University of Illinois System

Invoices Training Document

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Overview

The Invoices application allows you (or a third party you are 'sharing' the application with) to create an Invoice for a specific Expense Purchase Order. Invoice Cost amounts are tracked in Work Breakdown according to status.

The Invoices app allows users to:

- Enter specific values against the schedule of values in the original Purchase Order
- Included approved Purchase Order Change Orders (POCOs)

To access the Invoices application, please open the Apps repository. Under the Cost Management suite of applications click on Expenses.

This will launch the Expenses Applications which will include:

- Contracts
- Change Requests
- Change Orders
- Pay Requests
- Purchase Orders
- Purchase Order Change Orders
- **Invoices**

Create an Invoice

1. To create a new Invoice, select the **Invoices** tab, then click the **New** button to open a new Invoice record

2. If any approved Purchase Order Change Orders exist, a second window will appear. Select any POCO to be included on the invoice

   a. Change orders that are grayed out have been included in a previous invoice

   b. Click Next and the Invoice window opens

3. Notice a new form on the right side of the screen

4. Populate the Date, Description, Parties involved, Banner Vendor Name, Banner Vendor Id and any other relevant fields

5. Enter the Payment Terms in the Remittance section

   a. The Remitted Date and Check Number should be entered once the invoice has been paid before the record is locked

6. To enter the relevant values against each SOV line item, navigate to the Items section.

   a. For each line-item, the PO/POCO details, Summary and Invoice details will be displayed

   b. The Qty, UOM and Unit Price should be entered for each applicable line-item

c.	The Summary Section updates the Amount Invoiced, Amount Remaining and % Billed automatically.

7.	Click the More icon ⬈ to the left of the Item Number to input additional fields related to the line-item

8.	When finished, click Done to go back to the main screen.

9.	Documents can be attached to the record under the References section. The user can either:
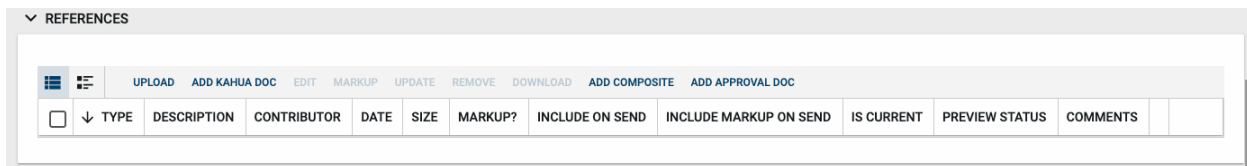
a.	Upload a document saved on their computer

b.	Add Kahua Doc to reference a document that is stored within Kahua's File Manager application

c.	Add Approval Doc which is used anytime a record is being routed for Review or Signature.

10.	Once all details have been filled out, click Save/Close

<u>Note</u>: Each invoice calculates totals based on the previous invoices. It is critical a user does not edit a prior invoice in a sequence once a subsequent invoice has been created. It is recommended to enter a corrective record to correct a prior invoice or 'back out' invoices as needed.

Invoice Action Buttons

Once the fields within the record have been completed and saved, the users can select from several actions:

- **Send** – Use messaging to send record details to others (NOT to be confused with a workflow)
- **Edit** – Update and maintain the record
- **View** – This action button displays the Portable View (document view)
- **Delete** – Select this action button to delete a record (typically permission based, so all may not see this)
- **History** – All updates/changes are tracked

Send

- Do not confuse **Send** with using the workflow buttons in any application
- Documents can be sent via a message within Kahua to either existing Kahua users or users outside of Kahua by entering their email address and clicking **Enter**
- The documents are treated as attachments, and the message can be copied to the **Communications** application by checking the box

Edit

- The record can be updated as needed during the process
- If the document is out for Review or Signature, **Edit** will not be available

View

- Records can be viewed as a Portable View in which a PDF version of the data is generated and can be printed out. Select the **PDF Icon** to generate a printable PDF version of the document

History

- The **History** action button provides details regarding all activity (Creation, Updates, Saves, etc.) performed on the record

- To see specific details related to the updates made, click the View Edit button

Approve an Invoice

1. As Invoices will be used as a form of Data Entry there are no Workflows Configured for the application
2. All Invoices will have to be Set to Billed Manually
   a. Please set the status manually by using the 'Set To' button at the bottom of the record
   b. The option to manually Set To Billed or Paid & Lock
3. The selection will determine where the values are on the Work Breakdown