



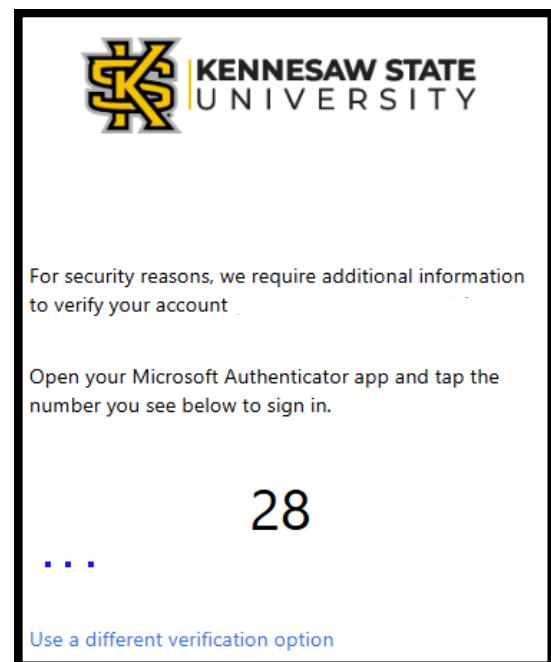
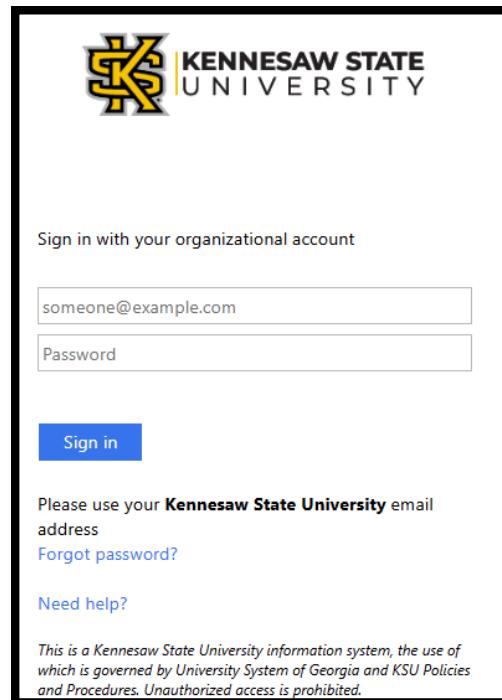
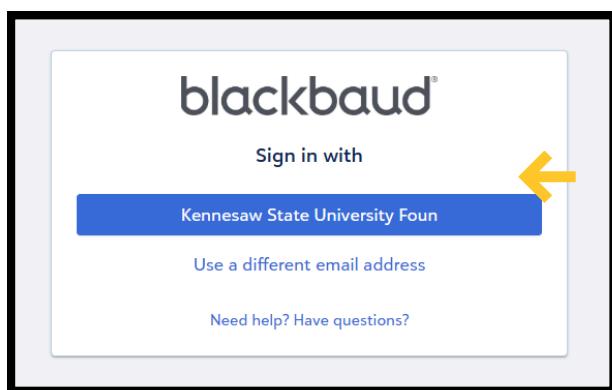
Expense Management

Financial Edge NXT

How to Login

Login

- New users will receive an invitation from Blackbaud with instructions on how to sign in.
- Go to <https://app.blackbaud.com/signin/> to access the sign-in page.
- Select Kennesaw State University Foundation.
- Log in using your Kennesaw State email address.
- Confirm your login through the Authenticator App.



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Expense Management

Financial Edge NXT

Invoice Request Submission Guide

Creating a New Request

- Click the **Expenses** tab on the left side of the home screen.
- Under My Invoice Request, select **New Request**

Financial Edge NXT

Home General ledger Allocations Budgets Expenses Payables Treasury Fixed assets Analysis Settings

Expense management

My credit card transactions

- 6 Open charges and credits
- 1554 Submitted charges
- 0 Rejected charges

Work with my charges

My invoice requests

- New request
- 1 Open
- 809 Approved
- 1 Rejected

Work with my invoice requests

Edit my settings

Edit settings

Email

Purchase request notifications None found.



Expense Management

Financial Edge NXT

Invoice Request Submission Guide

Add Invoice Request

Complete the highlighted fields:

- **Payee Information:** Auto-populates if the payee is already set up as a vendor with the Foundation. If not, refer to New Vendor Setup.
- **Invoice Number:** Enter the invoice or receipt number. If there are multiple receipts, use the oldest dated transaction for the invoice number (e.g., mmddyyyy).
- **Invoice Date:** If the date on the Invoice falls in the current month, use that date. If it's from the previous month, use the first day of the current month.
- **Description:** Give a brief description of the expense.
- **Approval Rule:** Select the approval rule for the department you intend to use.
- **Expense Detail and Purpose:** Provide a brief explanation of the purchase and the purpose of the event.

Add invoice request

Payee *

Enter or search for Payee

Approval rule *

Select approval rule

00.00.NV - New Vendor Request

01.02.00.00 BCOE - Deans

02.00.00.00 President's Office

02.01.00.00 - Staff Senate

03.04.00.00 University Events

04.02.170.00 - Ofc of the VP

04.02.171.00 - Ofc of Dev

04.02.172.00 - AAACE

04.02.172.01 - Annual Giving

04.02.174.00 - Adv Services

04.02.176.00 - Adv Bus Ofc

04.02.178.00 - Adv Operations

08.00.00.00 - Com & Marketing

09.00.00.00 - Legal Affairs

13.00.00.00 - VP for Research

14.03.00.00 - Other RE

Delete Request Rule

Foundation

Foundation General

Invoice number

If there is no invoice or receipt number, use the
oldest transaction date instead.

Invoice date *

If the invoice date falls in the current month,
enter that date. If it's from the previous month,
use the first day of the current month.

Description *

Brief description

Approval rule *

Select the approval rule for the department you intend to use

Expense detail and purpose

Detailed description:

Provide a detailed explanation for each expense describing how the expenditure directly benefits the University, college, or department, and how it aligns with the donor's original intent (if applicable).



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Invoice Request Submission Guide

Distribution

Complete the highlighted fields:

- Expense Category:** Select Foundation General Exp from the dropdown menu.
- Rate:** Enter the total amount of the invoice or reimbursement. Note: Tips are reimbursable up to 20%.
- Date:** Enter the actual invoice date or, if there are multiple transactions, use the date of the oldest one.
- Confirm that Distributions Displayed is selected.



Distribution

Expense category *	Description *	Quantity *	Rate *	Line item total	Date
Select a value			Total Amount	\$0.00	Invoice date

Foundation Gen Exp

General Expenses to be paid by the Foundation
030-5000

After you select the expense category, the description and quantity will auto populate.

Distribution

Expense category *	Description *	Quantity *	Rate *	Line item total
Foundation Gen Exp	General Expenses to be paid by the Foundation	1.0000	\$1.0000	\$1.00

... More ▾

Line	Account	Debit	Split	Project	Class	University Impact Code	College Impact Code
1	030-5000 - WI - General Exp...	\$1.00	0:0	Select Project	With Donor Restrictions		
			0:0	Find in this list			
			0:0	10ADV-BUSOFF Advancement Business Office			
			0:0	10AGIV-GENRL Annual Giving - General			

- Account:** All departments use 030-5000
- Project:** Select the project code for the department you intend to use.



Expense Management

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Invoice Request Submission Guide

Custom Fields

Complete the highlighted fields:

- **Value:** Enter the invoice or receipt number.
- **Date:** If the receipt date is from a prior month, enter the first day of the current month. Ensure this matches the date entered under distributions.
- **Payment Type:** Select either, Check – Mail to Vendor, or Check - Hold for Pickup.

Custom fields

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

+ Add another custom field

Receipts *

Drag a file here or click to browse

-- Select value --

Check - Mail to Vendor

Check - Hold for Pick-up

Bank Draft - Wire

Bank Draft - Other

Credit Memo

Requisition to trustee

Credit Card

Link to a file

Done



Expense Management

Financial Edge NXT

Invoice Request Submission Guide

Attachments

Combine all documents into a single PDF before uploading. Photos or screenshots in JPG, PNG, or any other image format are not acceptable

- Receipts:** Upload the following based on the payment or reimbursement type:
 - Receipts/Invoices: Scanned copies of the detailed, itemized receipt showing the total transaction (including a tip of 20% or less), or a detailed vendor invoice with sales tax included.
 - Reimbursements: If the cardholder's name is not on the receipt, provide either:
 - A photo of the card showing only the name and last four digits, OR
 - A bank statement showing only the relevant transaction(s), cardholder's name, and last four digits.
- Events/Meetings:** Attach an agenda, itinerary, brochure, calendar invite, or announcement that shows the purpose and details of the activity.
- Attendee List:** Include all attendees and indicate their relationship to KSU (e.g., Faculty, Staff, Student, Donor, Board Member, Consultant). You may also provide an email invitation listing all recipients or a calendar invite showing the invited guests
- Vendor Agreements:** Provide a copy of any agreement or contract between the University and an outside vendor for goods or services rendered.
- Brand Approval:** Include documentation for items featuring the KSU logo.
- How to Upload:** Click "Drag a file here or click to browse" to upload your PDF.

[+ Add another custom field](#)

Receipts *



Drag a file here
or click to browse



Link to a file

Done

- Click Submit**

Submit

Save draft

Cancel

\$0.00

Distributed

\$0.00

Remaining

\$0.00

Transaction amount