













- d. Enter Project
- e. Enter Class – ALWAYS enter UNRESTRICTED NET ASSETS
- f. Should you have more lines on the invoice, with different distributions, click ADD LINE ITEM and repeat steps 6 and 7.
- g. Click OK

- 4) Click ADD ATTACHMENTS to attach the required documentation
  - a. You must submit a copy of the invoice or the contract.
  - b. All invoices and contracts must be in English.
  - c. Do not attach a W-9 or any paperwork with social security numbers.

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	6200	Music	1.0000	\$125.0000	\$125.00

Buttons: Submit Invoice Request, Save, Add Line Item, Add Attachments (0 Attachments)

Field: Date: \_\_\_\_\_

Link: Expense Detail / Purpose

- 5) Confirm that the APPROVAL RULE is correct, and click SAVE and then click SUBMIT.

\*\*\*NOTE – most Approval Rules will be the same as departments. There will be times that an invoice may be split between department(s). These situations should be communicated to the AP team, as a separate Approval Rule may be set up to accommodate the special request. Or, it may be determined that the invoice be entered as two separate invoices, with the reasons for the split detailed in the EXPENSE DETAIL / PURPOSE.

## REJECTIONS REASONS

- 1) Incorrect Vendor
- 2) Invoice Over Budget
- 3) Incorrect Distribution – Account of Fund ID
- 4) Insufficient Information – Description or Notes
- 5) Insufficient Backup
- 6) Incorrect Approval Chain
- 7) Incorrect Attributes
- 8) Invoice(s) Entered from Statement