

AP Invoice Import Instructions For Departments

August 20, 2014

Updated: April 14, 2015, May 17, 2016

Using New Form: AP – Invoice Import (Preferred Method)

With Web or Unity Client

Instead of choosing Import Document, select New Form, AP – Invoice Import

The screenshot shows the OnBase web interface for the 'AP - Invoice Import' form. The left sidebar contains a 'New Form' menu with various options, including 'AP - Invoice Import' which is highlighted. The main form area is titled 'AP - Invoice Import' and 'EMPORIA STATE UNIVERSITY'. It contains several sections: 'Import info' with fields for UserID (POELMOTT), First Name (Patty), Last Name (Diemott), and Dept Manager UserID (GLARSON); 'Total Amount' and 'Vendor Invoice Number' fields; a 'Banner PO Number' dropdown; 'Vendor Name' and 'Vendor ID' fields; 'Street' fields (Street1, Street2, Street3) and 'City' field; 'State' and 'Zip' fields; and 'Fund', 'Prog', and 'Actv' dropdowns. A note explains that entering a PO number will pull vendor information from a Purchase Requisition. At the bottom, there is an 'Attachment Invoice' section with a button labeled 'Attach AP - Invoice...'.

This form will automatically put your UserID on the form. If you have a student scanning and you still want to be the “owner”, have the student key over their UserID and enter the UserID for whoever will “own” the form.

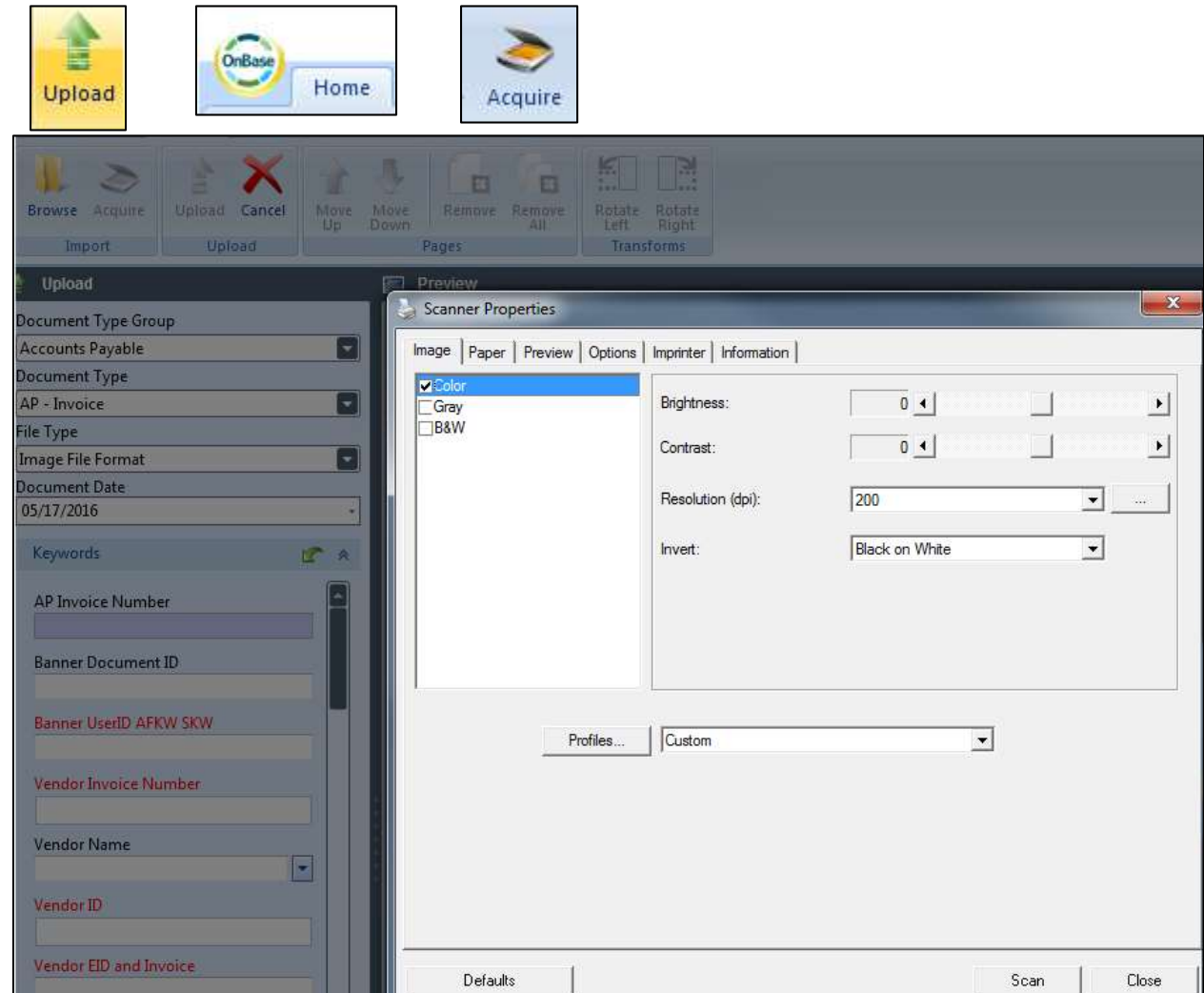
Total Amount and Vendor Invoice Number is required. If a PO Number is entered, the vendor boxes go away because that information will be pulled from the Purchase Requisition.

When all information has been entered, click Attach AP – Invoice to attach an invoice that has been saved to your computer. Once the form has been submitted, invoice processing will continue as it always has and the AP – Invoice Import form will be deleted as it is no longer needed.

Unity Client

Using Acquire – import without saving to your PC

To import an invoice using Acquire, click the **Upload** icon on the **Home** tab. Click the **Acquire** button, click **Scan**. Select Accounts Payable for the Document Type Group, AP – Invoice for the Document Type, then enter the appropriate keywords depending on whether you are importing an invoice with or without a PR.



If the document is already stored on your PC or you don't have a scanner attached, instead of using the Acquire button, click the Upload button.




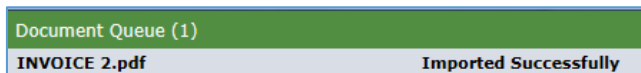
Web Client

Invoice without PR (click [here](#) to see an image)

Required Keywords

- **Banner UserID AFKW SKW** – UserID of the Office Manager (ex: chornet) for this invoice (will populate Banner first and last names and other demographic information)
- **Vendor Invoice Number**
- **Vendor ID** – EID for Vendor (from cheat sheet? From Banner?) (will populate Vendor Name)
- **Vendor ID and Invoice** – Enter both items as a double check that this invoice has not already been imported
- **Total Amount** – Total amount of this invoice – be sure to tab off of this field


Click the import button  at the bottom to import. Watch the top to see if successful.




Invoice with PR (click [here](#) to see an image)

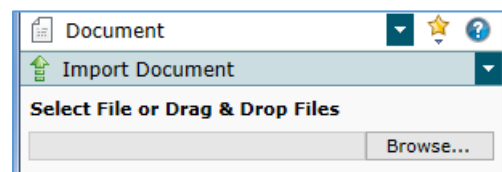
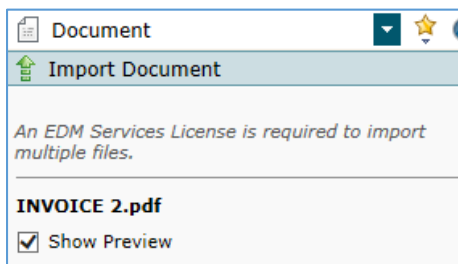
Required Keywords (other keywords will be pulled from the PR)

- **Banner Document ID** – PR999999 – Should be on the invoice
- **Banner UserID AFKW SKW** – UserID of the Office Manager (ex: chornet) for this invoice (will populate Banner first and last names and other demographic information)
- **Vendor Invoice Number**
- **Vendor ID and Invoice** – Enter both items as a double check that this invoice has not already been imported
- **Total Amount** – Total amount of this invoice – be sure to tab off of this field

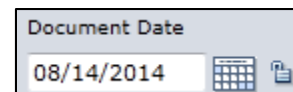
Click the import button  at the bottom to import. Watch the top to see if successful.


Web Client Tips, Tricks and Notes

- When you are done importing a document and ready to import another one, you still see the old document name and not a browse box. At the bottom of the panel, click this icon  to “Clear Imported Documents”. Now you can browse to select new file.



- Do not change the document date. It defaults to current date.
- If you import something incorrectly, call AP, #5209 to delete or fix.
- You could import invoices for other people, but you would not have access to retrieve these documents if they are outside your approval security.




- You will be importing an Invoice and that process creates an Invoice Approval form. If there is a Purchase Requisition (Banner Document ID) associated with the Invoice Approval, after you upload, all of the data from the PR is used to populate the Invoice Approval form.
- Even if an upload fails, documents may have been created. Please call AP. 
- After you enter a UserID tab, or for Vendor Name, enter partial name then click drop down. Verify the correct information in other related fields has auto-populated.
- PDF is the default format, but any format is acceptable. If you scan a paper invoice, it may import as an image file, which is fine.
- If the invoice does not have an invoice number:
 - **Subscription:** Use beginning date of the service (mmddyy)
 - **Reimbursements:** Use REIMB-mmddyy (of receipt) – each day of receipts must be imported separately!
 - **Anything else:** Use invoice date

OnBase (Thick) Client

Invoice without PR (Click [here](#) to see an image.)

Required Keywords

- **Vendor Invoice Number**
- **Banner UserID AFKW SKW** – UserID of the Office Manager (ex: chornet) for this invoice (will populate Banner first and last names and other demographic information)
- **Vendor ID** – EID for Vendor (from cheat sheet? From Banner?) (will populate Vendor Name)
- **Vendor ID and Invoice** – Enter both items as a double check that this invoice has not already been imported
- **Total Amount** – Total amount of this invoice – be sure to tab off of this field


To get started, click File, Import or click the import icon . After filling out the keywords, click the import button at the bottom to import. The import window disappears if the import was successful.



Invoice with PR (Click [here](#) to see an image.)

Required Keywords (other keywords will be pulled from the PR)

- **Banner Document ID** – PR999999 – Should be on the invoice
- **Banner UserID AFKW SKW** – UserID of the Office Manager (ex: chornet) for this invoice (will populate Banner first and last names and other demographic information)
- **Vendor Invoice Number**
- **Vendor ID and Invoice** – Enter both items as a double check that this invoice has not already been imported
- **Total Amount** – Total amount of this invoice – be sure to tab off of this field

Click the import  button at the bottom to import. The import window disappears if the import was successful.



Drag & Drop (Click [here](#) to see an image.)

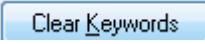
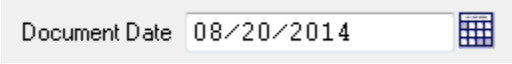
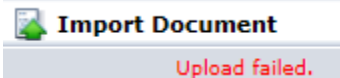

When you have a file stored on your computer, drag and drop it in the gray, open area of the OnBase Thick Client to automatically bring up the Import Document window. Fill out the keywords as described above.

Virtual Print Driver – VPD (Click [here](#) to see an image.)

When you are viewing a document on your computer, even an email attachment, if you have the Thick Client open, print your document then select the Hyland Software Virtual Printer in the Print dialog box.


Batch Scanning using a scanner (Call IT for setup and licensing.)

Thick Client Tips, Tricks and Notes

- You may need to clear keywords between imports. 
- Do not change the document date. It defaults to current date. 
- If you import something incorrectly, call AP, #5209 to delete or fix.
- You could scan invoices for other people, but you would not have access to retrieve these documents if they are outside your approval security.
- You will be importing an Invoice and that process creates an Invoice Approval form. If there is a Purchase Requisition (Banner Document ID) associated with the Invoice Approval, after you upload, all of the data from the PR is used to populate the Invoice Approval form.
- Even if an upload fails, documents may have been created. Please call AP. 
- Once you enter a UserID or Vendor ID and tab, verify the correct information is autofilled.
- PDF is the default format. If you have a digital invoice that is not in PDF format, please convert to PDF before importing/uploading. If you scan a paper invoice, it may import as an image file, which is fine.
- If the invoice does not have an invoice number:
 - **Subscription:** Use beginning date of the service (mmddyy)
 - **Reimbursements:** Use REIMB-mmddyy (of receipt) – each day of receipts must be imported separately!
 - **Anything else:** Use invoice date
- Virtual Print Driver changes any document to TIFF image format. Copy/paste is not possible from an image document.
- Technical Note: OnBase Client, Virtual Print Driver, and Oracle ODBC must be installed on the individual PC. 

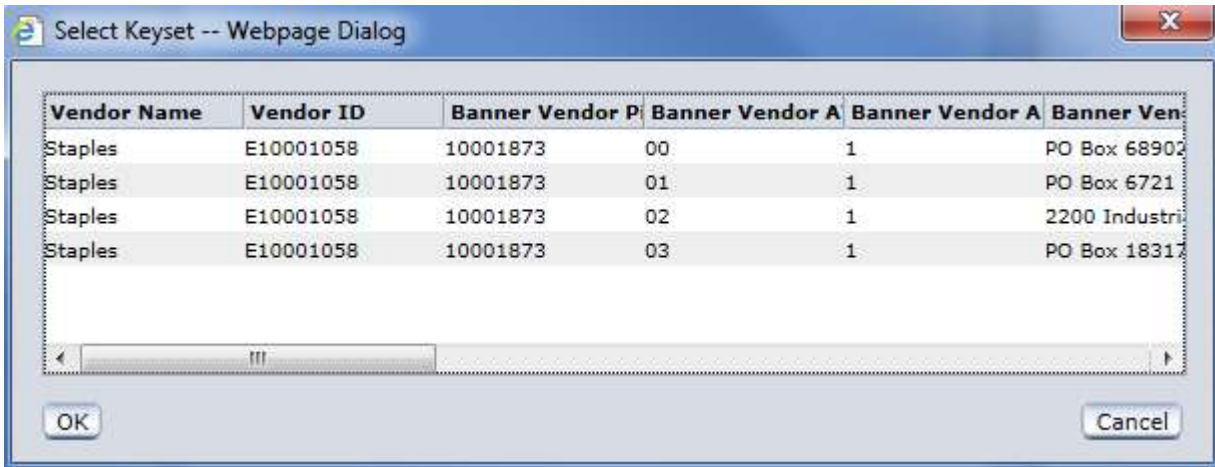
Vendor Search Tips

If you don't know the Vendor ID, you can search for the vendor name by typing part of the name in the Vendor Name field and clicking the drop down list.



A screenshot of a web form showing a search for 'Stapl' in the 'Vendor Name' field. A dropdown menu is open, displaying the following options: Doreen Staples, Paskill/Stapleton/Lord Staples, and Staples Advantage.

After selecting Staples in this example, a box containing all of the different address choices for Staples appears:

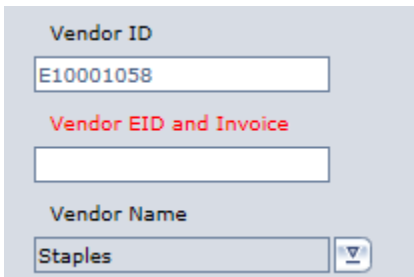


A screenshot of a dialog box titled 'Select Keyset -- Webpage Dialog'. It contains a table with the following data:

Vendor Name	Vendor ID	Banner Vendor P	Banner Vendor A	Banner Vendor A	Banner Ven
Staples	E10001058	10001873	00	1	PO Box 68902
Staples	E10001058	10001873	01	1	PO Box 6721
Staples	E10001058	10001873	02	1	2200 Industri
Staples	E10001058	10001873	03	1	PO Box 18317

The dialog box also features 'OK' and 'Cancel' buttons at the bottom.

Select an address and now the Vendor ID has auto-populated.



A screenshot of a web form showing the 'Vendor ID' field auto-populated with 'E10001058'. Below it is a red label 'Vendor EID and Invoice' followed by an empty text input field. At the bottom, the 'Vendor Name' field is set to 'Staples'.

Image of Web Client Import for Invoice without PR

Click [here](#) to return

https://minordev.emporia.edu/ - OnBase 14.0.

OnBase

MWALDEN | Log out

Document

Import Document

An EDM Services License is required to import multiple files.

TEST DOCUMENT.pdf

Show Preview

Document Type Groups
Accounts Payable

Document Types
AP - Invoice

File Type
PDF (.pdf)

Document Date
04/14/2015

AP Invoice Number

Banner Document ID

Banner UserID AFKW SKW
CHORNET

Vendor Invoice Number
999888
(XXXXXXXXXXXXXXXXXX)

Vendor Name
Dell Marketing L.P.

Vendor ID
E10088726
(A99999999)

Vendor EID and Invoice
E10088726999888

Total Amount
\$22.00

Urgent

Banner First Name

Type part of the Vendor Name, then click the drop down

The Vendor ID populates after you choose the Vendor Name

The name and demographic information autofills once the Banner UserID is populated.

Image of Web Client Import for Invoice with PR

Click [here](#) to return

https://minordev.emporia.edu/ - OnBase 14.0.2

OnBase

MWALDEN | Log out

Document

Import Document

An EDM Services License is required to import multiple files.

TEST DOCUMENT.pdf

Show Preview

Document Type Groups
Accounts Payable

Document Types
AP - Invoice

File Type
PDF (.pdf)

Document Date
04/14/2015

AP Invoice Number

Banner Document ID
PR999999

Banner UserID AFKW SKW

CHORNET

Vendor Invoice Number
999888

(XXXXXXXXXXXXXXXXXX)

Vendor Name
Dell Marketing L.P.

Vendor ID
E10088726

(A99999999)

Vendor EID and Invoice
E10088726999888

Total Amount
\$22.00

Urgent

Banner First Name
Corky

Enter the PR number – should be on the invoice

Type part of the Vendor Name, then click the drop down

The Vendor ID populates after you choose the Vendor Name

The name and demographic information autofills once the Banner UserID is populated.

Image of (Thick) Client Import for Invoice without PR. [Click here](#) to return.

Type part of the Vendor Name, then click the drop down

The Vendor ID populates after you choose the Vendor Name

The name and demographic information autofills once the Banner UserID is populated.

Image of (Thick) Client Import for Invoice with PR. [Click here](#) to return.

Import Document

File Path: W:\Onbase\Projects\Purchase Orders\Sample Docs\
 Append Page To Existing Document
 Delete File After Import

Document Type Group: << ALL >>
Document Type: AP - Invoice
File Type: PDF
Document Date: 11/06/2014

Keywords

AP Invoice Number:
Banner Document ID: PR000326
Banner UserID AFKW SKW: KSTAYSKA
Vendor Invoice Number: 123456
Vendor Name: Dell Marketing L.P.
Vendor ID: E10088726
Vendor EID and Invoice: E10088726123456
Total Amount: 22
Urgent:
Banner First Name: Kathy
Banner Last Name: Stayskal

Enter the PR number – should be on the invoice

The vendor name autofills once the Vendor ID is populated.

The Vendor ID populates after you choose the Vendor Name

The name and demographic information autofills once the Banner UserID is populated.

Image of Drag & Drop using the (Thick) Client Import. [Click here](#) to return.

Drag file to blank OnBase window, select Document Type, then complete keywords.

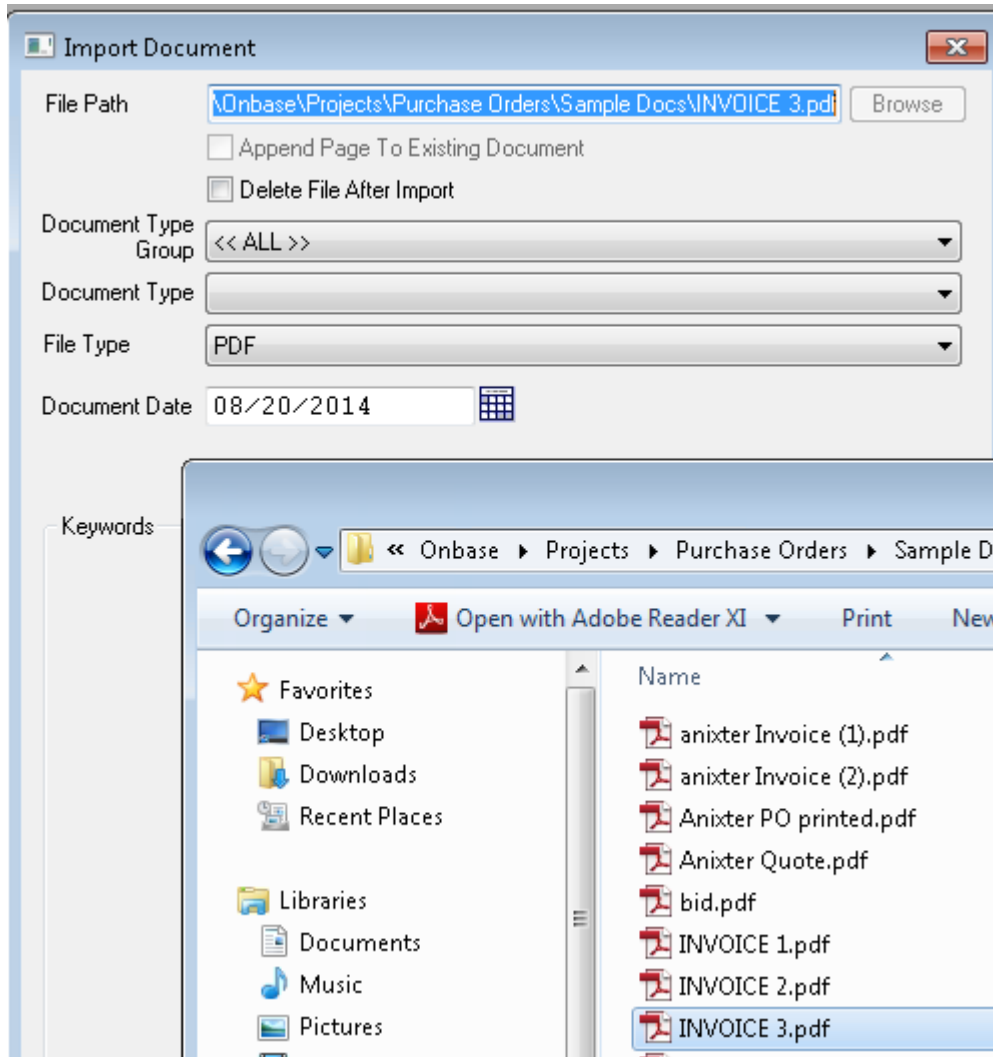
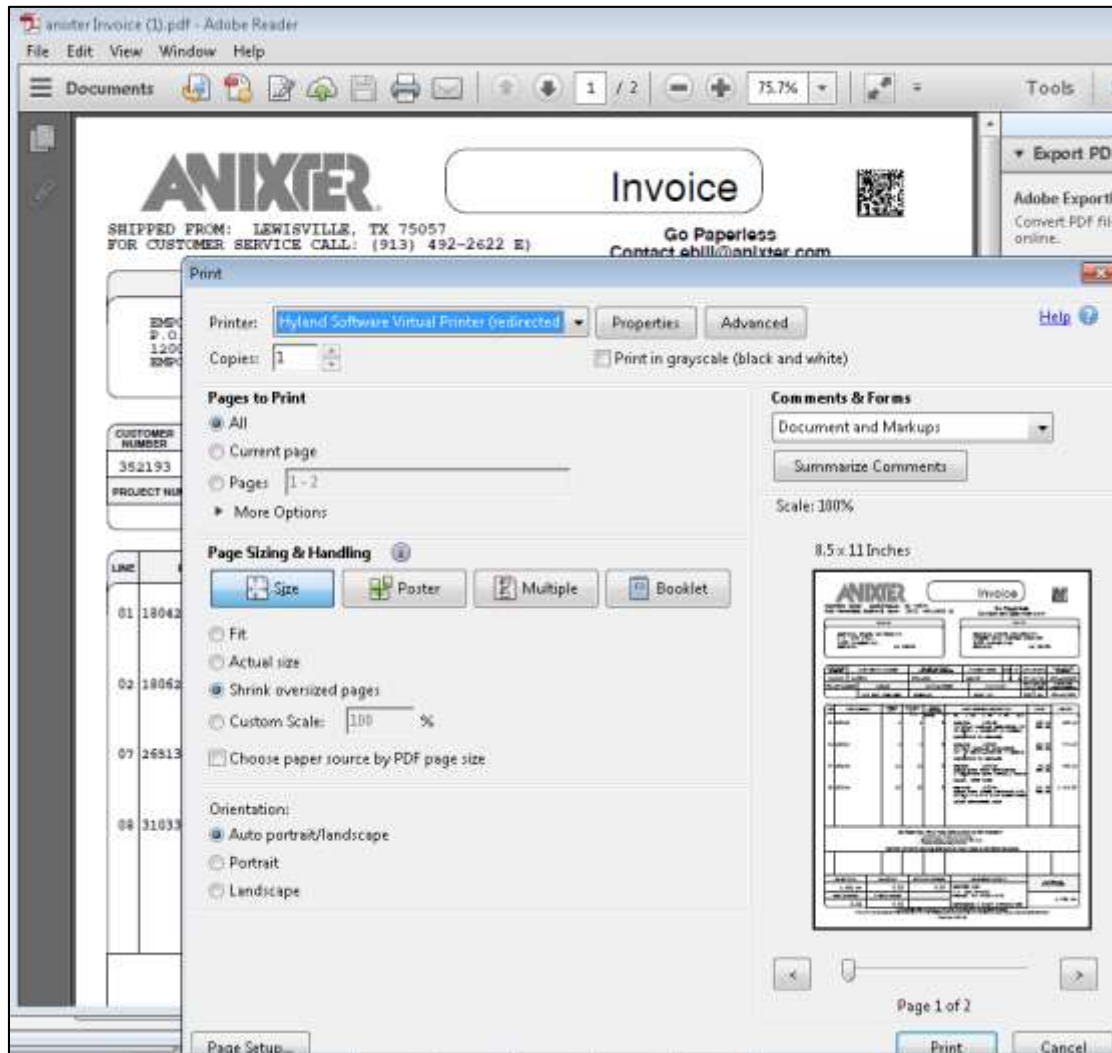


Image of Virtual Print Driver (VPD) using the (Thick) Client Import. [Click here to return.](#)



An import dialog box will appear.

