BRYN MAWR | E-MARKET

Enter Invoice/Credit Memo

Contents

Create

1. Use this process to enter a request to pay an invoice/credit memo when there was <u>no</u> Purchase Order previously issued in E-Market. Invoices/credit memos <u>with</u> a Purchase Order should be emailed to accountspayable@brynmawr.edu (Preferred) or sent by campus mail to Controller's Office-Accounts Payable for processing.
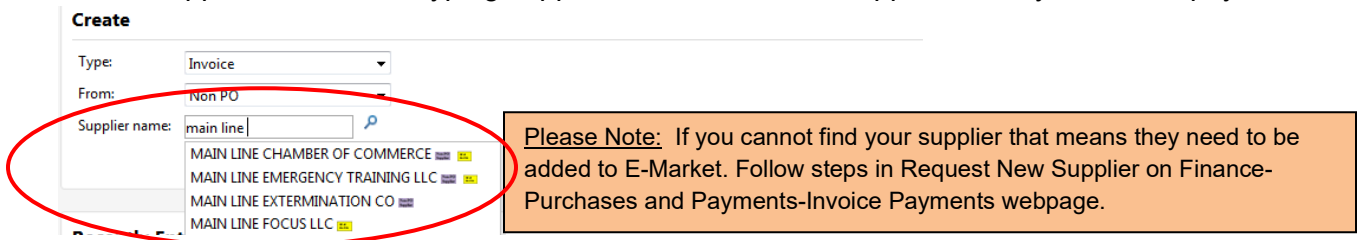
2. From the 🏛 menu icon, click on *Invoices* then *AP Home*. Enter fields in *Create Invoice* section.
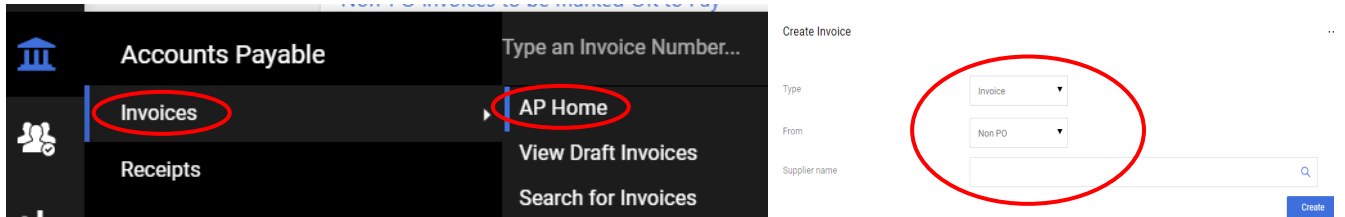
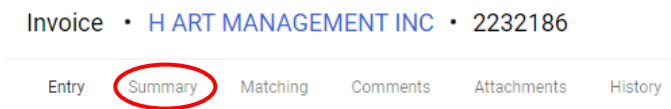3. If dollar amount is negative, next to *Type* click ▼ and choose *Credit Memo*, otherwise skip this step.
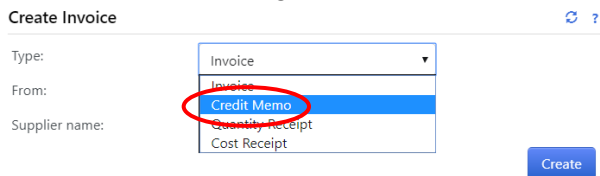
4. Next to *Supplier name*, start typing supplier's name. Click on supplier name you wish to pay from list.

Please Note: If you cannot find your supplier that means they need to be added to E-Market. Follow steps in Request New Supplier on Finance-Purchases and Payments-Invoice Payments webpage.

5. Click **Create**.

6. The screen will open on the Entry tab. Select the Summary to create your document.

Enter Details

Enter Invoice Number and Date

1. In the field *Enter Invoice Number and Date* click on the ✎. The *Edit Enter Invoice Number & Date* box opens. Enter the information then click the Save button.

    Enter Invoice Number & Date   ✎ ...

Supplier Invoice No.	*no value*
	❌ Required
Invoice Date	*no value*
	❌ Required

    Edit Enter Invoice Number & Date

    Enter Invoice Number & Date

    Supplier Invoice No. *
    ❌ Required

    Invoice Date *
    mm/dd/yyyy
    ❌ Required

    ★ Required fields   Save

2. Enter invoice/credit memo # from supplier's invoice/credit memo.
    *   In some cases, there is no invoice #. Since you can only use an invoice # one time per supplier enter the invoice date (i.e., 03152016). If there are multiple invoices with same invoice date enter A, B, C etc. on the end.

3. Enter invoice/credit memo date from supplier's invoice/credit memo.
    *   In some cases, there is no invoice date. Enter either contract date, due date, service provided date (if only 1 date) or as a last resort today's date.

Attach Documentation

4. Click Add in *Attach Invoice* section to attach your scanned invoice/credit memo.

    ## Attach Invoice

    Internal Attachments   Add

    > Please Note: If you forget to attach your documentation, then you must email (accountspayable@brynmawr.edu) or send the original paper invoice/credit memo to the Controller's Office-Accounts Payable via campus mail.

5. Click *Select files*, locate, and choose file, click *Open*, click *Save Changes*. Repeat to add another file.

    Add Attachments   ✕

Attachment Type	⦿ File ◯ Link
File(s) ★	SELECT FILES... *Drop files to attach, or browse.*
	Maximum upload file size: 5.0 MB

    ★ Required fields   Save Changes   Close

Enter Invoice/Credit Memo

Enter Description/Amount

6. Click **Add Non-PO Item** in the *0 Lines* section (bottom of screen).

> ## 0 Lines
>
> No lines have been added. or Add Non-PO Item

7. The following window will open, and your cursor will be in the *Description* field.

> **Enter Service Description, Quantity And Invoice Amount** ✕
>
> Item ⌄
>
> | Description ★ | Catalog Nbr/Quote Nbr or date | Quantity ★ | Price ★ | Unit Type |
> |---|---|---|---|---|
> | | | | | EA - Ea... ▾ |
>
> 254 characters remaining
>
> Additional Details ›
>
> ★ Required fields   Save   Close

Start entering here. →

8. Enter information in fields listed below, SKIP ALL OTHER FIELDS.

9. *Description* – Enter purpose and date for the item/service purchased. Include the most valuable information in the first 60 characters because that is what shows on reports.
   - Purpose: The reason for the expense. Examples include, Membership for J Smith, Rent 3 buses for student field trip to NYC, Rent 2 tents for commencement, Piano tuning, Band for Earth Day event, Consulting services and travel, Construction billing #3, Water cooler service.
   - Date: the date, month, perform quarters or year the service was/will. Examples include 1/6/23, 1/1/23-1/15/23, Jan 22, Oct-Dec 19, FY23.

10. *Quantity* – Enter 1.

11. *Invoice Amount* – Enter the total invoice/credit memo $ amount. If it is a credit memo enter the $ amount as a negative (i.e., -16.50).

12. Click *Save*.

> **Enter Service Description, Quantity And Invoice Amount** ✕
>
> Item ⌄
>
> | Description ★ | Catalog Nbr/Quote Nbr or date | Quantity ★ | Price ★ | Unit Type |
> |---|---|---|---|---|
> | Feb 2021 Consulting Services | | 1 | 50.00 | EA - Ea... ▾ |
>
> 226 characters remaining
>
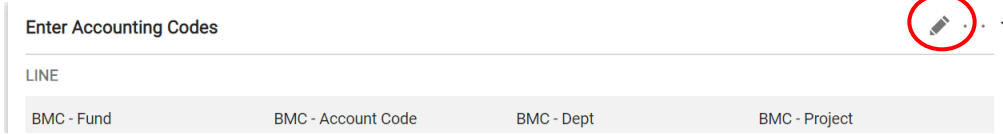> Additional Details ›
>
> ★ Required fields   Save   Close

Enter Account Number(s)

13. Click ✎ in the *Enter Accounting Codes* section.

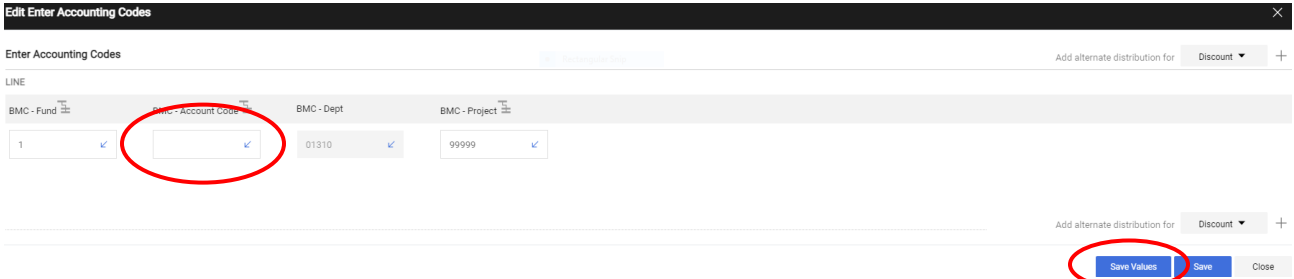| Enter Accounting Codes			✎ · ∨
LINE			
BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project

14. Enter *BMC-Account Code* or click on the ⬐ in the box to choose from dropdown list. Also, change any defaulted values in other parts the same way. When finished, click *Save Values*.

Edit Enter Accounting Codes   ✕
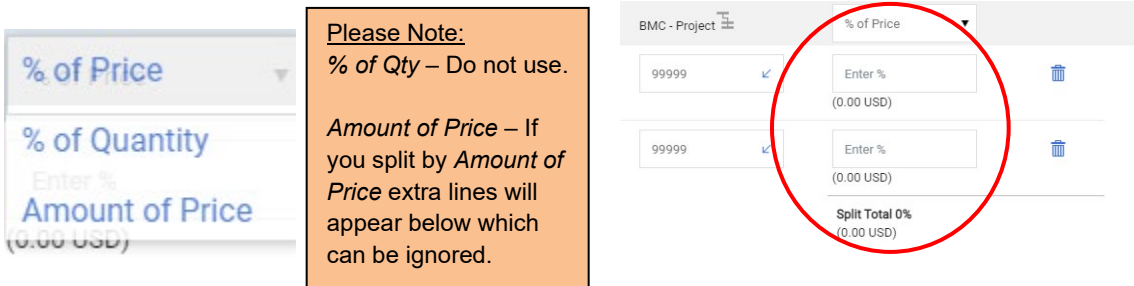
Enter Accounting Codes   Add alternate distribution for Discount ▾ +

LINE

BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project
1 ⬐	⬐	01310 ⬐	99999 ⬐

Add alternate distribution for Discount ▾ +

Save Values Save Close

15. To charge >1 account number, click ➕ to the right. Clicking ➕ will add 1 more line so if you want for instance, 5 lines, you will click ➕ 5 times. To delete a line, click 🗑 on that line.

➕ ✓

16. Choose how you want to split then enter % or $ amounts (example below). Click **Save Values**. If *Split Total* does not = the *Document subtotal* (invoice amount) an error message will display.

% of Price ▾

% of Quantity
Enter %
Amount of Price
(0.00 USD)

Please Note:
% of Qty – Do not use.

Amount of Price – If you split by *Amount of Price* extra lines will appear below which can be ignored.

BMC - Project	% of Price ▾	
99999 ⬐	Enter % (0.00 USD)	🗑
99999 ⬐	Enter % (0.00 USD)	🗑
	Split Total 0% (0.00 USD)	

Enter AP Notes (OPTIONAL)

17. Enter a note if you want to pick up the check on the payment date or request a particular document provided is mailed with the check. Otherwise, skip this step.

18. Click ✎ in the *Enter AP Notes* section, enter note then click *Save*.

Edit Enter AP Notes (OPTIONAL)   ✕

Enter AP Notes (OPTIONAL)

Enter AP Notes (OPTIONAL)	✎ · · · ∨
Internal Notes	no value

Internal Notes

1000 characters remaining   Expand | Clear

Save Close

Enter Invoice/Credit Memo

Submit

1. When finished, click **Submit** located to the top right side of your screen. If you do not click **Submit** your invoice/credit memo will remain a draft, which means it will not be paid. Within the Draft box you can see what the next steps are for your document. You may need to scroll the draft box or condense the sections by clicking on the ⌄ in the draft box.

Draft	
202 DESIGN	⌄
Supplier Invoice No.	87654

Total (5.00 USD)	⌄
Subtotal	5.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	5.00

Draft
MAIN LINE SPRING WATER   ⌄
Supplier Invoice No.   654
Total (25.00 USD)

What's next?
Next Step   BMC Account Code Appr
Approvers   MacIntosh ADMIN/LOCA
Thompson Admin LOCAL

Workflow
- Draft
  Active
  Donna MacIntosh Req/Inv LOCAL
- BMC Account Code Approval
  Future
- BMC AP Invoice Review
  Future

Please Note: Click **What's next?** drop down arrow if you want to see the approval steps that must be completed for your request to be paid.

2. E-Market will automatically assign an E-Market invoice number and a confirmation page will appear.

✔ **Invoice Submitted**

Summary

Invoice number	**2086754**
Invoice Status	Pending
Supplier Invoice No.	369852147
Invoice name	2022-03-16 dmacintosh.reqinv 04
Invoice date	3/3/2022
Invoice total	3.00 USD
Number of line items	1

3. To enter another invoice/credit memo simply begin entering your information and repeat these steps by clicking on *Create Invoice* to the right.

✔ **Invoice Submitted**

Summary

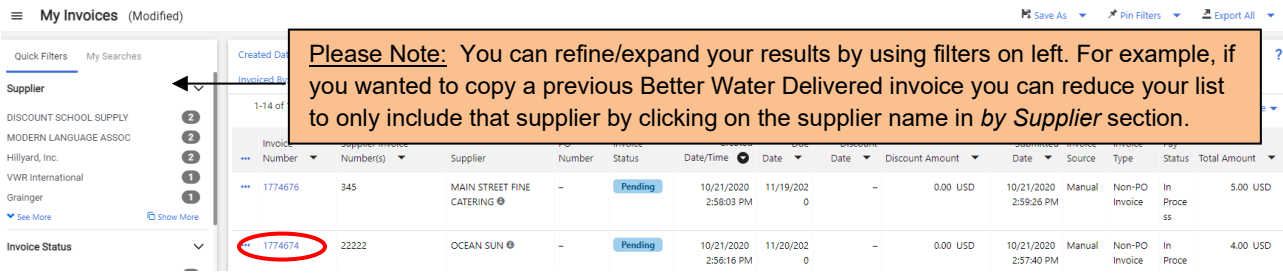|			
Invoice number	2086754	**Create Invoice**	
Invoice Status	Pending	Type	Invoice ▼
Supplier Invoice No.	369852147	From	Non PO ▼
Invoice name	2022-03-16 dmacintosh.reqinv 04	Supplier name	🔍
Invoice date	3/3/2022		
Invoice total	3.00 USD		Create
Number of line items	1		

Enter Invoice/Credit Memo

Copy and Update Option

1. If you pay the same supplier on a recurring basis, you can skip entering some of the fields by copying an invoice/credit memo you previously submitted instead of creating a brand new one.

2. To locate your invoice/credit memo from the 🕐 menu icon, click on *Search* or click on *My Orders* then *My* Invoices.
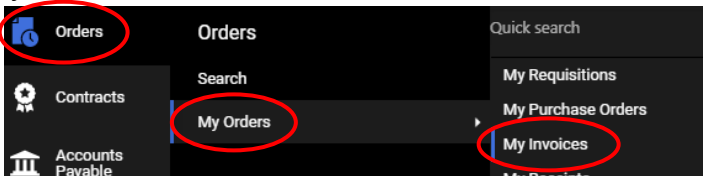

3. A list of invoices/credit memos you have previously submitted for the last 90 days will appear. Find the invoice you want to copy and click on *Invoice No.* in blue.

Please Note: You can refine/expand your results by using filters on left. For example, if you wanted to copy a previous Better Water Delivered invoice you can reduce your list to only include that supplier by clicking on the supplier name in *by Supplier* section.

4. Click on the three dots to the right top of the screen ⋯ and choose *Copy to new invoice*. Then click on the Summary tab.
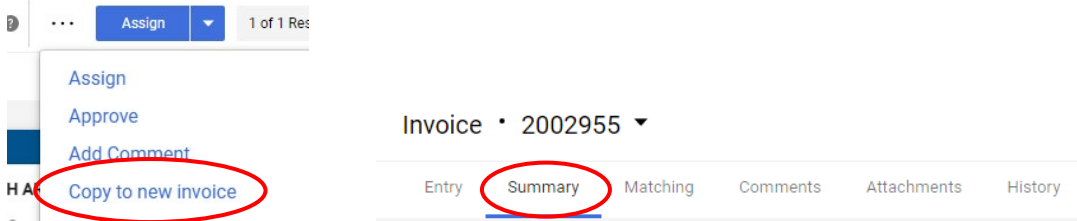
5. Within the *Edit Enter Invoice Number & Date* click on the ✎. The box opens. Enter the information then click the Save button. You need to remove attachments copied from original invoice by clicking on the ⋯ and Remove.
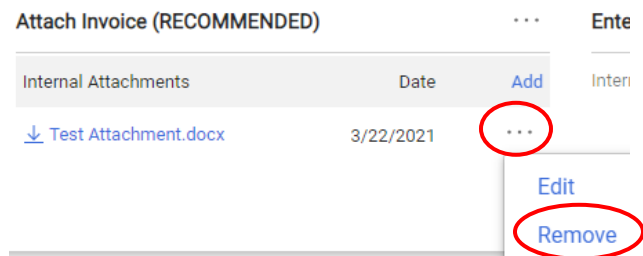
6. Click Add and SELECT FILES. to attach the new invoice and Save Changes.

Attachment Type   ● File   ○ Link

File(s) ★   [SELECT FILES...] *Drop files to attach, or brows*
            Maximum upload file size: 5.0 MB

★ Required fields   [Save Changes]

7. *Enter Service Description, Quantity, and Invoice Amount* section – Update description and amount by clicking on the blue description words, make changes, then click Save.

Status	PO Line	Item	Catalog No.	Unit Price	Quantity	Ext. Price	Description ★	Nbr/Quote Nbr or date	Quantity ★	Price	Unit Type
1	✓	Jan 2020 Water Cooler service - 5 gallon bottles		3.65	Qty: 10 EA	36.50	Jan 2020 Water Cooler service - 5 gallon bottles 295 characters remaining		10	3.65	EA - Ea... ▼

8. Edit any other sections necessary so that the information matches the new invoice/credit memo.

9. When finished, click Submit located to the right on the screen. If you do not click Submit your invoice/credit memo will remain a draft which means it will not be paid. Review the Draft box to see the next steps for the document. You may need to scroll the draft box or condense sections by clicking on the ⌄ in the draft box.