

MANUALLY CREATE AN INVOICE

Creating an invoice in AP Pro:

- Click Create invoice below search > Select Organization from drop-down menu > Select Invoice type > Click OK.
- Click **Add image** to download the invoice image.
- Fill in all required data fields in the **Header data** tab.

| | Related documents @" Workflow | Attachments (2* Invoice lines) | | | |
|---------------------------|-------------------------------|--------------------------------|---------------------------|-----------------------------|------------------------|
| Organization | Invoice type | Supplier code * | Supplier Site * | Supplier Address | Supplier City |
| Colorado - DEN | Invoice ** | Select | Select | | |
| Supplier State | Supplier Zip Code | Invoice number * | Reference person | invoice date * | Base date * |
| | | | | MM/DD/YYYY 📾 | MM/DD/YYYY |
| Exchange rate base date * | Payment term code * | Currency code * | Exchange rate (company) * | Gross total * | Gross total (company) |
| | Select 💌 | Select • | | | 0.00 |
| Net total + | Net total (company) * | Tax sum | Freight | Invoice Description | Due date * |
| 0.00 | 0.00 | | | | NN/DD/YYYY |
| Captured Due Date | Cash sum | Cash percent | Cash date | Plan reference/Project Code | Purchase order numbers |
| | 0.00 | | | | |
| Payment Reference | Paid total | Payment method | Payment date | Invoice Submission Method | Scan Service Id |
| Scan Report Code | Scan Report Comment | Creation time | Accounting voucher number | Text29 | Weight |
| Select • | | 01/04/2021 | | 0 | |
| Reference number | | | | | |

Supplier code: Supplier IDs are automatically populated with supplier data and payment information. You can view the supplier code by typing in the ERP ID or supplier name.

Supplier site: If there are multiple locations for a supplier, designate the site for this supplier's invoice. A pop-up window will provide destination choices. **Address, payment terms, and payment method** will be automatically populated when site is designated. **Note:** Automatically populated fields are read-only.

Invoice date: Click on the calendar and select the invoice date. That will then automatically populate the **Base date** and the **Due date**. Base date will be the same date as the invoice date and the due date will be automatically populated based on the net terms.

Gross total: Invoice amount that is due.

Tax sum: Taxes recognized on the invoice.

Freight: Freight costs that are present on the invoice.

Invoice description: A description of what the invoice is for.

- Click the **Attachments** tab to attach supporting documents.
- Click Save as draft > Click Send to validation.
 - You can assign the invoice to yourself if the field did not automatically populate (when the invoice is only saved as a draft).

Note: Coding is not required and will be completed by the approver of the invoice. For information about coding, see *Coding an Invoice*.