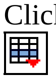
Enter Standard Invoice with Template Attachment

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 **Templates** button. 

Step	Action
34.	Click the **Find** button.
35.	Choose the desired template.
36.	**Note**: A preview of the template appears at the top of the screen. Complete the following steps to add the template to the invoice and make changes to the template information.
37.	Click the **Select** button.
38.	Add any necessary information.
39.	Click the **Save** button.
40.	Click the **Close** button.
41.	You have successfully completed this lesson. **End of Procedure.**