Entering invoices in Web Expenses

Purpose and Scope: A step by step guide on how to enter an invoice into Financial Edge NXT (Web Expenses). This includes LOAs, honoraria, and expense report reimbursements.

This does not include payroll or tuition. Refer to the points of contact below:

payroll@necmusic.edu

businessoffice@necmusic.edu

3/11/2026

Before You Start (what you need)

1. Ensure the submission is a valid invoice and not a statement, quote, or a purchase order.

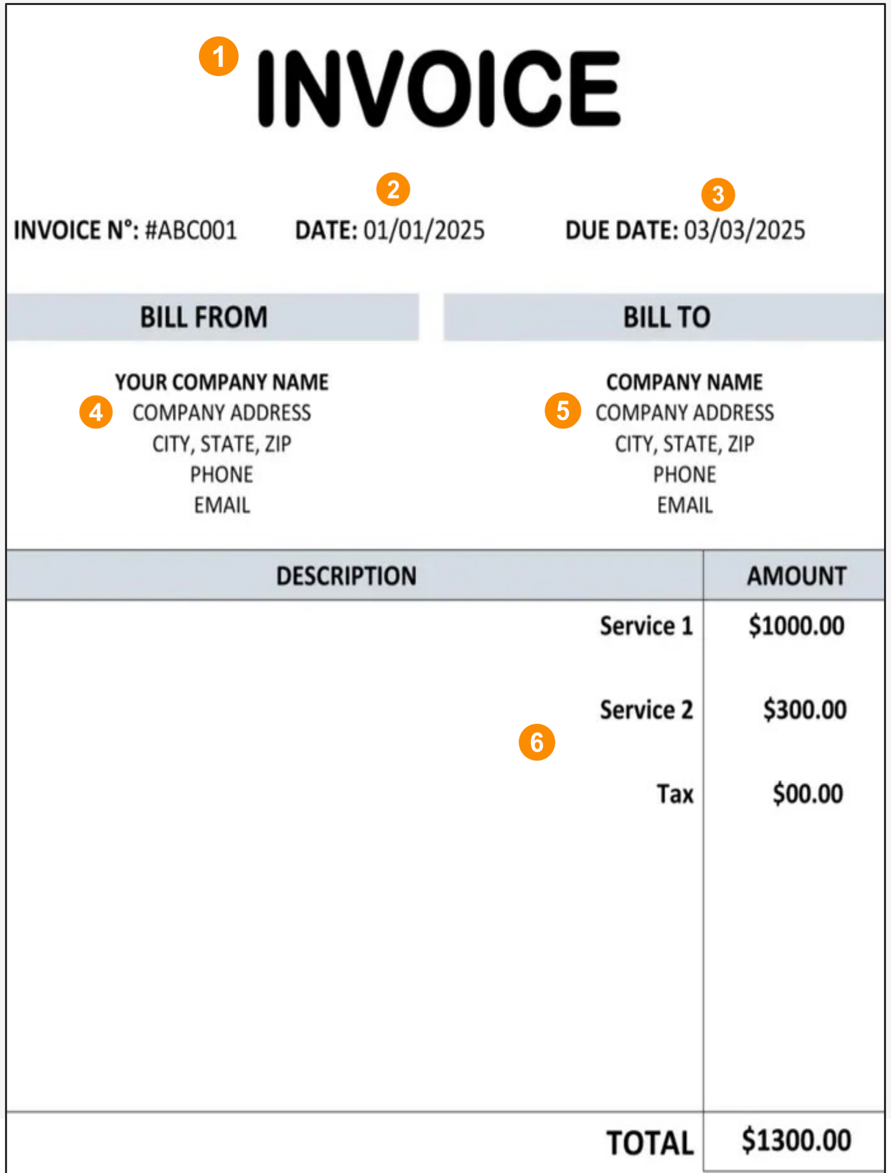
2. Invoice date is accurate.

3. The payment terms are agreed upon. If no payment term is listed, NEC default terms are Net 30.

4. The vendor name and address are listed.

5. Ensure the vendor is billing New England Conservatory.

6. The period of performance or description detail are accurate, charges are reasonable, and tax is not included (NEC is tax exempt).



1 INVOICE

INVOICE N°: #ABC001 | 2 DATE: 01/01/2025 | 3 DUE DATE: 03/03/2025

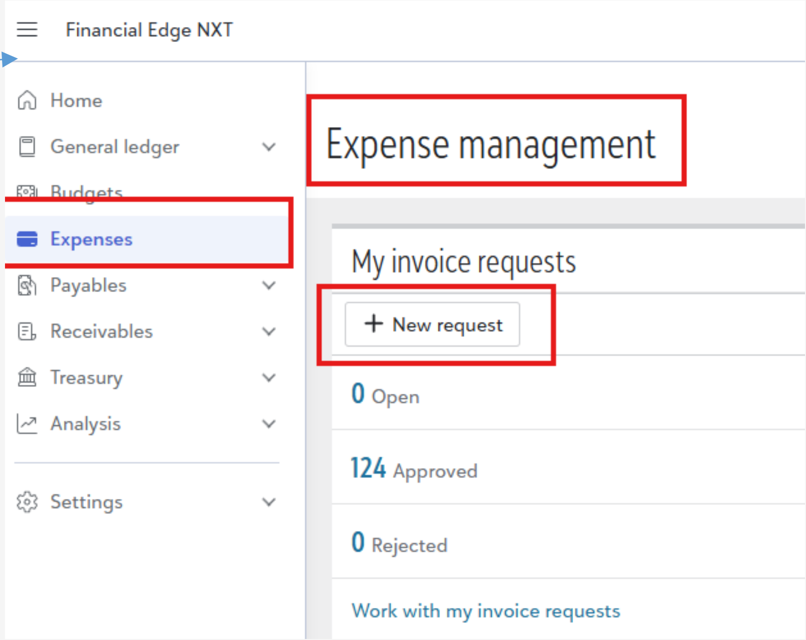
BILL FROM	BILL TO
4 YOUR COMPANY NAME COMPANY ADDRESS CITY, STATE, ZIP PHONE EMAIL	5 COMPANY NAME COMPANY ADDRESS CITY, STATE, ZIP PHONE EMAIL

DESCRIPTION	AMOUNT
Service 1	$1000.00
6 Service 2	$300.00
Tax	$00.00
TOTAL	$1300.00

Step-by-Step Instructions

1

Navigate to Invoice Entry
Log in to **Financial Edge NXT**
Select New England Conservatory Of Music Environment 1
Click **Expenses** in the left navigation bar
Select **+ New Request**

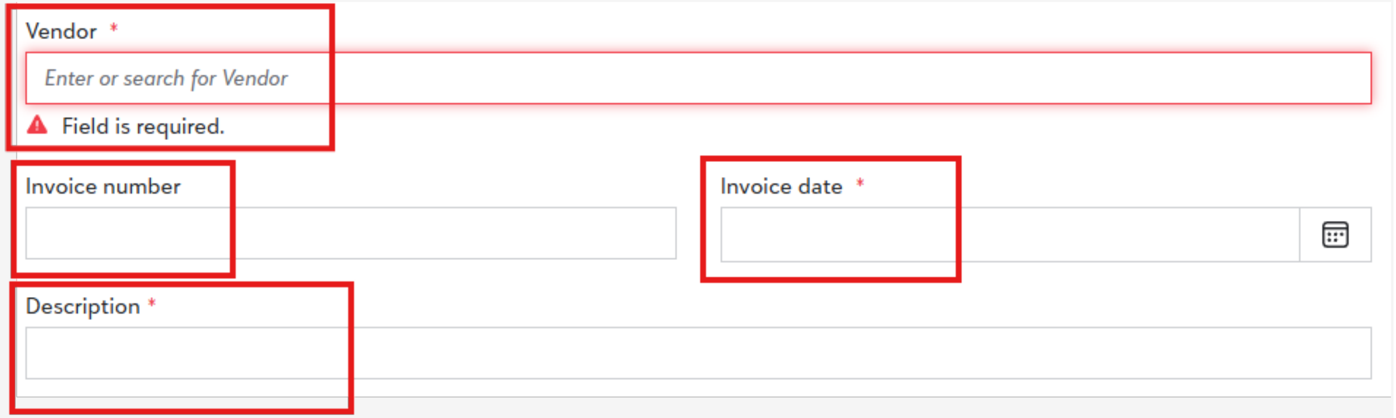


2

If an invoice number is provided, always use the invoice number.
💡*Why this matters: Using the vendor's invoice number helps ensure payments are applied correctly.*
⚠️ If there is no invoice number, use a unique identifier specific to the invoice (e.g. 11/15/25 Plumbing)
Expense Reports: Use ERmmddyy (based on last day of travel, e.g. ER123125)

3

Invoice date should be the invoice date listed.
💡Why this matters: The invoice date drives the due date based on the vendor profile.
⚠️ If you receive a Closed Period Warning: Enter today's date – AP will update the accounting period.

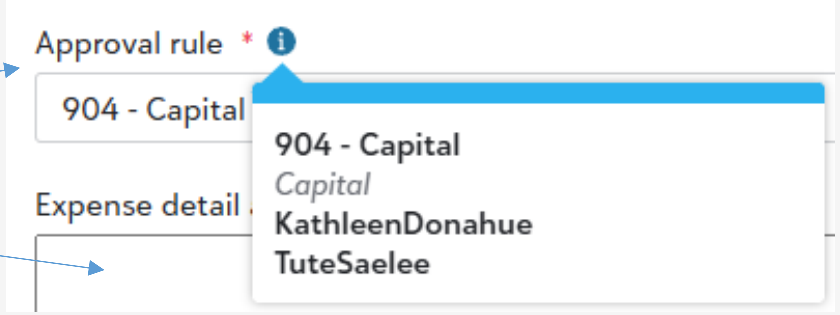


4

Your description should also be specific to the invoice's service or purchase. For example, if the invoice is for piano tuning for December 2025, use *Piano Tuning December 2025.*

Common Rules & Tips

5 Your Approval Rule drives who will approve the invoice in the workflow. Click on the info icon to see the approvers in your Approval Rule.

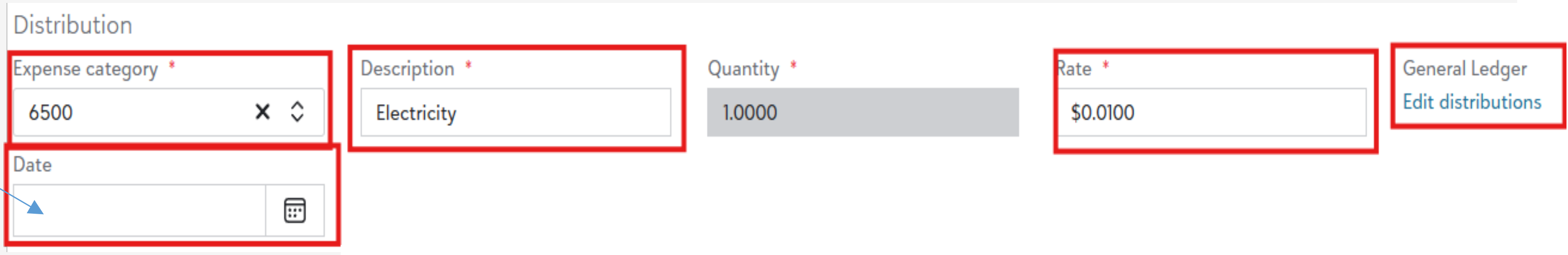


6 In the Expense Detail and Purpose field, you may include additional context necessary. There are more characters in this field than the Invoice Number and Description.

Confirm the Distribution Date

7 Why this matters: This drives the GL date

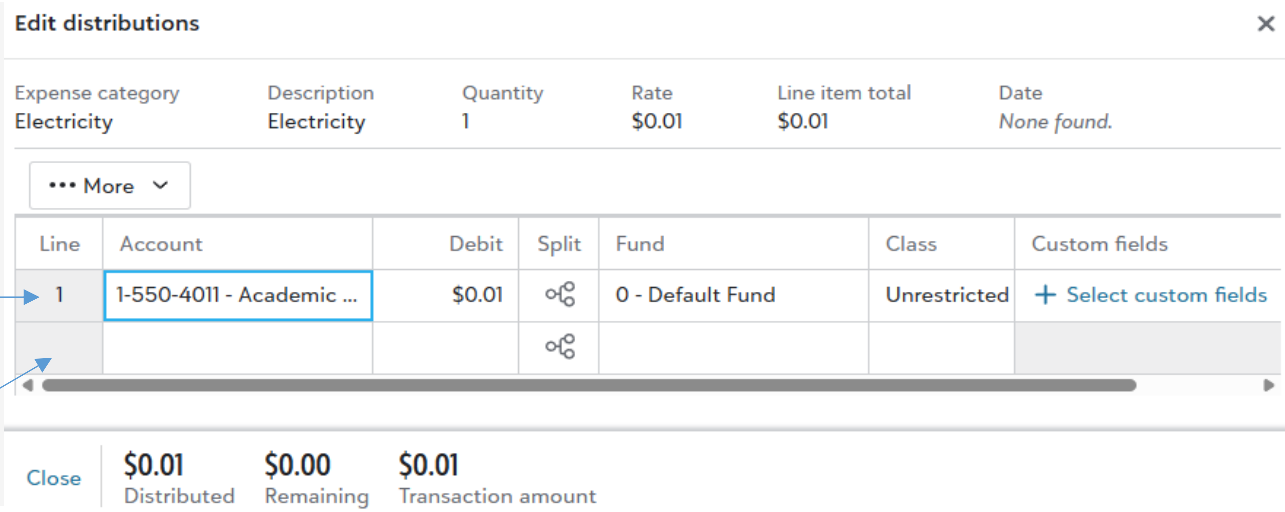
⚠ If you receive a Closed Period Warning: Enter today's date – AP will update the accounting period.



The Expense Category will auto-populate a description.
The Rate should equal the invoice amount being paid from your budget.

8
- Click Edit Distributions
- Enter the full account number using this format: **x-xxx-xxxx** *(1-approval rule-expense category).*
- Enter your Fund (typically *0 – Default Fund*)

⚠If you are allocating across multiple accounts click on the second line to enter and so on.



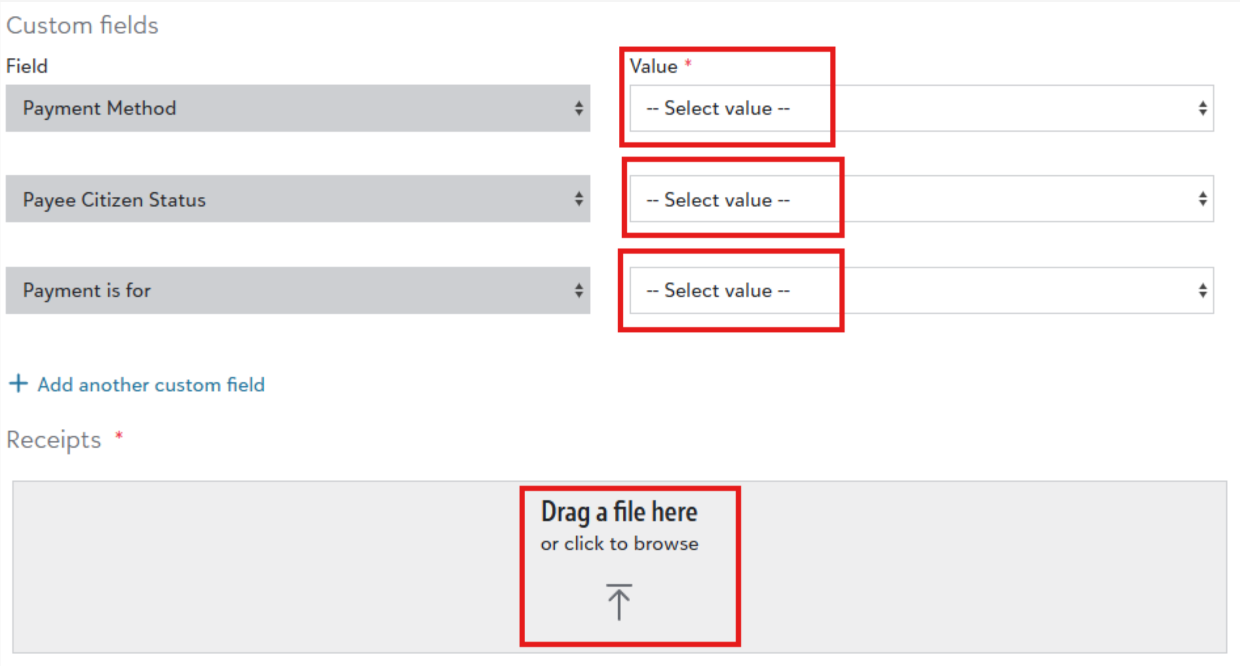
Submission & What Happens Next

9 Most of our vendors are set up to pay via ACH. As such, set Payment Method to ACH/EFT.

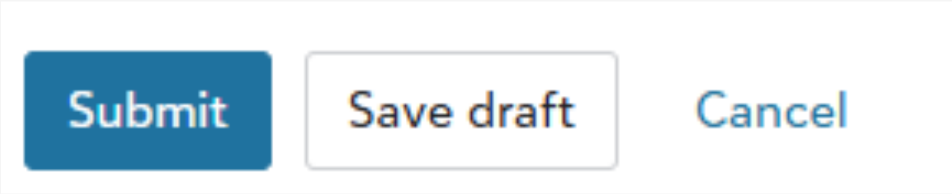
10 “Payee Citizen Status” and “Payment Is For” is to confirm the tax status. Self-assess who we are paying and select the option that best describes the payee’s tax status.

11 Attach the invoice that correlates to the transaction you are entering and all its corresponding support.

📌 For travel reimbursement, refer to the NEC Travel Policy for required documentation.



12 **After You Click Submit:**
Your invoice enters the approval workflow.
Approvers listed in your **Approval Rule** receive an email notification.
AP reviews and schedules payment after final approval.



Help & Contacts

Questions or Issues?
📧 AP@necmusic.edu
📞 (617) 585-1214
📩 tute.saelee@necmusic.edu