Enter Standard Invoice with Attachment

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Accounts Receivable** link. Accounts Receivable
3.	Click the **Accounts Receivable Processing** link. Accounts Receivable Processing
4.	Click the **Invoicing** link. Invoicing
5.	Click the **Enter & Print Invoice** link. Enter & Print Invoice
6.	Click the **Standard Invoice Entry** link. Standard Invoice Entry
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. Attachments
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.**