Web Invoicing and Submitting Capital Purchases

Within Web Invoicing, the following process should be used:

- Prior to scanning and uploading, please have the authorized signer for that department sign off on the invoice. (This avoids the signer having to sign off in Web Invoicing later.)
- “Approval Rule” select this approval path 904-Capital
- “Expense Category” Select C1720 “Work in Progress”
- “GL Account” enter this budget account of 2-904-1720
- “Project” Select 0
- “Class” Always select Unrestricted Net Assets

If you need clarification as to what qualifies as capital, please contact Connor Fink at 617-585-1209.