


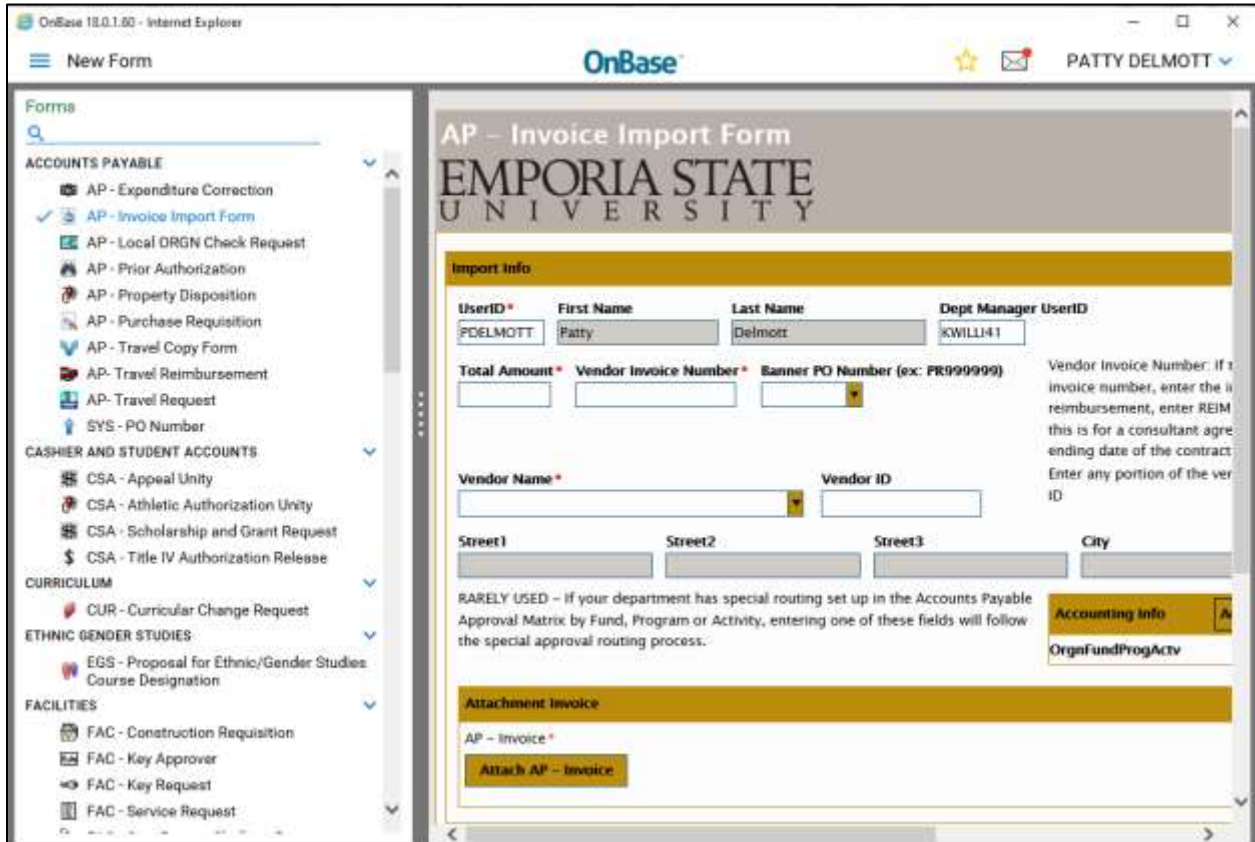
# AP Invoice Import Instructions

## For Departments

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

#### Web Client

Click the hamburger menu  at the top of the page, select **New Form**, then click **AP – Invoice Import Form**.



The screenshot displays the OnBase web client interface. On the left, a sidebar titled "Forms" lists various categories and their corresponding forms. The "ACCOUNTS PAYABLE" category is expanded, showing several forms, with "AP - Invoice Import Form" selected and highlighted. The main content area displays the "AP - Invoice Import Form" for "EMPORIA STATE UNIVERSITY". The form includes sections for "Import Info", "Accounting Info", and "Attachment Invoice". The "Import Info" section contains fields for "UserID\*", "First Name", "Last Name", "Dept Manager UserID", "Total Amount\*", "Vendor Invoice Number\*", "Banner PO Number (ex: PR999999)", "Vendor Name\*", "Vendor ID", "Street1", "Street2", "Street3", and "City". The "Accounting Info" section includes a field for "OrgnFundProgActv". The "Attachment Invoice" section shows a list of attachments, including "AP - Invoice\*" and "Attach AP - Invoice".

## Unity Client

Click **Forms**, then click **AP – Invoice Import Form**.

The screenshot shows the OnBase (Online) web application. The top navigation bar has a 'Forms' tab highlighted with a red box. The left sidebar shows a list of forms, with 'AP - Invoice Import Form' selected. The main content area displays the 'AP - Invoice Import Form' for EMPORIA STATE UNIVERSITY. The form includes the following fields:

- Import Info:**
- UserID \***: PDELMOTT
- First Name**: Patty
- Last Name**: Delmott
- Dept Manager UserID**: KWILLI41
- Total Amount \***: [Empty]
- Vendor Invoice Number \***: [Empty]
- Banner PO Number (ex: PR999999)**: [Empty]
- Vendor Invoice Number**: [Empty]

This form will automatically populate 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. **Dept Manager UserID** can also be keyed over if necessary.

Total Amount and Vendor Invoice Number is required. If a PO Number is entered, the vendor boxes disappear 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 **Import** 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.



The screenshot shows the OnBase 'Import' interface. At the top, there is a navigation bar with 'File', 'Home', and 'Import' tabs. Below this is a toolbar with icons for 'Browse', 'Acquire' (highlighted with a red box), 'Import', 'Cancel', 'Move Up', 'Move Down', and 'Remove'. The main area is titled 'Import' and contains several dropdown menus for configuration: 'Document Type Group' (Accounts Payable), 'Document Type' (AP - Invoice), 'File Type' (Image File Format), and 'Document Date' (02/26/2020). Below these is a 'Keywords' section with a list of input fields: 'AP Invoice Number', 'Banner Document ID', 'Banner UserID' (pre-filled with 'AFKW SKW'), 'Vendor Invoice Number', 'Vendor Name' (with a dropdown arrow), 'Vendor ID', 'Vendor EID and Invoice', and 'Total Amount'.

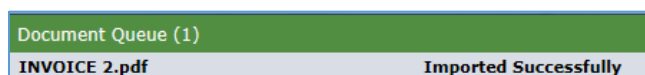
If the document is already stored on your PC either drag and drop the file or use the Browse button to navigate to the file, enter keywords, then click the Import button.

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** – If there will not be an invoice or the invoice does not have an invoice number, enter the invoice/receipt date: mmddyy. If this is for a reimbursement, enter REIMB-mmddyy, where mmddyy is the date of the receipt. If this is for a consultant agreement, enter CONSULT-mmddyy, where mmddyy is the ending date of the contract.
- **Vendor Name or EID** – Enter either the Vendor Name or the EID number (tab to autofill).
- **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)

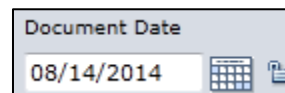
#### Required Keywords (other keywords will be pulled from the PR)

- **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** – If there will not be an invoice or the invoice does not have an invoice number, enter the invoice/receipt date: mmddyy. If this is for a reimbursement, enter REIMB-mmddyy, where mmddyy is the date of the receipt. If this is for a consultant agreement, enter CONSULT-mmddyy, where mmddyy is the ending date of the contract.
- **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.

## Tips, Tricks and Notes

- Do not change the document date. It defaults to current date.
- If you import something incorrectly, call AP, #5132 to delete or fix.
- 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.
- 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!
  - **Consultants:** Use CONSULT-mmddyy where mmddyy is the ending date of the contract.
  - **Anything else:** Use invoice date - mmddyy



## Drag & Drop

When you have a file stored on your computer, drag and drop it in the white, open area of the OnBase Web or Unity Client to automatically display the Import Document window. Fill out the keywords as described above.

## Virtual Print Driver – VPD

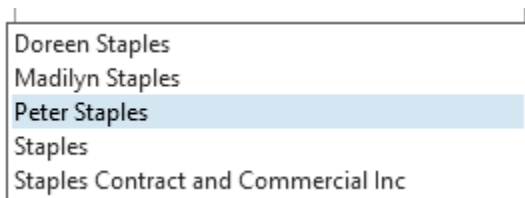
Install VPD by clicking [here](#), click Open, then double-click setup.exe. When you are viewing a document, if you have the Unity Client open, "print" the document and select the Hyland Software Virtual Printer in the Print dialog box.



Click Print, then an OnBase window will open where you select the document type and keywords as in the other examples.

## 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.



After selecting **Staples Contract and Commercial Inc** in this example, a box containing all of the different address choices for Staples appears:

Select Keyset					
Vendor Name	Vendor ID	Banner Vendor Pid	Banner Vendor AT\	Banner Vendor AD	Banner Vendor St
Staples Contract an	E10345995	10178319	00	1	Dept Dal
Staples Contract an	E10345995	10178319	01	1	500 Staples Dr
Staples Contract an	E10345995	10178319	02	1	39143 Treasury Ct
Staples Contract an	E10345995	10178319	03	1	PO Box 790322
Staples Contract an	E10345995	10178319	19	1	Staples Credit Pla
Staples Contract an	E10345995	10178319	20	1	PO Box 660409

<  >

OK Cancel


Select an address, click OK, and now the Vendor ID has auto-populated. If you don't know which address is correct, select the first choice.

Vendor Name
Staples Contract and Commercial Inc
Vendor ID
E10345995

## Image of Import for Invoice without PR

Click [here](#) to return

Web client:

 Import Document

Select File

Browse...

Import Settings

Document Type Groups

Accounts Payable

Document Types

AP - Invoice

File Type

Image File Format (.???)

Document Date

02/26/2020

KEYWORDS

AP Invoice Number

Banner Document ID

Banner UserID AFKW SKW

PDELMOTT

Vendor Invoice Number

1032332

Vendor Name

Gerald Schumann Electric, Inc.

Vendor ID

E10002959

(A99999999)

Vendor EID and Invoice

E100029591032332

Total Amount

\$1,500.00

Unity client:

↑ Import

Document Type Group

Accounts Payable

Document Type

AP - Invoice

File Type

Image File Format

Document Date

02/26/2020

Keywords

AP Invoice Number

Banner Document ID

Banner UserID AFKW SKW

PDELMOTT

Vendor Invoice Number

1032332

Vendor Name

Gerald Schumann Electric, Inc.

Vendor ID

E10002959

Vendor EID and Invoice

E100029591032332

Total Amount

1500

Type part of the Vendor Name, then click the drop down. The Vendor ID populates after you choose the Vendor Name.

## Image of Import for Invoice with PR

Click [here](#) to return

Web client:

Import Document

Select File

Browse...

Import Settings

Document Type Groups

Accounts Payable

Document Types

AP - Invoice

File Type

Image File Format (.???)

Document Date

02/26/2020

KEYWORDS

AP Invoice Number

Banner Document ID

PR999999

Banner UserID AFKW SKW

PDELMOTT

Vendor Invoice Number

1032332

Vendor Name

Gerald Schumann Electric, Inc.

Vendor ID

E10002959

(A99999999)

Vendor EID and Invoice

E100029591032332

Total Amount

\$1,500.00

Unity client

Import

Document Type Group

Accounts Payable

Document Type

AP - Invoice

File Type

Image File Format

Document Date

02/26/2020

Keywords

AP Invoice Number

Banner Document ID

PR999999

Banner UserID AFKW SKW

PDELMOTT

Vendor Invoice Number

1032332

Vendor Name

Gerald Schumann Electric, Inc.

Vendor ID

E10002959

Vendor EID and Invoice

E100029591032332

Total Amount

1500

Enter the PR number – it should be on the invoice. Type part of the Vendor Name, then click the drop down to select. The Vendor ID populates after you choose the Vendor Name