

Enter Invoice/Credit Memo

Contents

Create..... 1

Enter Details..... 2

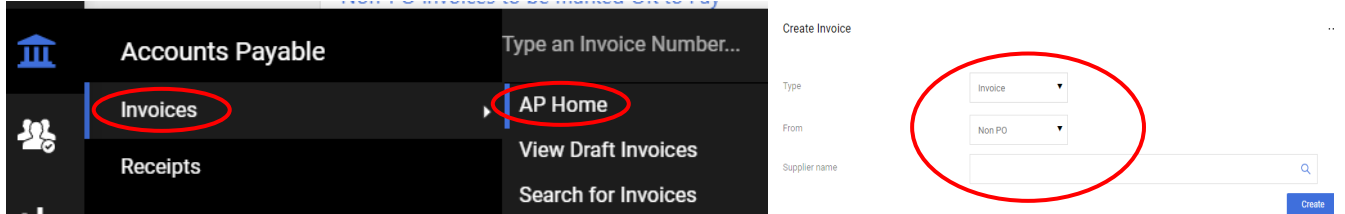
Submit..... 5

Copy and Update Option 6

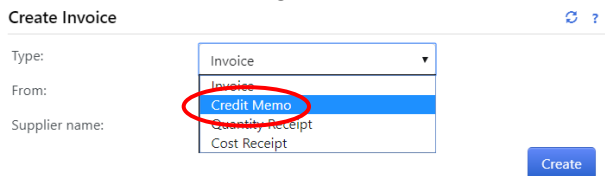
Create

1. Use this process to enter a request to pay an invoice/credit memo when there was no Purchase Order previously issued in E-Market. Invoices/credit memos with a Purchase Order should be emailed to accountspayable@brynmawr.edu (Preferred) or sent by campus mail to Controller's Office-Accounts Payable for processing.

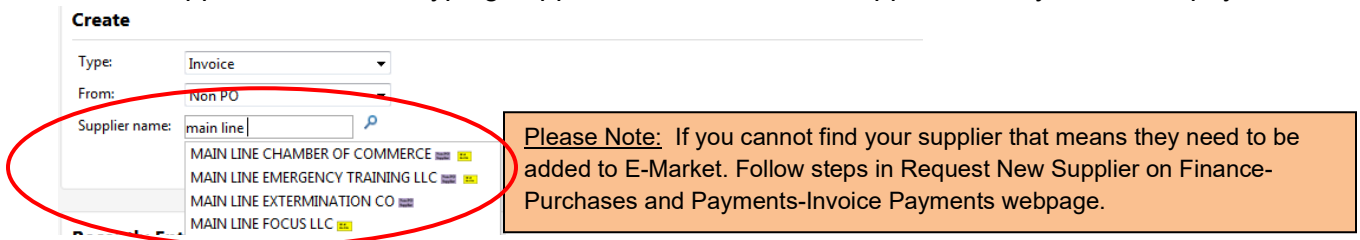
2. From the  menu icon, click on *Invoices* then *AP Home*. Enter fields in *Create Invoice* section.



3. If dollar amount is negative, next to *Type* click  and choose *Credit Memo*, otherwise skip this step.

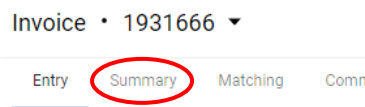


4. Next to *Supplier name*, start typing supplier's name. Click on supplier name you wish to pay from list.



5. Click **Create**.


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

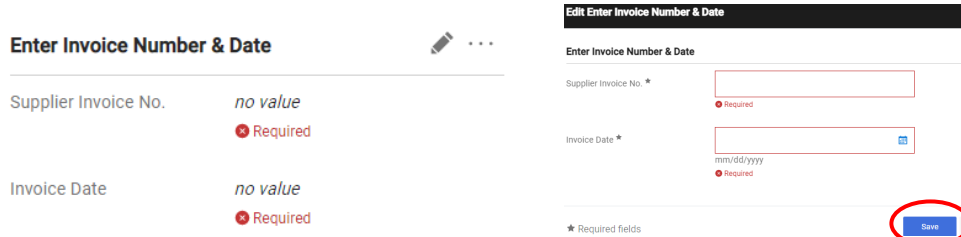


Enter Invoice/Credit Memo

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.



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.

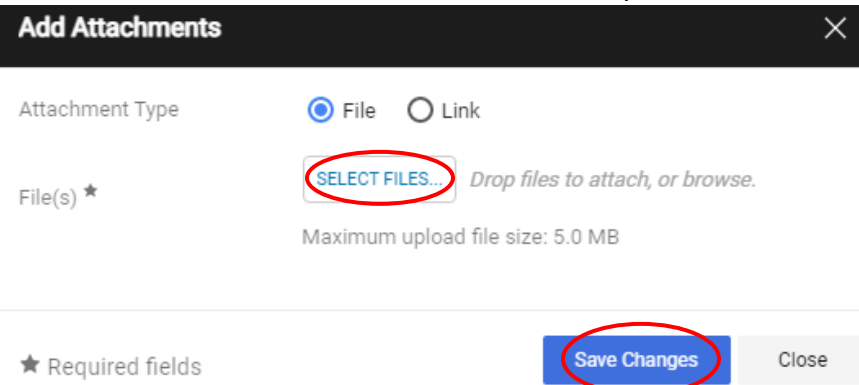
Attach Invoice

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.



Enter Invoice/Credit Memo

Enter Description/Amount

- 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**

- 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
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	EA - Ea... ▼

254 characters remaining

Additional Details >

★ Required fields Save Close

Start entering here.

- Enter information in fields listed below, **SKIP ALL OTHER FIELDS**.
- 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 1/6/22, 1/1/22-1/15/22, Jan 22, Oct-Dec 19, FY21.
- Quantity* – Enter 1.
- 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).
- Click **Save**.

Enter Service Description, Quantity And Invoice Amount ✕

Item ▼

Description *	Catalog Nbr/Quote Nbr or date	Quantity *	Price *	Unit Type
<input type="text" value="Feb 2021 Consulting Services"/>	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value="50.00"/>	EA - Ea... ▼

226 characters remaining

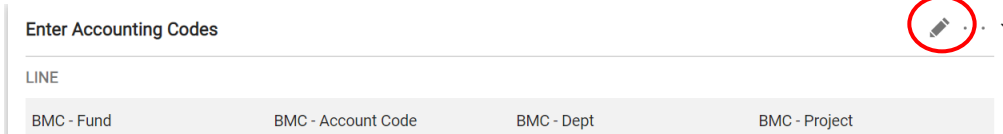
Additional Details >

★ Required fields Save Close

Enter Invoice/Credit Memo

Enter Account Number(s)


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

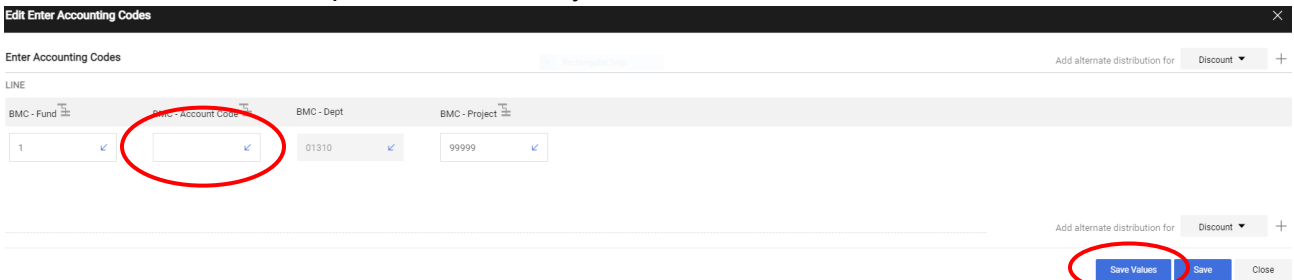


Enter Accounting Codes

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


LINE

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

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.

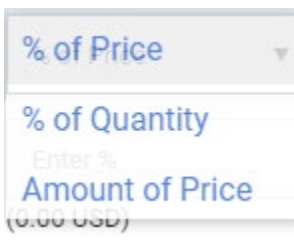
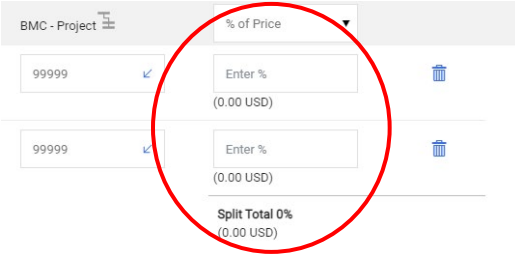


16. Choose how you want to split then enter % or \$ amounts (example below). Click . If *Split Total* does not = the *Document subtotal* (invoice amount) an error message will display.

Please Note:


% of Qty – Do not use.

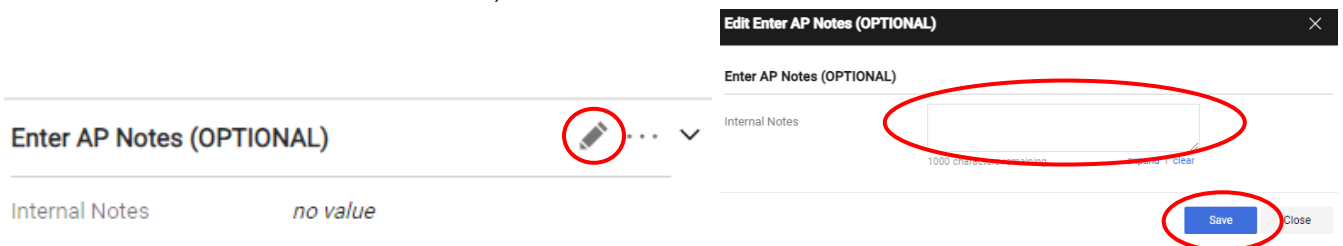
Amount of Price – If you split by *Amount of Price* extra lines will appear below which can be ignored.

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*.



Enter AP Notes (OPTIONAL)

Internal Notes

no value

Save Close

Enter Invoice/Credit Memo

Submit

- 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 **What's next?** in the draft box.

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.

- 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

- 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
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

Create Invoice

Type: Invoice


From: Non PO

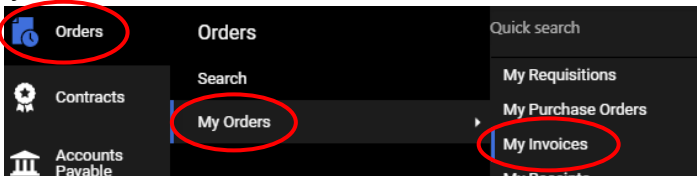
Supplier name:

Create

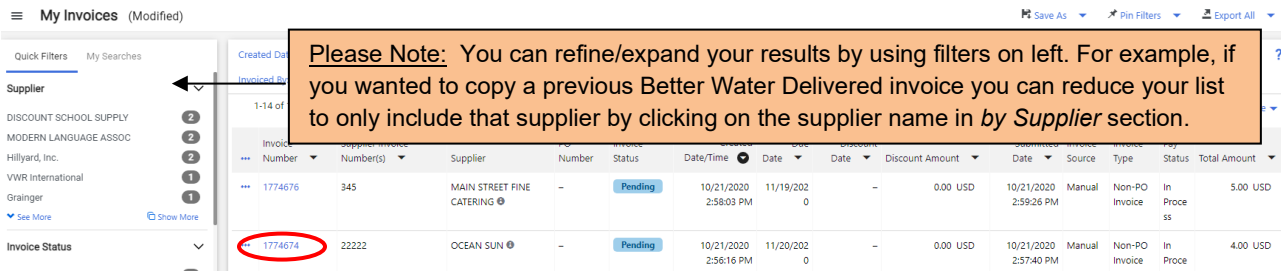
Enter Invoice/Credit Memo


Copy and Update Option

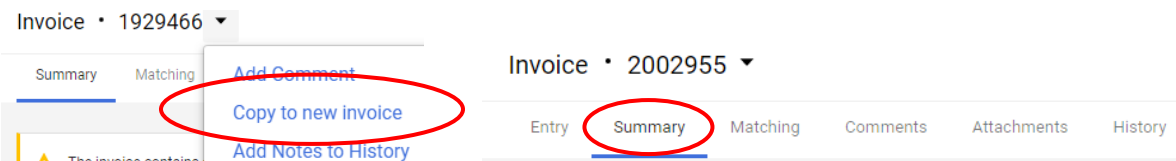
1. If you pay the same supplier on a recurring basis, you can skip entering some of the fields by copying an invoice/credit memo you previously submitted instead of creating a brand new one.
2. To locate your invoice/credit memo from the  menu icon, click on *Search* or click on *My Orders* then *My Invoices*.





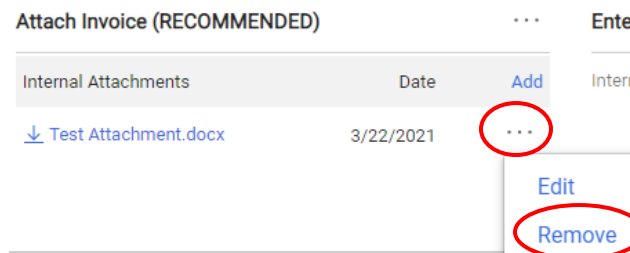
3. A list of invoices/credit memos you have previously submitted for the last 90 days will appear. Find the invoice you want to copy and click on *Invoice No.* in blue.



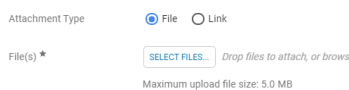
4. Click on  next to Invoice • 966211 at the top left-hand side of page and choose *Copy to new invoice*. Click on the *Summary* tab.



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*.



Enter Invoice/Credit Memo

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 102 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 \vee in the draft box.