

# HOW TO

## Enter Manual Invoice

Version IP100 v01

**Purpose:** To enter a manual invoice into PASS.

Log into PASS and click Create on the Swoosh screen.

Select Company eForm then select Invoice eForm.

Enter the Invoice No., Invoice Date, and Supplier Name, then select **Next**.

Add the appropriate Invoice lines by clicking Generate Invoice, then select **Next**.

Create a New Request

You can create various types of requests in PASS, including requisitions for products and/or services, expense reports, or company forms. [How To](#)

What would you like to create?

- Requisition
- Company eForm

### Create Request Using Company eForm

Select the desired form to create your request, or enter the name of the form you want to use in the search field, and click Search to retrieve the forms that match your search criteria. [How To](#)

Search [How To](#)

Name	Description
<input type="checkbox"/> Direct Voucher eForm	
<input checked="" type="checkbox"/> Invoice eForm	
<input type="checkbox"/> Password Reset Request	
<input type="checkbox"/> Requisition Cancellation Request	
<input type="checkbox"/> SOAR Supplier Maintenance Request	
<input type="checkbox"/> Timesheet eForm	
<input type="checkbox"/> User Maintenance Request	

INEF00301: Untitled Invoice eForm [Previous](#) [Next](#) [Summary](#) [Exit](#)

### 1 Invoice Header

Invoice eForm

Enter the header information for the invoice and click Next to continue.

Title: Untitled Invoice eForm DOC DATE: 08/21/2008

\*Supplier Invoice #:  INVOICE RECEIVED DATE: 08/21/2008

\*Supplier Invoice Date:  DUE DATE: 09/20/2008

\*Type: Invoice PDT: 00 (First Class Mail)

\*Supplier: (no value) HPCD:

\*Mail Code: (no value) BNK ID: 121

\*Purchase Order: (no value) [ select ]

Invoice Total: \$0.00USD

Line Items Total: \$0.00USD

\* Indicates required field

[Previous](#) [Next](#) [Summary](#) [Exit](#)

INEF00301: Untitled Invoice eForm [Previous](#) [Next](#) [Summary](#) [Exit](#)

### 2 Invoice Lines

Invoice eForm

Add items to the invoice. You can add line items from the corresponding purchase order by specifying the purchase order and clicking Generate Invoice. You can also use the Type field in the line items to create other line types such as shipping. When you are done, click Next to continue.

\*Purchase Order: (no value) [ select ]

Line Items Total: \$5,000.00USD

Complete Form - Invoice eForm

No	Type	Order	POLine	Description	Quantity	PartNo	Unit	Price	Amount
<input type="checkbox"/>	1	Non-Catalog Item	PO101016 [ select ]	1	C-4 Second L	1,000	each	\$5.00USD	\$5,000.00USD

\* Indicates required field

[Previous](#) [Next](#) [Summary](#) [Exit](#)

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Review the Summary screen, then click on **'Submit'** to complete the manual invoice process.

INEF600301: Untitled Invoice Eform < Previous Submit Exit

### 3 Summary Invoice Eform

This is a summary of your invoice. Review the information to be sure it is correct. You can go back to any previous step to change the information. When you are finished, click **Submit** to submit the request for approval.

Title:	Untitled Invoice Eform	DOC DATE:	08/21/2008
*Supplier Invoice #:	32412312	INVOICE RECEIVED DATE:	08/21/2008
*Supplier Invoice Date:	Tue, 19 Aug, 2008	DUE DATE:	09/30/2008
*Type:	Invoice	PDT:	00 (First Class Mail)
*Supplier:	UNISYS CORPORATION	MPCD:	
*Mail Code:	000 (UNISYS CORPORATION)	BNK ID:	121
*Purchase Order:	[no value] [select]		
Invoice Total:	\$12,321.00USD		
Line Items Total:	\$5,000.00USD		

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Complete Form - Invoice Eform

No	Type	Order	POLine	Description	Quantity	PartNo	Unit	Price	Amount
1	Non-Catalog Item	PO101016 [select]	1	C-4 Second L	1,000		each	\$5.00USD	\$5,000.00USD

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