

Entering Payment Requests: Entering the Invoice

1. Click on the first invoice line. The **Invoice Line Number** field is pre-populated by the system and should not be changed.

2. Click in the **Invoice Number** field and enter a value from a printed invoice (if applicable).

If you do not have an invoice, enter any combinations of letters and/or numbers.

3. Click in the **Invoice Date** field and enter either the date from an invoice, or the current day's date (if there is no invoice).

4. Click in the **Invoice Amount** field and enter the amount of the invoice/payment.

5. Repeat steps 1-4 if you need to enter additional invoices for the same vendor/supplier.

Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	MEMBER1589756	03-AUG-2020	857.80	