

## **WEB INVOICING GUIDE**

**This guide is intended to give step-by-step instructions on sending invoice requests electronically to Accounts Payable.**

### **Web Invoicing – Summarized Process**

- 1) Enter the Invoice Request including required invoice details**
- 2) Select the necessary 'Approval Rule'**
- 3) Complete the Distribution to the account(s) and fund(s)**
- 4) Attach the supporting document (original invoice or contract)**
- 5) Add any notes**
- 6) Submit for Approval**

### **YOU MAY NOT BE DONE JUST YET**

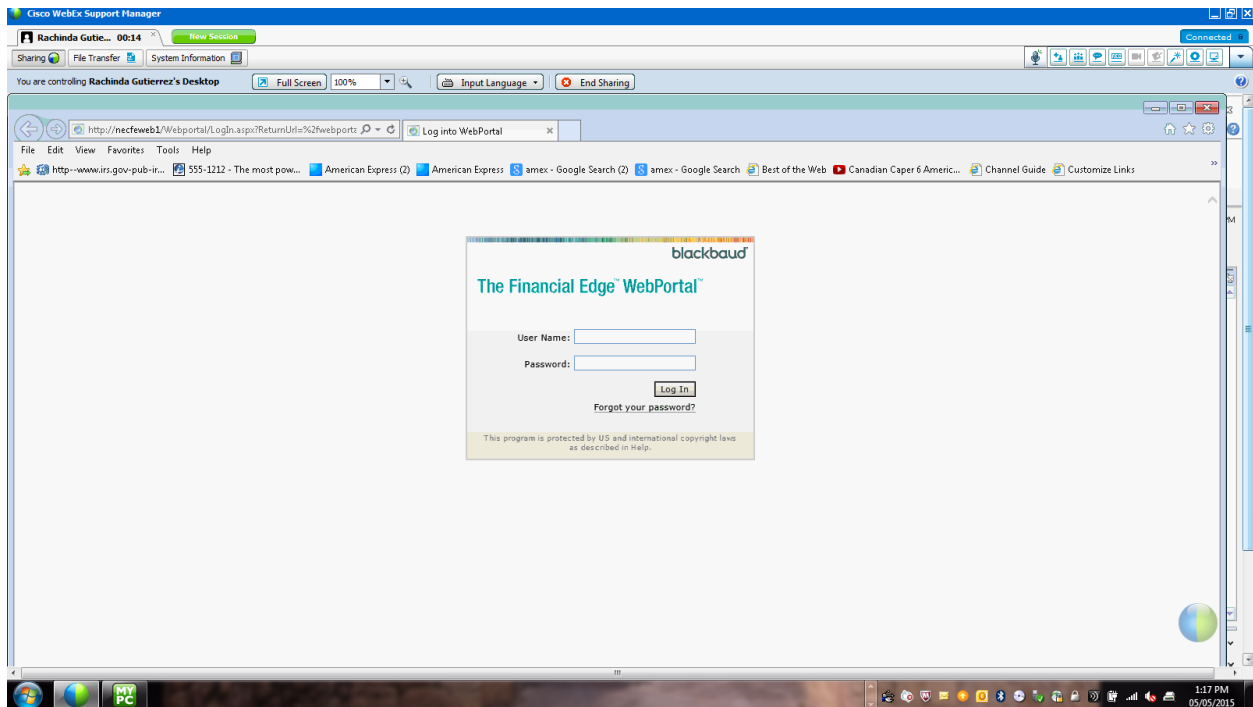
- 7) Look for an email message that confirms the request was submitted or rejected and sent back for corrections**
- 8) Once re- submitted the invoice will go through all necessary 'Approvers' until it gets to A/P for processing.**

## SETTING UP YOUR WEB INVOICING ACCOUNT

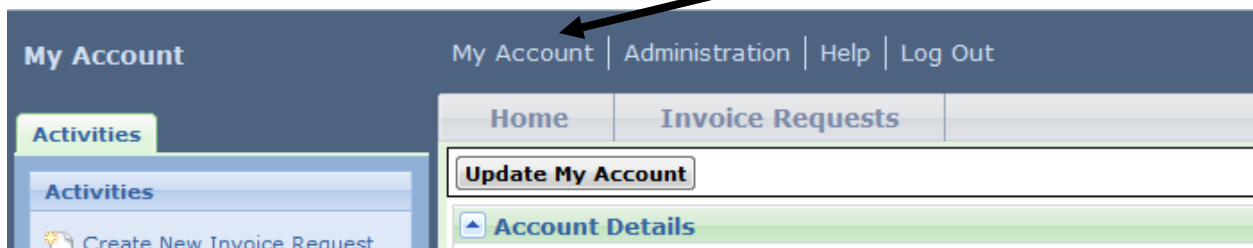
- 1) Each of you will be sent a link via email that will enable you to access the Web Invoicing site. Please save this link as a Favorite in your browser.

<https://ap.necmusic.edu/Webportal/default.aspx>

- 2) Your log in credentials are the same as your Microsoft Office login username and password.



- 3) Click on "My Account" at the top left of the webpage.



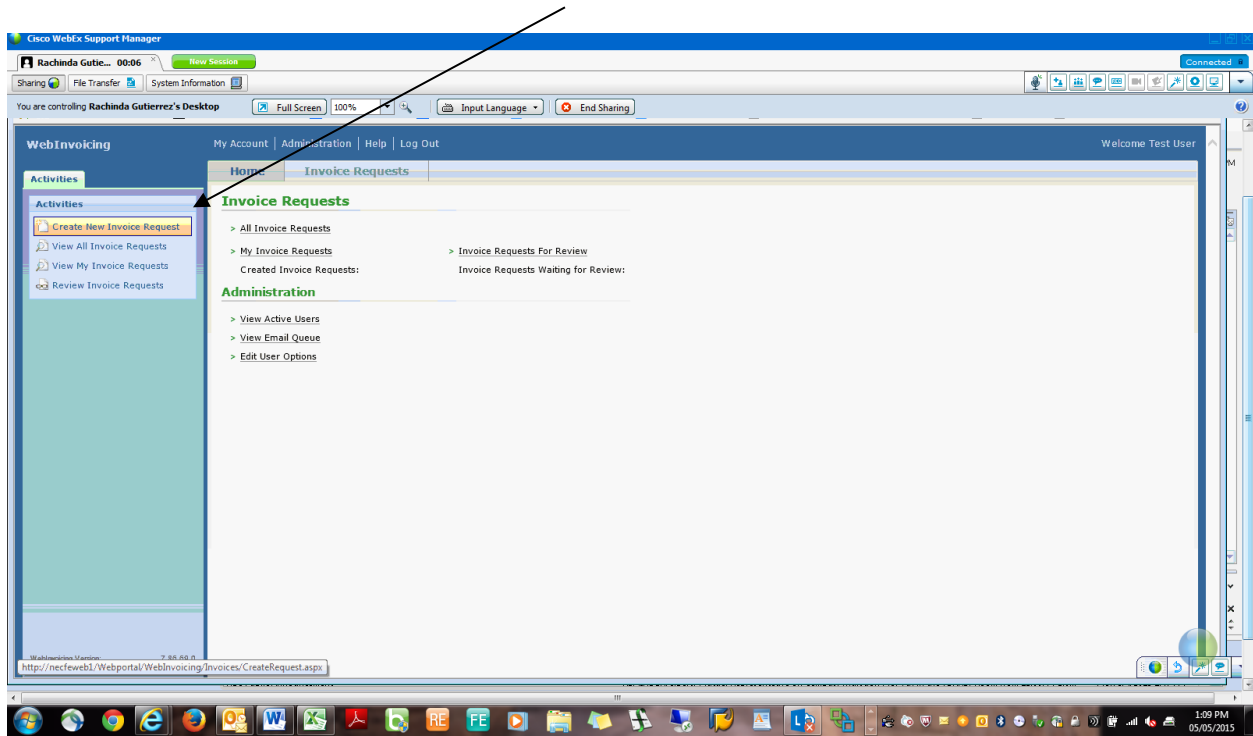
- 4) Enter your email address and click all of the Email Notification boxes so that you will be alerted to the status of your invoice payment requests. Once completed, click on Update My Account.

The screenshot shows a web interface for updating an account. At the top, there is a button labeled "Update My Account". Below this, the "Account Details" section contains an "Email" field with the text "myemailaddress@necmusic.edu". The "WebInvoicing - Notifications" section, titled "Email me when:", contains four checkboxes, all of which are checked:

- ☒ My request is approved by any reviewer
- ☒ My request is approved by final reviewer
- ☒ My request is rejected
- ☒ My approval is required for a request

## ENTERING INVOICES INTO WEB INVOICING

- 1) Click CREATE NEW INVOICE REQUEST on the left side of the screen



- 2) Fill in the appropriate fields:

- a) INVOICE NUMBER is the VENDOR INVOICE NUMBER. (The invoice number has to be unique.)
  - a. If there is no invoice number please use the date of invoice
  - b. For services use the dates and if possible add the name of the performance or event.
  - c. For utility bills use the account plus the month/year example 2601 436 1015 12/15.
  - d. If unsure, please contact AP.
- b) Click on the filter next to the VENDOR field, to search for the vendor.

\*\*\*Please note – if you see multiple records for the same vendor, or vendors with incorrect addresses, please contact Rachinda right away to clarify the correct vendor.\*\*\*
- c) Select Approval Rule- which means the department which the expense should be charged to.

- d) Description- this is the information that will appear on your PowerPlan reports, so it should be detailed. You may have to abbreviate words due to field space limitations. If the invoice has a description on it, please enter that along with date of service if any. Reimbursements should be similar to this: Reim Hosp 12/1/15, Reim Trvl 12/1-12/4/15, Stud Comp Trvl 12/-12/4/15, Fac Devlpmt 12/1-5 . Payments for guest artist should be similar to the following: Mclass 12/1/15(date of Master Class), PSO Ensemble Mgr 9/12-10/24, Sectional 11/23/15, FOM Perf 2/27/16, Stg Mgr Cosi Fan 2/24-4/24 1of2, Scenic Designer Cosi fan tutte 03/15 2 of 2.
- e) DOCUMENT DATE is the DATE of SERVICE – the DATE the expense will show in the general ledger. It is often the date on the invoice, though sometimes it is not. If unsure, please contact AP.
- f) Click on EXPENSE CATEGORY and select the correct ACCOUNT CODE designation for the first line of the invoice.
- a. This is a 4 digit code.
  - b. If you don't know what it should be, ask your budget manager.
- g) Enter the amount to be paid in the RATE field.
- h) Enter any additional description in the EXPENSE DETAIL/PURPOSE field.
- a. Never enter personal details like a social security number
  - b. Put any notes that you need communicated to the AP team. These notes will be stored in NEC's accounting software permanently as audit trail, and will help in preventing rejection by providing explanations for your expenses.
- i) Use the drop down arrows to select the ATTRIBUTES
- a. DELIVERY METHOD
    - i. Mail

- ii. Intercompany
  - iii. Wire
  - iv. EFT
  - v. Pickup
- b. TRAVEL LOCATION
  - i. International
  - ii. Domestic
- c. COUNTRY
  - i. This is a TEXT field. Please type in the name of the country
- d. TRAVELLER TYPE
  - i. Student
  - ii. Faculty
  - iii. Companion
  - iv. Staff
- e. GRANT
  - i. Yes
  - ii. No

The screenshot shows an invoice request form with the following sections:

- Buttons:** Submit Invoice Request, Save, Add Line Item, Add Attachments, 0 Attachments.
- Table 1:**

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	6200	Music	1.0000	\$125.0000	\$125.00
- Form Fields:** Date: [ ], Not Distributed [x].
- Expense Detail / Purpose:** [Empty text area]
- Attributes Table:**

Add	Attribute Type	Description	Short Description	Date	Required	Comments
[Icon]	Delivery Method	[Dropdown]		[Date]	[Check]	[Text]
[Icon]	Payee Citizen S	[Dropdown]		[Date]	[Check]	[Text]
[Icon]	Payment is for	[Dropdown]		[Date]	[Check]	[Text]
- History of Changes:** [Section header]

- 3) Click on the NOT DISTRIBUTED link, and fill in the rest of the appropriate invoice distribution information for the first line, such as FUND ID (in the PROJECT field)
  - a. Click ADD
  - b. Enter Amount
  - c. Enter GL Account – if you can't find the GL account you want to use, please contact Rachinda Gutierrez (ext. 1214 or [Rachinda.Gutierrez@necmusic.edu](mailto:Rachinda.Gutierrez@necmusic.edu)) or Hojae Lee (ext. 1224 or [Hojae.Lee@necmusic.edu](mailto:Hojae.Lee@necmusic.edu)).

- 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

Date:

☐ Not Distributed

[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