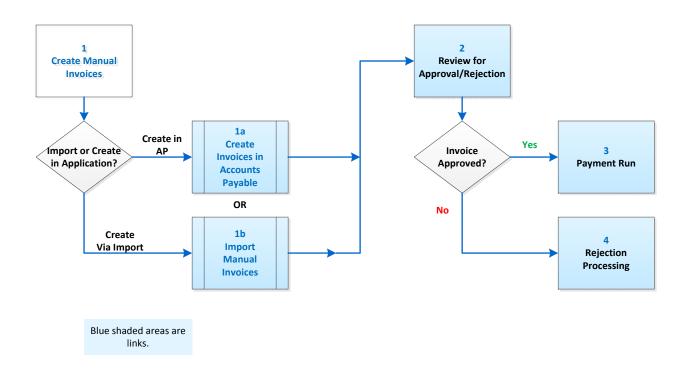


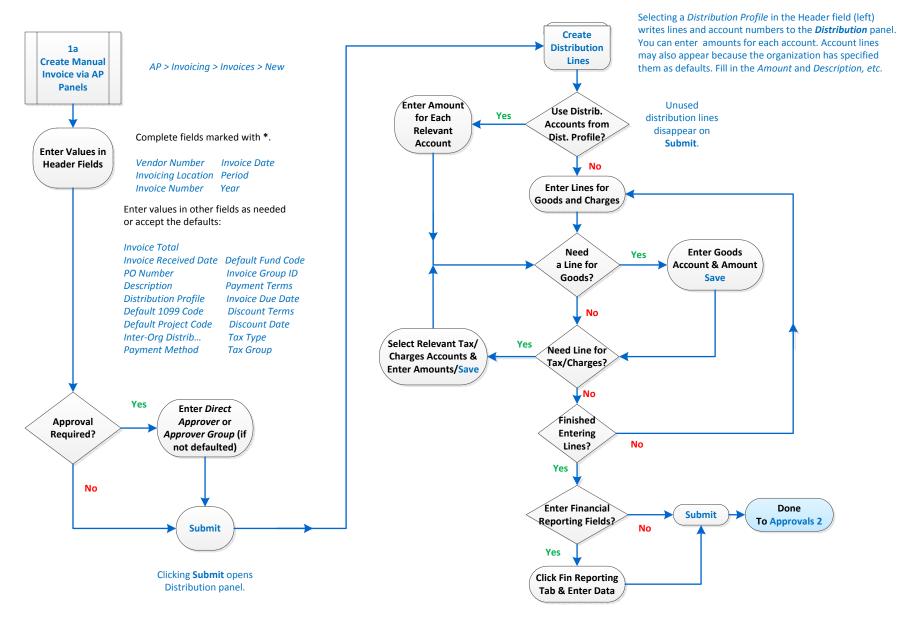
Create and Process Manual Invoices Overview



Documentation Topic: Search for "Creating Manual Invoices"

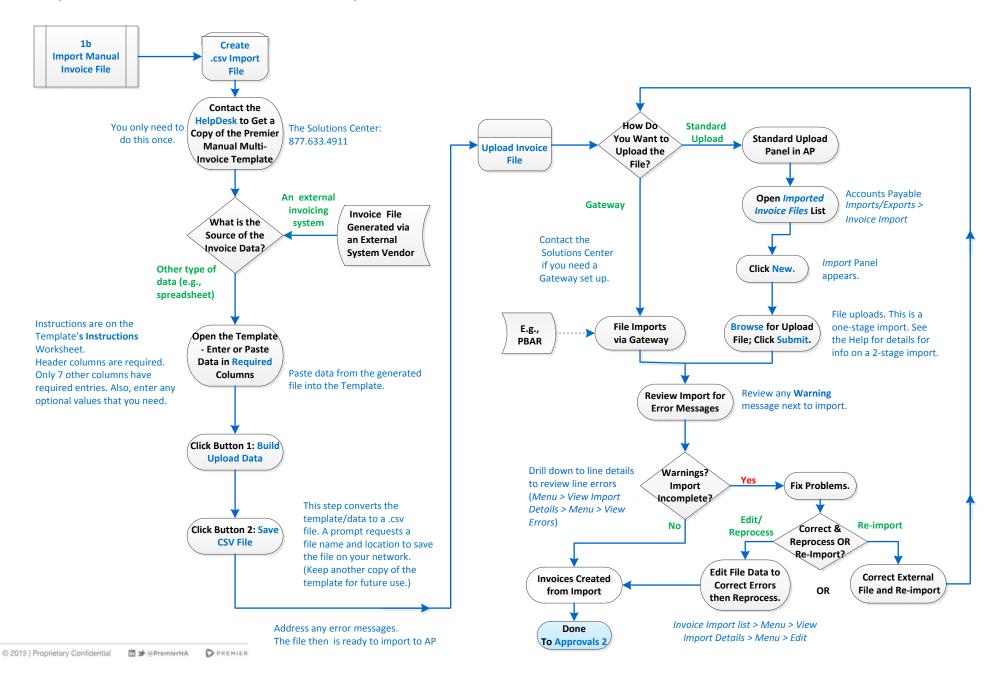


Create and Process Manual Invoices Step 1a – Create an Invoice Using the AP Application Panels





Create and Process Manual Invoices Step 1b – Create Manual Invoices via Invoice Import to AP



Go to 4

Rejection

Processing

PREMIER



Create and Process Manual Invoices Step 2 - Flow Of Invoice Through Approvals

Invoice Enters Approval Approval Flow **Process** Route to Group Approval Member with Group? Lowest \$ Limit No Yes Is Approver Go to Approver Out Of Office? **Buddy for Review** No Approver Has with Approver Next Message to Reviewed Highest Approver: Approver Already? \$ Limit **Buddy Has** Available for Reviewed? Review Yes Yes Skip **System Selects** Approver Opens Approver Selects: Message to Approver **Next Approver** Queue; Reviews Reject & Enters Owner: **Document** Accounts Payable > Reason Code Rejected Invoicing > My Invoice Approval Queue Reject No Reject or Do Approve? Nothing?

Yes

Yes

Approver Selects:

Approve & Enters

Reason Code

More Approvers?

No

2

Note: If the last approver in an Approver Group approves an invoice, the invoice can still end up with the Status of Rejected. This situation occurs if the invoice Total exceeds the last approver's Dollar Limit.

Accrue

Unapproved

Invoices List

Done

To Payment Run 3

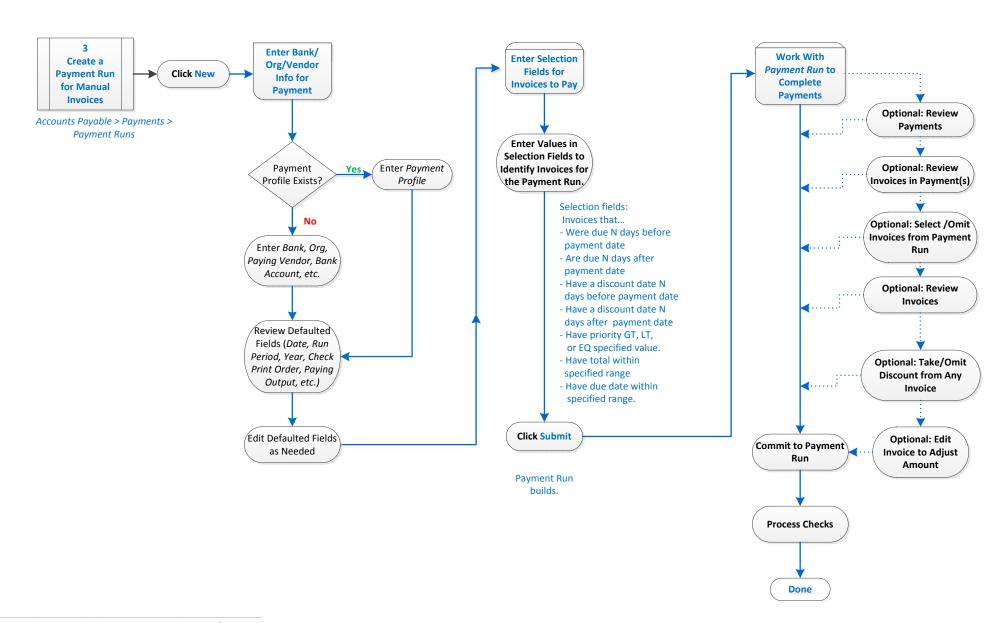
Message to

Owner:

Approved



Create and Process Manual Invoices Step 3 – Create a Payment Run





Create and Process Manual Invoices Step 4 - Process Rejected Invoices

4 **Processing** Rejected **Invoices** Owner of Invoice How users are notified of Invoice Status is **Receives Rejection** approval process results is Rejected. set up in their User Profiles. Notice Owner Addresses Invoice Status is Edit Invoice. the Issue That **Pending Approval** Submit **Caused Rejection Approver** Direct Group Go Back to the **Invoice Goes Back** Approver or Approver in the to Review **Approver Group Who** Group? Rejected in Step 2 Direct **Approver** Go Back to Direct Approver in Step 2