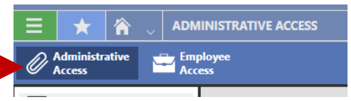
ELGIN ISD

Elgin 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 Add Invoice located on the far right of the referral screen
3. Enter the required information:
   - **Invoice Group** – Click dropdown arrow, click the finger Select 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.

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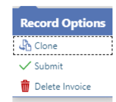
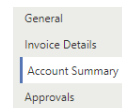
7. Add attachment (i.e. receipt) –
    a. From the **Invoice List** screen, locate the invoice and click the 

 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) Required
    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”