Web Invoice
A Guide to Submitting Requests

1. Sign In
   Link: https://fewebinv.kennesaw.edu

2. Select Create New Invoice under the Activities tab

Note: When creating a request for a vendor, only one invoice can be included in each request. However, when submitting for reimbursement, multiple receipts can be included in a single request.
Web Invoice
A Guide to Submitting Requests

3. Requestor:
   a. Select (Search) next to Requestor

   Requestor: [Enter]

   b. Type in the Vendor Name, select search and then select the vendor to add them to the request

   ![Vendor Search](Image)

   Select Vendor Name to add to request

4. Approval Rule:
   a. Verify your Approval Rule

   ![Approval Rule](Image)

   [Description of Approval Rules]

   [List of Approval Rule Options]
Web Invoice
A Guide to Submitting Requests

5. **Document Date:**
   a. When the request is made in the **same month** as the invoice date, the **document date** is the **actual invoice date**.
   b. When the request is created using **multiple receipts**, the **document date** is the **latest date**.
   c. When the request is made in a **different month** than the invoice being submitted, the **document date** is the **first date of the current month**.

6. **Description Header:**
   a. Describe the expense in as much allowable detail capturing the essence of the request.

7. **Add Attachments:**
   a. New Vendor: W9 Form
   b. Meetings: Provide agenda and list of attendees
   c. Lectures: Provide a flyer or announcement
   d. Events: Flyer, invite and list of attendees
   e. Original Invoice – Remember the Foundation is not exempt from taxes. Therefore, any invoice submitted for payment must include the Georgia Sales Tax of 6%. Invoices submitted to the Foundation that do not apply Sales Tax should not be processed and are a violation of the State Law.
   f. Food: detailed restaurant receipt

8. **Expense Category:**
   a. Select ![Select](image) under **Expense Category**
   b. Select **search** under **find an expense category** and then select **Foundation General Expense**
Web Invoice
A Guide to Submitting Requests

c. Leave *date* blank

d. Type the total amount in the *rate* field

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0000</td>
<td>$76.0100</td>
</tr>
</tbody>
</table>


e. Select the *Not Distributed* link

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Rate</th>
<th>Line Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0000</td>
<td>$76.0100</td>
<td>Not Distributed</td>
</tr>
</tbody>
</table>


f. Select ![icon] under *Project*

Once you select ![icon] under *Project*, the below screen will appear. Click the *search* button to bring up a list of all projects listed under your login.

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Status</th>
<th>Type</th>
<th>Division</th>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
</table>
Web Invoice
A Guide to Submitting Requests

g. Once the list of projects appears, select the appropriate Project ID and then select OK.

9. Expense Detail:
   a. Describe in detail the expense. Be sure to address who, what, why, when and where. If the request appears vague, ambiguous or not clearly related to an institutional purpose, it will be returned for additional justification.

10. Attributes: DO NOT CHANGE ANY OF THE ‘ATTRIBUTE TYPE’ QUESTIONS
    a. Invoice Number:
       i. The number from the attached invoice. If there is no invoice number, you must assign it an identifier using letters and/or numbers. The only requirement to creating an invoice number is that you are consistent with the formatting. For instance, if you choose to use 3 letters and 2 numbers, please use this same format for all future invoices that do not have an invoice number.
    b. Change Required to Vendor Record:
Web Invoice
A Guide to Submitting Requests

i. Most of the time, you will select no. In the instance a change of address is submitted with the invoice, you would select yes.

c. Payment Type:
   i. Select the proper payment type from the drop-down list. The preferred method is Check – Mail to Vendor. If Check – hold for pick-up is selected, please provide a phone number in the expense detail/purpose for the vendor picking up the check.

d. Check Requires a Remittance Advice:
   i. Again, most of the time you will select no. However, in the instance the vendor requests a copy of the invoice, select yes.

11. Final Step
   a. Submit your request
Web Invoice
Appendix A – Submitting Multiple Receipts for Reimbursement

Instructions for Submitting a Reimbursement Through Web Invoice with **Multiple Receipts**

1. Follow steps 1-7 from *Web Invoicing- A Guide to Submitting Requests*

8. Expense Category:
   a. Select [ ] under *Expense Category*
   b. Select *search* under *find an expense category* and then select *Foundation General Expense*

![Find an Expense Category...](image)

<table>
<thead>
<tr>
<th>Expense Category ID</th>
<th>Expense Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining/ Bowen Gen Exp</td>
<td>General Expenses to be paid by Dining Hall/Bowen</td>
</tr>
<tr>
<td>Foundation Gen Exp</td>
<td>General Expenses to be paid by the Foundation</td>
</tr>
<tr>
<td>KSUF Housing Disb</td>
<td>General Expense to be paid by KSUF Housing Disb</td>
</tr>
<tr>
<td>Mileage</td>
<td>Mileage at current rate</td>
</tr>
<tr>
<td>Sport Park Gen Exp</td>
<td>General Expenses to be paid by Sports Park</td>
</tr>
<tr>
<td>UP II Bond</td>
<td>UP II Bond</td>
</tr>
<tr>
<td>UP II Disbursement</td>
<td>General Expenses to be paid by UP II Operating</td>
</tr>
</tbody>
</table>

   c. Leave date blank

![Expense Category](image)

<table>
<thead>
<tr>
<th>Line #</th>
<th>Expense Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foundation Gen Exp</td>
<td>General Expenses to be paid by the Foundation</td>
</tr>
</tbody>
</table>

   d. Type the total amount of all the receipts in the *rate* field.

![Quantity Rate](image)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0000</td>
<td>$76.0100</td>
</tr>
</tbody>
</table>

   e. Select the *Not Distributed* link

![Quantity Rate Line Item Total](image)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Rate</th>
<th>Line Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0000</td>
<td>$76.0100</td>
<td>Not Distributed</td>
</tr>
</tbody>
</table>
Web Invoice
Appendix A – Submitting Multiple Receipts for Reimbursement

f. If there are multiple receipts assigned to different projects, select Add under Edit Distribution. Continue to select Add to create a line for each project needing to be entered.

![Image of Edit Distribution screen]

Note: Changing the amount in this box will not automatically change the amount in the first line.

g. In the Amount box on the first line, enter the total amount associated with your first project. Changing the amount will not affect the Line Item Total on the first page. Repeat this for each added line – entering the amount associated with its project. Additionally, enter the same GL Account for each line.
Web Invoice
Appendix A – Submitting Multiple Receipts for Reimbursement

h. Once the **Amount** is entered, select ![Select Project Icon] under **Project**

Once you select ![Select Project Icon] under **Project**, the below screen will appear. Click the **search** button to bring up a list of all projects listed under your login.

i. Once the list of **projects** appears, select the appropriate **Project ID** and then select **OK**.
Web Invoice
Appendix A – Submitting Multiple Receipts for Reimbursement

j. Once a **project** and **amount** has been entered for each line, select **OK**.
   Note: The **Amount to Distribute** should equal 0

9. Follow the remaining steps from **Web Invoicing- A Guide to Submitting Requests** to complete your request