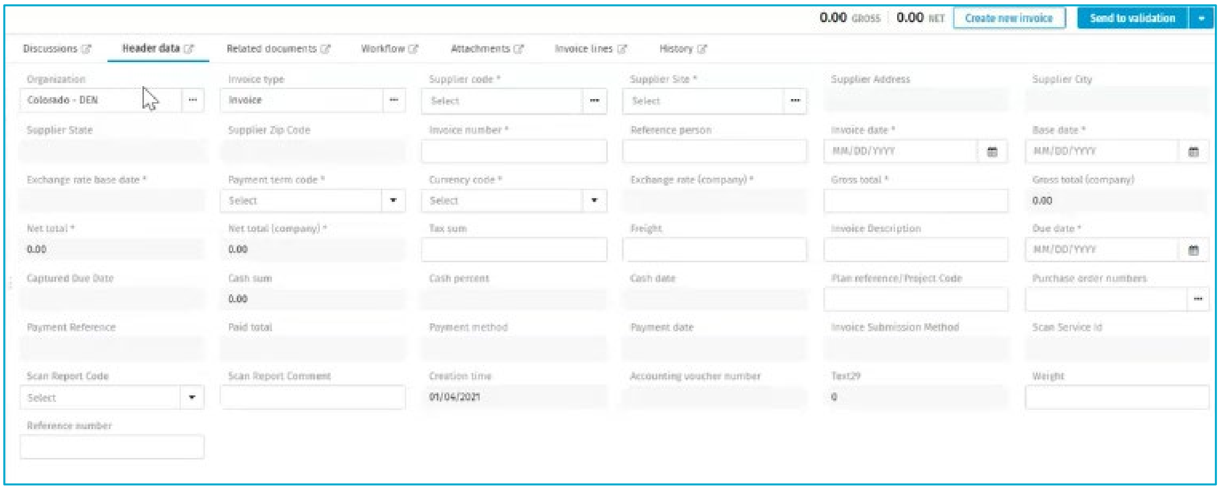
MANUALLY CREATE AN INVOICE

Creating an invoice in AP Pro:

- Click **Create invoice** below search > Select **Organization** from drop-down menu > Select **Invoice type** > Click **OK**.
- Click **Add image** to download the invoice image.
- Fill in all required data fields in the **Header data** tab.



Supplier code: Supplier IDs are automatically populated with supplier data and payment information. You can view the supplier code by typing in the ERP ID or supplier name.

Supplier site: If there are multiple locations for a supplier, designate the site for this supplier's invoice. A pop-up window will provide destination choices. **Address, payment terms, and payment method** will be automatically populated when site is designated. **Note:** Automatically populated fields are read-only.

Invoice date: Click on the calendar and select the invoice date. That will then automatically populate the **Base date** and the **Due date**. Base date will be the same date as the invoice date and the due date will be automatically populated based on the net terms.

Gross total: Invoice amount that is due.

Tax sum: Taxes recognized on the invoice.

Freight: Freight costs that are present on the invoice.

Invoice description: A description of what the invoice is for.

- Click the **Attachments** tab to attach supporting documents.
- Click **Save as draft** > Click **Send to validation**.
    - You can assign the invoice to yourself if the field did not automatically populate (when the invoice is only saved as a draft).

Note: Coding is not required and will be completed by the approver of the invoice. For information about coding, see *Coding an Invoice.*