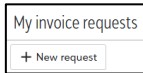


Entering Invoices in Blackbaud Financial Edge NXT

1. To enter invoices, go to **Expense Management** from the left menu bar. Click on **My invoice requests > New request:**



2. Enter **Vendor** name:



3. Enter the **Invoice number** exactly as it appears on the invoice. If an invoice number is unavailable use the date format YYYYMMDD:



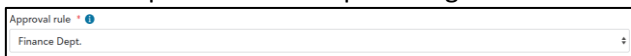
4. Enter the Invoice date exactly as it appears on the invoice:



5. Enter a short general **Description** to describe the expense:



6. Select the appropriate **Approval rule**. Approval rules determine the approval workflow based on departments or a specified grant.



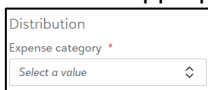
7. To view the approval workflow order click on the blue icon:



8. Enter a detailed description to provide the **Expense detail and purpose** of invoice:



9. Select the appropriate **Expense category** that closely matches the expense type:



10. Click *Select a value* to select an expense category.

Note the corresponding account number below the category which will be needed to complete the distribution coding:

11. Enter the invoice total or expense allocation total as the **Rate**:

12. If not visible show the distribution table by clicking the button to toggle **Distributions displayed**:

13. Enter the distribution coding:

Line	Account	Debit	Split	Project	Class	Grant/Contract	990 Category	The Raiser's Edge	Custom fields
1		\$125.25							+ Select custom fields

- Account – using the account code from the Expense category type the code and select the account with the appropriate department. The department number is 3-digits following the account number. *Note: grant-funded purchases are coded to department 900.*
- Project – enter the **Project ID** (if applicable); or enter 99999-DEFAULT. Project IDs are used to identify programs, student organizations, grants, or institutional events
- Class – use **Without Donor Restriction**, unless otherwise instructed.
- Grant/Contract – enter the **Grant** name (if applicable); or enter 99999-DEFAULT. A grant must be entered for all grant-funded purchases.

14. ATTACHMENTS REQUIRED FOR APPROVAL:

- General
 - Invoice (must include an invoice number, date, and amount due)
 - Supporting documentation, if applicable (calculation support, preapprovals, etc.)
- Grant-funded invoices
 - Invoice (must include an invoice number, date, and amount due)
 - A justification narrative explaining the purpose of the purchase is required
 - Details of work completed for the period (i.e. proposal, scope of work, etc.)

15. Click Submit to submit the invoice for approval and payment processing. Incomplete submissions may be **REJECTED** for correction, which will restart the approval process:

Splitting an invoice

16. To split an invoice between multiple departments or to allocate an invoice to multiple expense categories, click on **Add expense category**:

17. Repeat steps 9 - 14 using the second distribution table:

Distribution

Expense category *

Supplies

Description *

Supplies

Quantity *

1.0000

Rate *

\$125.2500

Line item total

\$125.25

Date

Distributions displayed

*** More

Line	Account	Debit	Split	Project	Class	Grant/Contract	990 Category	The Raiser's Edge	Custom fields
1	10-6390-101-00 - Supplies - Finance - Administration	\$125.25		99999 - Default	Without Don	DEFAULT	DEFAULT	DEFAULT	+ Select custom fields

Expense category *

Small Equipment

Description *

Small Equipment

Quantity *

1.0000

Rate *

\$100.0000

Line item total

\$100.00

Date

Distributions displayed

*** More