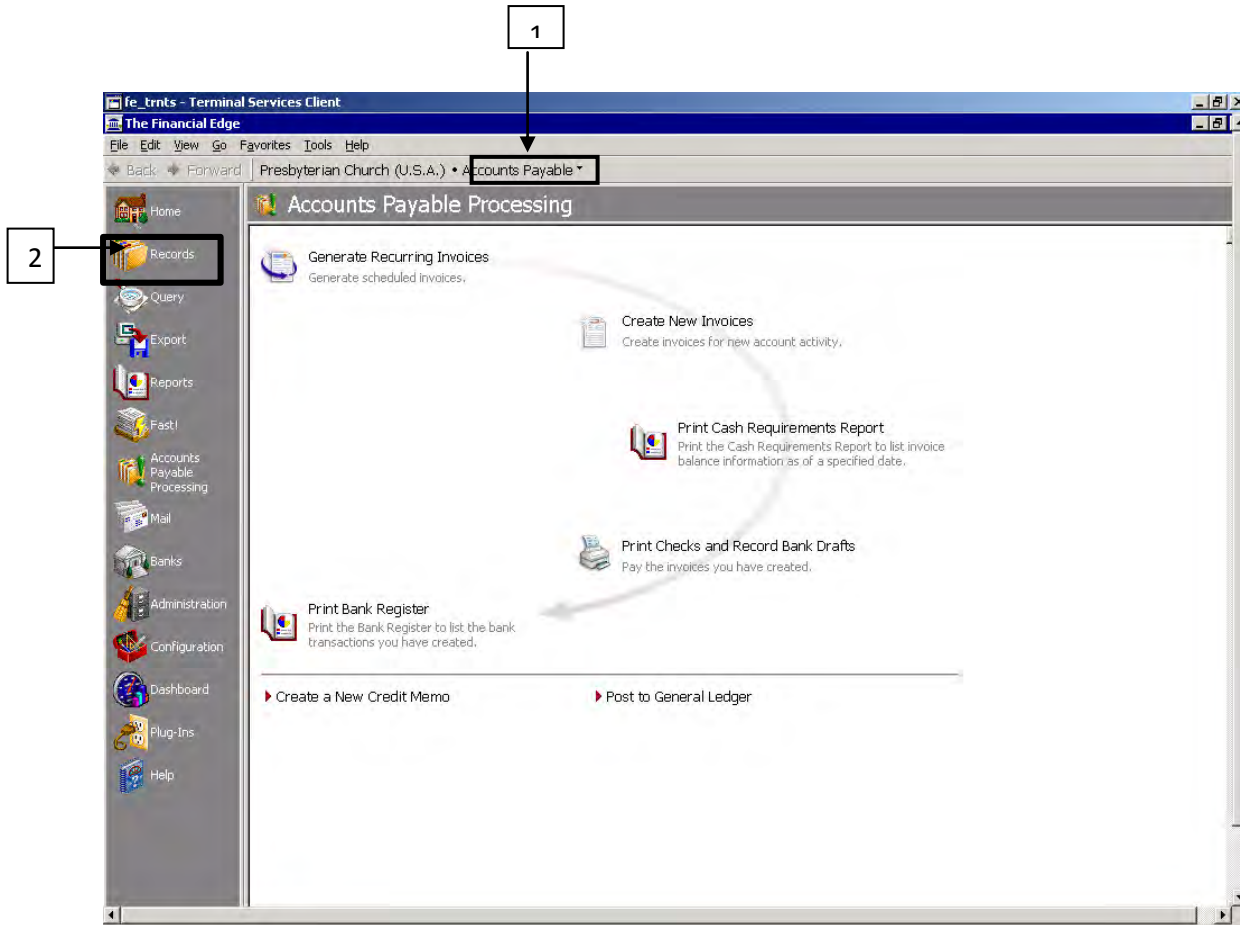
VENDOR SEARCH IN THE FE SYSTEM

AND

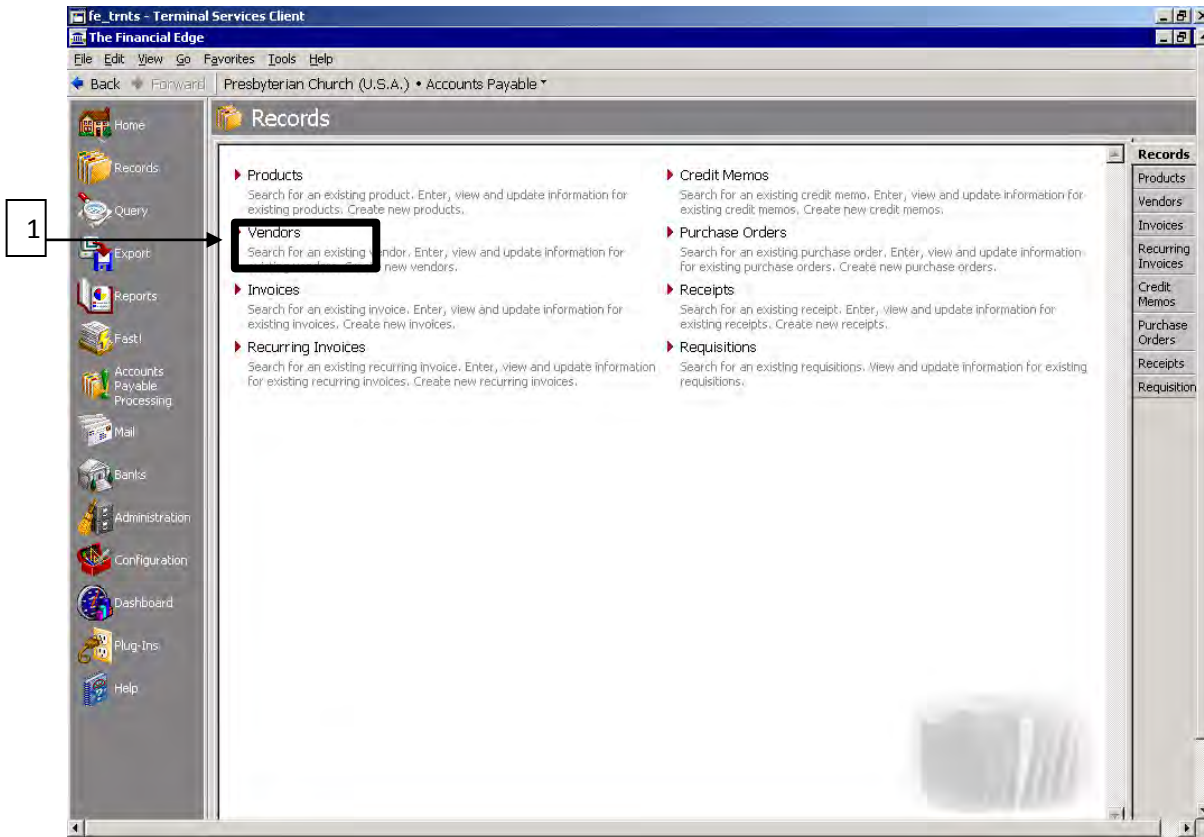
VENDOR ADDITION

If you cannot locate a vendor in the WebInvoicing System, before contacting Accounts Payable, try to locate the vendor in Financial Edge by following the steps below.

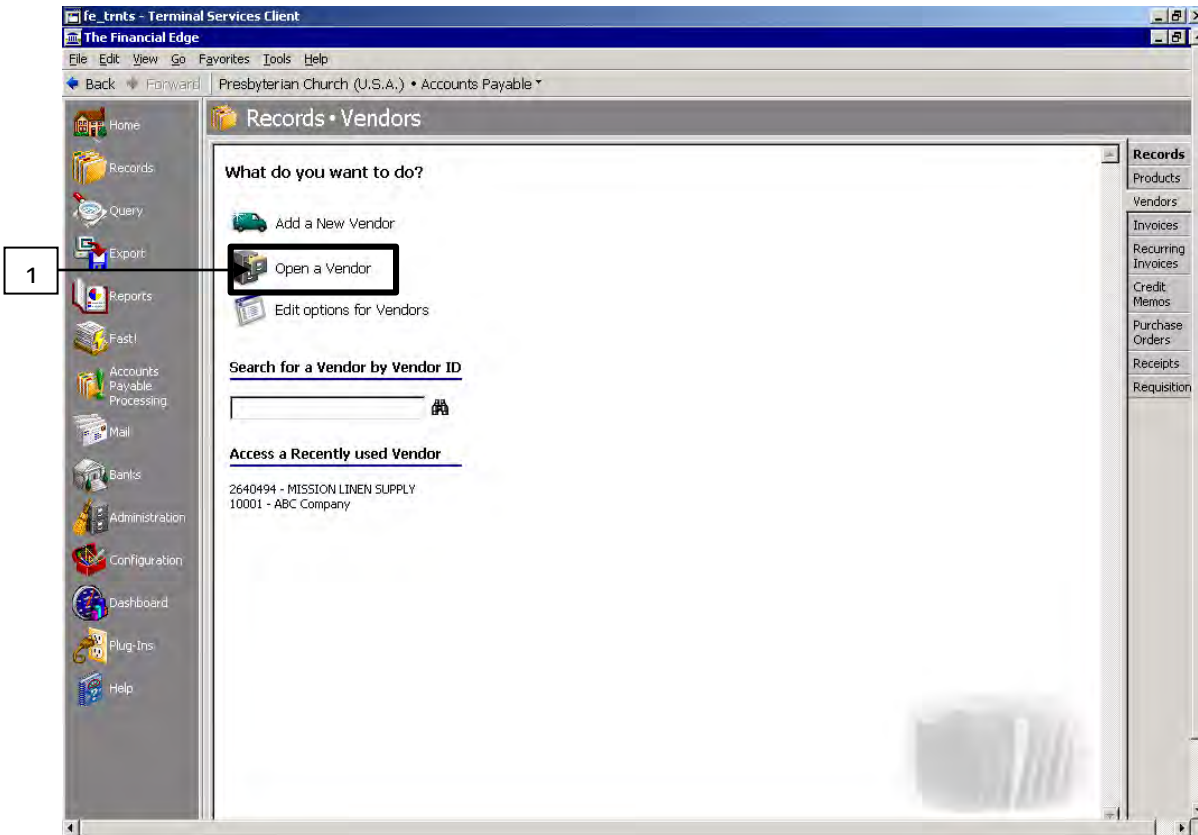
Vendor Search in Financial Edge



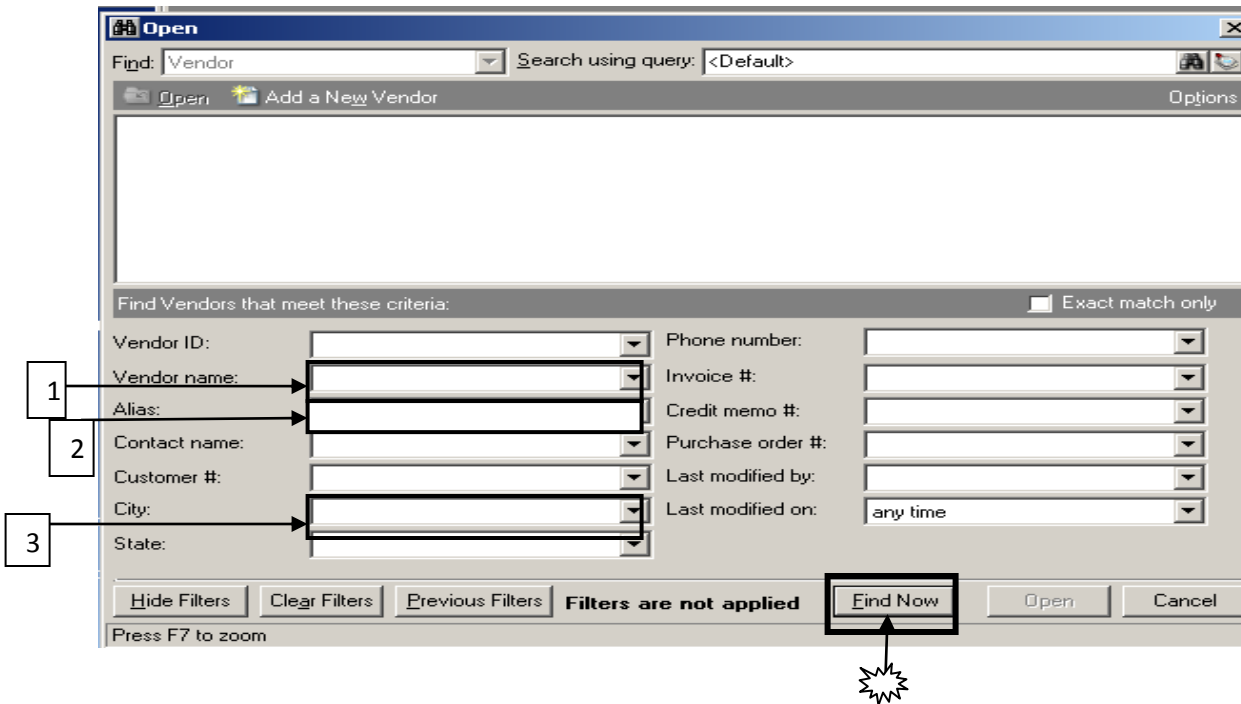
1. Make sure Accounts Payable module is chosen. If it is not, click on the dropdown arrow and choose Accounts Payable from the listing.
2. Choose Records.



1. Choose Vendors



1. Click on “Open a Vendor.”

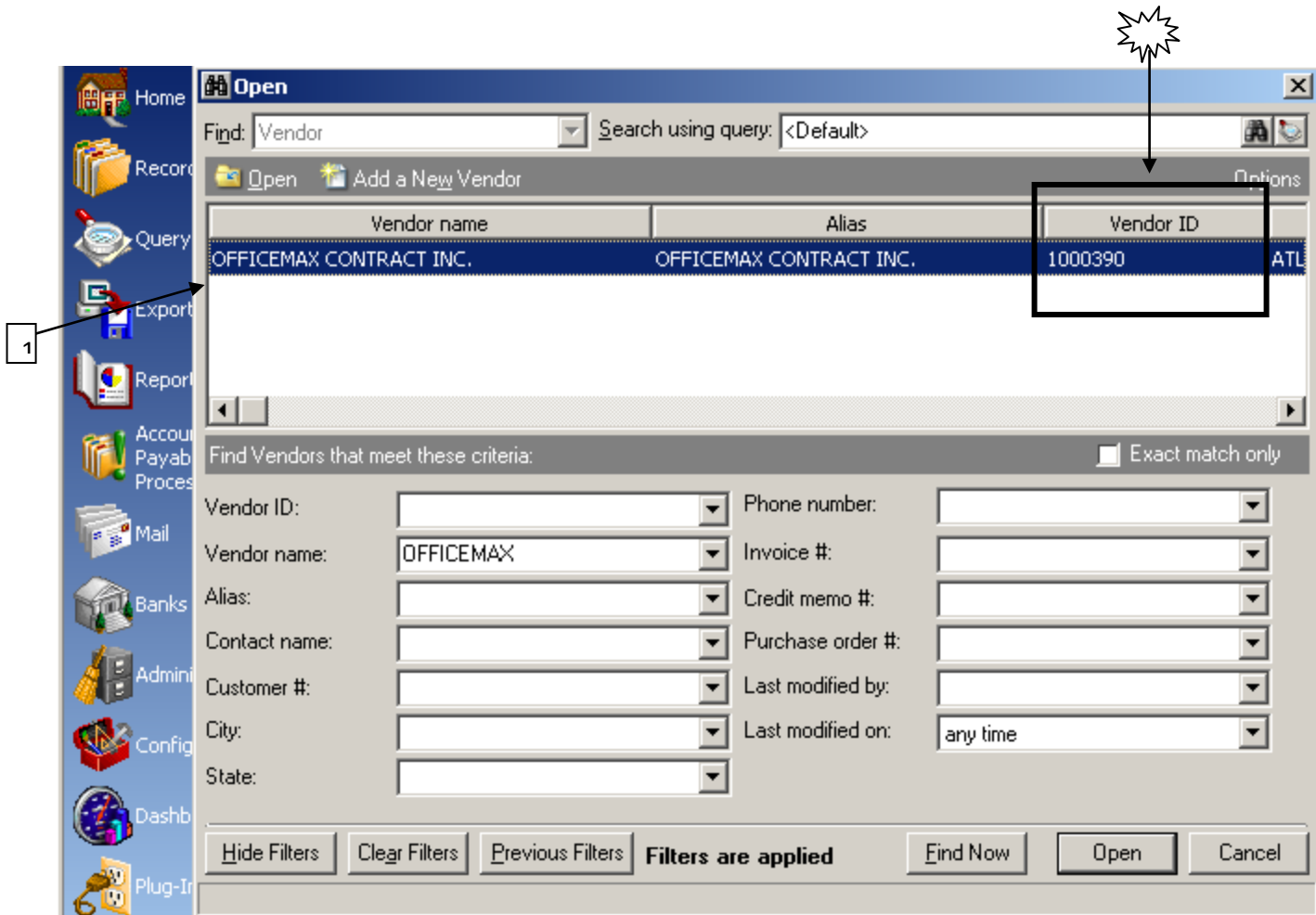


Type in the name of the vendor in the Vendor Name field (see box 1) in the following manner and click on Find now.

- | | |
|---------------------------------------|---|
| Individual: | Search by last name only. |
| Organization: | Enter the name of the organization as spelled on the invoice. |
| Presbyterian Church/Presbytery/Synod: | The vendor number will be the church, presbytery, or synod pin number. If you do know the pin number an easy way to search is to enter the city in which the entity is located in the city field (see box 3 above.) |
| Wire Transfer Beneficiaries: | Enter the recipient's account name in the Vendor Name field. For example, if you are sending a wire transfer to Company XYZ's account at Overseas Bank enter Company XYZ in the Vendor Name field. |

If the vendor cannot be found using the search criteria above try the following searches:

- | | |
|------------------|--|
| Wildcard Search: | To do wild card search enter an asterick plus a portion of the vendor name in the Vendor Name field. For example to search for Company XYZ try entering *XYZ in the Vendor Name field. |
| Alias Search: | Enter the vendor name in the Alias field (see box 2) and click on Find Now. |



1. If the vendor is in the system it will show in the display above. Take note of the Vendor ID and enter this number in the Vendor ID field on the “Find a Vendor” screen in the WebInvoicing system (see page 6.)

If the vendor is not in the system then nothing will display in the box above and the vendor will need to be set up by Accounts Payable. See the next page for the steps involved in adding a new vendor to the system.

Vendor Addition

If a vendor cannot be located in the FE system then complete the document on the following page. This document can be found on CenterNet under Department info, Policies & Forms – Finance & Accounting – Accounting – Accounts Payable – Vendor Addition. Email the completed document to Janeen Lush and Terri Milburn in Accounts Payable. When the vendor has been set up someone from Accounts Payable will email you with the vendor number and you can then enter the payment request in the WebInvoicing system.

VENDOR ADDITION FORM

If you need to have a new vendor added to the Financial Edge system please complete this form and email to Janeen Lush AND Terri Milburn in Accounts Payable.

Someone from Accounts Payable will email you once the vendor has been added to Financial Edge.

** denotes a required field

** Vendor Name: _____
(Legal Name - no abbreviations, aliases, or nicknames)

** Street Address: _____

** City: _____

** State: _____ Zip Code: _____

**Country: _____

Phone Number: _____

Email: _____

**Purpose of payment: _____ (i.e.,reimburse expenses, contract payment, etc)

****** Attach a completed W9 if the vendor is a business, or an individual who is providing services.
If a W9 is required and not attached the vendor will not be added to the system ******

For direct deposit vendors please complete this form and the direct deposit authorization form that follows.

** Requestor: _____

** Extension: _____ Date: _____

ACCOUNTS PAYABLE

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I (we) hereby authorize Presbyterian Church (USA), hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Depository (Bank) Name _____ Savings
Routing Number _____ Checking
Account Number _____

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have each received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. I (we) will receive written notice from the COMPANY of the amount credited to my (our) account.

Name(s) _____ Signed _____
_____ Signed _____
Email Address _____ Date _____

Forward original form to Accounts Payable Department – room 6607

Please attach a VOID CHECK below, not a deposit slip.

ATTACH VOID CHECK HERE

SOMETHING TO REMEMBER

SOMETHING TO REMEMBER.....

DEPENDENT CARE

For reporting purposes, dependent care expenses must be recorded as a separate payment request by itself.

CREDITS

Due to the lack of credit entry functionality (Blackbaud/WebInvoicing) on the invoice entry screen, please provide any credit information, if you have any, in the “Expense Detail/Purpose” field. Enter the gross amount of the expense, do not deduct the credit from the payment request. Accounts Payable staff will handle the credits accordingly.

CONTRIBUTIONS

Due to the lack of credit entry functionality (Blackbaud/WebInvoicing) on the invoice entry screen, please provide any contribution information, if you have any, in the “Expense Detail/Purpose” field. Enter the gross amount of the travel expense, do not deduct the contribution amount from the travel expense amount. Accounts Payable staff will handle the contribution accordingly. Accounts Payable staff will mail out contribution letters at the end of the year for tax reporting purposes.

VENDOR INVOICES

Enter Individual invoice amounts separately as vendors won't be able to identify and apply lump sum payment amounts correctly.

TRAVEL EXPENSES AND ADVANCES

When entering employee travel expense and advance requests be sure to choose the appropriate travel approval rule. Self approval of expenses is not a good business practice and hence will not be allowed.

When requesting a travel advance the traveler must complete and sign the travel advance request form. Also, when entering the travel advance into the WebInvoicing DO NOT use your regular travel expense GL account number. Instead, use the predefined advance account pertaining to your ministry area.

When clearing a travel advance the gross amount of the travel expenses must be entered. Do not deduct the travel advance from the travel expense amount. Make note in the “Expense Detail/Purpose” field that a travel advance is being cleared and the corresponding dollar amount of the advance. The Accounts Payable staff will handle the recording of the expenses and advance in the proper manner and will reimburse the traveler the net amount due. If the traveler does not use all of the advance and must reimburse the church for the unused portion of the advance the check should be brought directly to Accounts Payable to clear the entire advance through the Accounts Payable system.

It is not a requirement for a travel expense voucher to be completed. However, if the approver is comfortable with a summary of expenses you can choose to create one. If for whatever reason you decide to create an expense voucher it is not necessary to get an approval on the voucher since the request will be routed through the appropriate approval channel.

GRANT REQUESTS

When entering grant requests be sure to choose the appropriate grant approval rule since it has additional review steps added at the request of the Mission Ministry staff.

CAPITAL EXPENDITURES

When entering capital expenditure requests be sure to choose the appropriate capital expenditure approval rule since it has an optional review process to be completed by the Budget Manager before it can be processed.

WIRE TRANSFER AND FOREIGN CURRENCY REQUESTS

When requesting a wire transfer the wire transfer form must be completed, scanned and attached to the payment request so the Accounts Payable staff can capture the accurate banking information. No approvals are needed on the wire transfer form itself since the request will be routed through the appropriate approval channel.

MY ACCOUNT

The screenshot shows the 'My Account' web interface. A star icon points to the 'My Account' header. Another star icon points to the 'Email' field in the 'Account Details' section, which contains the email address 'terri.milburn@pcusa.org'. A third star icon points to the 'WebInvoicing - Notifications' section, where three notification options are checked: 'My request is approved by any reviewer', 'My request is approved by final reviewer', and 'My request is rejected'. A fourth star icon points to the 'Out of Office' section, where the 'Turn on Out of Office processing' checkbox is unchecked. The 'WebInvoicing - General Ledger Distribution' section is also visible, showing a table with columns for 'Add', 'Percent', 'Project', and 'Class'. The table contains one row with '100.000%' in the 'Percent' column and 'Unrestricted Net Assets' in the 'Class' column.

Go to My Account in the Webinvoicing system to add your email address and set your notifications preferences if you want to be notified regarding your request or approval. Make sure you are setting your notifications in WebInvoicing – do not confuse it with WebPurchasing which is not being used at this time.

OUT OF OFFICE RULE

The Out of Office Rule in Microsoft Outlook and WebInvoicing are separate. You must set the Out of Office Rule in the My Account section of WebInvoicing for the payment requests to be routed to the designee in your absence.

**AP VOUCHER
VS
WEB INVOICING SCREEN**

PRESBYTERIAN CHURCH (USA)
ACCOUNTS PAYABLE VOUCHER

Mail Direct _____
 Direct Deposit _____
 Ext _____

PAY TO: _____ (1)

Special instructions _____ (6)

Preparer's Signature/Date _____ (2) (2a)

SS# _____ (3)

Required for 1099 transactions

*Authorizing Signature/Date _____

***Your authorizing signature indicates you have reviewed the supporting documentation for appropriateness and agree to the release of funds.**

Purpose of Payment: _____ (5)

	**(1) Country
	**(2) Empl ID
	**(3) Committee

debit = blank; credit = 2'

Account Distribution										
Entity	Director	Program	Office	Objective	Acct Code	Class	Project	**T Code	Amount	Description
		(8)							(9)	(4)

Invoice # _____
 Inv Date _____

Total _____

Separate Check _____ (7a)
 Enclosure _____

Grant Disbursements Require Program Director's Approval

- | | |
|--|--|
| 1 – Vendor or Pay-To
2 – Preparer
2a – Date Prepared
3 – Authorizing Signature/Approval Rule
4 – GL Description to show on B&E | 6- Special instructions
7- Pmt type (check, direct deposit or wire transfer) & enclosure
8- Expense Category
8a- GL Account number
9- Amount |
|--|--|

Create New Invoice Request | My Account | Administration | Help | Log Out | Welcome jlush

Home | WebInvoicing | **Invoice Requests**

New Invoice Request

Created By: jlush (2) Requestor: _____ (1)

Status: Open Approval Rule: _____ (3) Show Details

Document Date: _____ (2a) Description: _____ (5)

0 Attachments

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	(8)	(4)		(9)	Not Distributed (8a)

Expense Detail / Purpose

(5) (6)

Attributes

Add	Attribute Type	Description	Short Description	Date	Required	Comments
<input type="checkbox"/>	Recurring Invoice	_____	_____	_____	<input checked="" type="checkbox"/>	_____
<input type="checkbox"/>	Payment Type	_____	_____	_____	<input checked="" type="checkbox"/>	_____

History of Changes

There are no changes on this Invoice Request.

(7 & 7a)

