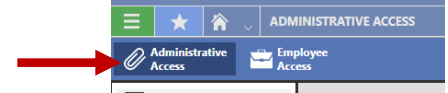



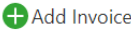
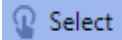

Pflugerville Independent School District – Finance User Guide

Enter an Invoice or Reimbursement Without a PO

Enter an Invoice



Note: User must be in Administrative Access to complete the steps below.




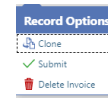
1. Click the menu icon  and select Accounts Payable > Invoice.
2. Click Add Invoice  located on the far right of the referral screen
3. Enter the required information:
 - **Invoice Group** – Click dropdown arrow, click the finger  to Select appropriate option
 - **Vendor** - Start typing name to bring up options, click finger to select desired option
 - **Fiscal Year** – verify the correct year
 - **Invoice Number** – Enter the number of the invoice or reimbursement
 - **Description** – enter a description of the invoice or reimbursement
 - **Batch** – enter the initials of the person entering invoice and the date
 - **Payment type** – leave as Default unless a single check is required
 - **Invoice date** – click the calendar to select the date
 - **Due Date** – defaults to today's date
 - **Bank Account** – click the dropdown arrow and select Accounts Payable
 - **Commodity** – select an option if applicable
4. Click **Save & Add Detail** - button located at the top left of the screen. The **Add Invoice Detail** screen displays.
5. Enter the required information:
 - **Description** – enter a brief description
 - **Quantity** – enter quantity or “1” as appropriate
 - **Unit of measure** – Click the dropdown arrow to select appropriate unit of measure
 - **Unit cost** – Enter the cost per unit, do **not** enter dollar sign \$
 - **Account** – Start typing account number (Shortcut: in place of “E” type a 5) Select an option.
Note: use the second account field if two accounts are needed to split the purchase
6. Click **Save** - button found at the top left of the screen.


(Continued on page 2)

7. Add attachment (i.e. receipt) –

- a. From the **Invoice List** screen, locate the invoice and click the  paperclip beside the vendor name.
- b. Click **Add Attachment** 
- c. Click **Select Files** to attach the file
- d. **Attachment Type** – select Invoice/Approval
- e. **Comment** – enter comment (i.e. invoice # ready to pay)
- f. Click **Save**.
- g. Close the attachment window.

8. Submit the invoice – click the dropdown arrow  to view the options
Select **Submit**.



8. View **Approvals** – click the arrow  to view Invoice Details, Account Summary, or Approvals.
Select **Approvals** to see “Waiting For Approval” and “Approval History”

