

Submitting Invoice Payments

Purpose: To outline steps for submitting Invoice Payments. Invoice Payments include honorariums, refunds, non-employee reimbursements, subscriptions and memberships.

Note: The individual or entity receiving the Invoice Payment must be listed as a supplier in Bronco Hub. Incorrect supplier information will result in rejection and cancellation of the submitted Invoice Payment. Run the [Supplier Search](#) to confirm the supplier is currently set up in Bronco Hub.

Step 1: Log in to Bronco Hub

Begin by signing in to **Bronco Hub** from my.boisestate.edu.

Step 2: Access My Organization tab of Bronco Hub

Access **My Organization** from the top navigation section of Bronco Hub.

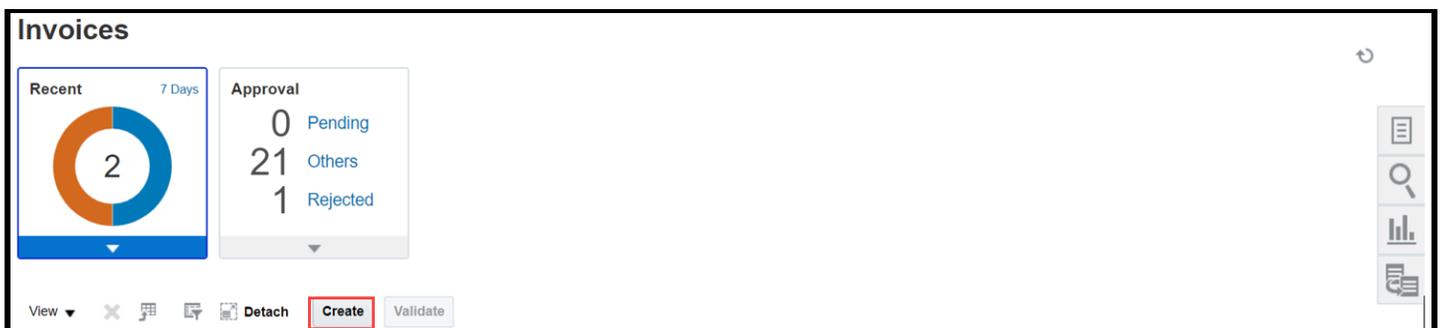
Step 3: Access the Invoices Module

Click the **Invoices** icon.



Step 4: Create Invoice

Click **Create**.



Invoices

Recent 7 Days
2

Approval
0 Pending
21 Others
1 Rejected

View [dropdown] [Close] [Grid] [List] [Detach] **Create** Validate

Step 5: Enter Invoice Header Information

Identifying PO: Leave blank

Business Unit: Enter **IDBSU**

Supplier: Click the magnifying glass in the Supplier field. In the next window, type the Supplier name and click "Search". Select the correct supplier from the search results then click "Ok". [Click the "Advanced" button in the upper left hand corner to expand search options].

To ensure timely payments, all vendors/suppliers should have an active account in PaymentWorks.

Prior to moving forward with the invoice payment process, search for the vendor as outlined in [step 6 of the Inviting a Vendor to PaymentWorks job aid](#). If you aren't able to locate the vendor in PaymentWorks, send them an invitation as outlined in the linked job aid.

Supplier Site: Auto-populates based on the supplier selection. Note: If supplier has multiple addresses, click the chevron to the right of Supplier Site and select the address listed on the supplier Invoice.

If the address from the supplier is not listed in Bronco Hub, send an email to P2P_Suppliers@boisestate.edu with the supplier name and new address. If a supplier is a state agency, government agency, university, county, city or other supplier that has multiple divisions and addresses, just send an email to P2P_Suppliers@boisestate.edu with the supplier name and attach a copy of the invoice with the new address. Do not request a Substitute W-9 form from the vendor/supplier.

Invoice Group: Leave blank.

Invoice Number: Enter number from invoice. For invoices without a number use the [Numbering Convention](#) outlined by Procurement and Vendor Services. If you are submitting an Invoice Payment that was previously rejected and canceled, use the original invoice number and end with an "R".

Amount: Enter the amount from invoice.

Type: Leave as default "Standard".

Business Purpose: Enter a detailed business purpose for the transaction.

Note: Add any special handling instructions to the

Invoice Header [Show More](#)

Identifying PO

* Business Unit

* Supplier

Supplier Number

* Supplier Site

Legal Entity

Invoice Group

Supplier Site

* Legal Entity

Invoice Group	Address	Legal Entity
1_Purchasing	One Bowerman Drive, BEAVERTON, ...	IDBSU
2_Remitting	7932 Collection Center Drive, CHICA...	IDBSU
3_POB 277482	Licensed & Team Apparel, PO Box 27...	IDBSU
4_POB 847648	PO Box 847648, DALLAS, TX 75284,...	IDBSU

Match Invoice

Search...

Invoice Header [Show More](#)

Identifying PO

* Business Unit

* Supplier

Supplier Number

* Supplier Site

Legal Entity

Invoice Group

* Number

* Amount

* Type

* Business Purpose

* Date

* Payment Terms

* Terms Date

* Requester

* Attachments

Note

Business Purpose.

Example - SPECIAL HANDLING: Send check to Payments and Disbursements

Date: Enter the date listed on the invoice. If there is no date listed, enter the date of service (if dates span a period of time, enter the last date of range).

Payment Terms: Default is set to Net 30. If supplier terms are different, select different terms from the dropdown list. **Note:** If Invoice Payment is urgent, click **Immediate** from Payment Terms dropdown.

Terms Date: Leave as default.

Requester: Enter requester as **Last name, First name**. The supervisor of the requester will be added to the approval workflow.

Attachment: The original invoice is required. Quotes and bids are not considered invoices.

Step 6: Enter Invoice Lines

Complete the Invoice **Lines** section.

Click the chevron to the left of **Lines** to add a Funding Segment String to the Invoice Payment. Click the + plus sign to add more lines as needed. Click the X sign to delete lines.

Type: Leave as Item

Amount: Enter as appropriate for the funding source line. **Note:** You only need to enter one line per funding source.

* Number	* Type	* Amount	* Subm Depart	Reference	Distribution	Accounting Date	Asset
				Description	Distribution Combination		Track as Asset
1	Item					3/16/20	<input type="checkbox"/>
2	Item					3/16/20	—

Submitting Department: This field drives Approval Workflow. In most cases, the submitting department number should match the Department from the Distribution Combination.

Select the Submitting Department square on the funding source line.

* Number	* Type	* Amount	* Submitting Department
1	Item		
4	Item		

A new window will populate.

Enter the 5-digit funding **Department** and click **Ok**. The funding Department entered, should match the

Department entered in the Distribution Combination aka Funding Segment String.

Description: Will populate from Business Purpose in Invoice Header. End users may modify the description as needed.

Distribution Combination: Enter the Funding Segment String for transaction.

Accounting Date: Defaults to Invoice Date entered in Header or the first day of the open accounting period

Track as Asset: Check this box if the account code used in the Distribution Combination begins with a 6 or ends in 25. The exception to this rule is Dept 82601 and account 651000, which do not need the Track as Asset box checked.

Important Note: Invoice lines coded with a Project Fund (1st segment) in the Distribution Combination field **must include POET data** or the transaction will be automatically rejected upon initiation of the Approval Workflow (step 11 of this job aid). **ProTip!** Use the [All Segment Values Report](#) to confirm whether or not the Fund is Project based.

Step 7: Project Funded Invoice Payments (skip this step if not using Project funds)

Scroll to the right of the Line to enter funding source using POET. Information entered in POET should match the Distribution Combination.

Project Number: Enter the 10-digit project segment. Contract number and Funding Source fields will auto-populate after Project Number is entered.

Task Number: Enter 100001 for all services and non-asset goods and 100002 for tagable asset goods.

Expenditure Item Date: Defaults to today's date. Update to date purchase/service date.

Expenditure Type: Enter the 6-digit account segment.

Expenditure Organization: Enter the 5-digit department segment.

Budget Date: Defaults to Invoice Date entered in Header. Update to Expenditure Item Date.

Contract and Funding Source: Defaults using the entry from the Project Number field.

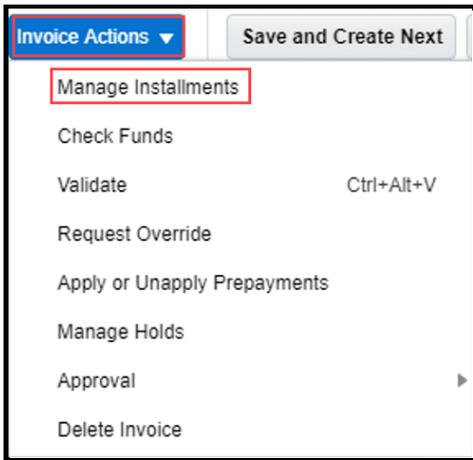
Project							
Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	* Contract Number	* Funding Source	Number
<input type="text"/>	<input type="text"/>	3/16/20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 8: Adding Pay Alone and Remittance Messages (skip this step as needed)

Pay Alone Invoice Payments are processed and paid separately from other invoices for the same supplier. If working with a supplier that requires this option, follow the steps below.

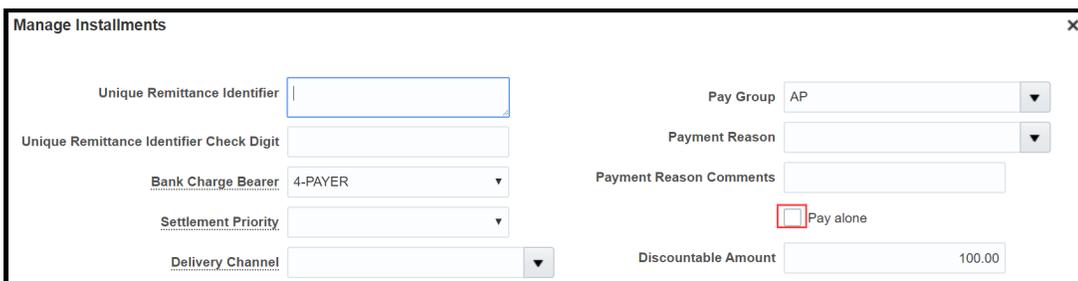
Remittance Messages should be added when the supplier needs additional information beyond the information entered in the Invoice Header and Line sections.

To indicate either Pay Alone OR to add Remittance Message, click **Invoice Actions > Manage Installments**.



Pay Alone Invoice Payments:

Click the checkbox for **Pay Alone**. Then click **Save and Close**.

A screenshot of the 'Manage Installments' form. The form contains several fields: 'Unique Remittance Identifier' (text input), 'Unique Remittance Identifier Check Digit' (text input), 'Bank Charge Bearer' (dropdown menu with '4-PAYER' selected), 'Settlement Priority' (dropdown menu), 'Delivery Channel' (dropdown menu), 'Pay Group' (dropdown menu with 'AP' selected), 'Payment Reason' (dropdown menu), 'Payment Reason Comments' (text area), 'Discountable Amount' (text input with '100.00' entered), and a 'Pay alone' checkbox which is checked with a red box. There is also a close button (X) in the top right corner.

Remittance Messages: Add the message in the **Message 1** field only. Then click **Save and Close**.

A screenshot of the 'Installment 1: Details' form. The form has a tabbed interface with 'Discounts (0)', 'Remittance Messages', and 'Holds'. The 'Remittance Messages' tab is selected and highlighted with a red box. Below the tabs, there are three text input fields labeled 'Message 1', 'Message 2', and 'Message 3'. The 'Message 1' field is highlighted with a red box. At the bottom of the form, there are three buttons: 'Save', 'Save and Close' (highlighted with a red box), and 'Cancel'.

Note: Only information from Message 1 will print for the supplier. Do not add text to Message 2 or 3.

Step 9: Save the Invoice Payment

Save the Invoice Payment before validating OR Save and Close to save the Invoice Payment and validate at a later time. Both options are located in the upper right-hand corner.

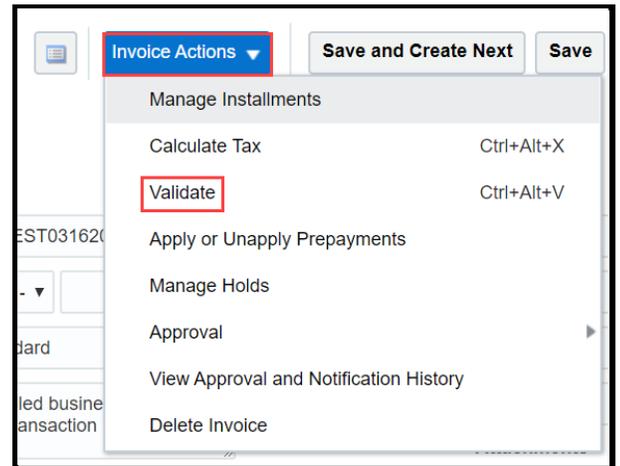
Step 10: Validate Invoice Payment

To Validate Invoice Payment data, click **Invoice Actions** and **Validate**.

Successful validation will result in “Validated” being displayed next to Invoice Actions.

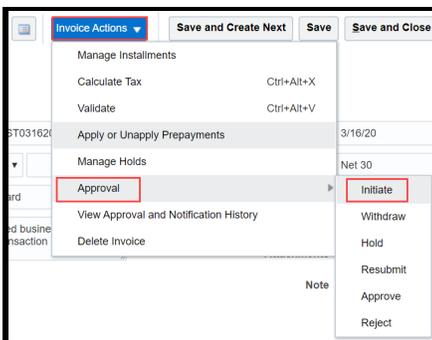
Note: If you receive the following warning, “*The sum of the distributions does not equal the line amount. Change the distribution amounts to equal the line amount*”, update amounts entered in the lines to match the amount entered in the invoice header.

If the validation result is “Needs revalidation” contact Procurement and Vendor Services for additional support. Procurement and Vendor Services can be reached at (208) 426-3434 or P2P_Payables@boisestate.edu.

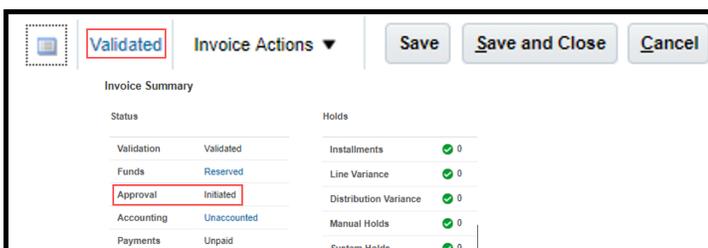


Step 11: Submit Invoice Payment

Submit the Invoice Payment through the approval workflow by clicking **Invoice Actions** > **Approval** > **Initiate**.



To confirm Approval Workflow initiation, click on the **Validated** hyperlink and view the **Approval Status**; if approval status shows “initiated” the request was successful.



Click **Cancel** to exit the Invoice Payment OR

Click **Save and Create Next** after initiating approval to create another Invoice Payment.

What's next:

Once submitted, the Invoice Payment will route to the approvers in the [Standard Approval Workflow](#). Payment will take place once all approvers have approved the transaction.

To follow-up on submitted Invoice Payments, follow the instructions outlined in [Reviewing Invoice Payment Status](#) OR follow the instructions outlined in the [Transaction Approval Dashboard](#).

Troubleshooting Rejected Invoice Payments

Invoice Payment requesters will be notified of the approval status of submitted Invoice Payments. If the Invoice Payment is rejected, review the [Troubleshooting Rejected Bronco Hub Financial Transactions](#) for information on next steps.

Need help with the steps above?

If you need assistance with the process outlined above, submit a ticket using the [OCI Service Request link](#).