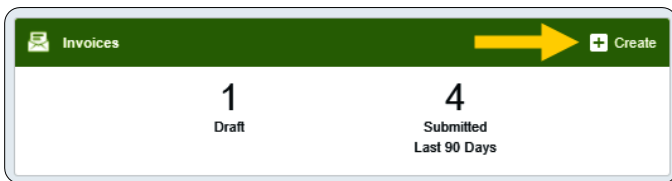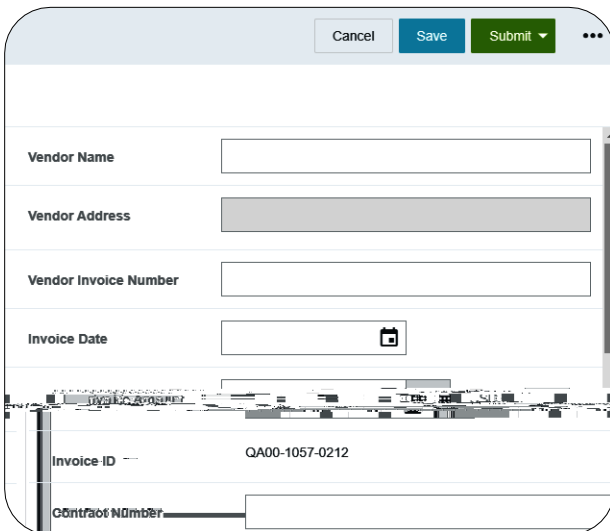# Create Invoice - Copy from Template
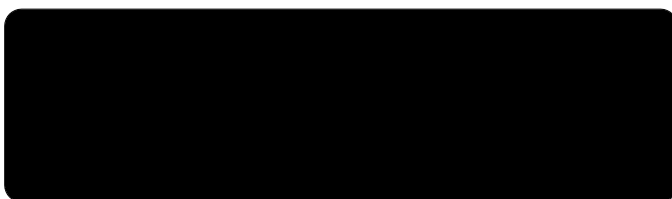
1. Click the _____ button in the upper right corner of the Invoices swim lane.
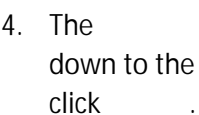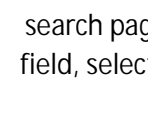
2. The invoice page is displayed

3. Click the three dots icon (…) in the upper left corner. Select _____ .

4. The _____ search page will display. Scroll down to the _____ field, select _____ and click _____ .

5. The system will return all of the templates which match the search criteria. Click on the desired

12. The   message will display. Click   to attach the invoice image.

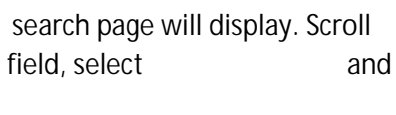13. The invoice image will be attached and displayed on the left side of the screen.

14. Scroll to the top of the form. Review the information populated from the template. Fill in or update the fields as appropriate.

- _____ Fully searchable by the vendor

- 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)

18. _____ and/or _____ : If your department utilizes these fields, select the proper value, otherwise leave blank.

  - _____ : Click the drop-down box and select the appropriate value from the list.
  - _____ : Click the drop-down box and select the appropriate value from the listth99 (e)-11 pe listth99 (e)-11 pe listth99 (esi Tm T>i2 (42.2 (.3 (ro)j-0.026 8Pc)

24. _____ field can be used to
communicate additional information to the
Accounts Payable Department.

Comments

25. Enter any additional comments about the invoice.
Comments _____ be deleted or modified once
posted.

Add /Modify Expenses

26. Review the expense line information populated
from the template.
Reviewed (R)1.5 (5(nno5 (C33.3 (b)10.1 (o)-9.6 (u)-0.7 (t)-6 (t)-6 (h)-0.7 (e)4.9 (i)-3.3 (n)-0.7 (v)2.4 (fro)--6.6 (dj)7 (t)u5.2 (f)

31. Enter/verify the total amount of the invoice