

Uploading Invoice Images via Email



6. A new invoice line will be created and displayed in the _____ section

7. Click on the invoice to display it on the right side of the screen.

8. Click the _____ button to display the attached images on the left side of the screen.

9. Click the _____ button on the right side of thges

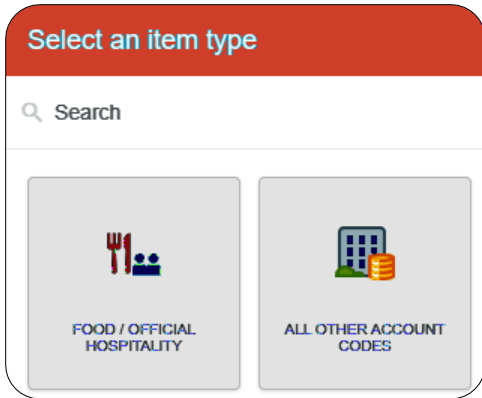
- Account Number
- Customer Number
- Order Number
- Brief description (Maintenance Subscription 10/23/19-10/22/20)

12. Enter a _____ name
when additional staff are required to review the
invoice.

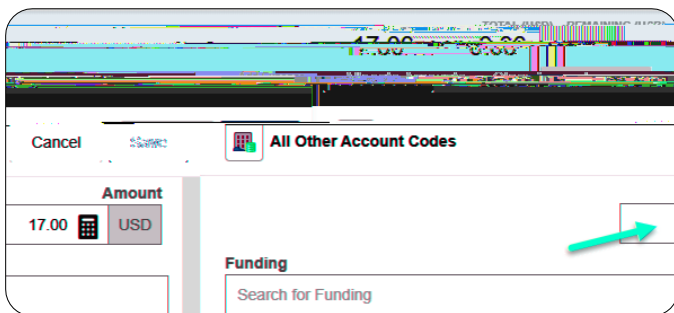
W-8.7 (am)-1Td()Tj/TT0 -JQID ()J0.00 0 Td[(e)-8-58 -)-0.78 -e. so (e)mv9 (c51 a)DOe 0 Td[P]4(.).7 (so (e))-5 Nj0 Td1d(O)-5cWh

18. Search for and select the appropriate name in the field provided.

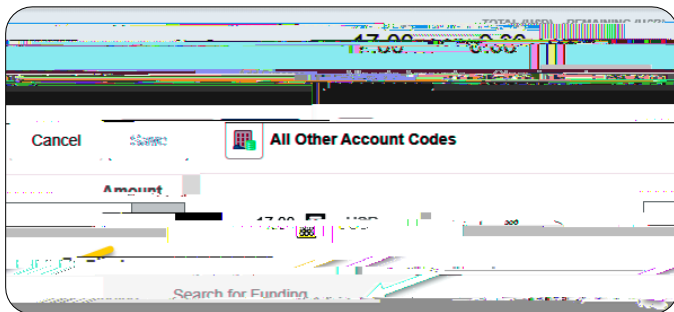
19.



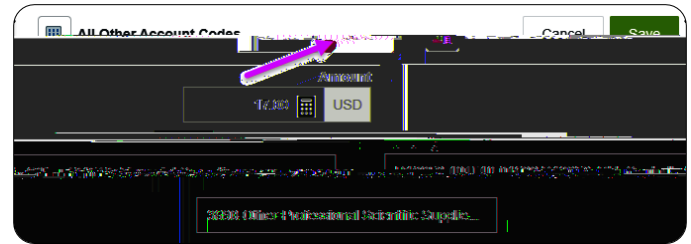
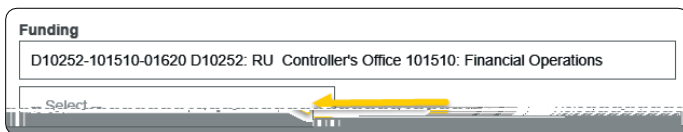
25. Enter/verify the total amount of the invoice allocated to this funding/account code selection.



26. Search for and select the appropriate funding.

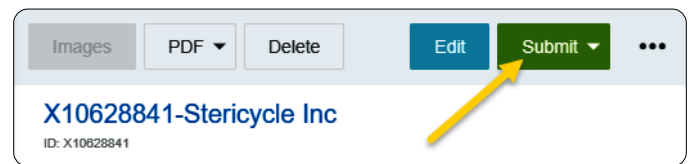


27. Tap anywhere in this field to search for and select the appropriate account code. Save the expense line.

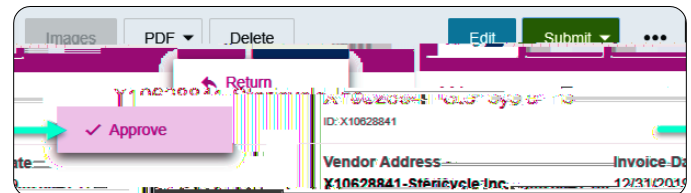


Submit

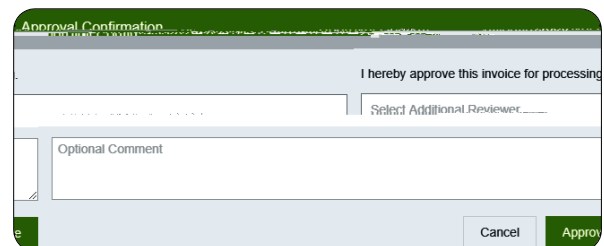
28. Submit the invoice for approval by clicking the green button in the upper right corner.



29. Click



30. : If during approvals it is determined an additional reviewer is needed, click in the field to search for and select the appropriate individual. This field is optional and can be left blank.



31. If an is selected the system requires you to add a comment.

32. Click the green button to submit the