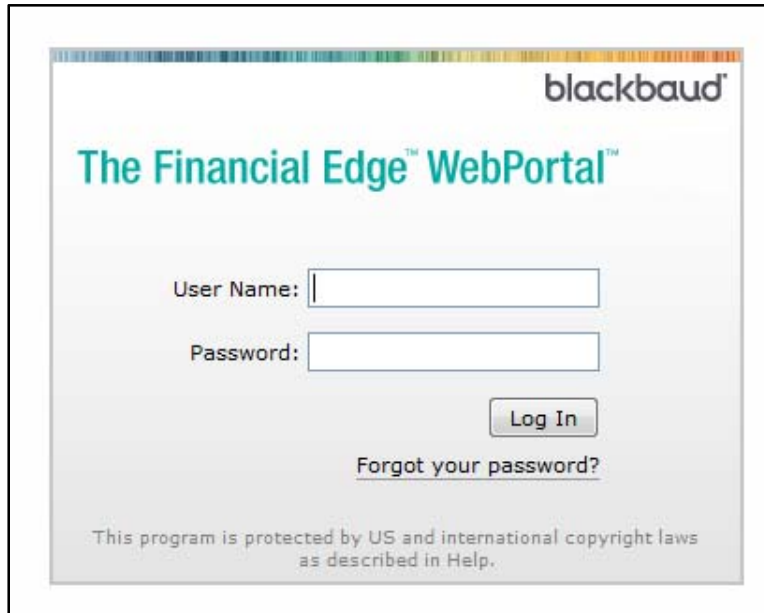


Web Invoice

A Guide to Submitting Requests

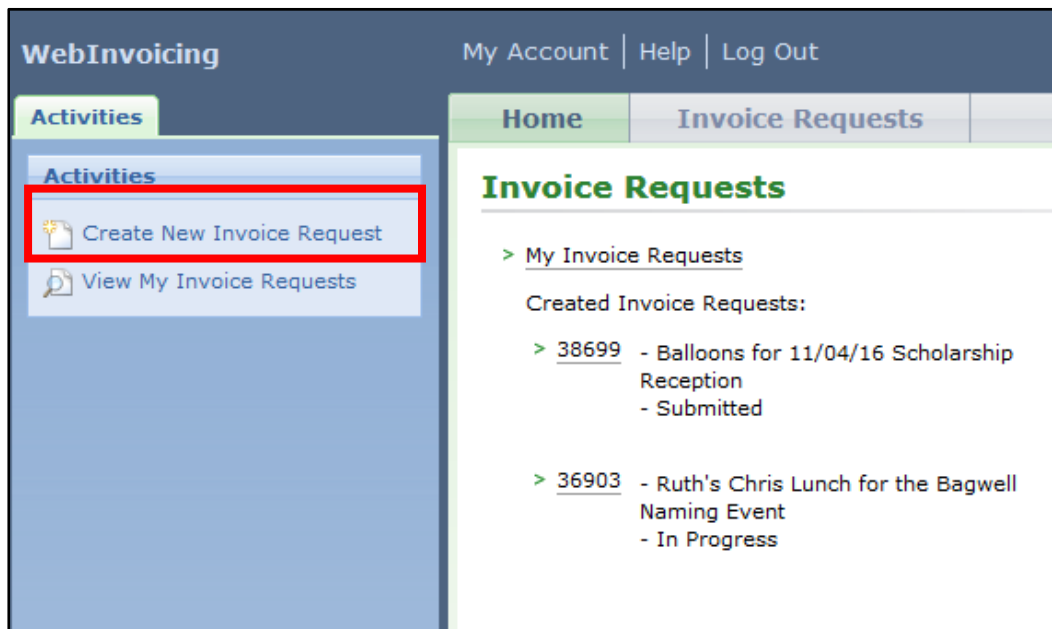
1. Sign In

Link: <https://fewebin.v.kennesaw.edu>



The screenshot shows the login page for Blackbaud's The Financial Edge WebPortal. At the top right is the Blackbaud logo. Below it, the title "The Financial Edge™ WebPortal™" is displayed in green. The login form consists of two input fields: "User Name:" and "Password:". Below the password field is a "Log In" button. A link for "Forgot your password?" is located below the button. At the bottom, a small disclaimer states: "This program is protected by US and international copyright laws as described in Help."

2. Select **Create New Invoice** under the **Activities** tab




The screenshot displays the WebInvoicing interface. The top navigation bar includes "WebInvoicing" on the left and "My Account | Help | Log Out" on the right. Below this, there are two tabs: "Activities" (highlighted in green) and "Invoice Requests". Under the "Activities" tab, there are two options: "Create New Invoice Request" (highlighted with a red box) and "View My Invoice Requests". The "Invoice Requests" tab is also visible, showing a list of "Created Invoice Requests" with details such as request numbers and descriptions.

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

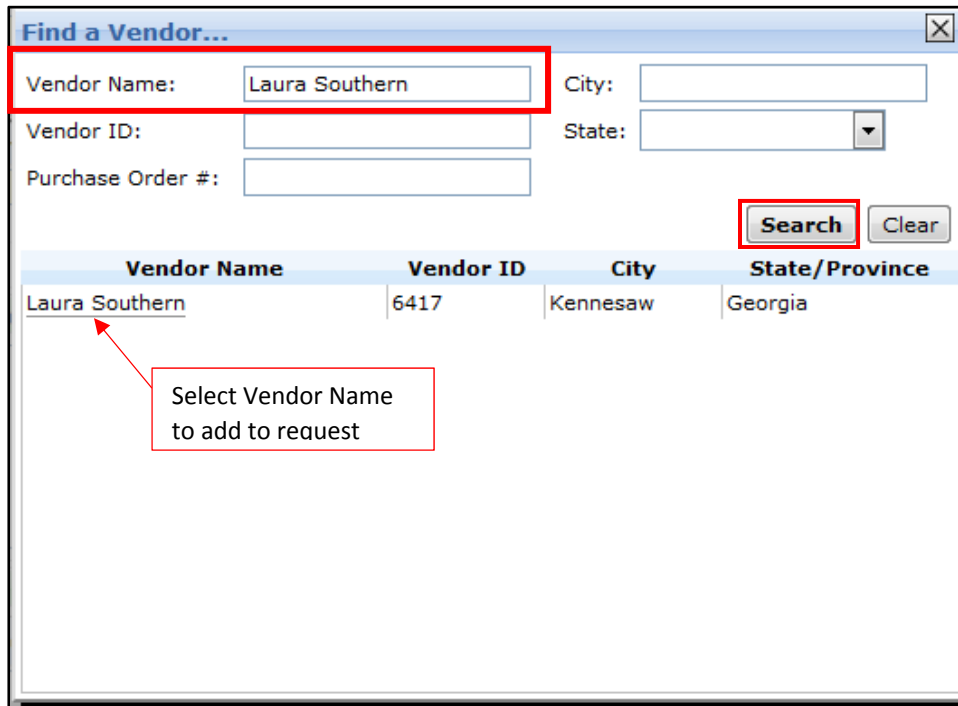
A Guide to Submitting Requests

3. Requestor:

- a. Select  (Search) next to **Requestor**

Requestor: 

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



Find a Vendor...

Vendor Name: City:

Vendor ID: State:

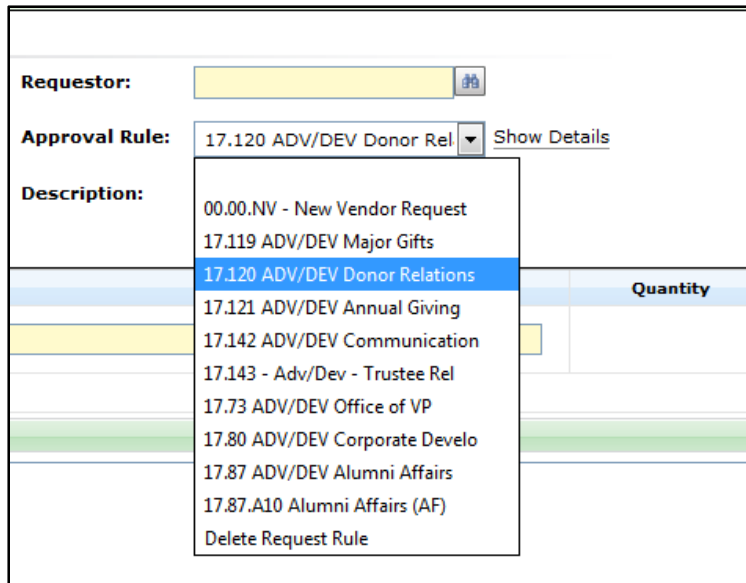
Purchase Order #:

Vendor Name	Vendor ID	City	State/Province
Laura Southern	6417	Kennesaw	Georgia

Select Vendor Name to add to request

4. Approval Rule:

- a. Verify your **Approval Rule**



Requestor:

Approval Rule: 17.120 ADV/DEV Donor Rel

Description:

- 00.00.NV - New Vendor Request
- 17.119 ADV/DEV Major Gifts
- 17.120 ADV/DEV Donor Relations**
- 17.121 ADV/DEV Annual Giving
- 17.142 ADV/DEV Communication
- 17.143 - Adv/Dev - Trustee Rel
- 17.73 ADV/DEV Office of VP
- 17.80 ADV/DEV Corporate Develo
- 17.87 ADV/DEV Alumni Affairs
- 17.87.A10 Alumni Affairs (AF)
- Delete Request Rule

Quantity

Web Invoice

A Guide to Submitting Requests

New Invoice Request

Created By: kbelang1 Requestor:

Status: Open Approval Rule: 17.120 ADV/DEV Donor Rel Show Details

Document Date: **Description:**

5. Document Date:

- When the request is made in the **same month** as the invoice date, the **document date** is the **actual invoice date**.
- When the request is created using **multiple receipts**, the **document date** is the **latest date**.
- 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:

- Describe the expense in as much allowable detail capturing the essence of the request.

7. Add Attachments:

- New Vendor: W9 Form
- Meetings: Provide agenda and list of attendees
- Lectures: Provide a flyer or announcement
- Events: Flyer, invite and list of attendees
- 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.
- Food: detailed restaurant receipt

8. Expense Category:

- Select  under **Expense Category**
- Select **search** under **find an expense category** and then select **Foundation General Expense**

Find an Expense Category...

Expense Category ID:

Expense Category Description:

Search

Expense Category ID	Expense Category Description
Dining/Bowen Gen Exp	General Expenses to be paid by Dining Hall/Bowen
Foundation Gen Exp	General Expenses to be paid by the Foundation
KSUF Housing Dis	General Expense to be paid by KSUF Housing Disb

Web Invoice

A Guide to Submitting Requests

c. Leave *date* blank

Line #	Expense Category	Description
1	Foundation Gen Exp	General Expenses to be paid by the Foundation
	Date: Leave blank	

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

Quantity	Rate
1.0000	\$76.0100


e. Select the *Not Distributed* link


Quantity	Rate	Line Item Total
1.0000	\$76.0100	
		Not Distributed


f. Select  under *Project*

Edit Distribution

Detail View

 Amount: \$76.01 GL Account: 030-5000

Add	Amount	Project
<input type="button" value="Add"/>	\$76.01	<input type="text"/> 

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

Find a Project...

Project ID: Division:

Project Description: Department:

Type: Location:

Status:

ID	Description	Status	Type	Division	Department	Location
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Web Invoice

A Guide to Submitting Requests

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

Find a Project...

Project ID: Division:

Project Description: Department:

Type: Location:

Status:

ID	Description	Status	Type	Division	Department	Location
10UEGRECOGN	Development - Donor Recognition	Active	06 - Unrestricted Budget	17 - University Development	73 - Vice President for University Advancement and Developme	02 - President's Cabinet
10UEGSOLICIT	Development - Donor Solicitation	Active	06 - Unrestricted Budget	17 - University Development	73 - Vice President for University Advancement and Developme	02 - President's Cabinet
A10ALUMEVENT	Alumni Events (Alumni)	Active	06 - Unrestricted Budget	17 - University Development	87 - Alumni Affairs	05 - University Support
A10BOARDS	Alumni Boards (Alumni)	Active	06 - Unrestricted Budget	17 - University Development	87 - Alumni Affairs	05 - University Support

Select the appropriate *Project ID*

Stop

IMPORTANT: If you are submitting for reimbursement and have multiple receipts allocated to different projects, please see appendix A for different instructions for steps f-g.

Stop

9. Expense Detail:

- 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

- Invoice Number:
 - 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.
- 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**.

Attributes		
Add	Attribute Type	Description
	A Invoice Number ▼	<input type="text"/>
	B Changes Requir ▼	<input type="text"/> ▼
	C Payment Type ▼	<input type="text"/> ▼
	D Check requires ▼	<input type="text"/> ▼


11. Final Step

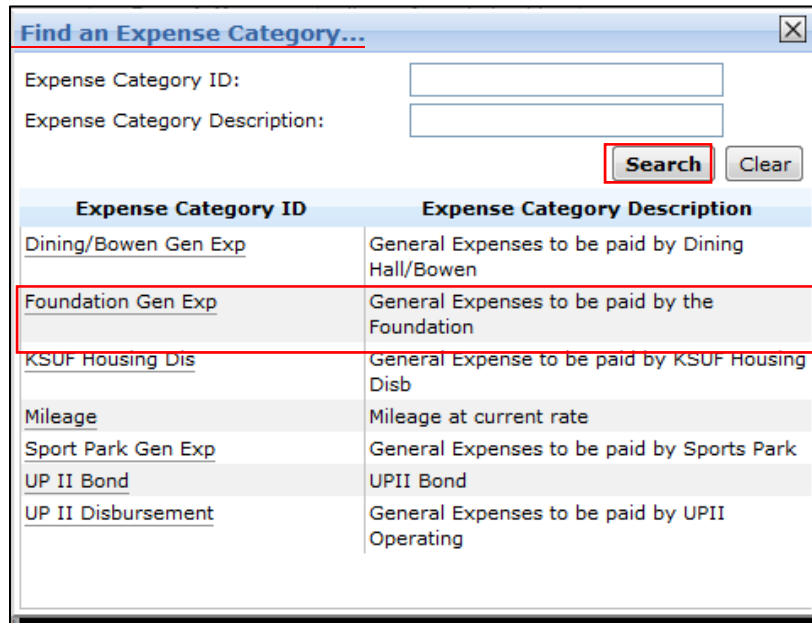
- a. Submit your request

Web Invoice

Appendix A – Submitting Multiple Receipts for Reimbursement

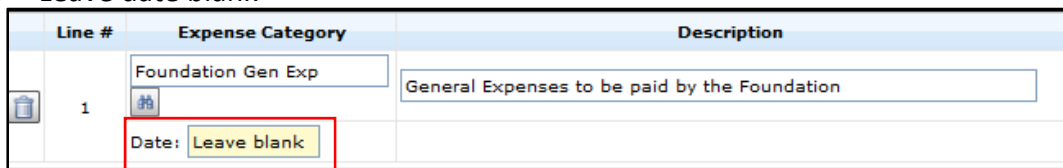
Instructions for Submitting a Reimbursement Through Web Invoice with Multiple Receipts

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*



Expense Category ID	Expense Category Description
Dining/Bowen Gen Exp	General Expenses to be paid by Dining Hall/Bowen
Foundation Gen Exp	General Expenses to be paid by the Foundation
KSUF Housing Dis	General Expense to be paid by KSUF Housing Disb
Mileage	Mileage at current rate
Sport Park Gen Exp	General Expenses to be paid by Sports Park
UP II Bond	UPII Bond
UP II Disbursement	General Expenses to be paid by UPII Operating

- c. Leave date blank



Line #	Expense Category	Description
1	Foundation Gen Exp	General Expenses to be paid by the Foundation
	Date: Leave blank	

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

Quantity	Rate
1.0000	\$76.0100

- e. Select the *Not Distributed* link

Quantity	Rate	Line Item Total
1.0000	\$76.0100	
		Not Distributed

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.

The screenshot shows the 'Edit Distribution' window with the following details:

- Buttons: Detail View, Add (highlighted), Distribute Evenly, Check Budget, Load Default Distribution
- Amount to Distribute: \$0.00
- Amount: \$100.00, GL Account: 030-5000, WI - General Expenses, Distribute Evenly
- Table with columns: Amount, Project, Class
- Row 1: Amount: \$100.00, Project: [empty], Class: Temporarily Restricted
- Buttons: Add, Distribute Evenly
- Buttons: OK, Cancel

- 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.

The screenshot shows the 'Edit Distribution' window with the following details:

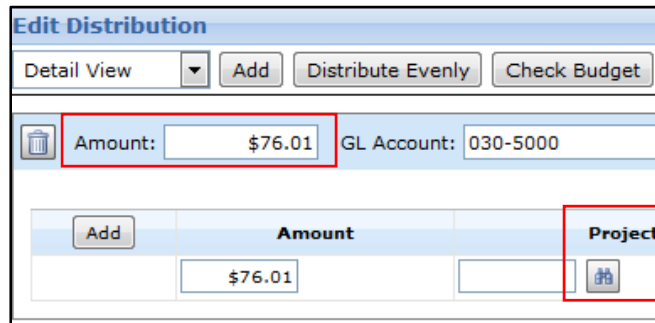
- Buttons: Detail View, Add, Distribute Evenly, Check Budget, Load Default Distribution
- Amount to Distribute: \$75.00
- Amount: \$25.00 (highlighted with a red box), GL Account: 030-5000, WI - General Expenses, Distribute Evenly
- Table with columns: Amount, Project, Class
- Row 1: Amount: \$25.00, Project: [empty], Class: Temporarily Restricted
- Buttons: Add, Distribute Evenly
- Buttons: OK, Cancel

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

Web Invoice

Appendix A – Submitting Multiple Receipts for Reimbursement

- h. Once the **Amount** is entered, select  under **Project**




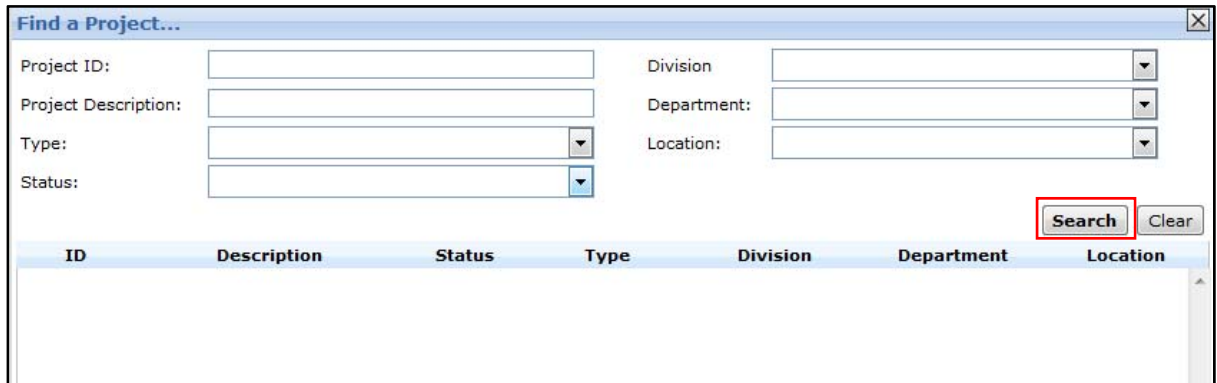
Edit Distribution

Detail View

Amount: GL Account:

Add	Amount	Project
<input type="button" value="Add"/>	<input type="text" value="\$76.01"/>	<input type="text" value="Project Icon"/>

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



Find a Project...

Project ID: Division:

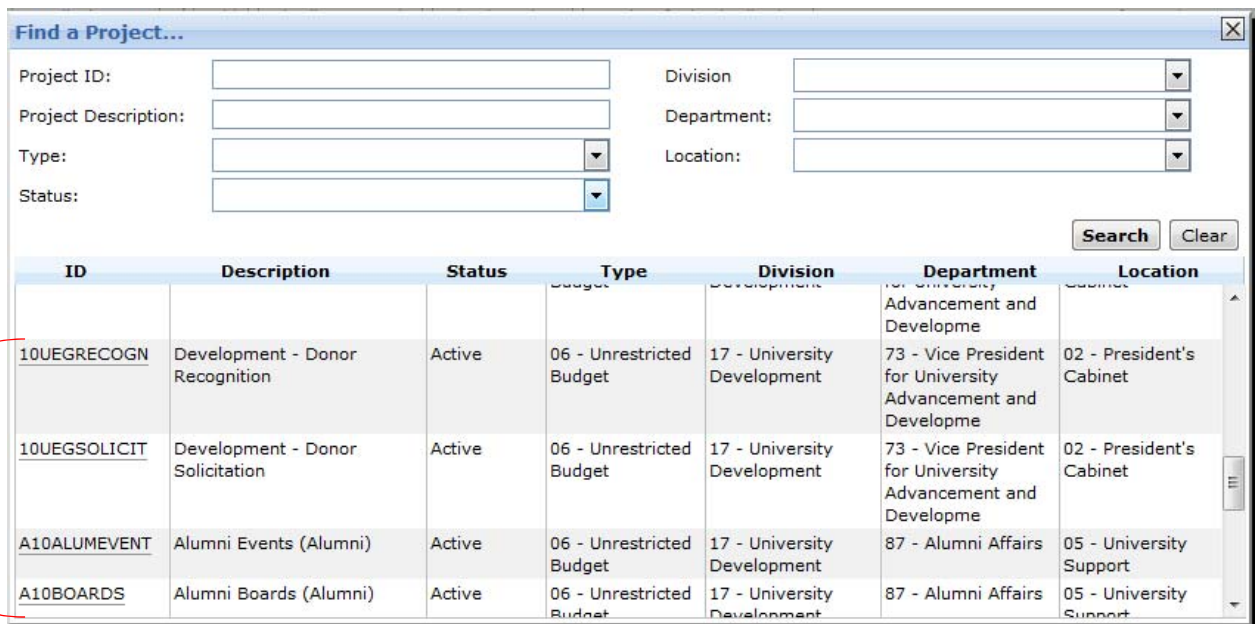
Project Description: Department:

Type: Location:

Status:

ID	Description	Status	Type	Division	Department	Location
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- i. Once the list of **projects** appears, select the appropriate **Project ID** and then select **OK**.



Find a Project...

Project ID: Division:

Project Description: Department:

Type: Location:

Status:

ID	Description	Status	Type	Division	Department	Location
10UEGRECOGN	Development - Donor Recognition	Active	06 - Unrestricted Budget	17 - University Development	73 - Vice President for University Advancement and Developme	02 - President's Cabinet
10UEGSOLICIT	Development - Donor Solicitation	Active	06 - Unrestricted Budget	17 - University Development	73 - Vice President for University Advancement and Developme	02 - President's Cabinet
A10ALUMEVENT	Alumni Events (Alumni)	Active	06 - Unrestricted Budget	17 - University Development	87 - Alumni Affairs	05 - University Support
A10BOARDS	Alumni Boards (Alumni)	Active	06 - Unrestricted Budget	17 - University Development	87 - Alumni Affairs	05 - University Support

Select the appropriate **Project ID**

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

The screenshot shows the 'Edit Distribution' window with the following details:

- Window Title:** Edit Distribution
- Buttons:** Detail View (dropdown), Add, Distribute Evenly, Check Budget, Load Default Distribution
- Amount to Distribute:** \$0.00
- Line 1:**
 - Amount: \$25.00
 - GL Account: 030-5000
 - Project: 10UEGRECC
 - Class: Temporarily Restricted
 - Amount to Distribute: \$0.00
- Line 2:**
 - Amount: \$50.00
 - GL Account: 030-5000
 - Project: JUEGOTHER
 - Class: Temporarily Restricted
 - Amount to Distribute: \$0.00
- Line 3:**
 - Amount: \$25.00
 - GL Account: 030-5000
 - Project: 10UEGSOLI
 - Class: Temporarily Restricted
 - Amount to Distribute: \$0.00
- Buttons:** OK (highlighted with a red box), Cancel

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