

## **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*.