

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

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

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.

A dark grey rectangular button with the word "Submit" in white text.

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

29. Click **Approve** to submit the invoice for approval.

31.