

Create Invoice - Extract Data

Create Invoice

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



2. The invoice page is displayed

A screenshot of the invoice form. At the top, there are 'Cancel', 'Save', and 'Submit' buttons. The form contains several input fields: 'Vendor Name', 'Vendor Address', 'Vendor Invoice Number', 'Invoice Date' (with a calendar icon), 'Invoice Amount' (with a numeric keypad and 'USD' dropdown), 'Invoice ID' (pre-filled with 'QA00-1057-0212'), and 'Contract Number'.

Attachments

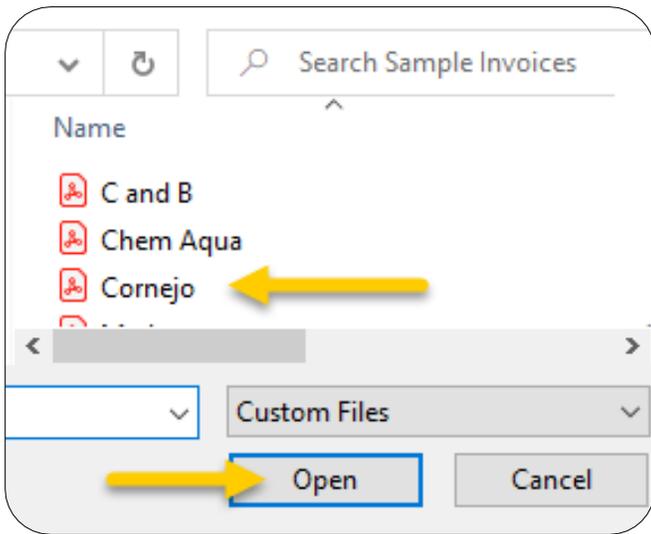
3. Click on the scroll bar located at the far right side of the page. Scroll down until the **Browse File** button is displayed. This will be located in the **Attachments** section.

A screenshot of the 'Attachments' section in the invoice form. It shows a scrollable list with sections for 'Activity', 'Location', 'Department Tracking Number', 'Special Handling', 'Comments (0)', and 'Attachments (0)'. The 'Attachments (0)' section is highlighted with a yellow box. Below it, there is a 'Drag image here to upload' area and a 'Browse File' button. A yellow arrow points to the 'Browse File' button. At the bottom of the form, there are 'TOTAL (USD)' and 'REMAINING (USD)' fields, both showing '0.00'. There are also 'Add Expense' and 'More' buttons.

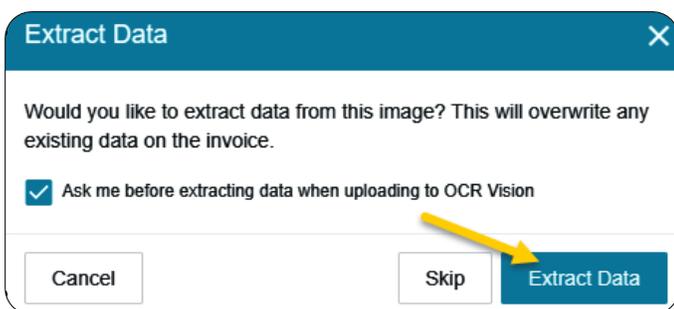
4. Click on the **Browse File** button and navigate to the appropriate PDF.

A close-up screenshot of the 'Attachments (0)' section. It shows the 'Drag image here to upload' text and the 'Browse File' button. A yellow arrow points to the 'Browse File' button.

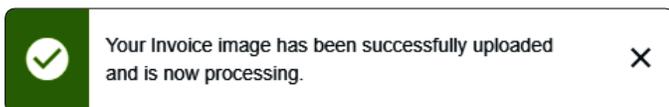
5. Select the PDF and click **Open** to upload the invoice.



6. The **Extract Data** message will display. Click **Extract Data** to allow the system to fill in the vendor header data using OCR technology.



7. The following confirmation message will display.



8. The invoice will be listed in the **Draft Invoices** section on the left side of the page. As the system is extracting the data, an in-process icon will appear to the right of the dollar amount field.



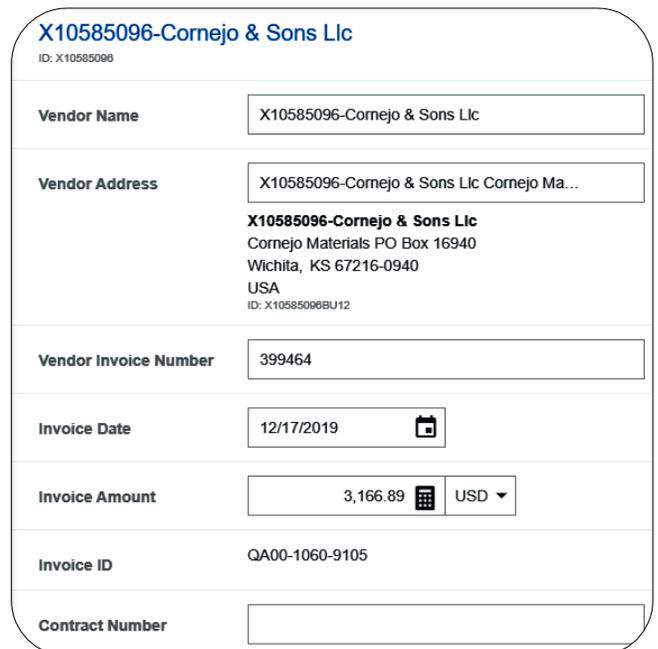
9. When the system completes the OCR process, the in-process icon will disappear and the extracted data will appear.



10. Click on the invoice to display it on the right side of the screen. Click the **Edit** button.



11. Review and verify the information that was populated during the OCR process. If any information is incorrect, click on the field and edit the information.



- **Vendor Name:** Fully searchable by the vendor number, or any part of the vendor name. **When extracting data from a PDF, this field should automatically populate.**
- **Vendor Address:** Auto populates if there is only one address listed, otherwise fully searchable.

When extracting data from a PDF, this field should automatically populate.

- **Vendor Invoice Number:** List as it appears on the vendor invoice, up to 36 characters. When extracting data from a PDF, this field should automatically populate if a vendor invoice number is available.
- **Invoice Date:** Date listed on the Vendor's Invoice. When extracting data from a PDF, this field should automatically populate.
- **Invoice Amount:** Total amount to be paid. When extracting data from a PDF, this field should automatically populate.
- **Invoice ID:** System Generated.
- **Contract Number:** State or WSU issued number if applicable.

Invoice Detail

12. Enter **Payment Message** (optional - 70 characters) with identifying information for the invoice such as:

- Invoice numbers (overflow from **Vendor Invoice Number** field)
- Account Number
- Customer Number
- Order Number
- Brief description (Maintenance Subscription 10/23/19-10/22/20)

Payment Message

Customer No: 102104, Order No: IP200652

13. Enter a **Department Approval / Routing** name when additional staff are required to review the invoice. When extracting data from a PDF, this field may automatically populate. This value can be updated or removed.

Department Approval / Routing (optional)

Department Approval / Routing (optional)

Kristie

Kristie Bixby

Kristie Courtney

14. Enter a detailed **Business Purpose**.

Business Purpose

Salt and sand used to maintain the university sidewalks.

- 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)

15. **Activity** and/or **Location:** If your department utilizes these fields, select the proper value, otherwise leave blank.

Activity

-- Select -- ▾

Location

-- Select -- ▾

- **Activity:** Click the drop-down box and select the appropriate value from the list.
- **Location:** Click the drop-down box and select the appropriate value from the list.

16. The **Department Tracking Number** field is an optional field a department can utilize.

Department Tracking Number

Special Handling

17. **Payment Handling:** The default value is “No”. This indicates that payment will be made to the vendor via the payment method listed in the **Vendor Name** field.

The screenshot shows a form titled "Payment Handling" with a dropdown menu currently set to "No". Below the dropdown is a grey rectangular input field.

18. Only change when special circumstances are needed. Example: If a payment needs to be hand-delivered to a vendor (instead of being mailed or sent via ACH) the value “Yes, Pickup by” or “Yes, Send to” shall be selected.

The screenshot shows the "Payment Handling" dropdown menu expanded, displaying options: "No", "Yes", "Yes, Pickup by", and "Yes, Send to". The "Yes" option is highlighted in blue. A grey rectangular input field is visible to the right.

19. Search for and select the appropriate name in the field provided.

The screenshot shows the "Payment Handling" dropdown menu with "Yes, Pickup by" selected. Below the dropdown, a search results list is displayed with "Emmart" and "Sonya Emmart" as options. "Sonya Emmart" is highlighted in light blue.

20. **Handling Options** are used by the Accounts Payable department to assist with back office processing

Handling Options (AP use only)

- Suspended
- WIRE - International (include \$25 fee)
- WIRE - Domestic
- Interfund

21. **Additional Information** field can be used to communicate additional information to the Accounts Payable Department.

Additional Information

Must hand-deliver the check to the speaker on 2/4/2020.

Comments

22. Enter any additional comments about the invoice. Comments **cannot** be deleted or modified once posted.

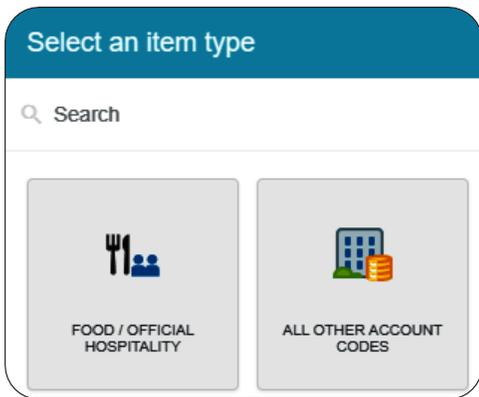
The screenshot shows a "Comments (0)" section with a text input field labeled "Add Comment" and a "Post" button.

Add Expense

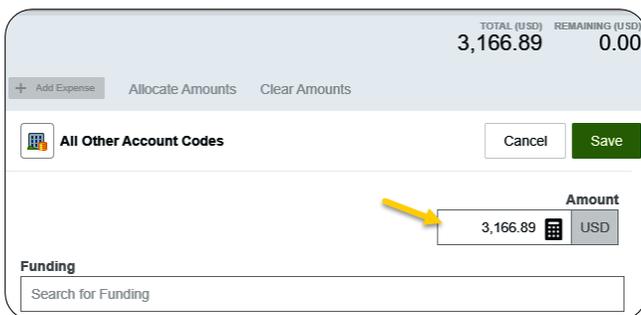
23. Click on the **+ Add Expense** button.

The screenshot shows a summary card with "TOTAL (USD) 0.00" and "REMAINING (USD) 3,166.89". At the bottom left, there is a blue button labeled "+ Add Expense" with a yellow arrow pointing to it. To its right is a "More" dropdown menu. Below the card, there are sorting options: "LINE NUMBER" with an upward arrow and "AMOUNT(USD)" with a downward arrow.

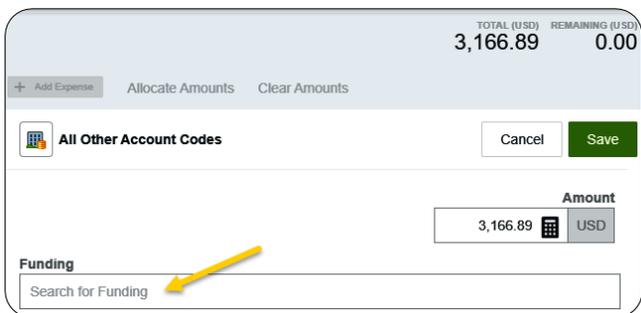
24. Select an expense tile.



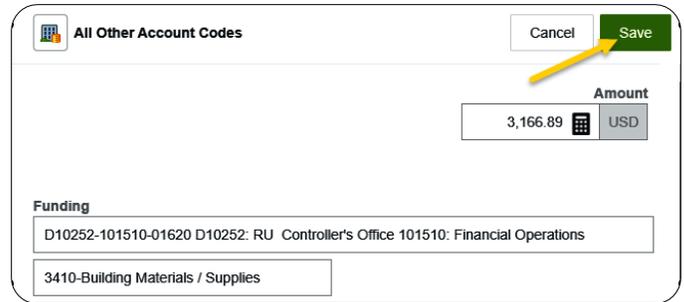
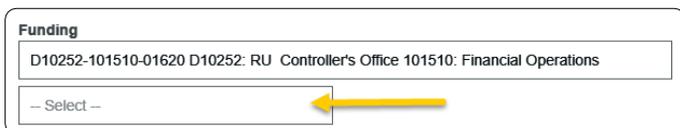
25. Enter/verify the total amount of the invoice allocated to this funding/account code selection.



26. **Funding:** Search for and select the appropriate funding.



27. **--Select--** Tap anywhere in this field to search for and select the appropriate account code. Save the expense line.

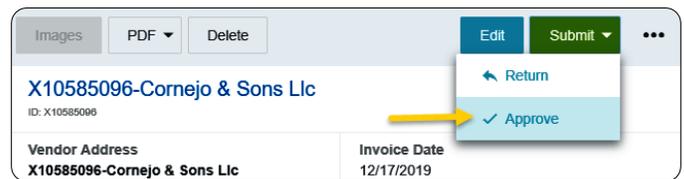


Submit

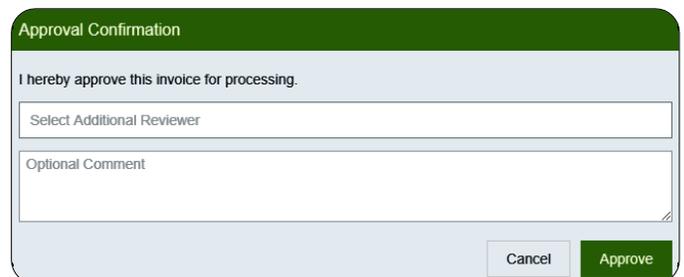
28. Submit the invoice for approval by clicking the green **Submit** button in the upper right corner.



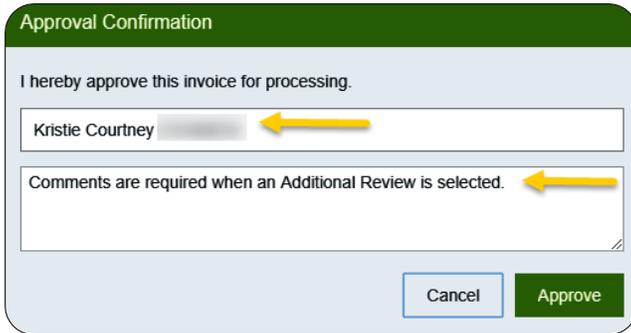
29. Click **Approve**



30. **Additional Reviewer:** If during approvals it is determined an additional reviewer is needed, click in the **Select Additional Reviewer** field to search for and select the appropriate individual. This field is optional and can be left blank.



31. If an **Additional Reviewer** is selected the system requires you to add a comment.



Approval Confirmation

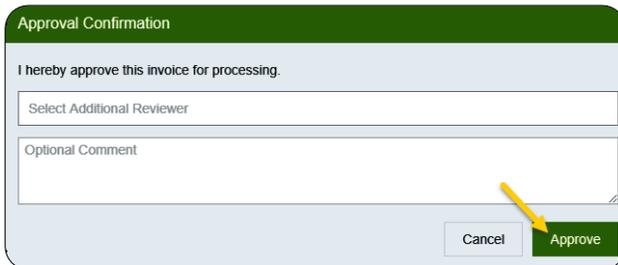
I hereby approve this invoice for processing.

Kristie Courtney

Comments are required when an Additional Review is selected.

Cancel Approve

32. Click the green **Approve** button to submit the invoice.



Approval Confirmation

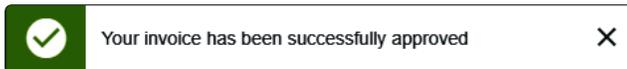
I hereby approve this invoice for processing.

Select Additional Reviewer

Optional Comment

Cancel Approve

33. The following message will be displayed.



✓ Your invoice has been successfully approved X