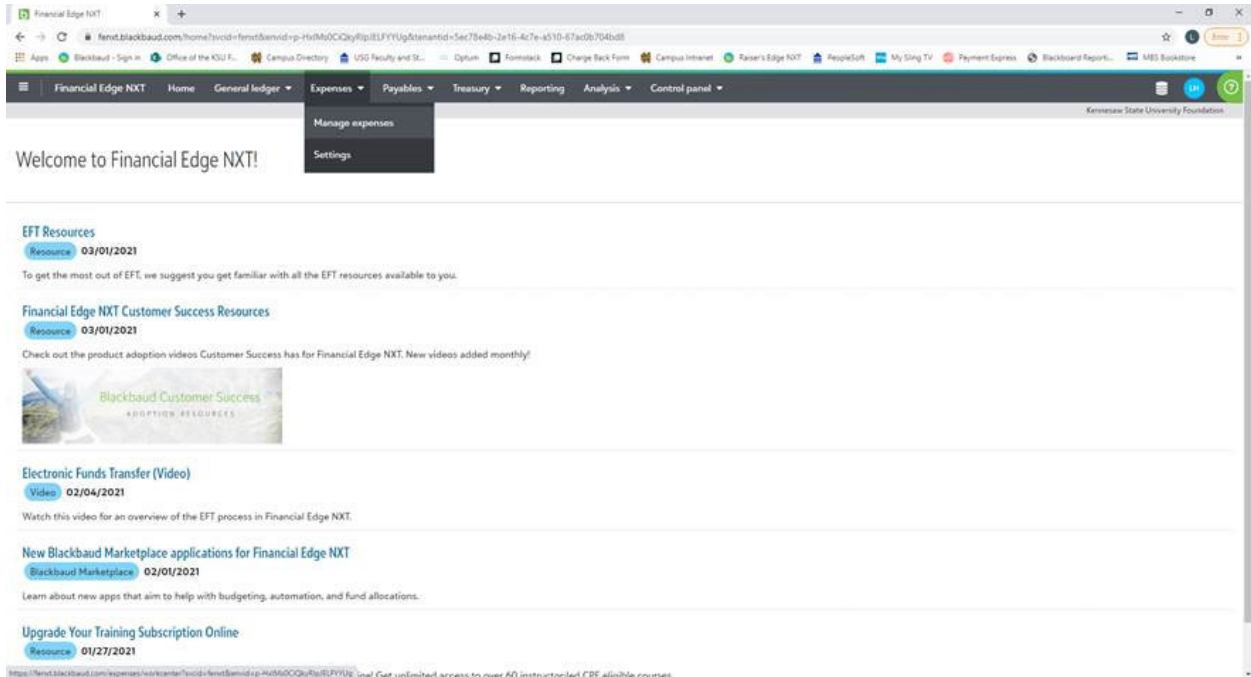
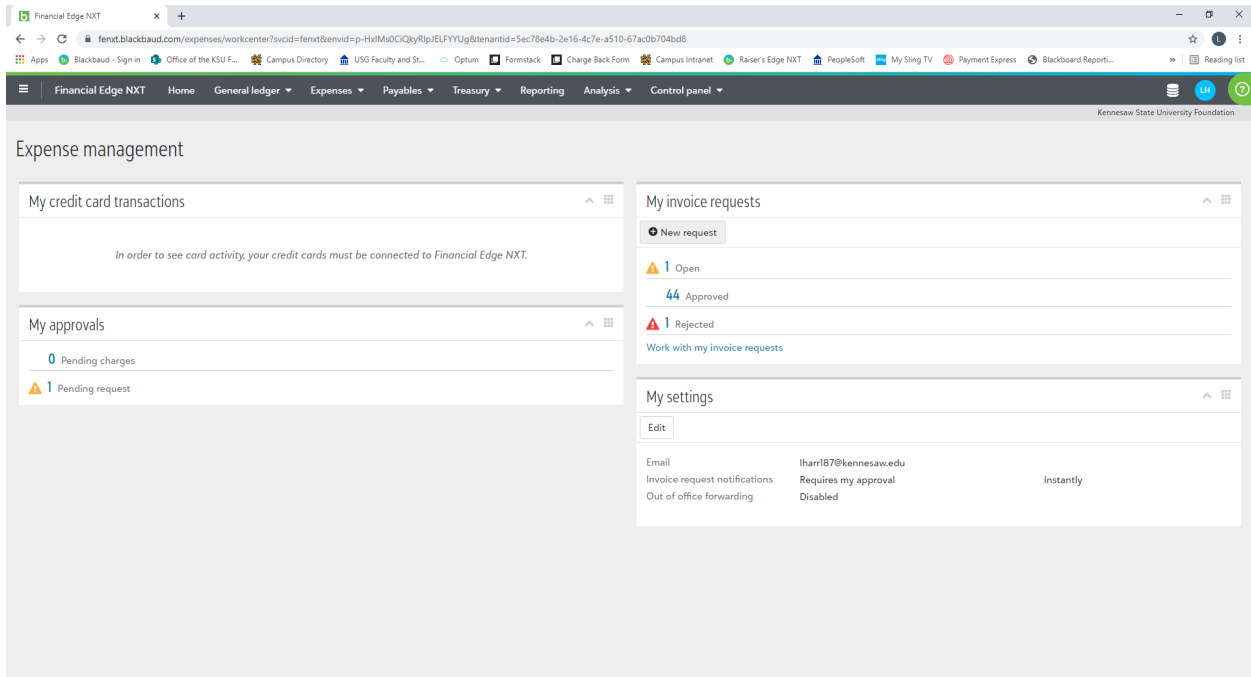


From the Financial Edge NXT home screen, hover over **Expenses** and click on **manage expenses**.



Under **My invoice requests**, click on **New request** to enter requests.



Fill in the Payee information

Financial Edge NXT

fenxt.blackbaud.com/expenses/workcenter?avcid=fenxt&sevid=p-H4M5dCQkyRlpjELFYUg&itenantid=Sec78e4b-2e16-4c7e-a510-67ac0b704bd8

Apps Blackbaud - Sign in Office of the KSU F... Campus Directory USG Faculty and St... Optum Formstack Charge Back Form Campus Intranet Raiser's Edge NXT PeopleSoft My Sling TV Payment Express Blackboard Report... Reading list

Add invoice request

Payee *

Enter or search for a Payee

Field is required

Invoice number Invoice date *

Description *

Approval rule *

Expense detail/purpose

Distribution

| Expense category * | Description * | Quantity | Rate * | Line item total | Date |
|--------------------|---------------|----------|--------|-----------------|------------|
| Select a value | | | \$0.00 | \$0.00 | MM/dd/yyyy |

Add expense category

Custom fields

| Field | Value * | Date | Comment |
|----------------|------------|------|----------|
| Invoice Number | Text value | Date | Comments |

Submit Save Draft Cancel

Payee: Enter vendor name

Invoice number: Enter invoice/receipt number

****Note: If there is no number on the receipt to use enter the transaction date as the invoice number, MMDDYYYY****

Invoice date: Enter invoice/receipt date

****Note: If receipt date is from prior months, enter the current date in this section****

Approval rule: Enter department's approval rule

Expense detail/purpose: Write brief explanation of purchase and purpose of event

Fill in Distribution

Financial Edge NXT

fenxt.blackbaud.com/expenses/workcenter?svcid=fenxt&envid=p-HslM50CQkYkjpJELFYUg&tenantid=5ec78e4b-2e16-4c7e-a510-67ac0b704bd8

Add invoice request

Expense category: Foundation Gen Exp | Description: General Expenses to be pa | Quantity: 1 | Rate: \$1.00 | Date: MM/dd/yyyy

Apply account distribution set | Distribute evenly | Delete all distributions

Account: 030-5000 | Debit: \$1.00 | Project: | Class: With Donor Restrictions | University Impact Code: | College Impact Code: | Management Fee:

Custom fields:

| Field | Value | Date | Comment |
|------------------------------------|--|------|----------|
| Invoice Number | Text value | Date | Comments |
| Changes Required to Vendor Record | <input type="radio"/> Yes <input type="radio"/> No | Date | Comments |
| Payment Type | -- Select value -- | Date | Comments |
| Check requires a Remittance Advice | <input type="radio"/> Yes <input type="radio"/> No | Date | Comments |

Attach receipt(s)

Drag a file here or click to browse

Paste a link to a file: Done

Submit | Save Draft | Cancel

Expense category: Select “Foundation Gen Exp” from dropdown

Rate: Enter dollar payment/reimbursement amount (\$)

****Note: Confirm tips for meal reimbursements are no more than 20%****

Account: 030-5000 is your default, do not change

Project: Enter selected project ID, which will auto populate (**DO NOT CLICK ON THE HOURGLASS**)

Class, University Impact Code, College Impact Code, and Management Fee can be left blank

Fill in Custom fields

Value: Re-enter invoice number, then tab over to **Date** and enter the actual invoice date

Change Required to Vendor Record: Select “No”

Payment Type: “Check – Mail to Vendor” or “Check – Hold for Pick-up”

Check requires a Remittance Advice: Select “No”

Upload (or drag) all supporting documents needed to fulfill payment

Click **Submit**