



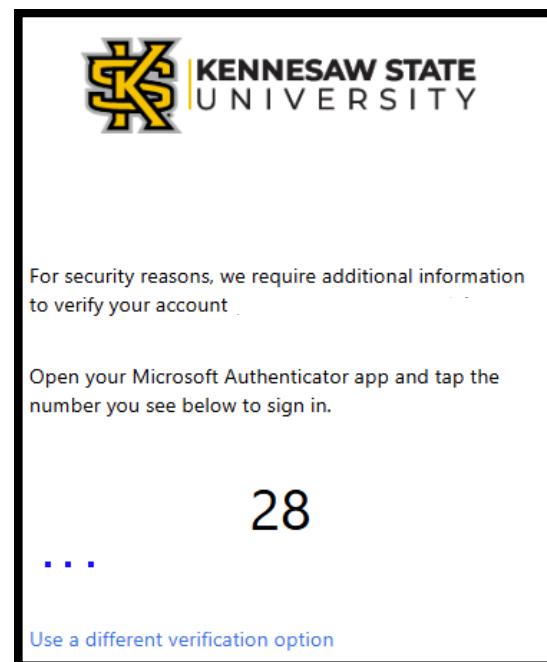
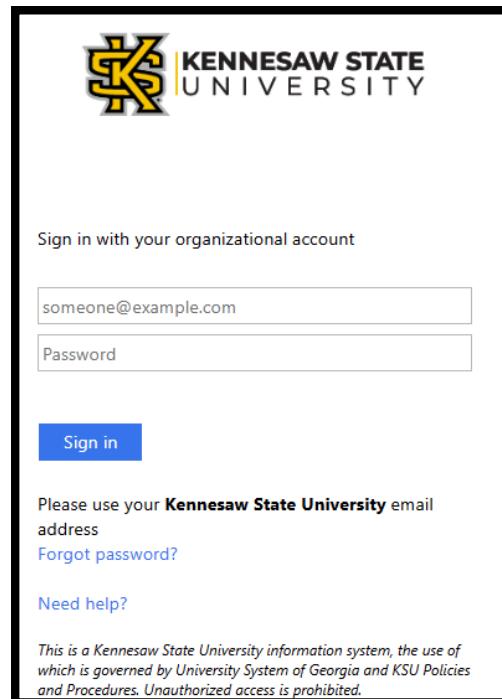
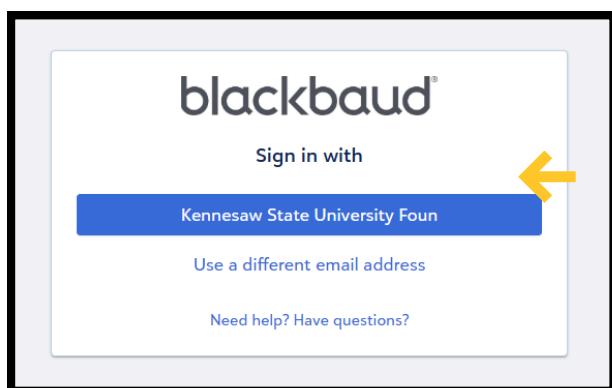
Expense Management

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

New Vendor Request

Creating a New Request

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

The screenshot shows the Financial Edge NXT home screen. On the left, a navigation sidebar is open, showing the following menu structure:

- Home
- General ledger
- Allocations
- Budgets
- Expenses** (highlighted with a yellow background)
- Payables
- Treasury
- Fixed assets
- Analysis
- Settings

The main content area is titled "Expense management". It contains two main sections: "My credit card transactions" and "My invoice requests".

My credit card transactions:

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

My invoice requests:

- New request** (highlighted with a yellow background and a black arrow pointing to it)
- 1 Open
- 809 Approved
- 1 Rejected

Work with my invoice requests

Edit my settings

Email

Purchase request notifications

None found.



Expense Management

Financial Edge NXT

New Vendor Request

Add Invoice Request

Complete the highlighted fields:

- **Payee Information:** Enter and select ***NEW VENDOR*** - 5453
- **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).
- **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:** Enter and select 00.00.NV - New Vendor Request
- **Expense Detail and Purpose:** Provide a brief explanation of the purchase and the purpose of the event.

Add invoice request

Payee *	Payee *
<input type="text" value="Enter or search for Payee"/> 	<input type="text" value="***NEW VENDOR***"/> 
<p> Field is required.</p>	
Invoice number	Invoice date *
<p>If there is no invoice or receipt number, use the oldest transaction date instead.</p>	<p>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.</p>
Description *	
<input type="text" value="Brief description"/>	
Approval rule * 	Approval rule * 
<input type="text" value="00.00.NV - New Vendor Request"/> 	<input type="text" value="Select approval rule"/> 
Expense detail and purpose	
<p>Detailed description:</p> <p>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).</p>	



Expense Management

Financial Edge NXT

New Vendor Request

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

↓ Distributions displayed

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 Fo...	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	00	Select Project	With Donor Restrictions		

- Account:** All departments should use 030-5000.
- Project:** Enter your department's project ID.

Find in this list

- 10ADV-BUSOFF
Advancement Business Office
- 10AGIV-GENRL
Annual Giving - General
- 10ANLRETREAT
Foundation Annual Retreat
- 10ANNLDINNER
Annual Dinner



Expense Management

Financial Edge NXT

New Vendor Request

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.
- **Changes Required to Vendor Record:** Select Yes.
- **Date:** Enter current date
- **Comment:** Type New Vendor
- **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 checked="" type="radio"/> Yes <input type="radio"/> No	Date	New Vendor
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

Link to a file

Done

↑

-- Select value --

Check - Mail to Vendor

Check - Hold for Pick-up

Bank Draft - Wire

Bank Draft - Other

Credit Memo

Requisition to trustee

Credit Card



Expense Management

Financial Edge NXT

New Vendor Request

Attachments

- **Attachment name:** Provide the vendor's W-9 in PDF format, uploaded separately.
- **Attachment type:** Select W-9

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, 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.
- **Click Submit**

Drag a file here
or click to browse

irs-form-w9.pdf (89 KB)

Word
Excel
PowerPoint
Adobe
Scanned Image
W-9
W-9

Submit Save draft Cancel

\$0.00 Distributed \$0.00 Remaining \$0.00 Transaction amount



Expense Management

Financial Edge NXT

New Vendor Request - Rejected

Notifications to keep you updated on your submissions.

- Under Edit my settings, select **Edit settings**

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



Expense Management

Financial Edge NXT

New Vendor Request - Rejected

Edit my settings

Complete the highlighted fields:

- Invoice request notifications:** Check the Active box
- Frequency:** Select Instantly. You'll receive an email notification when your New Vendor Request submission is rejected.

Edit my settings

Email *

Invoice request - Default approval rule

Purchase request - Default approval rule

Distribution

... More ▾

Line	Account	Percent	Split	Project

Credit card notifications

Select which notifications you want to receive and how frequently.

Active	Notification	Frequency
<input checked="" type="checkbox"/>	Credit card charge received final approval	Weekly
<input checked="" type="checkbox"/>	Credit card charge rejected	Instantly

Invoice request notifications

Select which notifications you want to receive and how frequently.

Active	Notification	Frequency
<input checked="" type="checkbox"/>	Invoice request received final approval	Weekly
<input checked="" type="checkbox"/>	Invoice request rejected	Instantly

←



Expense Management

Financial Edge NXT

New Vendor Request - Rejected

Rejected

- After you receive the email about the rejected submission, click the link in the email to access the expense.
- Click the **Expenses tab** on the left side of the home screen.
- Under My Invoice Request, select **Rejected**

Financial Edge NXT

Kennesaw State University Foundation

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

Expense management

My credit card transactions

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Work with my charges

My invoice requests

- New request
- 1 Open
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- 1 Rejected

Work with my invoice requests

Edit my settings

- Edit settings
- Email
- Purchase request notifications



Expense Management

Financial Edge NXT

New Vendor Request - Rejected

Rejected

Change the highlighted fields:

- **Payee Information:** Change the Payee name to the new vendor.
- **Approval Rule:** Update the approval rule to the department you intend to use.

Add invoice request

Payee *

Enter or search for Payee



⚠ Field is required.

Invoice number

Invoice date *

 i

Description *

Approval rule * i



Expense Management

Financial Edge NXT

New Vendor Request

Custom Fields

- **Changes Required to Vendor Record:**
 - **Change to:** No
- **Date:** Remove the date
- **Comment:** Delete the comment
- **Click Submit**

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 Use the format MM/DD/YYYY.	Comment
Payment Type	-- Select value --	Date Use the format MM/DD/YYYY.	Comment
Check requires a Remittance Advice	<input type="radio"/> Yes <input checked="" type="radio"/> No	Date Use the format MM/DD/YYYY.	Comment

[+ Add another custom field](#)

Receipts *

Drag a file here or click to browse	Link to a file
<input type="button" value="↑"/>	<input type="button" value="Done"/>



<input type="button" value="Submit"/>	<input type="button" value="Save draft"/>	<input type="button" value="Cancel"/>	\$0.00	\$0.00	\$0.00
Distributed	Remaining	Transaction amount			