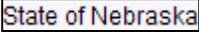
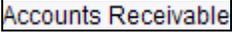
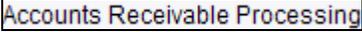
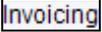
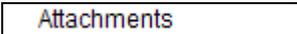


Enter Standard Invoice with Attachment

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 
5.	Click the Enter & Print Invoice link. 
6.	Click the Standard Invoice Entry link. 
7.	Click the Add button. 
8.	Enter customer Address Book number into the Customer field.
9.	Press [Tab] .
10.	Enter the fund number into the Fund field.
11.	Invoice Date – Enter the date of your invoice to the customer or leave blank to default to G/L Date.
12.	Click in the G/L Date field. 
13.	Enter the date on which the entry should post to the general ledger into the G/L Date field.
14.	Click in the Gross Amount field. 
15.	Enter the gross amount into the Gross Amount field.
16.	Press [Tab] .
17.	Identify the invoice, up to 30 characters into the Remark field.
18.	Scroll to the right to the G/L Class field.

Step	Action
19.	Enter the appropriate offset code. into the G/L Class field. Required for multi-funded invoices. Note: This field is required when the general ledger distribution for a portion of the invoice will go to a fund other than the fund listed in the invoice header. This action splits the accounts receivable to multiple funds and prevents each cash movement among the funds.
20.	Click the OK button. 
21.	Enter the account number into the Account Number field.
22.	Amount – should be negative, all or part of the Gross Amount
23.	Explanation -Remark- – will default to the same as entered on the previous screen or can be modified.
24.	Press the down arrow on the keyboard to accept the data entered. Note: Add additional line(s) as needed, arrow down after each line.
25.	Amount field should show entire amount as distributed, Remaining field should be blank before going to the next step. Note: If the General Ledger distribution involves more than one fund, be sure the distribution is consistent with the invoice grid information and the G/L Class codes used.
26.	Click the OK button. 
27.	Note: Repeat the previous steps as needed if multiple invoices are being prepared in this batch. Write down the batch number.
28.	Click the Cancel button. 
29.	Click the Find button. 
30.	Choose the document requiring an attachment by clicking the check box next to it. 
31.	Click the Row button. 
32.	Click the Attachments menu. 
33.	Click the Text button. 

Step	Action
34.	Enter information to appear on the invoice. This text should be descriptive of the item purchased.
35.	Click the Save button. 
36.	Click the Close button. 
37.	You have successfully completed this lesson. End of Procedure.