

Defacing Methods Job Aid

There are several acceptable methods of defacing an invoice for example: Word, Excel, and Adobe. Agencies may utilize any other acceptable form of defacing an invoice. OSC recommends that Agencies request that vendors submit invoices in a format where the original content cannot be altered.

Things to keep in mind:

- Purchase orders should specify where to submit invoices electronically, i.e. a dedicated AP mailbox accessed multiple times daily. For Non-PO vouchers, vendor should be notified of dedicated AP mailbox at time of purchase.
- Save Vendor invoice on a designated shared drive. Please make sure to save your email (i.e. Vendor'sName_Vendor ID_ Invoice ID _ Date Email Rec'd). To avoid duplicate processing of Vendor invoices, we recommend you save the original email in a dedicated mailbox or folder.

Below are methods that may be used when defacing an invoice. To access a specific section hold Ctrl and click on the section you want to access. Please note that you cannot deface an invoice with Outlook. It is an alternate method of organizing the dedicated AP mailbox.

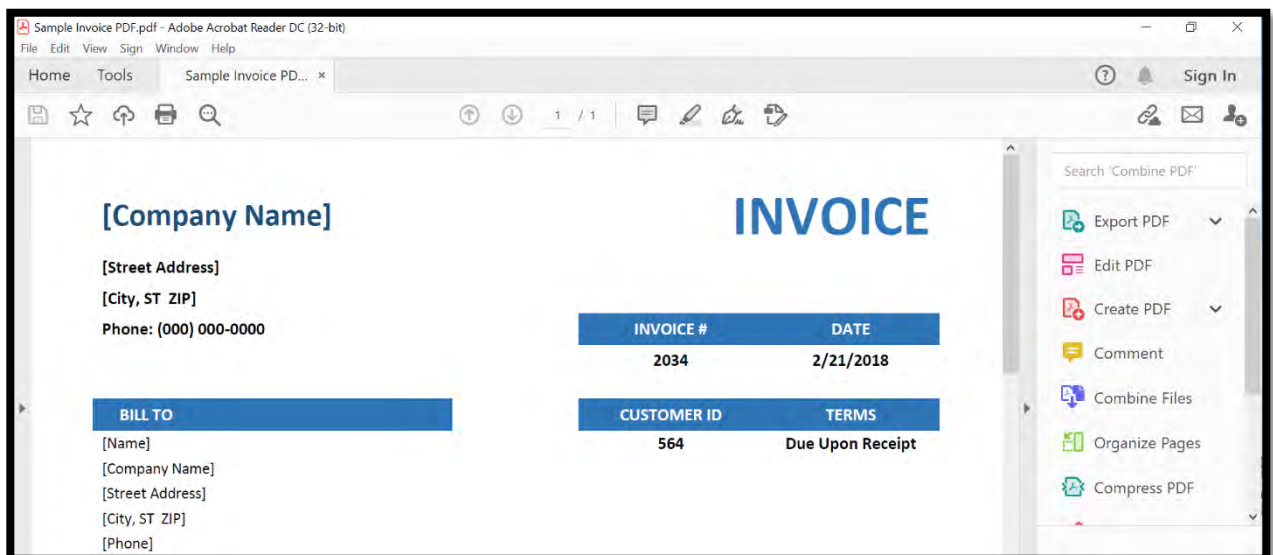
Table of Contents

I.	Adobe	1
II.	Word	5
III.	Excel	8
IV.	Outlook	10

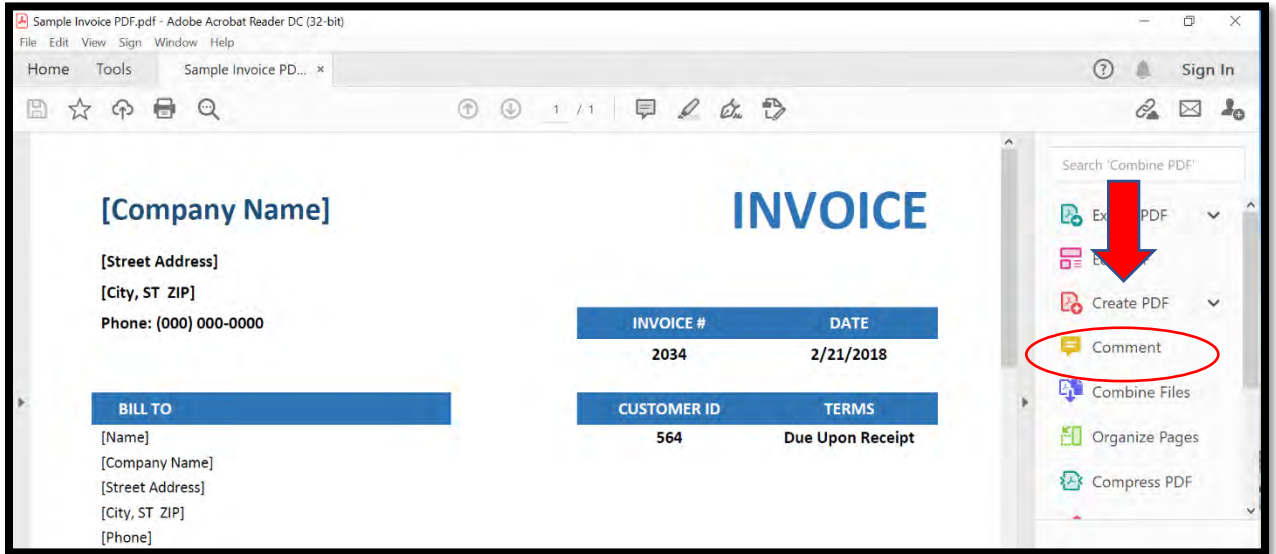
I. Adobe

If a Vendor sends their invoice as a PDF, you can electronically deface the invoice by inserting a text box.

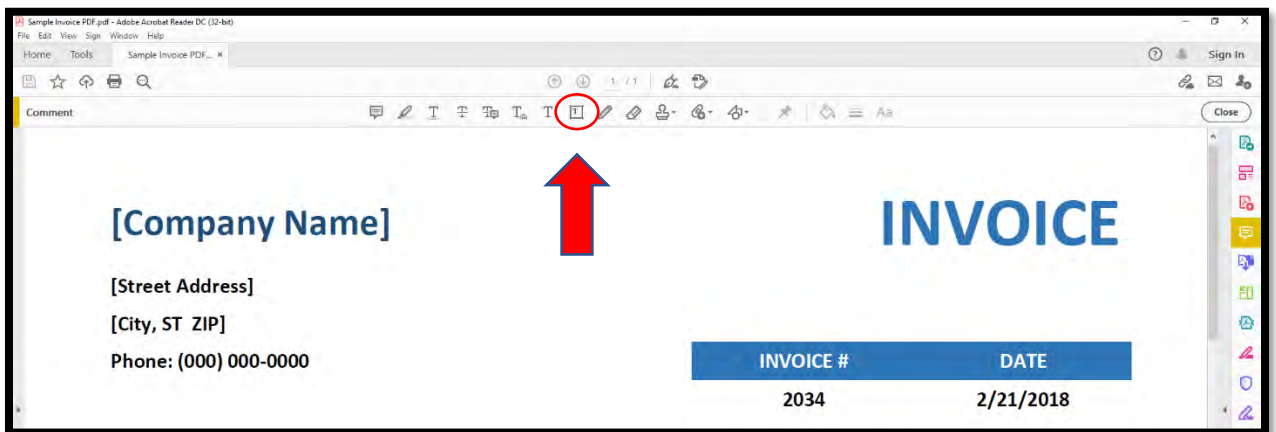
1. Open the invoice



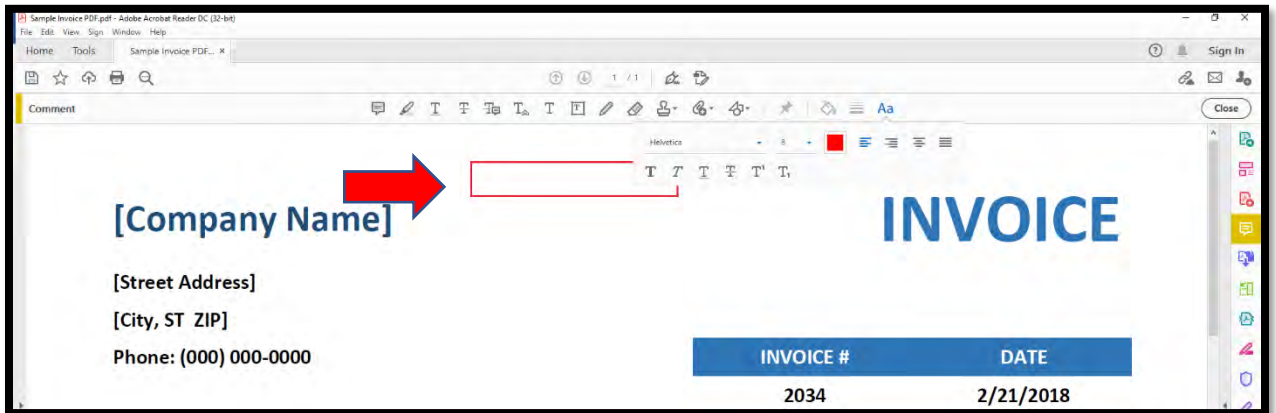
2. Click on the "Comment" icon or in the "Search" field, type Comment



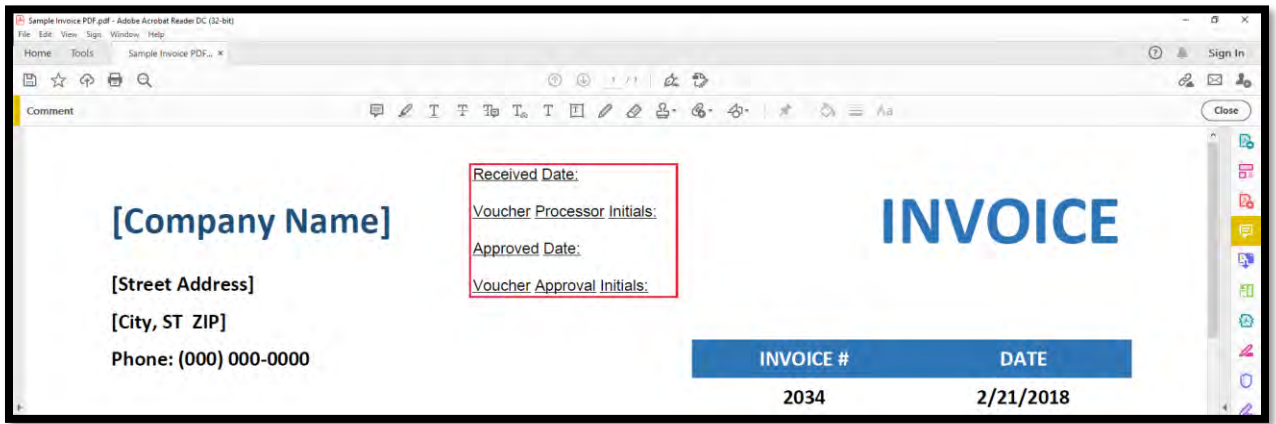
3. Click on Text Box



4. Put your cursor where you want the text box located

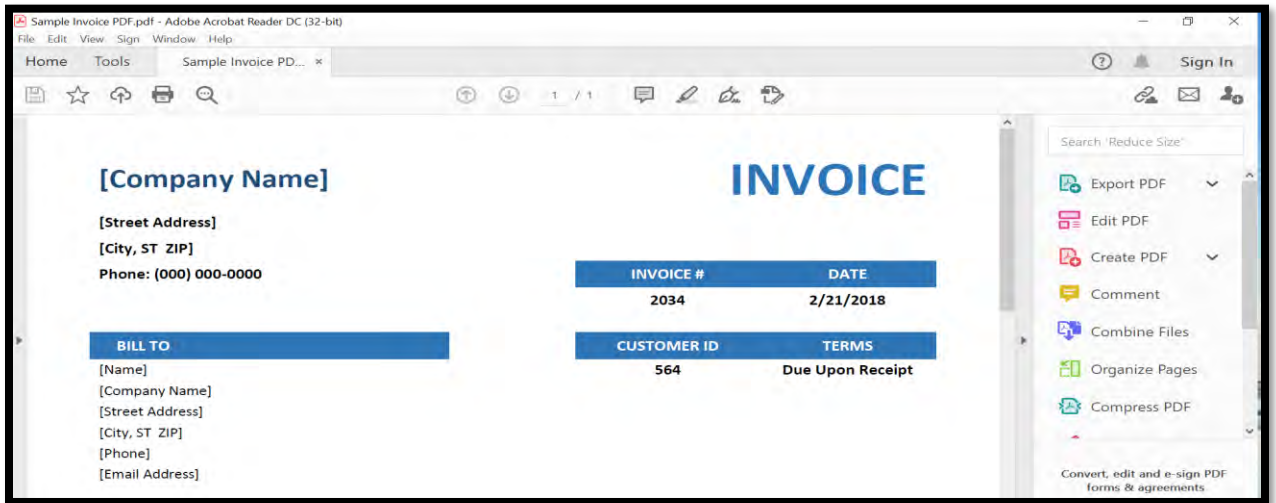


5. Once you have positioned the text box, you can add your text. Here is an example:

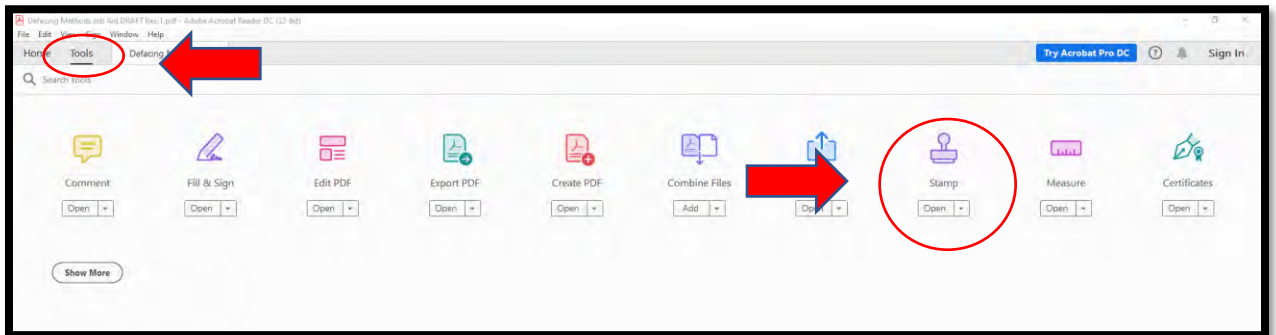


You can also use the “Stamp” tool in Adobe.

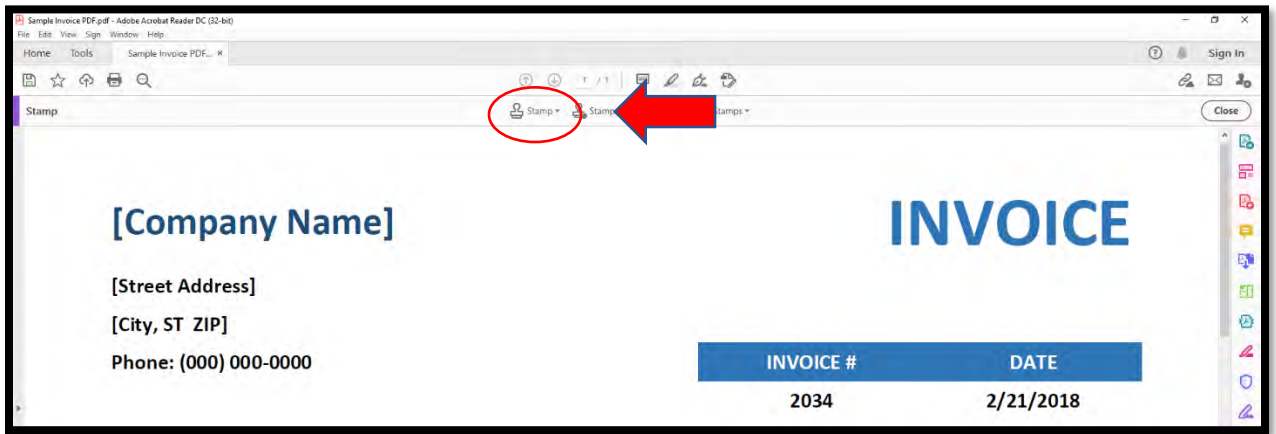
1. Open the invoice



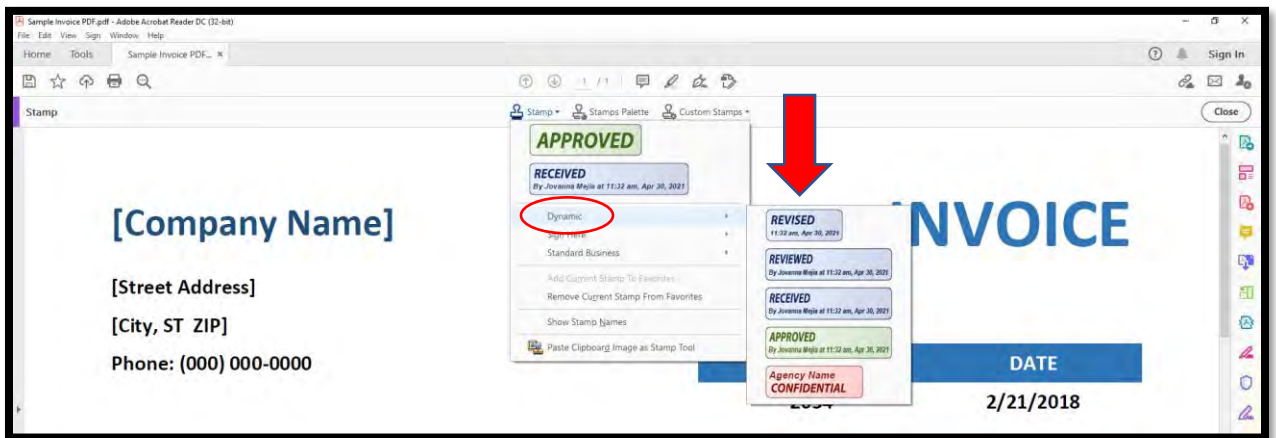
2. Click on the “Tools” tab, then select “Stamp”



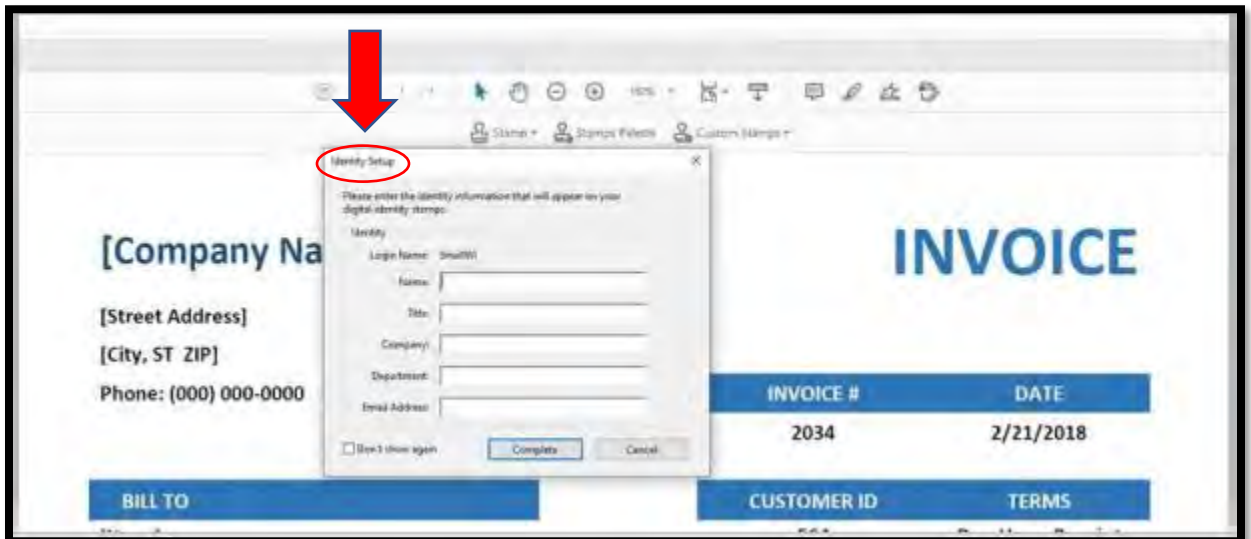
3. Select "Stamp"



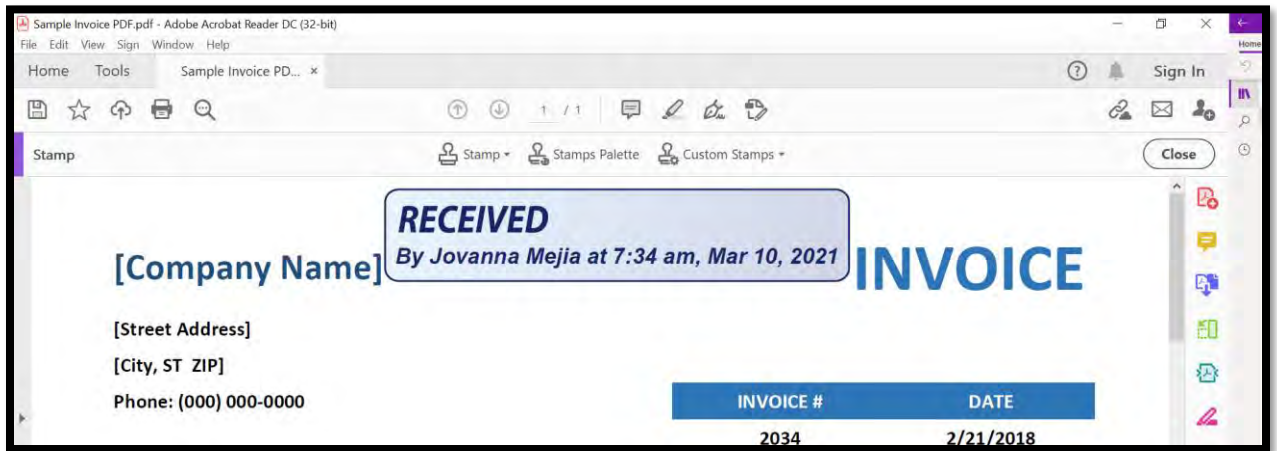
4. A Drop-Down Menu will appear, select "Dynamic", this will provide you with a few options: Revised, Reviewed, Received, Approved, and Confidential. Select the stamp that is applicable.



5. For this example, we have selected "Received", the first time you use the "Stamp" tool a pop-up box (Identity Set Up) may appear, enter your information, and click complete when finished



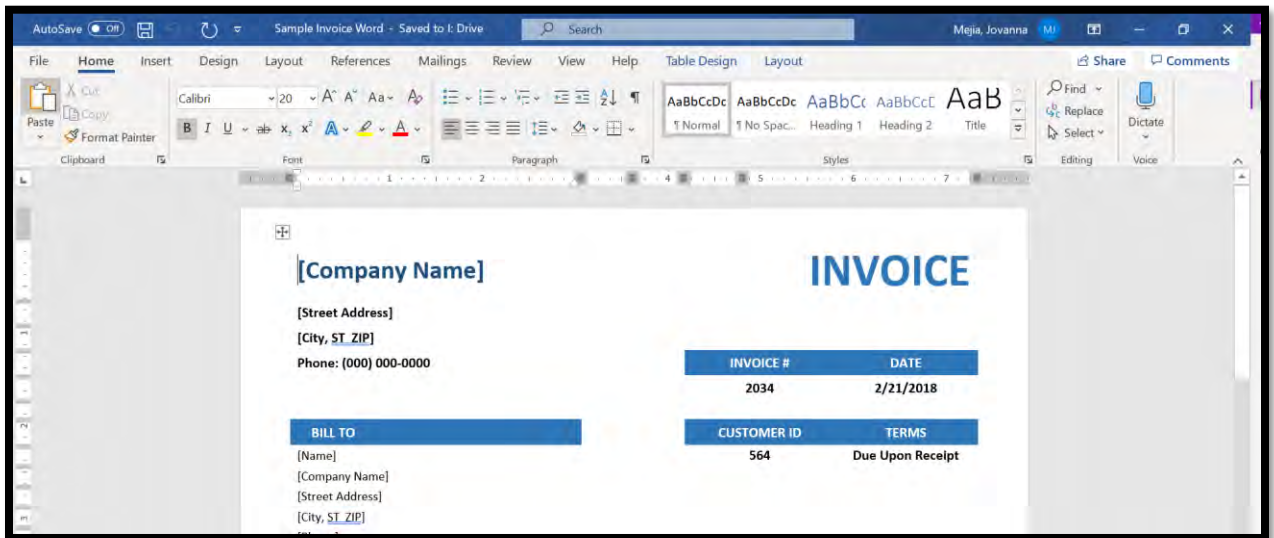
6. Now you can use your stamp, you can resize and move to a different location



II. Word

If a Vendor sends their invoice as a Word document, you can electronically deface the invoice by inserting a text box.

1. Open the invoice



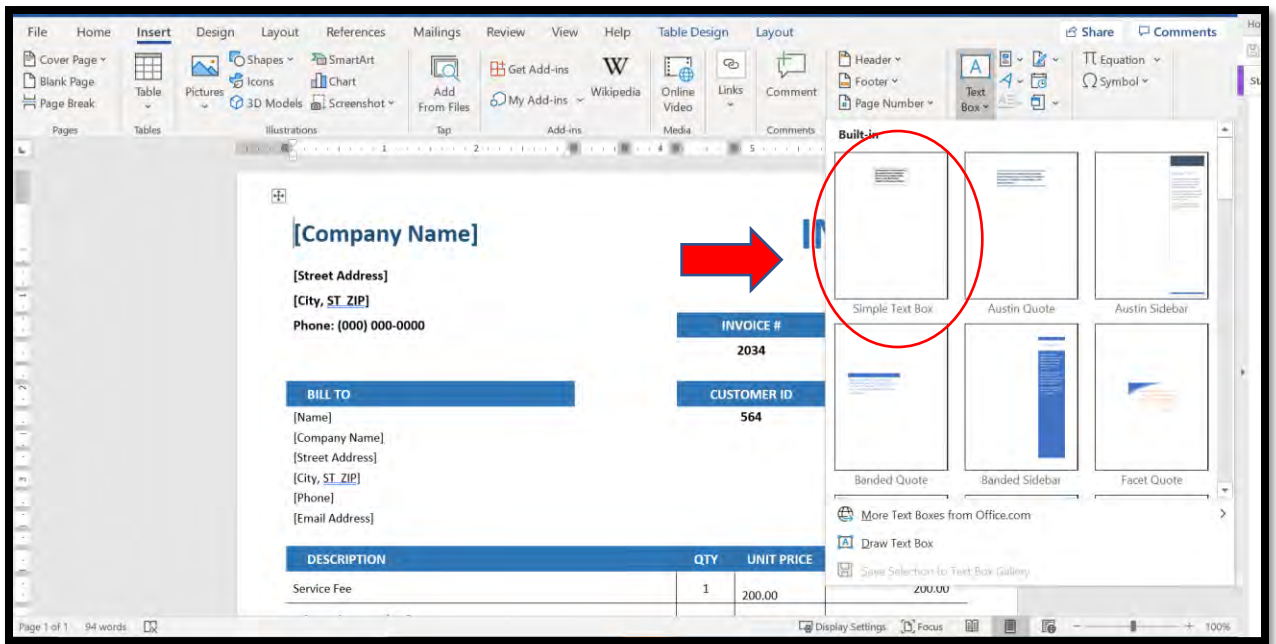
2. Click on the "Insert" tab



3. Click on Text Box

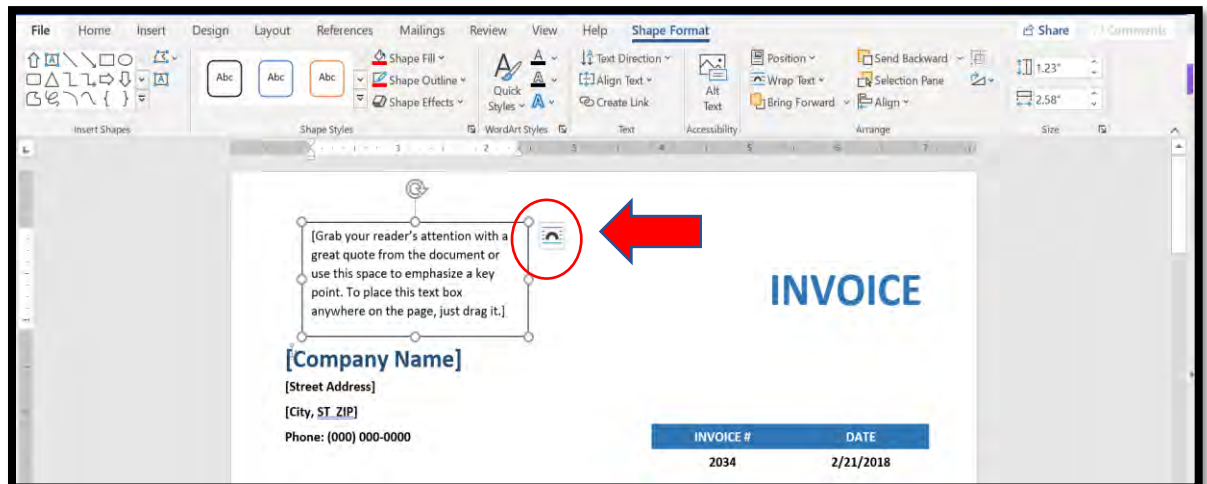


4. A Pop-Up box will appear, select Simple Text Box

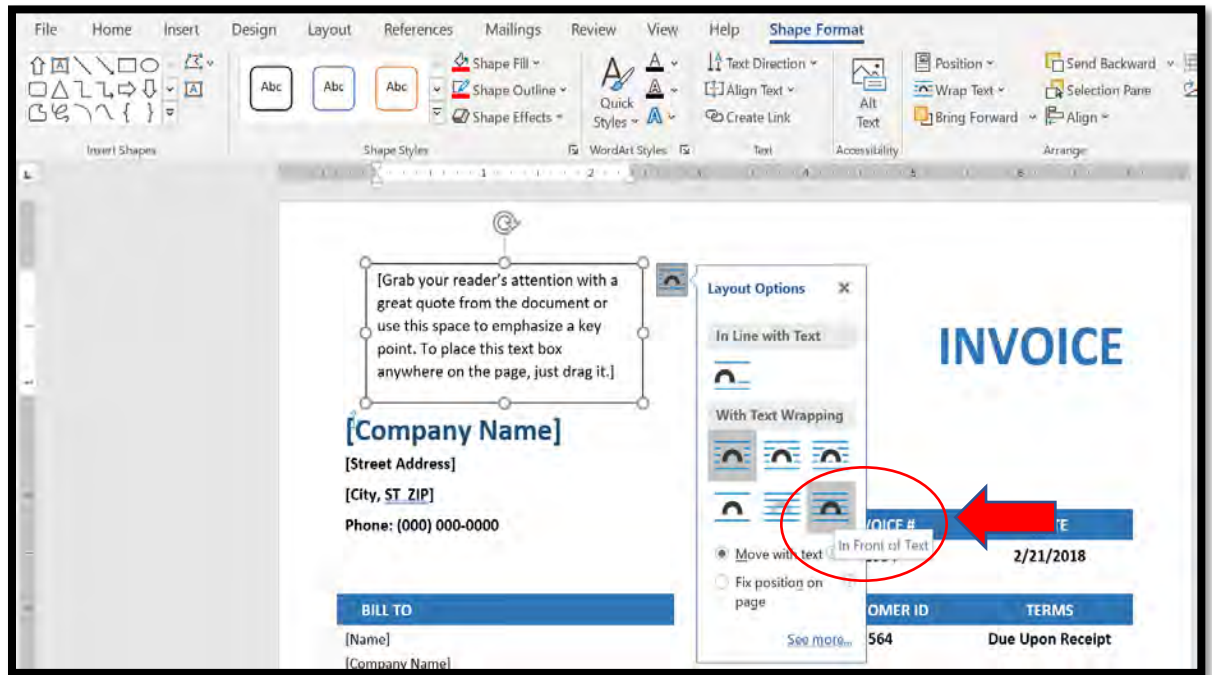


5. If the vendor invoice becomes distorted, when the text box is inserted, you can:

- a. When you insert the text box an icon will appear next to the text box, click on the icon

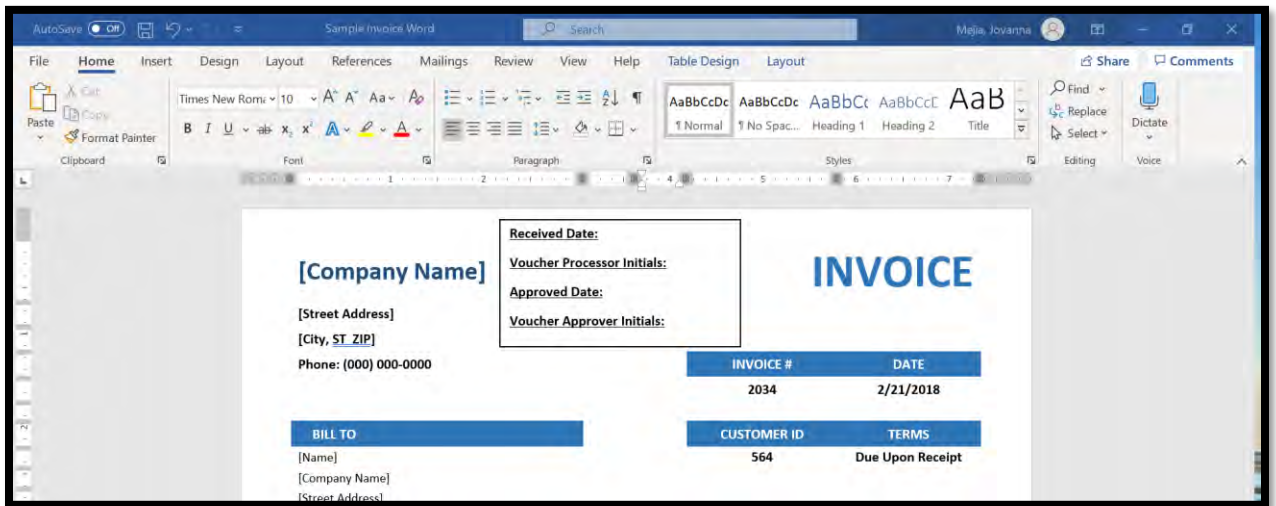


b. Select "In front of text"



Now you can position the text box anywhere on the invoice without distorting the invoice itself

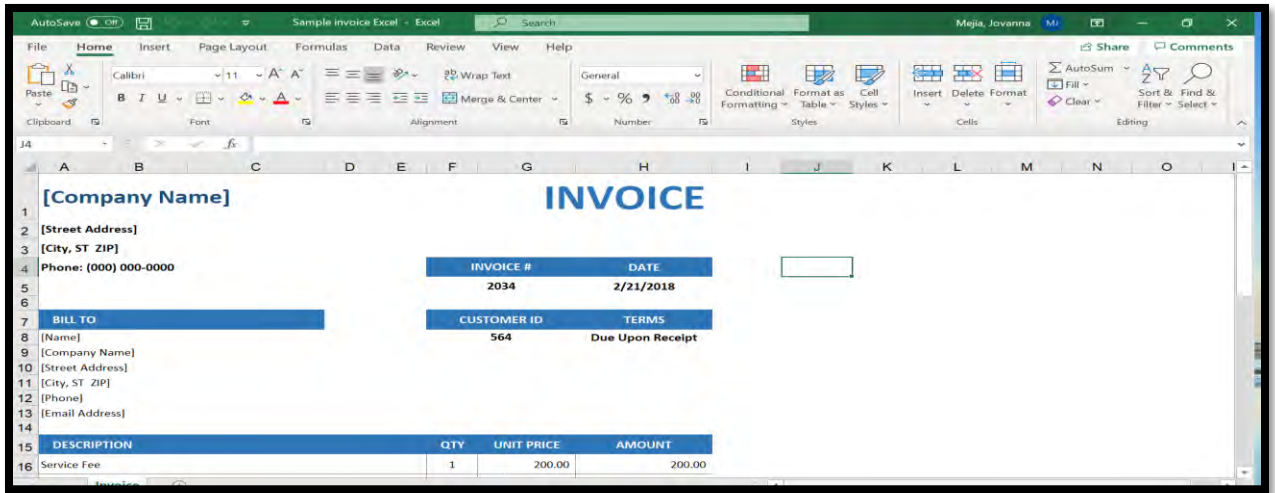
6. Once you have positioned the text box, you can add your text. Here is an example:



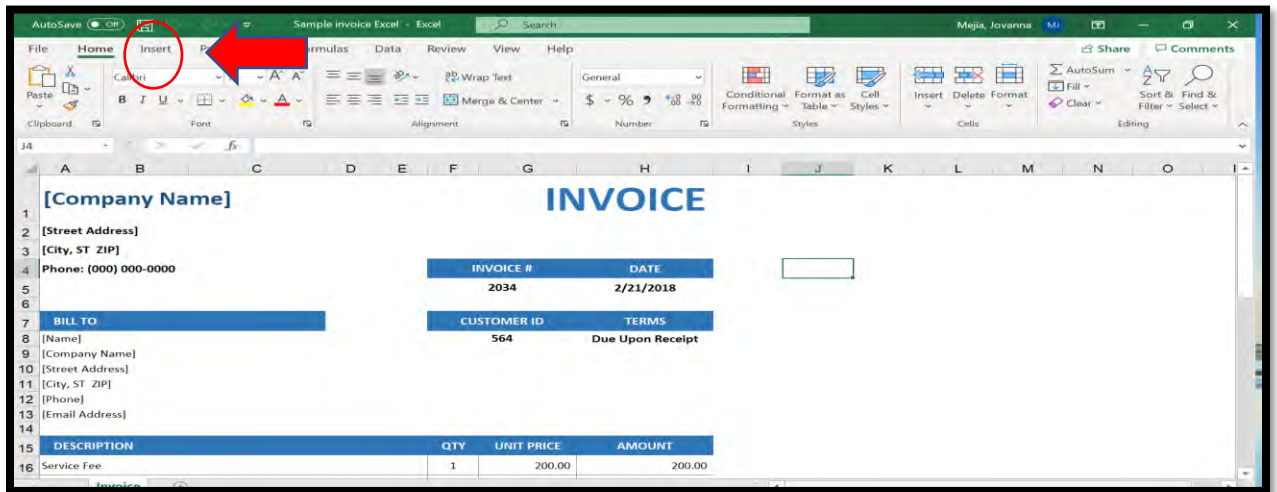
III. Excel

If a Vendor sends their invoice as an Excel document, you can electronically deface the invoice by inserting a text box.

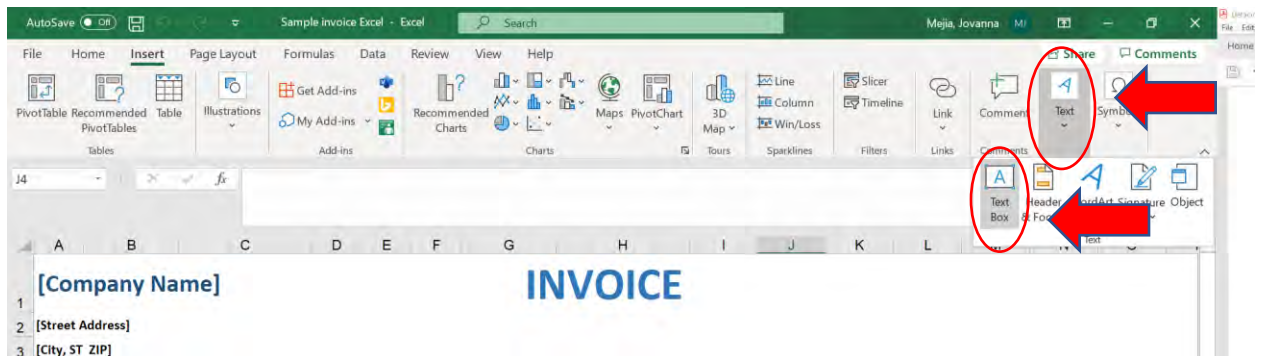
1. Open the invoice



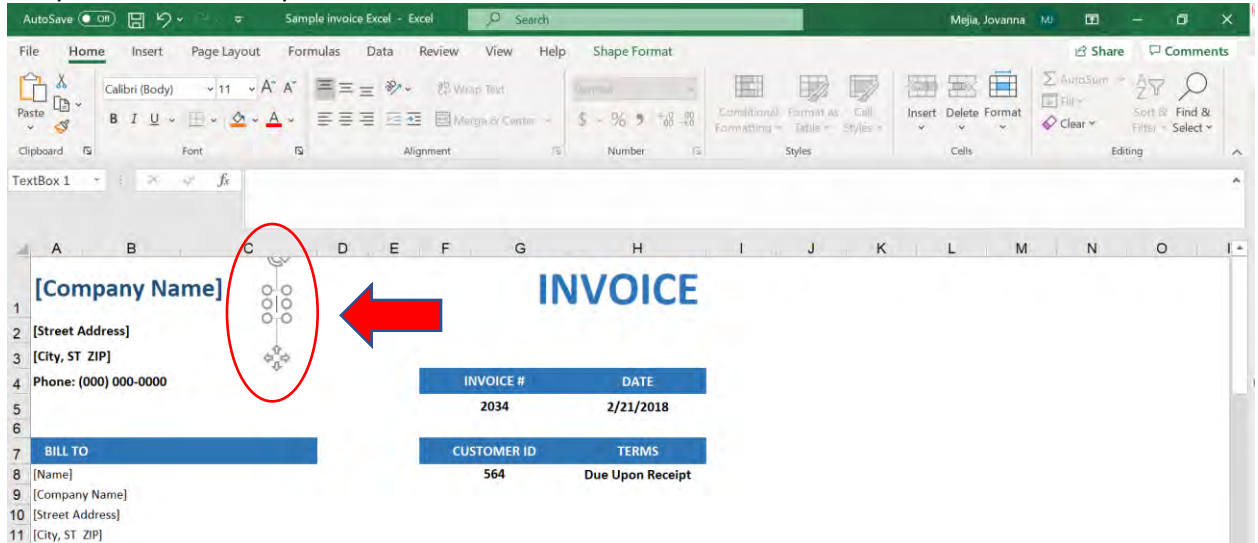
2. Click on the "Insert" tab



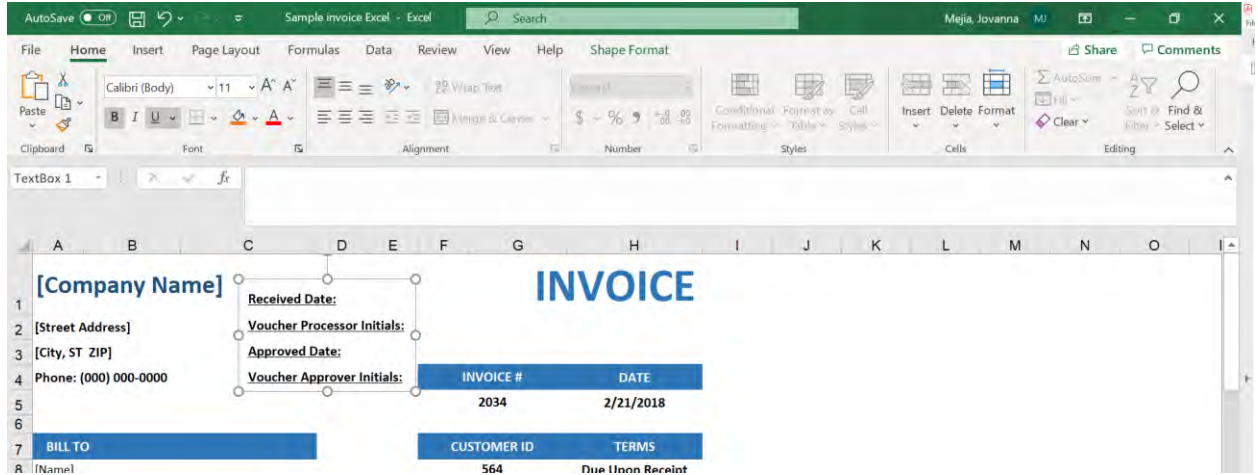
3. Click on Text Box



4. Put your cursor where you want the text box located



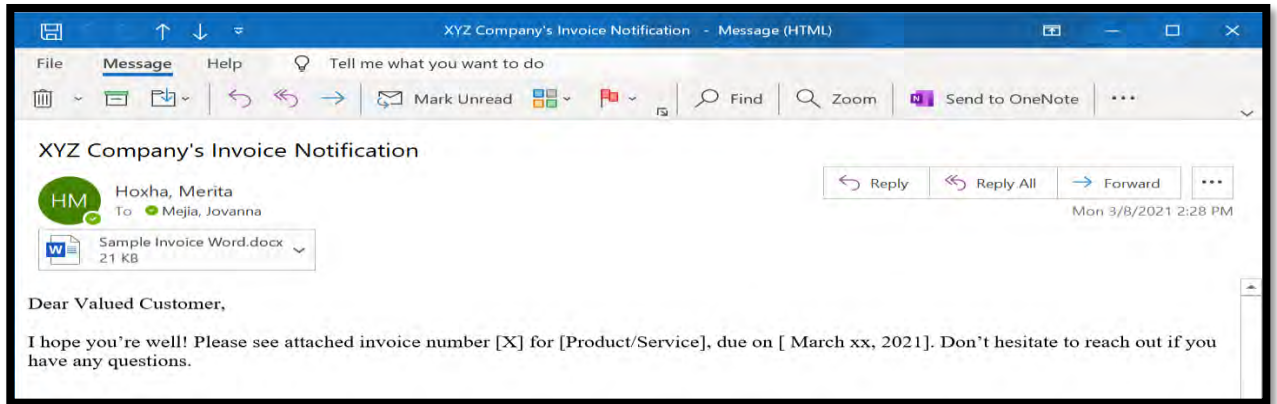
5. Once you have positioned the text box, you can add your text. Here is an example:



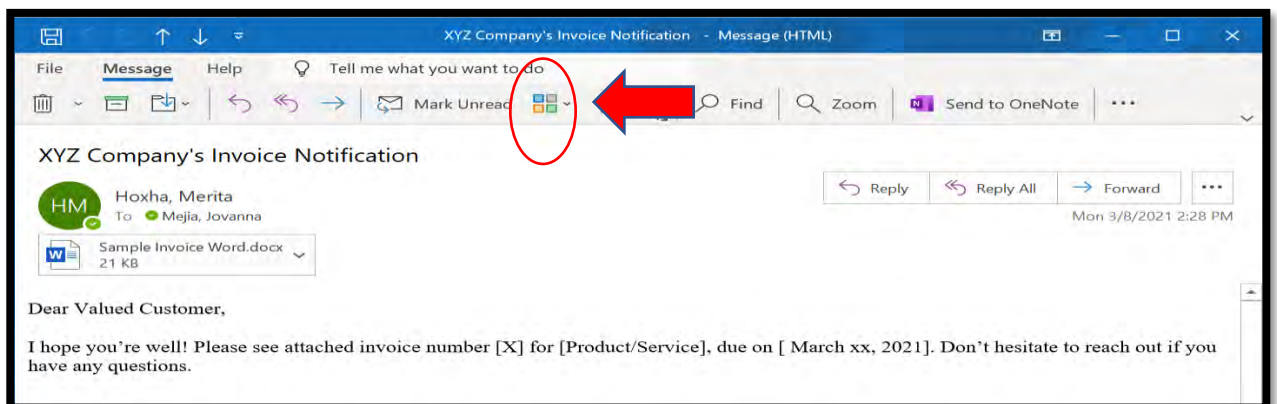
IV. Outlook

If an Agency has a dedicated mailbox for vendor invoices you can establish in Outlook “Color categories”. Color categories allows you to easily identify and group associated items in Outlook. Assign a color category to a Vendor invoice email to track the status so that you can quickly track and organize them. You can also assign more than one color category to items. How to assign a Color category:

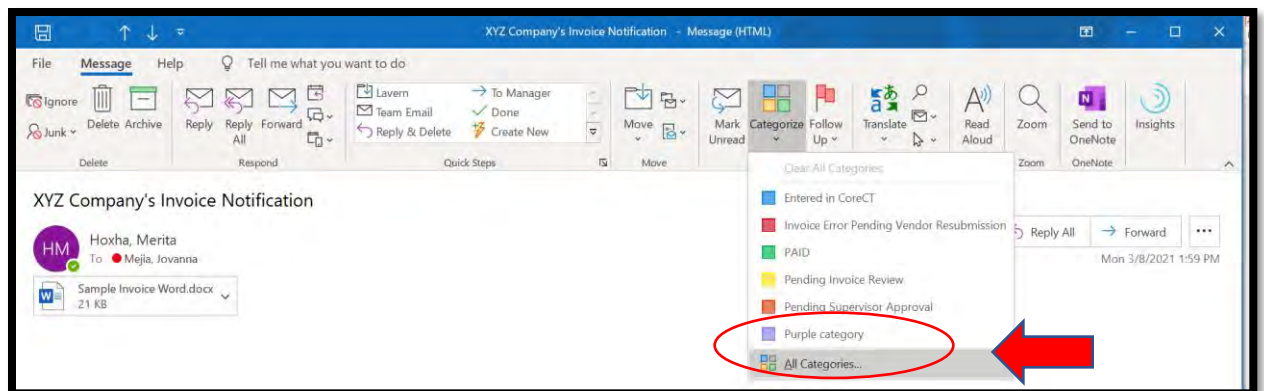
1. Open an email message



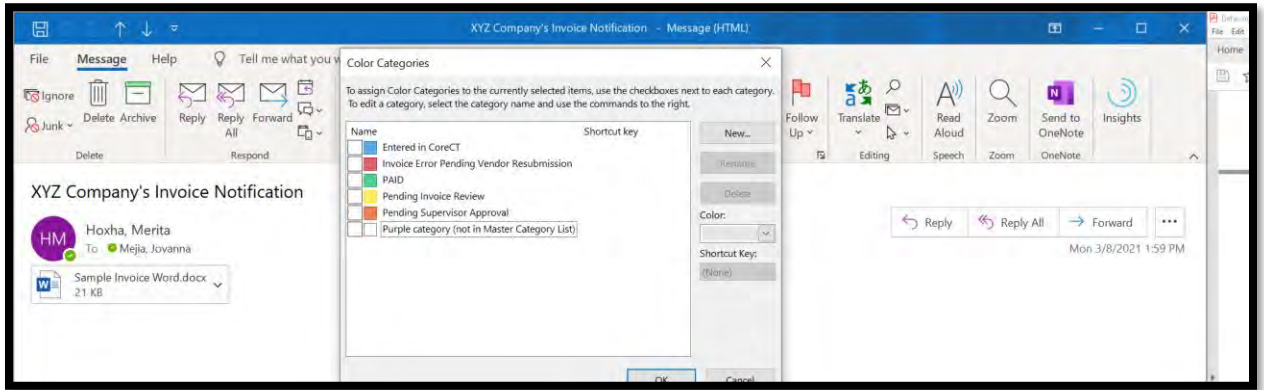
2. On the **Message** tab, select **Categorize**



3. Select All Category, to set up. Once you have set up the categories you and your agency will use, you will just select the color category applicable.

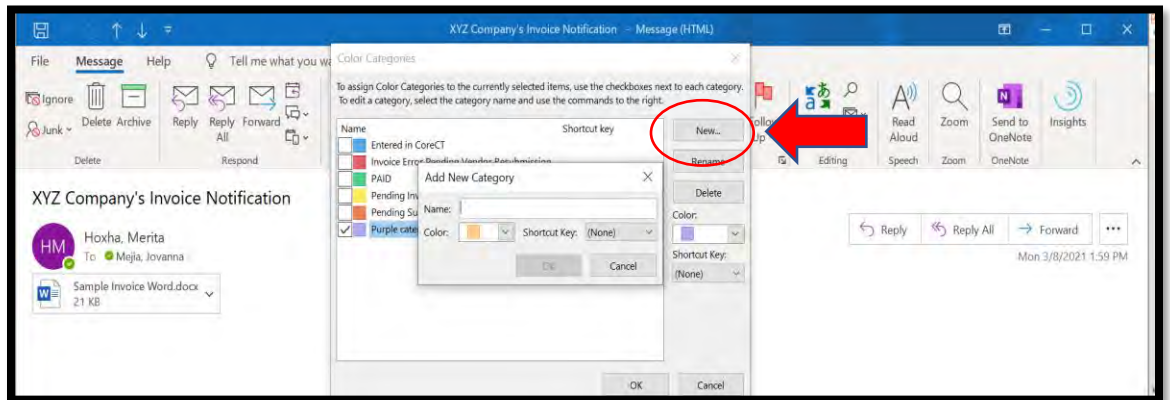


4. A Pop-Up will appear, this is where you can set up your Color categories, here is an example of categories that may be used:

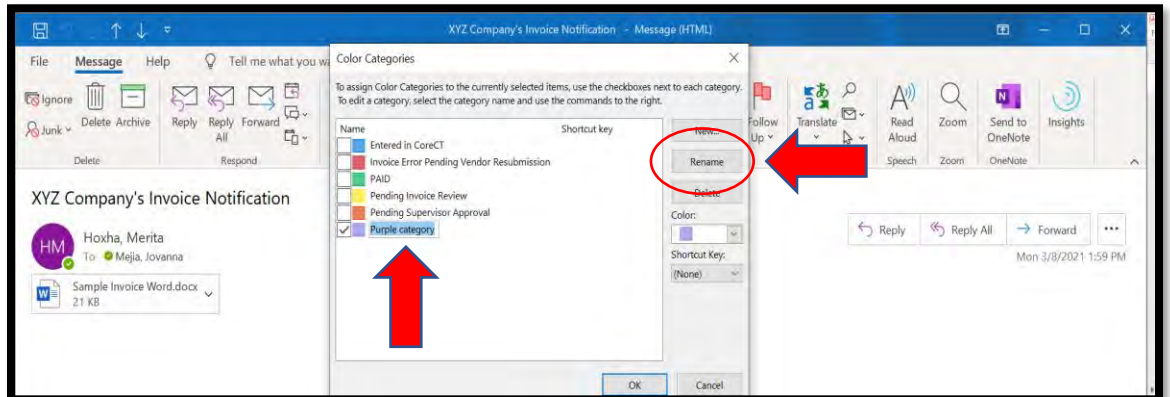


5. To change, update, or add categories:

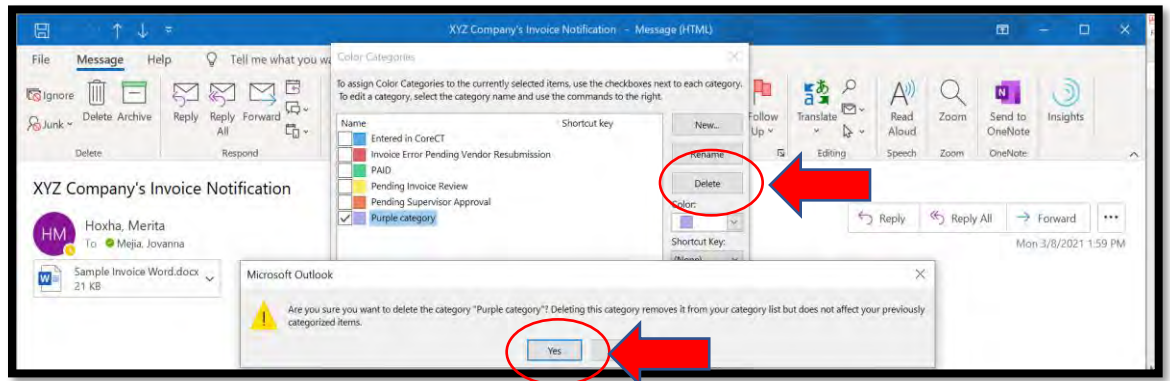
- a. To add a new category, select "New":



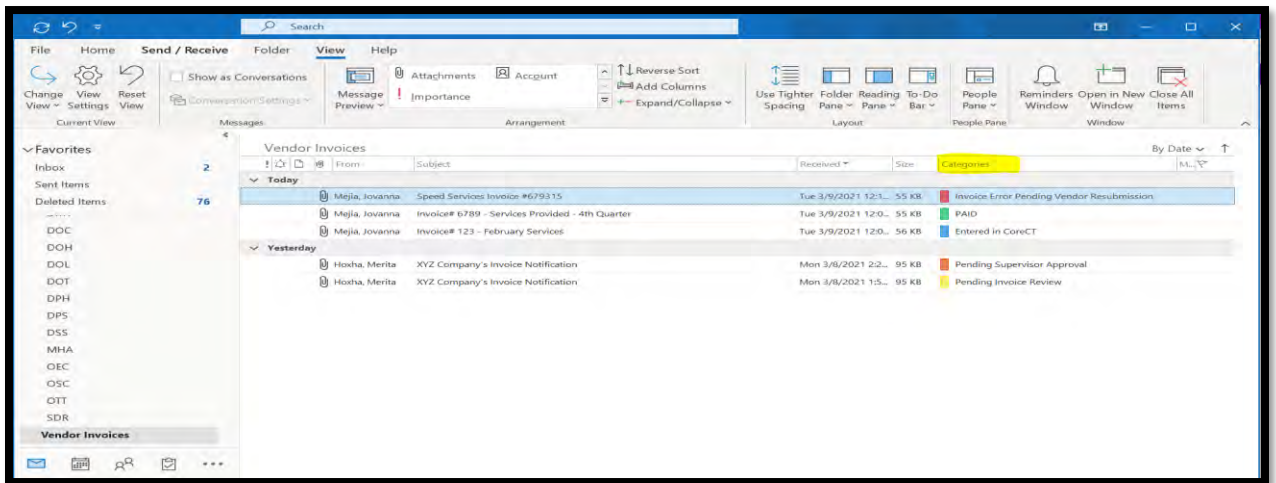
- b. To update or change a category, select "Rename":



c. To delete a category:



6. Once the categories have been established, you can view in the mailbox:



You can see the status of the emails/invoice per the categories. You can update the emails as it progresses through the process.