

Regular Invoice Processing (RI)
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Regular Invoice Processing (RI)

Regular Invoice Processing (RI) Overview

You can create account receivable invoices. You will be able to create entries as a single invoice, multiple invoices, with text or template attachments or through a speed invoice entry process.

Speed Invoice Entry is used when you have several simple invoices to enter. It allows you to quickly enter invoices that have only one pay item and simple accounting instructions. Because this method is designed for speed and efficiency during entry, you cannot use it to change, delete, or void invoices.

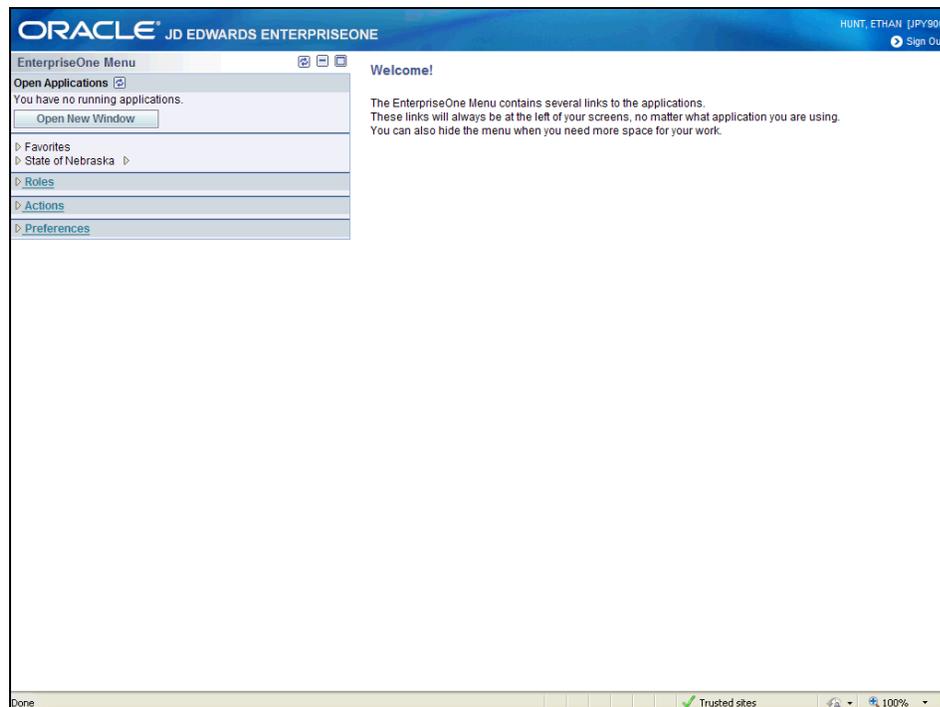
Once invoices are entered into the system, they can be reviewed prior to approval to ensure accuracy. In EDGE, once you have reviewed, made any necessary corrections, and approved the invoice entries, the invoices will post to the G/L.

When invoice entries are correctly and regularly entered, they ensure G/L accuracy.

Enter Standard Invoice

Procedure

In this lesson you will learn how to enter a standard invoice.

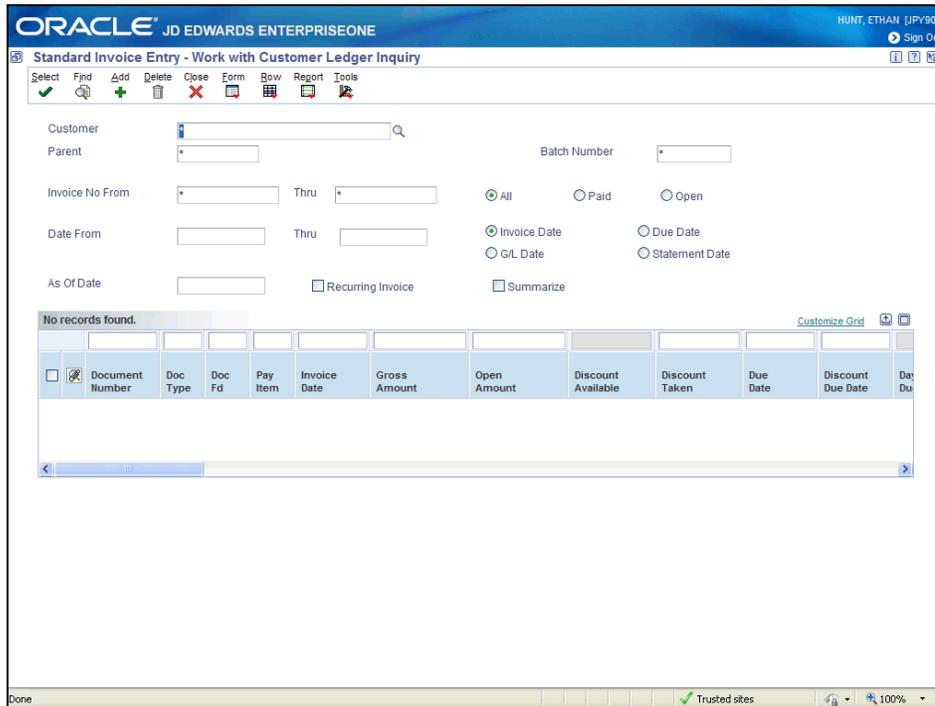


Training Guide

Regular Invoice Processing (RI)



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.



Step	Action
7.	Click the Add button.

The screenshot shows the Oracle JD Edwards EnterpriseOne 'Standard Invoice Entry' form. At the top, the user is identified as HUNT, ETHAN (JPY900). The form title is 'Standard Invoice Entry - Standard Invoice Entry'. Below the title is a toolbar with icons for Delete, Cancel, Form, Row, and Tools. The main form area contains several input fields: Document No/Type/Fd, Batch No (1993434), Customer (with a search icon), Fund, Invoice Date, G/L Date, a checked 'Discount %' checkbox, and Payment Terms. A grid below these fields shows 'Records 1 - 1' with columns: Pay Item (001), Gross Amount, Remark, Business Unit, Pymt Terms, Disc Percent, Open Amount, Tax Area, Tax Expl, Due Date, and Disco Due D. At the bottom of the form, there are summary fields for Gross, Disc, Tax, and Taxable.

Step	Action
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. <input type="text"/>
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. <input type="text"/>
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.

Training Guide

Regular Invoice Processing (RI)



Step	Action
19.	<p>Enter the appropriate offset code. into the G/L Class field. Required for multi-funded invoices.</p> <p>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.</p>
20.	<p>Click the OK button.</p> 

Step	Action
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.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Standard Invoice Entry - G/L Distribution

Document No/Type/Co: 306761 RI 10000 Batch Number: 1993434

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

G/L Date: 12/10/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
65025009.961000		150.00	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: 150.00 Remaining: 150.00

Step	Action
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.

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Regular Invoice Processing (RI)

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Standard Invoice Entry - G/L Distribution

OK Delete Cancel Form Row Tools

Document No/Type/Co: 306761 RI 10000 Batch Number: 1993434

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

GL Date: 12/10/2009 Percent

Records 1 - 2	Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
<input type="radio"/>	65025009 961000	AUTHORIZED AMOUNT	150.00-	TRAINING EXAMPLE	0				
<input type="radio"/>				TRAINING EXAMPLE	0				

Amount: 150.00- Remaining:

Done Trusted sites 100%

Step	Action
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.

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Standard Invoice Entry - Standard Invoice Entry

Delete Cancel Form Row Tools

Document No/Type/Fd [] [] [] Batch No * 1993434 Prev Doc * 306761

Customer [] ABF FREIGHT SYSTEM, INC

Fund 10000 STATE GENERAL FUND Discount %

Invoice Date [] G/L Date 12/10/2009 Payment Terms []

Records 1 - 1 Customize Grid

Pay Item	Gross Amount	Remark	Business Unit	Pymt Terms	Disc Percent	Open Amount	Tax Area	Tax Expl	Due Date	Disco Due D
001										

Gross [] Disc [] Tax [] Taxable []

Done Trusted sites 100%

Step	Action
28.	Click the Cancel button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Standard Invoice Entry - Work with Customer Ledger Inquiry

Select Find Add Delete Close Form Row Report Tools

Customer []

Parent [] Batch Number 1993434

Invoice No From [] Thru [] All Paid Open

Date From [] Thru [] Invoice Date Due Date

G/L Date Statement Date

As Of Date [] Recurring Invoice Summarize

No records found. Customize Grid

Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Da Du
No records found.											

Done Trusted sites 100%

Training Guide

Regular Invoice Processing (RI)

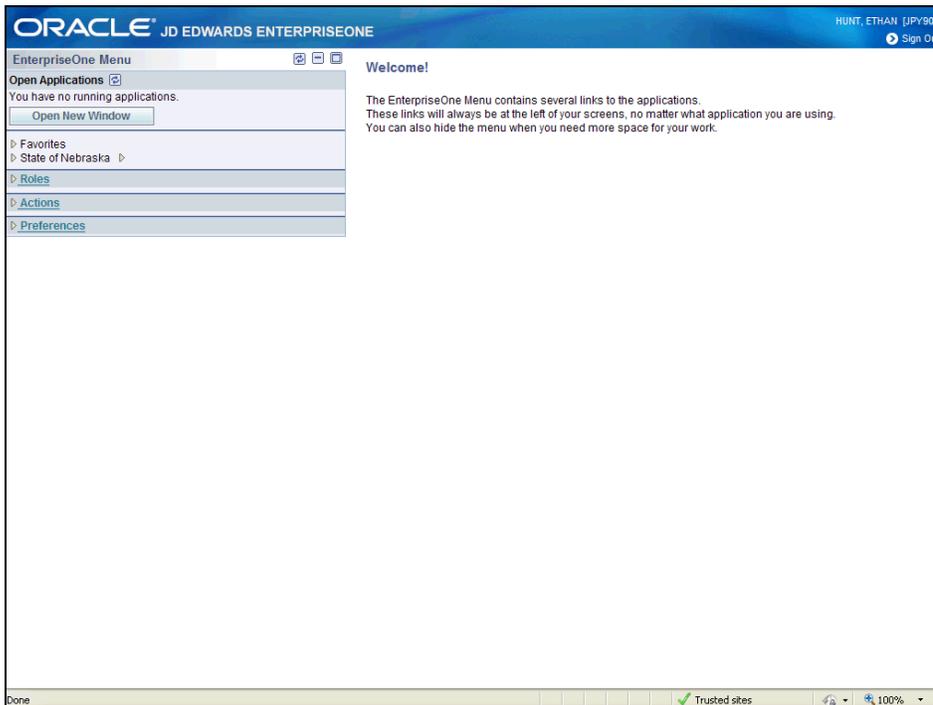


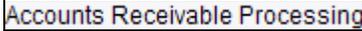
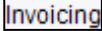
Step	Action
29.	Click the Close button. 
30.	You have successfully completed this lesson. End of Procedure.

Enter Standard Invoice with Attachment

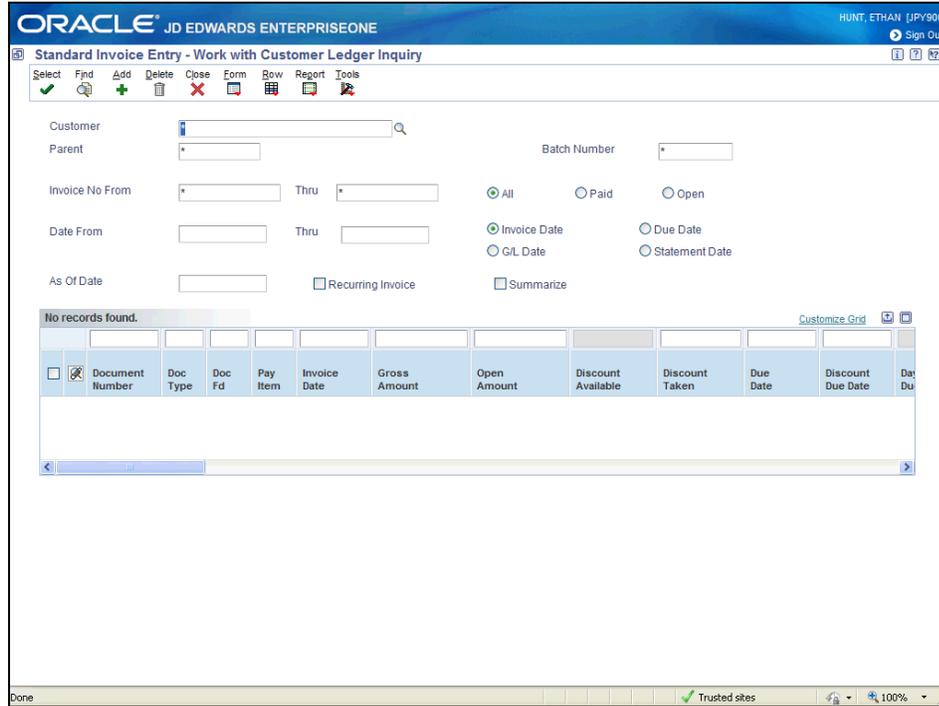
Procedure

In this lesson you will learn how to enter a standard invoice with an 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. 

Step	Action
6.	Click the Standard Invoice Entry link. 



Step	Action
7.	Click the Add button. 

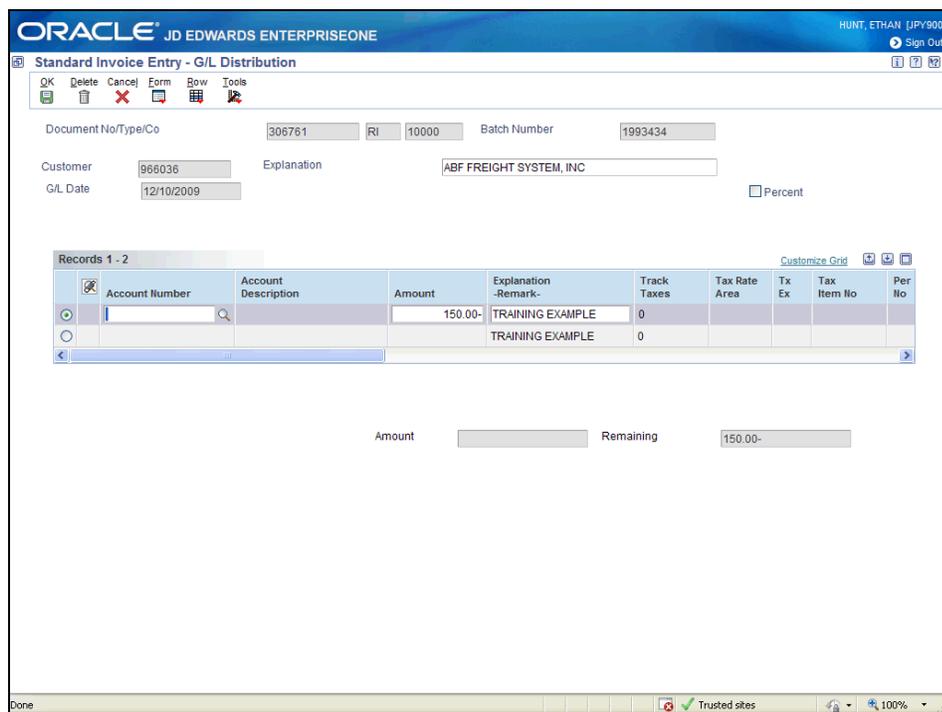
Training Guide

Regular Invoice Processing (RI)



Step	Action
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. <input type="text"/>
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. <input type="text"/>
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.	<p>Enter the appropriate offset code. into the G/L Class field. Required for multi-funded invoices.</p> <p>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.</p>
20.	<p>Click the OK button.</p> 



Step	Action
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.

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Regular Invoice Processing (RI)



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Standard Invoice Entry - G/L Distribution

Document No/Type/Co: 306761 RI 10000 Batch Number: 1993434

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

G/L Date: 12/10/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
65025009.961000		150.00-	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: Remaining:

Step	Action
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.

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Standard Invoice Entry - G/L Distribution

OK Delete Cancel Form Row Tools

Document No/Type/Co: 306761 RI 10000 Batch Number: 1993434

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

GL Date: 12/10/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
65025009 961000	AUTHORIZED AMOUNT	150.00-	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: 150.00- Remaining:

Step	Action
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.

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Regular Invoice Processing (RI)



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Standard Invoice Entry - Standard Invoice Entry

Delete Cancel Form Row Tools

Document No/Type/Fd [] [] [] Batch No * 1993434 Prev Doc * 306761

Customer [] ABF FREIGHT SYSTEM, INC

Fund 10000 STATE GENERAL FUND Discount %

Invoice Date [] G/L Date 12/10/2009 Payment Terms []

Records 1 - 1 Customize Grid

Pay Item	Gross Amount	Remark	Business Unit	Pymt Terms	Disc Percent	Open Amount	Tax Area	Tax Expl	Due Date	Disco Due D
001										

Gross [] Disc [] Tax [] Taxable []

Done Trusted sites 100%

Step	Action
28.	Click the Cancel button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Standard Invoice Entry - Work with Customer Ledger Inquiry

Select Find Add Delete Close Form Row Report Tools

Customer * [] Batch Number 1993434

Parent * []

Invoice No From * [] Thru * [] All Paid Open

Date From [] Thru [] Invoice Date Due Date

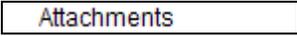
G/L Date Statement Date

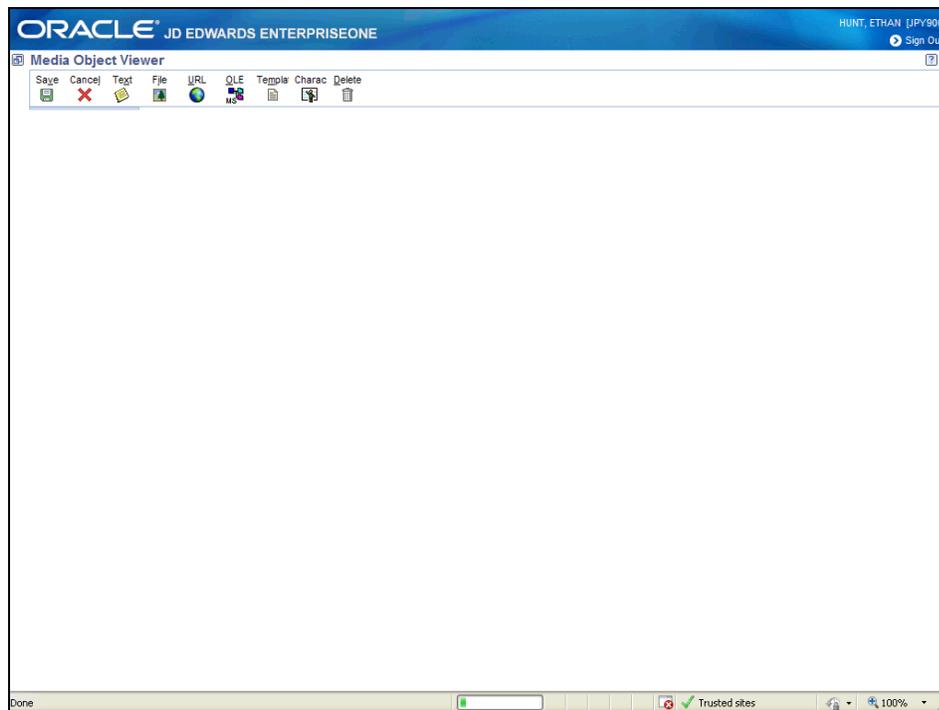
As Of Date [] Recurring Invoice Summarize

No records found. Customize Grid

Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Da Du

Done Trusted sites 100%

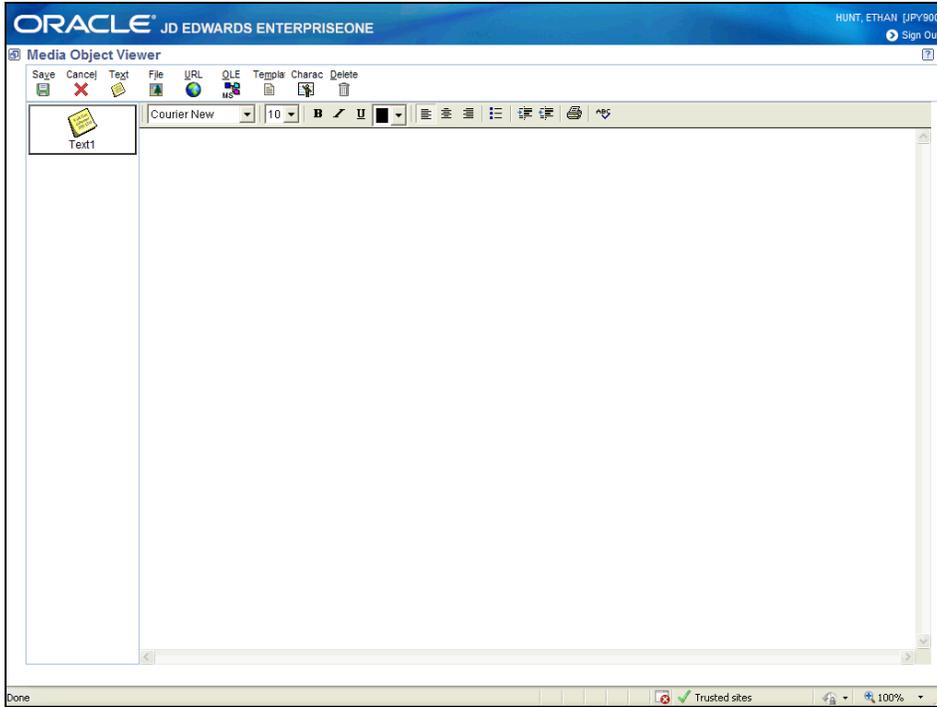
Step	Action
29.	Click the Find button. 
30.	Choose the document requiring an attachment by clicking the check box next to it. <input type="checkbox"/>
31.	Click the Row button. 
32.	Click the Attachments menu. 



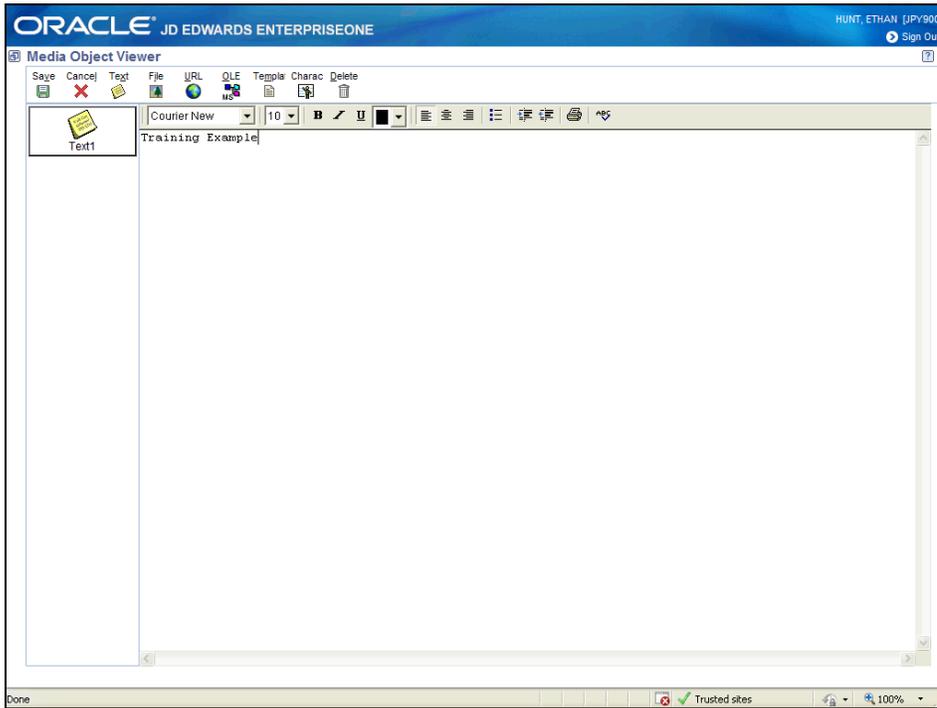
Step	Action
33.	Click the Text button. 

Training Guide

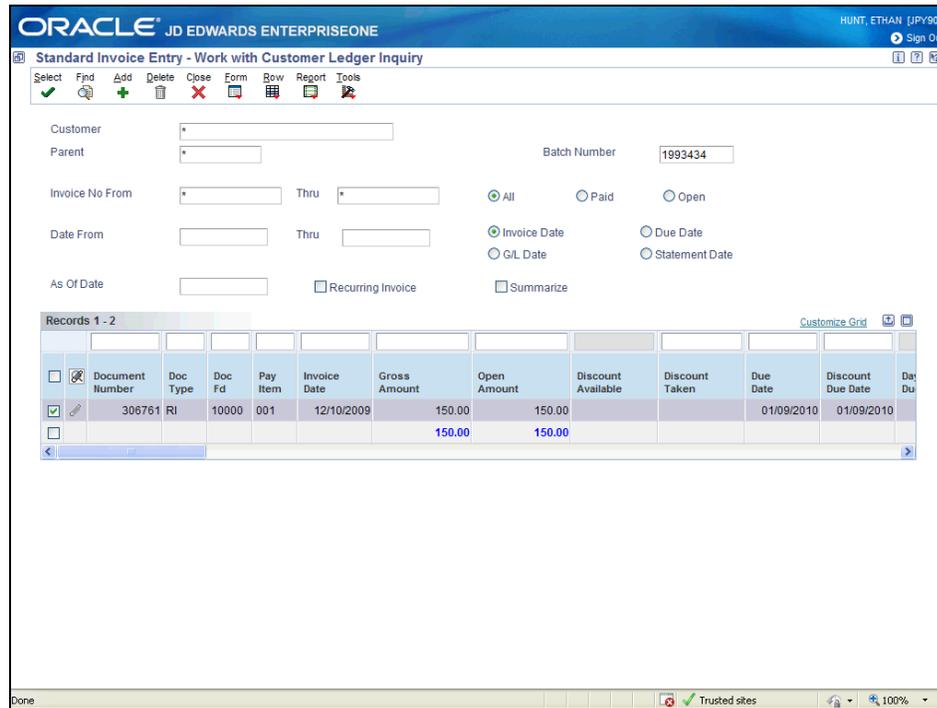
Regular Invoice Processing (RI)



Step	Action
34.	Enter information to appear on the invoice. This text should be descriptive of the item purchased.



Step	Action
35.	Click the Save button. 



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HUNT, ETHAN [JPY900] Sign Out

Standard Invoice Entry - Work with Customer Ledger Inquiry

Select Find Add Delete Close Form Row Report Tools

Customer *
Parent *
Batch Number 1993434
Invoice No From * Thru * All Paid Open
Date From * Thru * Invoice Date Due Date
 G/L Date Statement Date
As Of Date * Recurring Invoice Summarize

Records 1 - 2 Customize Grid

	Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Day Du
<input checked="" type="checkbox"/>	306761	RI	10000	001	12/10/2009	150.00	150.00			01/09/2010	01/09/2010	
<input type="checkbox"/>						150.00	150.00					

Done Trusted sites 100%

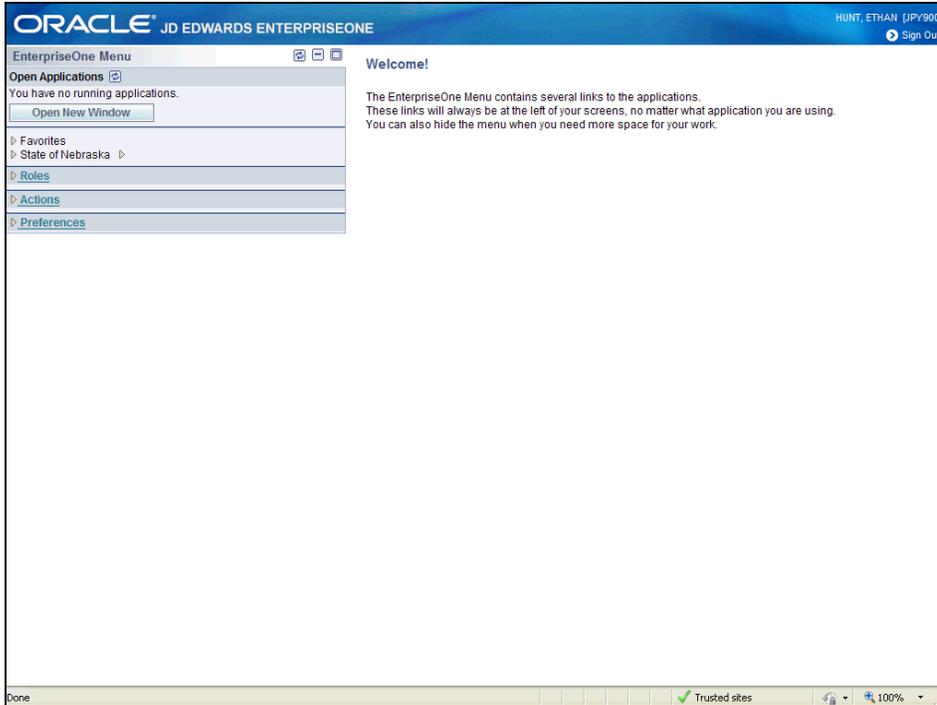
Step	Action
36.	Click the Close button. 
37.	You have successfully completed this lesson. End of Procedure.

Enter Standard Invoice with Template Attachment Procedure

In this lesson you will learn how to enter a standard invoice with a template attachment.

Training Guide

Regular Invoice Processing (RI)



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

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Standard Invoice Entry - Work with Customer Ledger Inquiry

Select Find Add Delete Close Form Row Report Tools

Customer [] Parent [] Batch Number []

Invoice No From [] Thru [] All Paid Open

Date From [] Thru [] Invoice Date Due Date
 G/L Date Statement Date

As Of Date [] Recurring Invoice Summarize

No records found. Customize Grid

	Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Day Du
No records found.												

Done Trusted sites 100%

Step	Action
7.	Click the Add button.

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Standard Invoice Entry - Standard Invoice Entry

Delete Cancel Form Row Tools

Document No/Type/Fd [] [] [] Batch No * 1993434

Customer [] Fund [] Invoice Date [] G/L Date [] Discount % Payment Terms []

Records 1 - 1 Customize Grid

	Pay Item	Gross Amount	Remark	Business Unit	Pymt Terms	Disc Percent	Open Amount	Tax Area	Tax Expl	Due Date	Disco Due D
<input checked="" type="radio"/>	001										

Gross [] Disc [] Tax [] Taxable []

Done Trusted sites 100%

Training Guide

Regular Invoice Processing (RI)



Step	Action
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. <input type="text"/>
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. <input type="text"/>
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.
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. 

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Standard Invoice Entry - G/L Distribution

Document No/Type/Co: 306761 RI 10000 Batch Number: 1993434

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

GL Date: 12/10/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
		150.00-	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: Remaining:

Step	Action
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.

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Regular Invoice Processing (RI)



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Standard Invoice Entry - G/L Distribution

Document No/Type/Co: 306761 RI 10000 Batch Number: 1993434

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

GL Date: 12/10/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
65025009.961000		150.00-	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: Remaining:

Step	Action
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.

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Standard Invoice Entry - G/L Distribution

OK Delete Cancel Form Row Tools

Document No/Type/Co: 306761 RI 10000 Batch Number: 1993434

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

GL Date: 12/10/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
65025009 961000	AUTHORIZED AMOUNT	150.00-	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: 150.00- Remaining:

Step	Action
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.

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Regular Invoice Processing (RI)



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Standard Invoice Entry - Standard Invoice Entry

Delete Cancel Form Row Tools

Document No/Type/Fd [] [] [] Batch No * 1993434 Prev Doc * 306761

Customer [] ABF FREIGHT SYSTEM, INC

Fund 10000 STATE GENERAL FUND Discount %

Invoice Date [] G/L Date 12/10/2009 Payment Terms []

Records 1 - 1 Customize Grid

Pay Item	Gross Amount	Remark	Business Unit	Pymt Terms	Disc Percent	Open Amount	Tax Area	Tax Expl	Due Date	Disco Due D
001										

Gross [] Disc [] Tax [] Taxable []

Done Trusted sites 100%

Step	Action
28.	Click the Cancel button.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Standard Invoice Entry - Work with Customer Ledger Inquiry

Select Find Add Delete Close Form Row Report Tools

Customer * [] Batch Number 1993434

Parent * []

Invoice No From * [] Thru * [] All Paid Open

Date From [] Thru [] Invoice Date Due Date

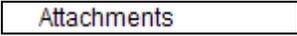
G/L Date Statement Date

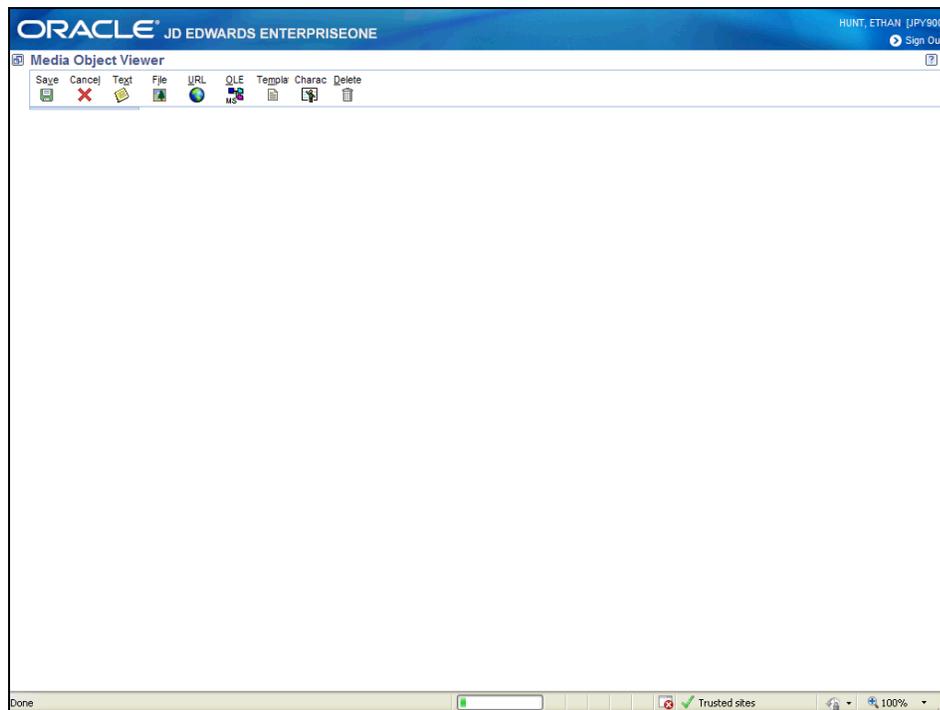
As Of Date [] Recurring Invoice Summarize

No records found. Customize Grid

Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Da Du

Done Trusted sites 100%

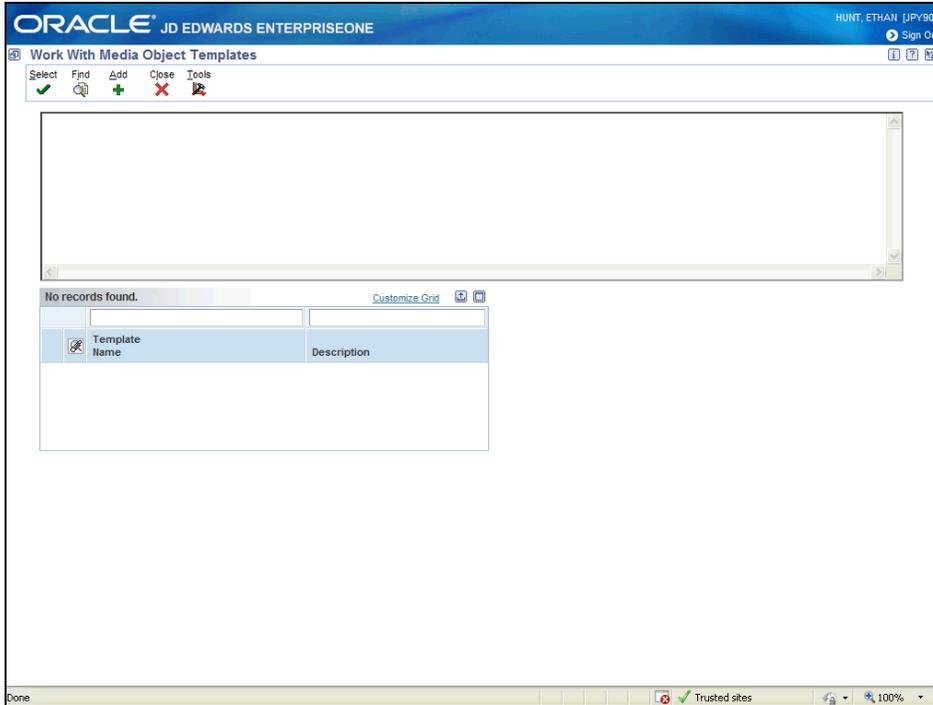
Step	Action
29.	Click the Find button. 
30.	Choose the document requiring an attachment by clicking the check box next to it. <input type="checkbox"/>
31.	Click the Row button. 
32.	Click the Attachments menu. 



Step	Action
33.	Click the Templates button. 

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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.

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Regular Invoice Processing (RI)

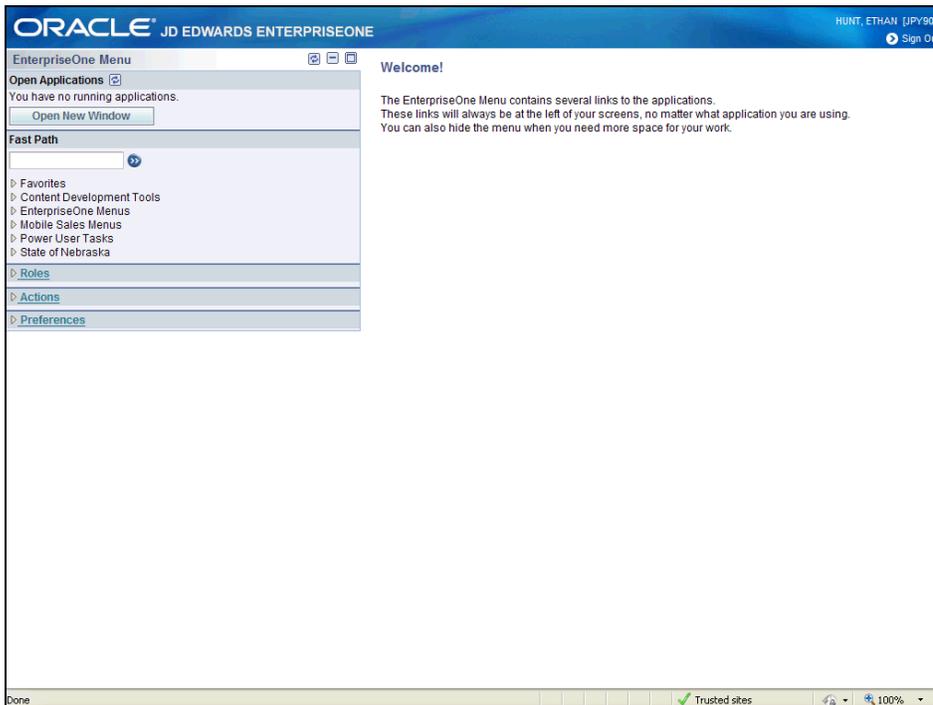


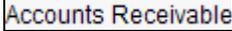
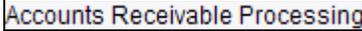
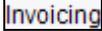
Step	Action
40.	Click the Close button. 
41.	You have successfully completed this lesson. End of Procedure.

Enter Invoice using Speed Invoice Entry

Procedure

In this lesson you will learn how to enter an invoice using speed invoice entry.



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. 

Step	Action
6.	Click the Speed Invoice Entry link. Speed Invoice Entry

Step	Action
7.	Enter the customer address book number into the Customer field.
8.	Press [Tab] .
9.	Enter the fund number into the Fund field.
10.	Press [Tab] .
11.	Enter the amount into the Gross Amount field.
12.	Press [Tab] .
13.	Enter the ddate of the supplier's invoice or date of your invoice to the customer into the Invoice Date field.
14.	Press [Tab] .
15.	Enter the date on which the entry should post to the general ledger into the G/L Date field.
16.	Click in the Remark field. <input type="text"/>
17.	Identify the invoice in the Remark field.

Training Guide

Regular Invoice Processing (RI)



Step	Action
18.	Click in the Account Number field. <input type="text"/>
19.	Enter the account number into the Account Number field.
20.	Amount – should be negative, all or part of the Gross Amount
21.	Remark – will default to the same as above or can be modified. Note: The remark will not default until the down arrow on the keyboard is pressed.

Step	Action
22.	Press the down arrow on the keyboard to accept the data entered.
23.	Add additional line(s) as needed. Note: The Amt to Distribute field should show full distributed amount and the Remaining field should be blank.

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Speed Invoice Entry - Speed Invoice Entry

Doc No/Type/Id: [] RI 10000 Batch: 1993438 Prev Doc: []

Customer: 966036 ABF FREIGHT SYSTEM, INC

Fund: 10000 STATE GENERAL FUND

Gross Amount: 150.00 Service/Tax Date: 12/10/2009 BU: 1

Invoice Date: 12/10/2009 Tax Rate/Area: [] Pay Terms: []

G/L Date: 12/10/2009 Tax Expl Code: [] Pay Instr: []

Due Date: 01/09/2010 Tax Amount: [] Pay Status: A

Disc Due Date: 01/09/2010 Taxable Amount: []

Remark: TRAINING EXAMPLE % Discount: []

Account Number	Account Description	Amount	Track Taxes	Tax Rate/Area	Tx Ex	Remark	Units
65025009.961000	AUTHORIZED AMOUNT	150.00-0				TRAINING EXAMPLE	

Amt to Distribute: 150.00- Remaining: []

Step	Action
24.	Click the OK button. 
25.	Record the batch number.
26.	Click the Cancel button. 
27.	You have successfully completed this lesson. End of Procedure.

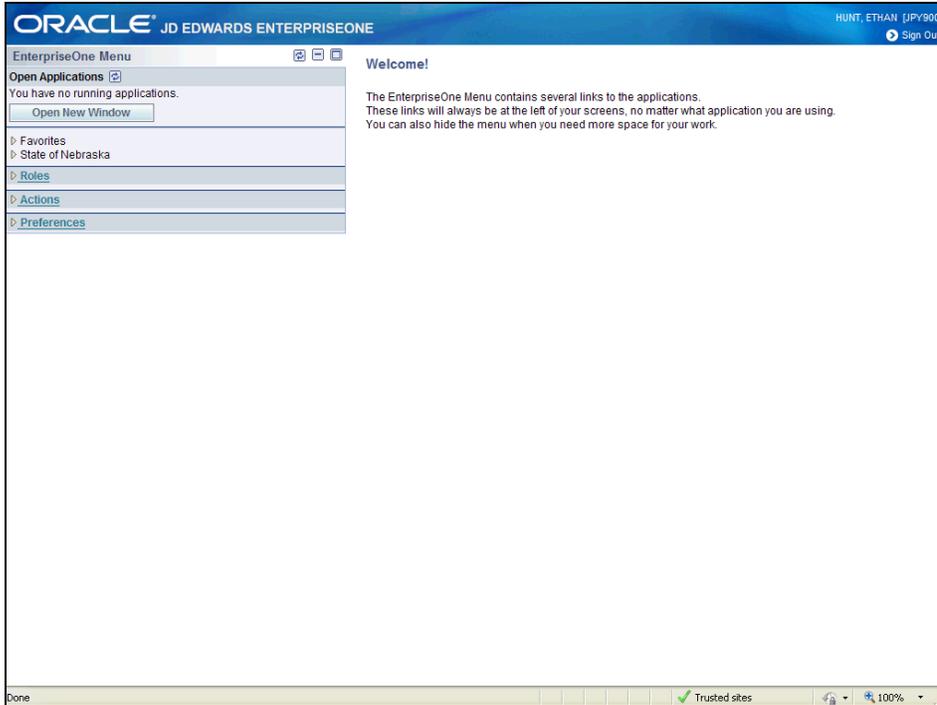
Review Invoice Batch

Procedure

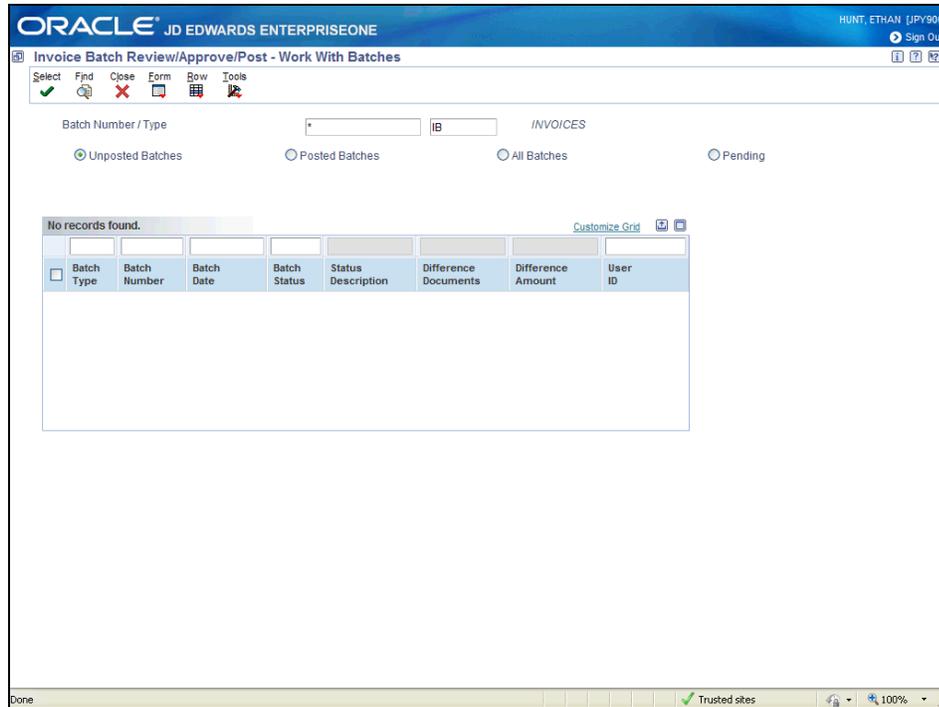
In this lesson you will learn how to review an invoice batch.

Training Guide

Regular Invoice Processing (RI)



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 Review & Approve Invoice Batches link. Review & Approve Invoice Batches
6.	Click the Invoice Batch Review/Approve/Post link. Invoice Batch Review/Approve/Post



Step	Action
7.	Enter your User ID in the User ID field in the QBE line to bring up only the invoices you prepared. You may use other QBE fields or combinations of fields if you know what you are looking for. <input type="text"/>
8.	Click the Find button. 
9.	Choose the desired batch by clicking the check box next to it. <input type="checkbox"/>
10.	Click the Select button. 
11.	Review the invoice as needed.

Training Guide

Regular Invoice Processing (RI)

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Invoice Batch Review/Approve/Post - Invoice Journal Review

Select Find Add Close Row Tools

Batch Number/Type 1993435 IB

Records 1 - 2 Customize Grid

Invoice Number	Invoice Type	Invoice Company	Alpha Name	Gross Amount	G/L Date	J.E. Bal	Base Curr
306762	RI	10000	ABF FREIGHT SYSTEM, INC	200.00	12/10/2009	Y	
TOTAL				200.00			

Done Trusted sites 100%

Step	Action
12.	When finished click the Close button.



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Invoice Batch Review/Approve/Post - Work With Batches

Select Find Close Form Row Tools

Batch Number / Type 1993435 IB INVOICES

Unposted Batches
 Posted Batches
 All Batches
 Pending

Previous Batch Number / Type 1993435 IB

Records 1 - 2 Customize Grid

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
<input checked="" type="checkbox"/>	IB 1993435	12/15/2009	PENDING	...	1-	200.00-	UATTRAIN1
<input type="checkbox"/>	IB 1993434	12/15/2009	PENDING	...	1-	150.00-	UATTRAIN1

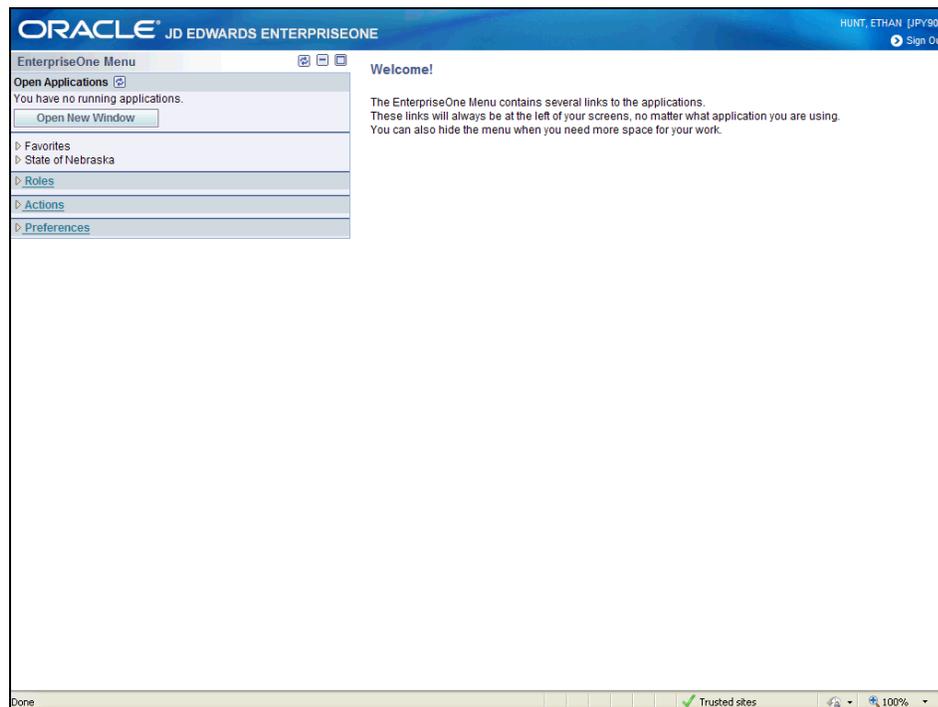
Done Trusted sites 100%

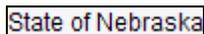
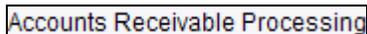
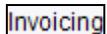
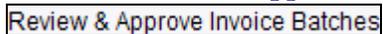
Step	Action
13.	Click the Close button. 
14.	You have successfully completed this lesson. End of Procedure.

Approve Invoice Batch

Procedure

In this lesson you will learn how to approve an invoice batch.

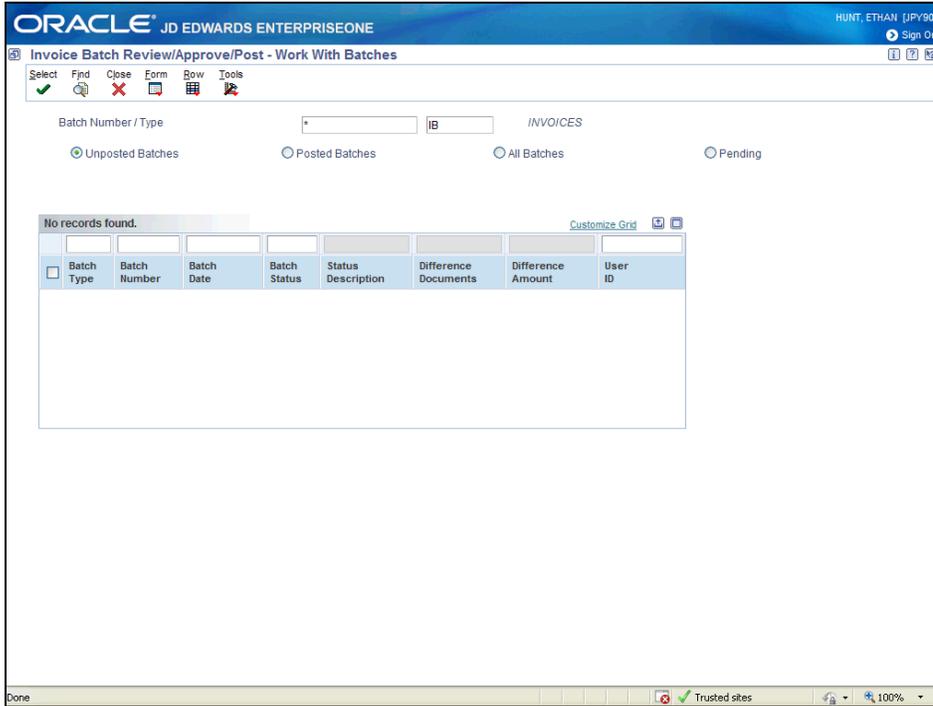


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 
5.	Click the Review & Approve Invoice Batches link. 

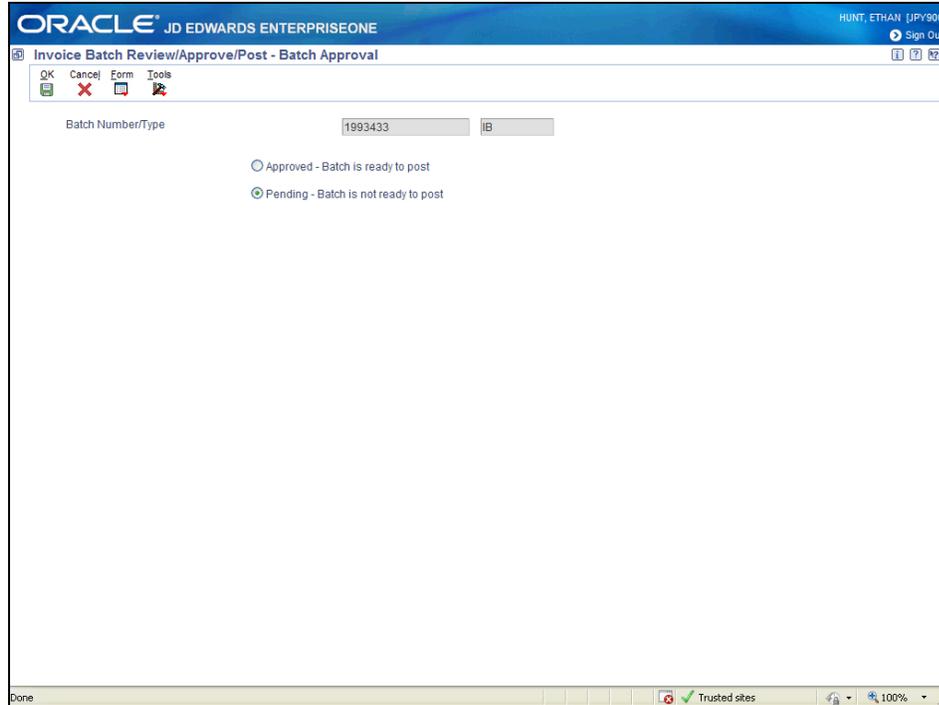
Training Guide

Regular Invoice Processing (RI)

Step	Action
6.	Click the Invoice Batch Review/Approve/Post link. 



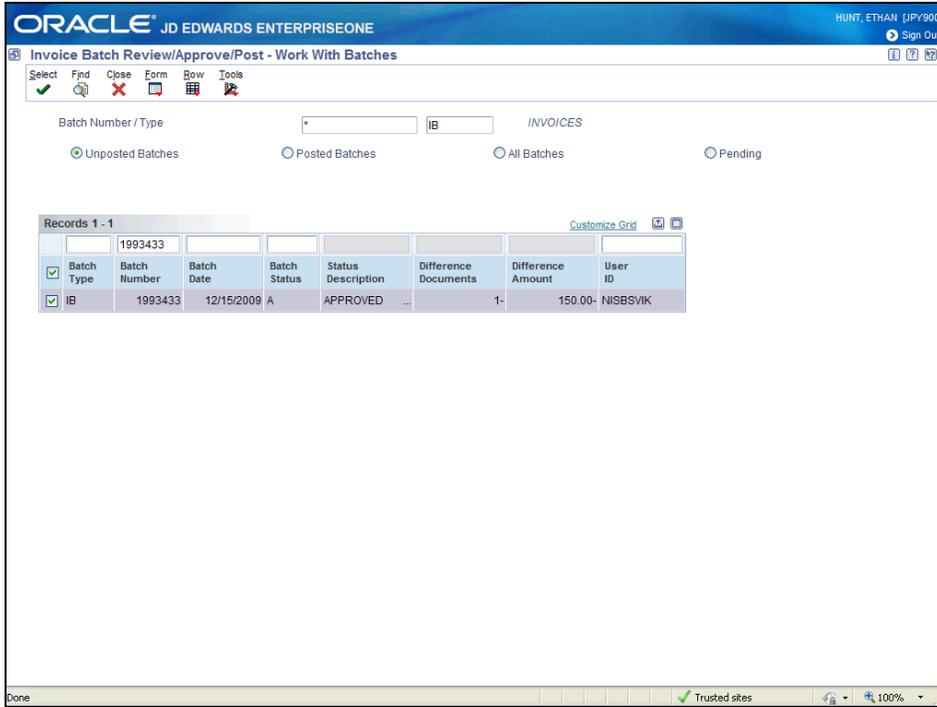
Step	Action
7.	Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.) <input data-bbox="342 1276 483 1318" type="text"/>
8.	Click the Find button. 
9.	Choose the desired batch(es) by click the check box next to them. <input data-bbox="342 1457 391 1499" type="checkbox"/>
10.	Click the Row button. 
11.	Click the Batch Approval menu. <input data-bbox="342 1638 643 1669" type="text"/>



Step	Action
12.	Click the Approved - Batch is ready to post option. 
13.	Click the OK button. 
14.	Chosen batch(es) will show status of Approved .

Training Guide

Regular Invoice Processing (RI)

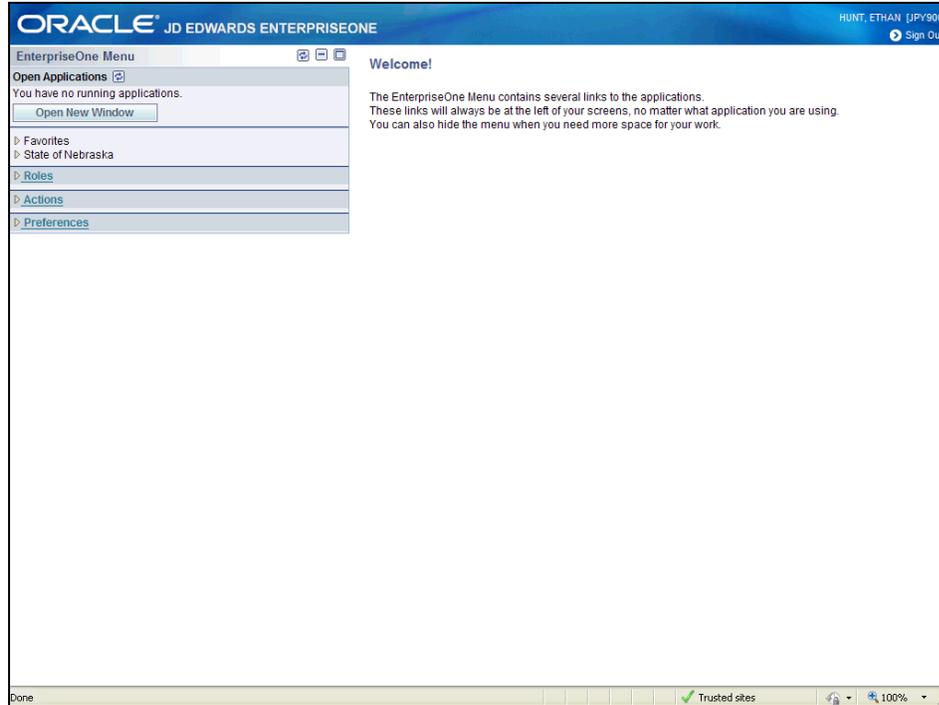


Step	Action
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.

Delete Invoice Batch

Procedure

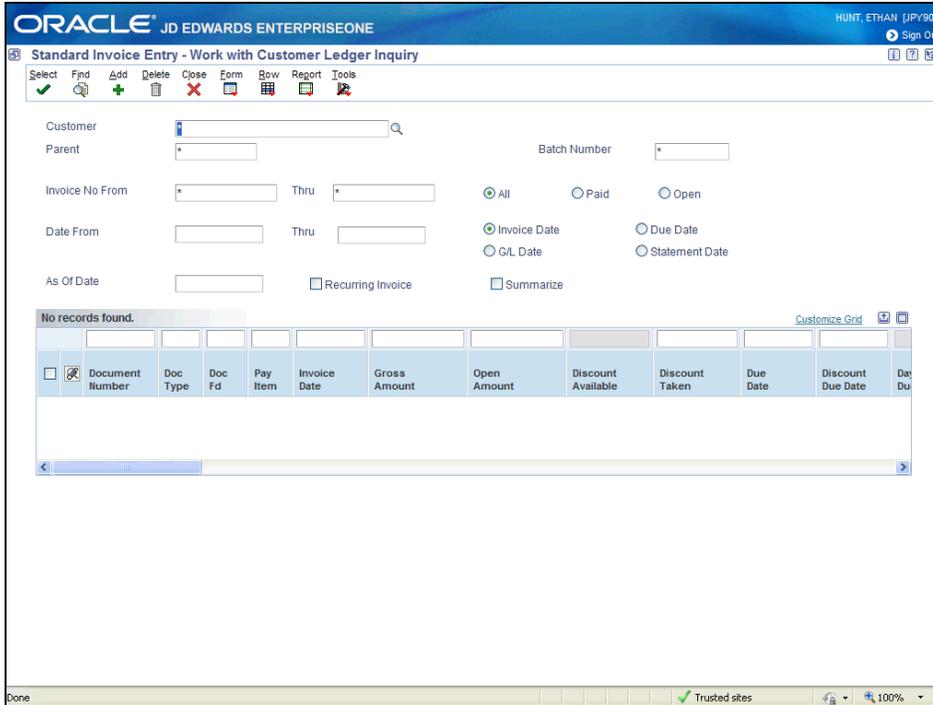
In this lesson you will learn how to delete an invoice batch.



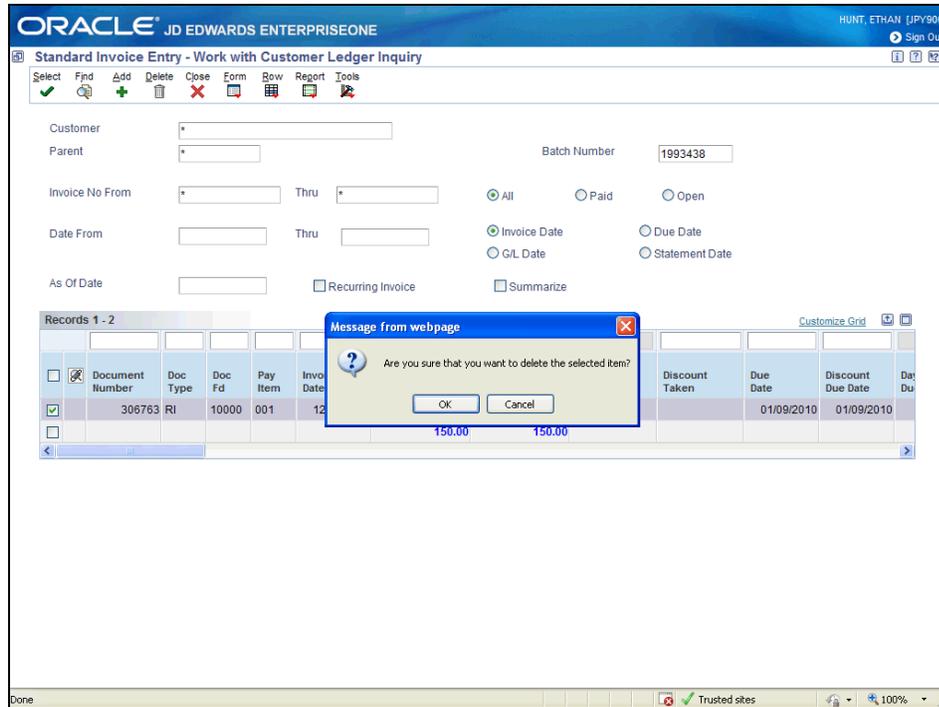
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable
3.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
4.	Click the Invoicing link. Invoicing
5.	Click the Enter & Print Invoice link. Enter & Print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

Training Guide

Regular Invoice Processing (RI)



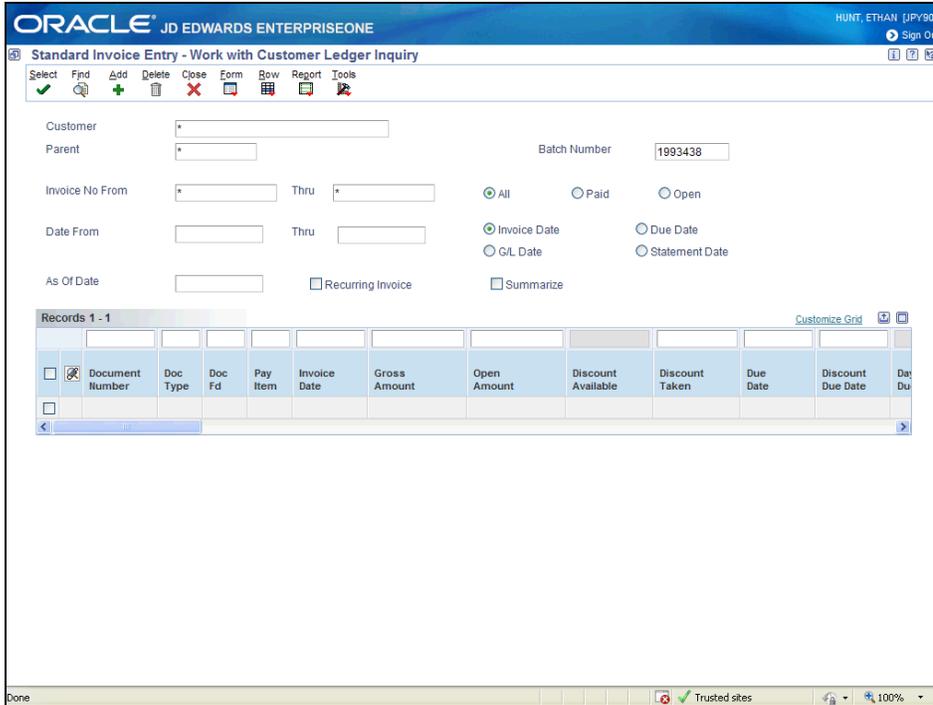
Step	Action
7.	Enter Batch Number , Document Number , or Supplier Number . <input type="text" value="*"/>
8.	Click the Find button. 
9.	Choose the document(s) to delete by clicking the check box next to them. Note: If you wish to delete all the documents in a batch or all the documents for a supplier, choose the "select all" box (left hand side of QBE line). Up to 200 records will display in the grid with a checkmark. Note: If your batch or supplier has more than 200 documents/records, click scroll-to-end to retrieve all records. Only 200 can be displayed and deleted at one time. <input type="checkbox"/>
10.	Click the Delete button. 



Step	Action
11.	Click the OK button. 
12.	If the document has not posted and no warning is received move to the next step. Warning: If the document has been posted, you will be prompted to enter the G/L date for the voiding entry. Enter today's date as the G/L date. Be sure to approve the batch to complete the void process.

Training Guide

Regular Invoice Processing (RI)



Step	Action
13.	<p>Click the Close button.</p> <p>Note: When deleting a multi-line invoice, all lines are deleted as expected. However, line items which were not highlighted for deleting still appear. After refreshing the screen (clicking Find), no line items appear.</p> 
14.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>

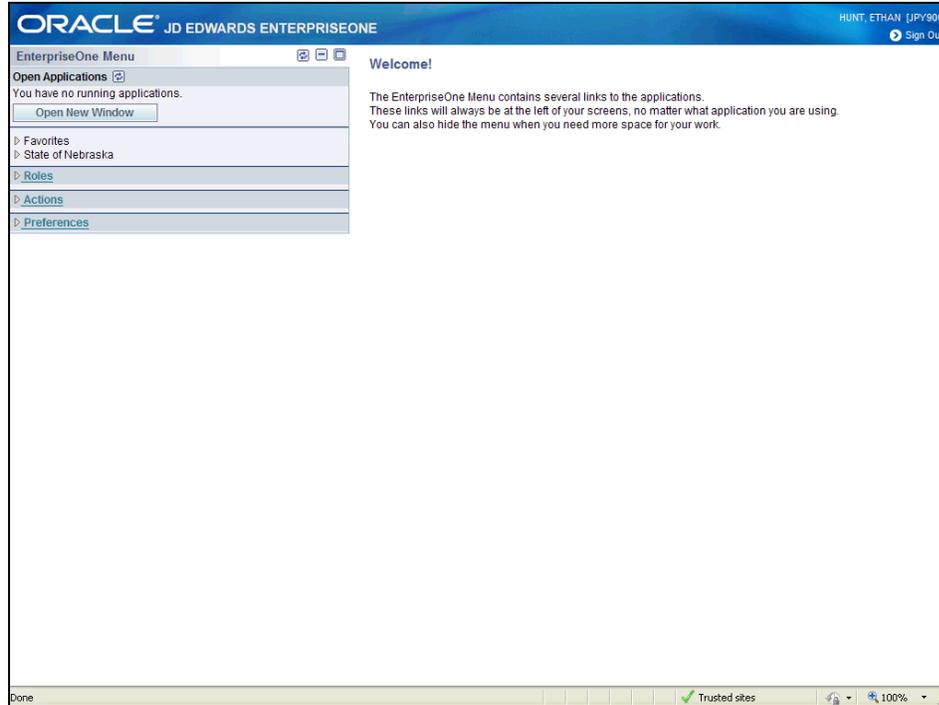
Post Invoice Batch

Invoice posting will take place through an automated process. All approved invoices will be posted. The status of the invoice will change to "Posted" once the automatic process has completed.

Void Invoice Batch

Procedure

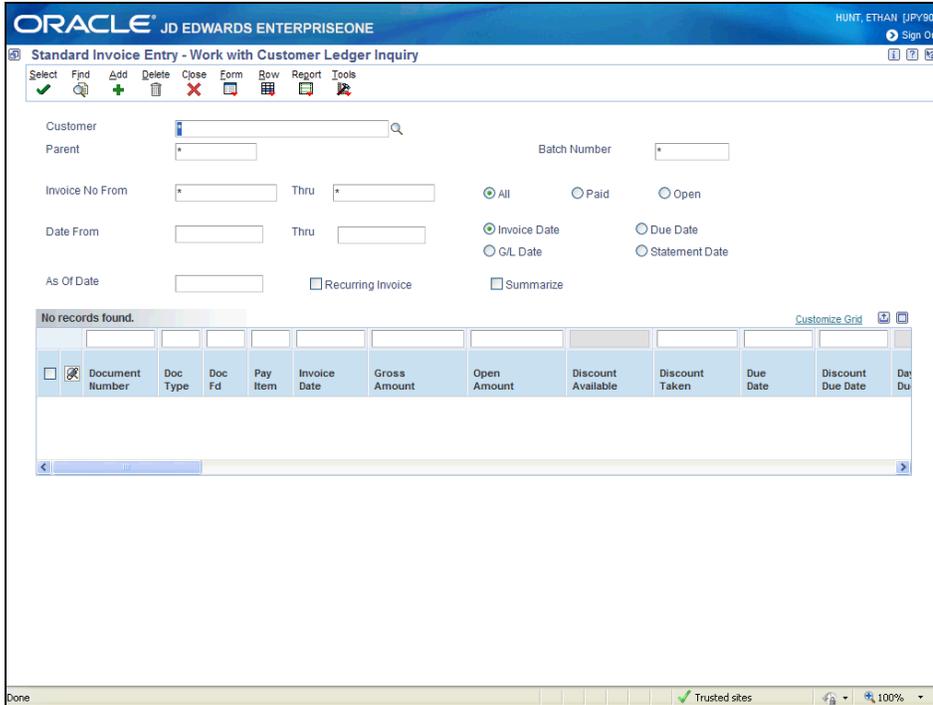
In this lesson you will learn how to void an invoice batch.



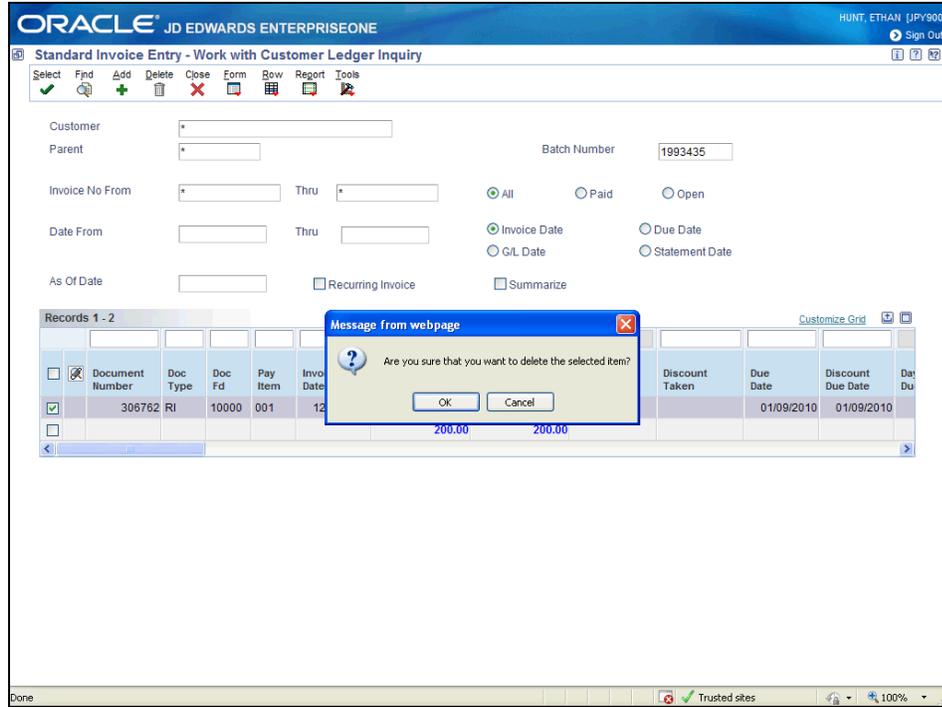
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable
3.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
4.	Click the Invoicing link. Invoicing
5.	Click the Enter & Print Invoice link. Enter & Print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

Training Guide

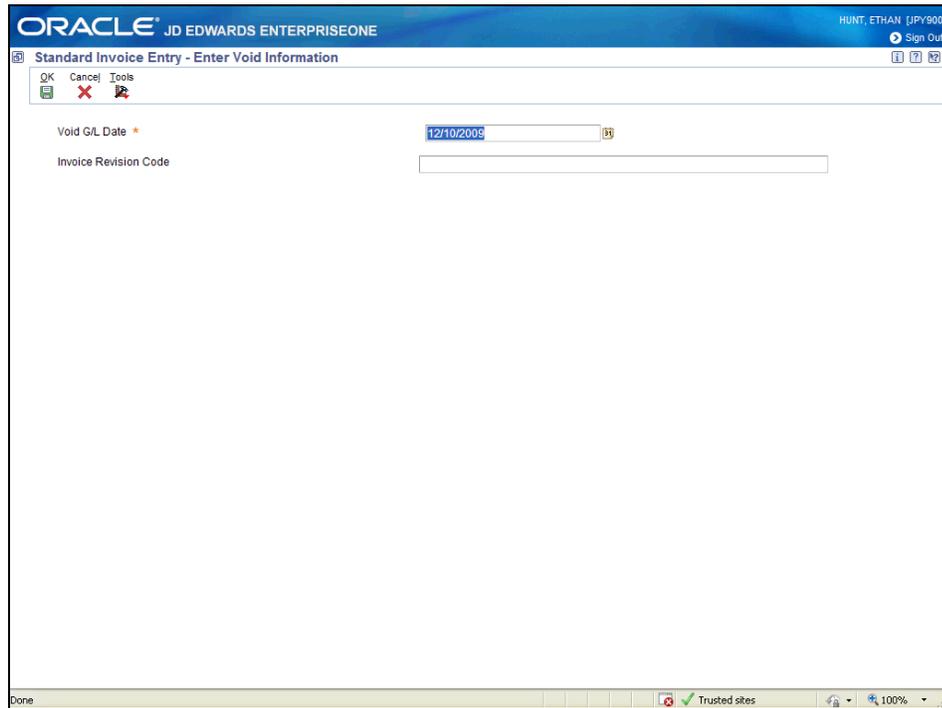
Regular Invoice Processing (RI)



Step	Action
7.	Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.) <input type="text" value="*"/>
8.	Click the Find button. 
9.	Choose the Document Number to void by clicking the check box next to it. <p>Note: Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided.</p> <input type="checkbox"/>
10.	Click the Delete button. 



Step	Action
11.	Click the OK button. 

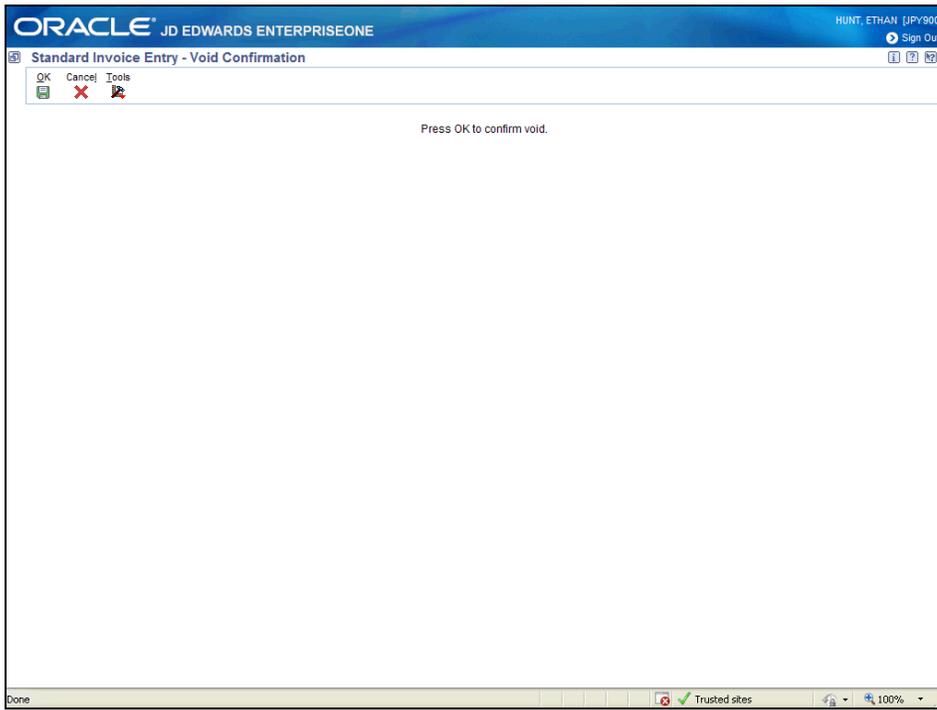


Training Guide

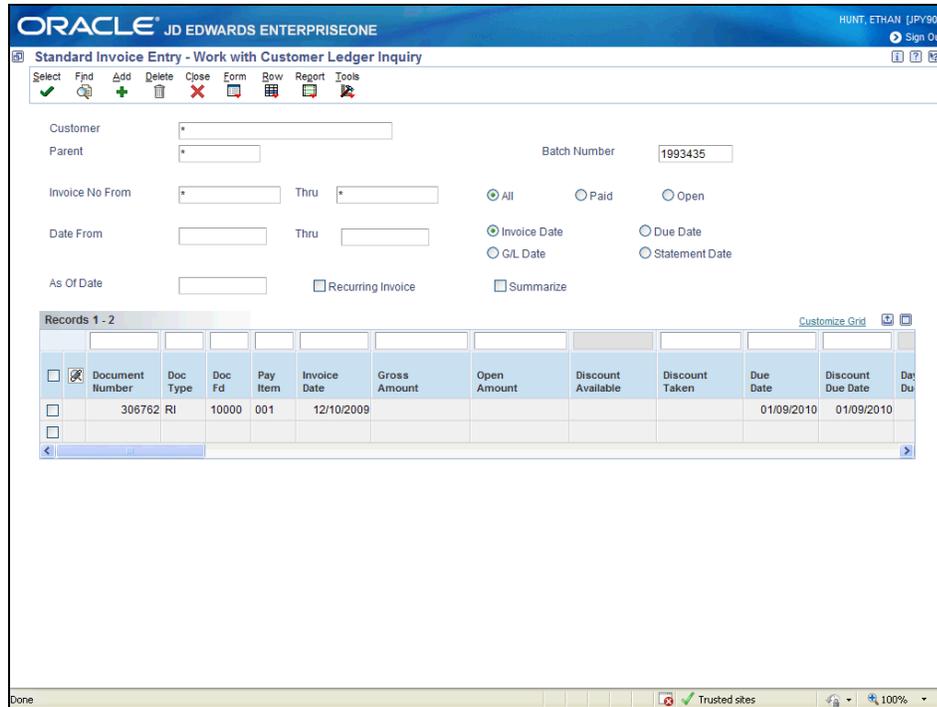
Regular Invoice Processing (RI)



Step	Action
12.	Enter the current date into the Void G/L Date field. Warning: Be sure to change this field. The G/L Date field defaults to the original invoice entry date. If this date is in a prior month, the void can not be posted.
13.	Click the OK button. 



Step	Action
14.	Click the OK button. 



Step	Action
15.	<p>Click the Close button.</p> <p>Note: Voiding a Posted Invoice will create a batch that will need to be re-approved.</p> 
16.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>

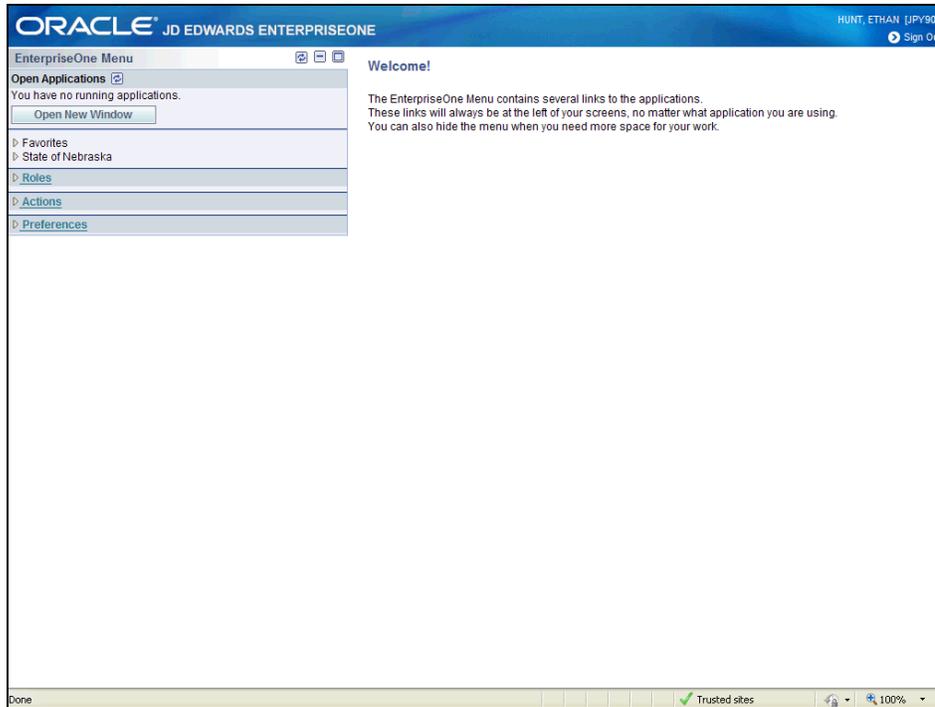
Print Invoice Batch

Procedure

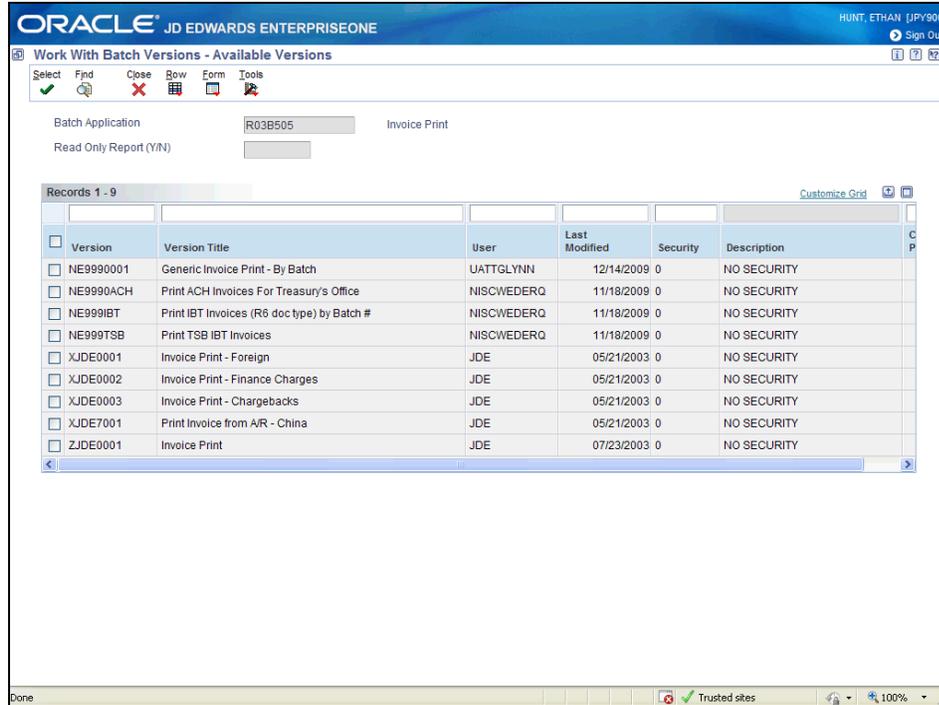
In this lesson you will learn how to print an invoice batch.

Training Guide

Regular Invoice Processing (RI)



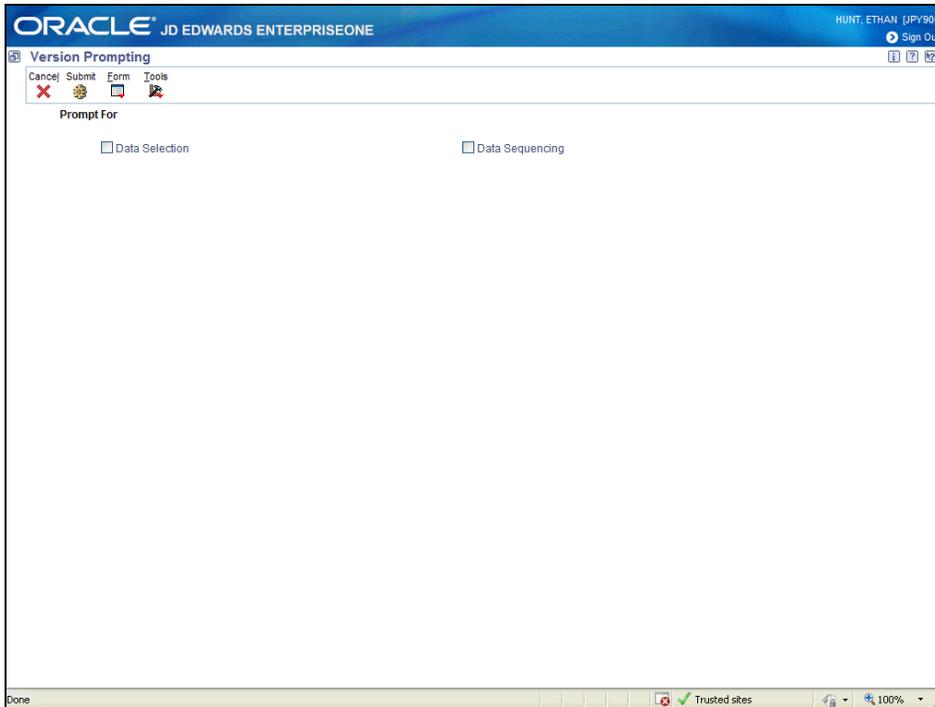
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable
3.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
4.	Click the Invoicing link. Invoicing
5.	Click the Enter & Print Invoice link. Enter & Print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



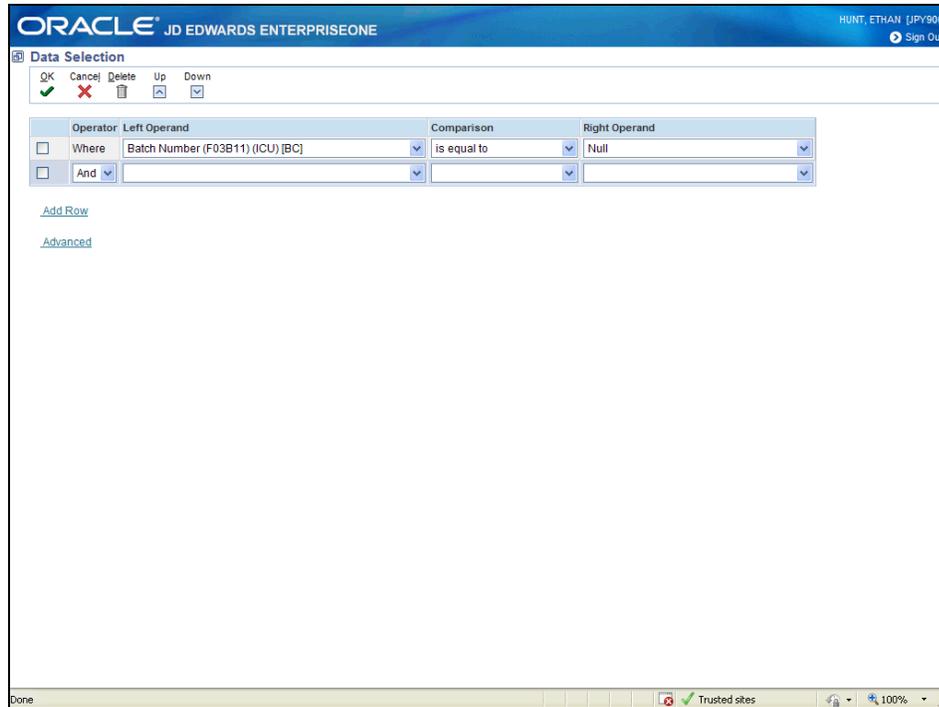
Step	Action
7.	Choose the Version/Version Title desired by clicking the check box next to it. <input type="checkbox"/>
8.	Click the Select button. <input checked="" type="checkbox"/>

Training Guide

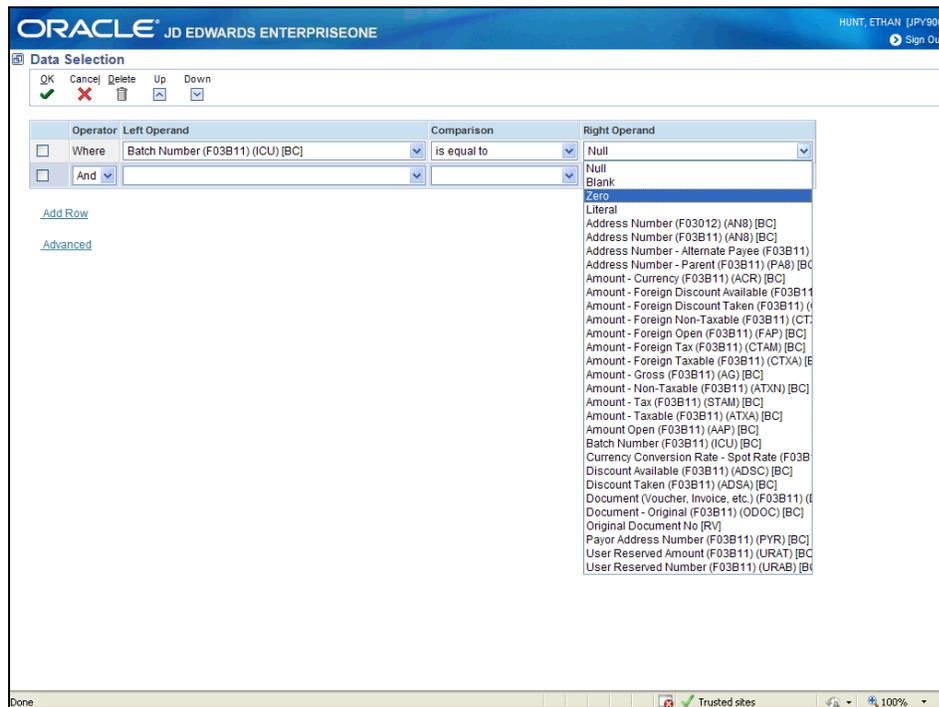
Regular Invoice Processing (RI)



Step	Action
9.	Click the Data Selection option. 
10.	Click the Submit button. 



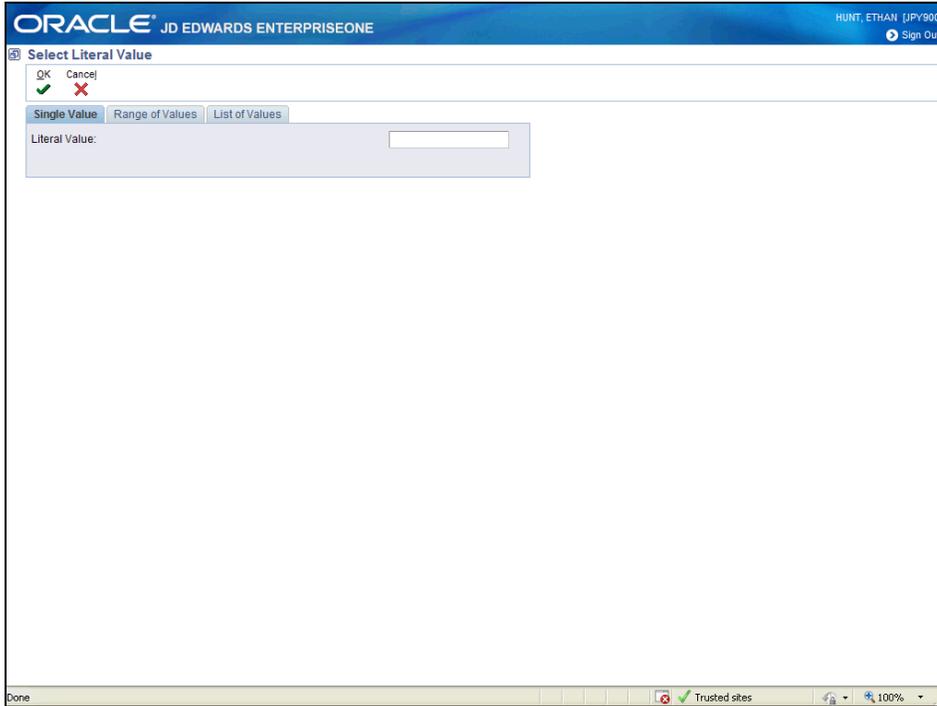
Step	Action
11.	Click the Right Operand list for the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null ▼</div>



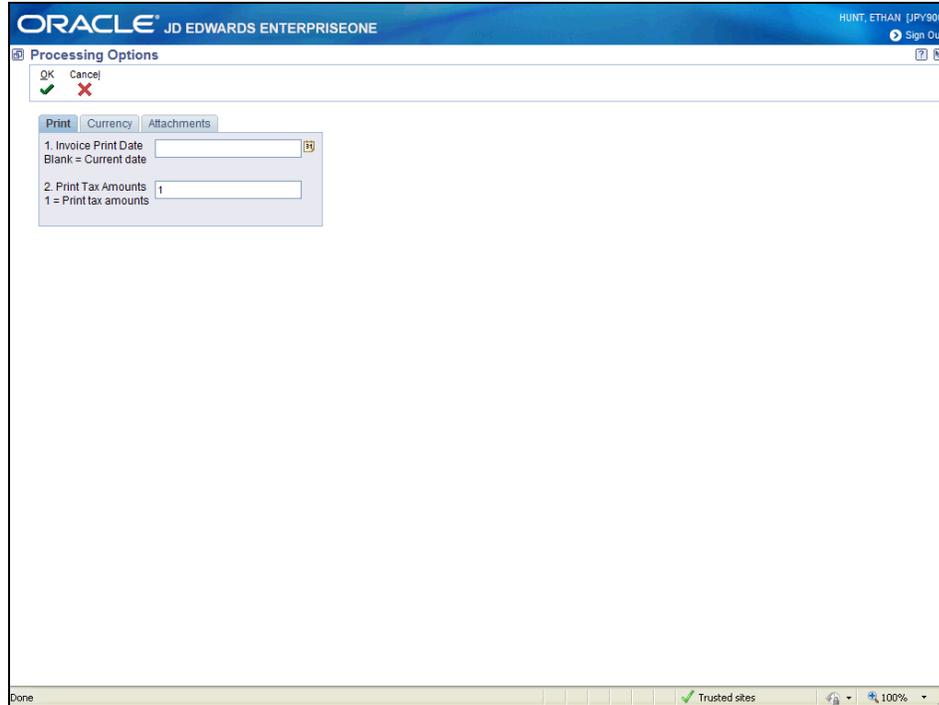
Training Guide

Regular Invoice Processing (RI)

Step	Action
12.	Click the Literal list item. 



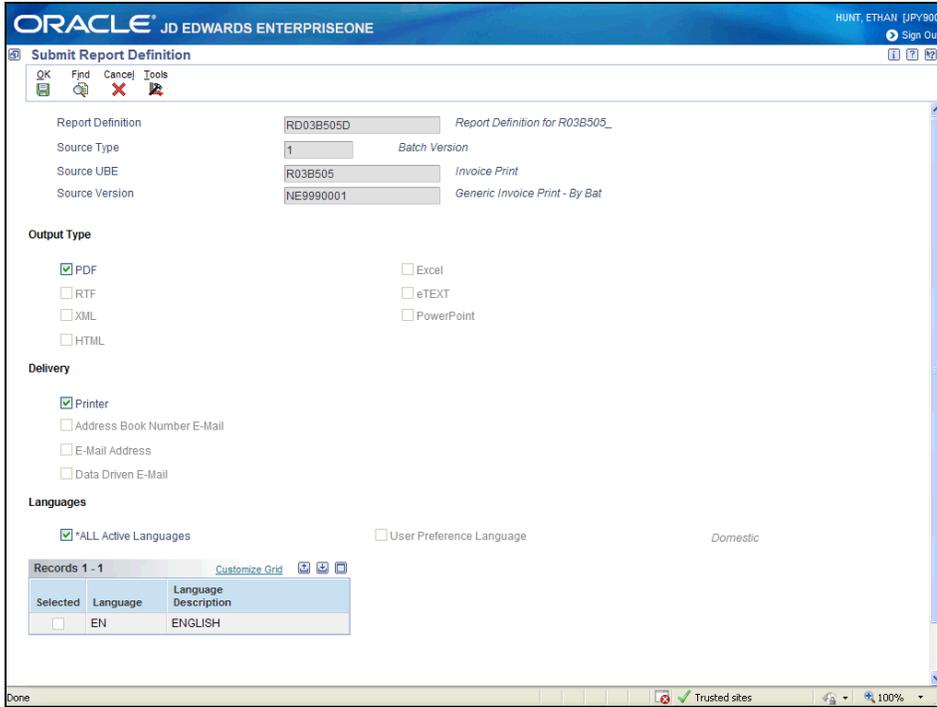
Step	Action
13.	Enter the batch number into the Literal Value: field.
14.	Click the OK button. 
15.	Click the OK button. 



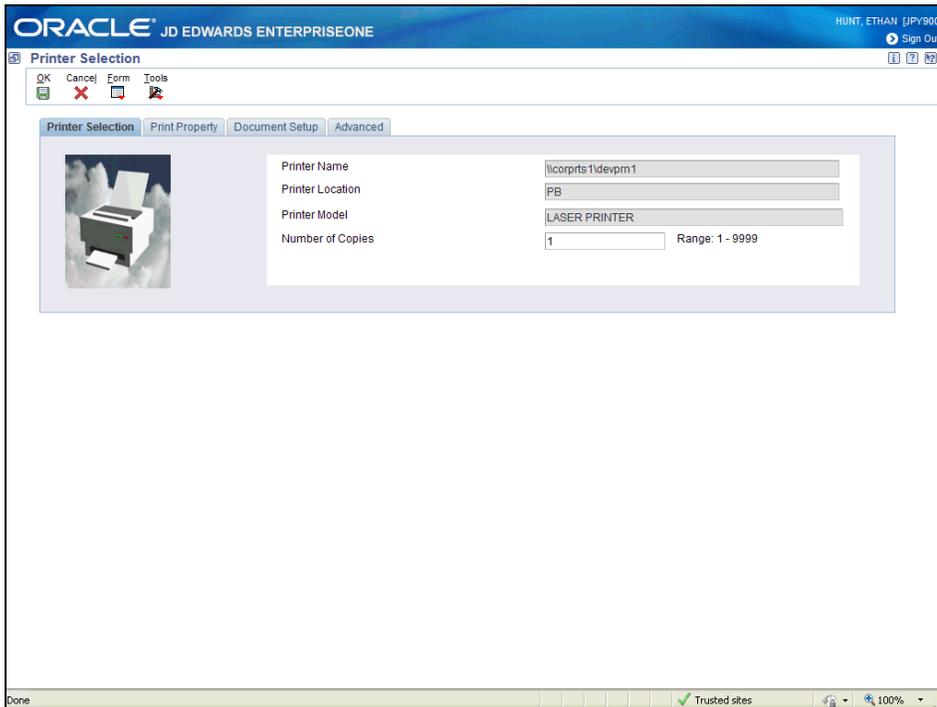
Step	Action
16.	Click the Attachments tab. 
17.	Enter " 1 " in the field on this screen if not defaulted.
18.	Click the OK button. 

Training Guide

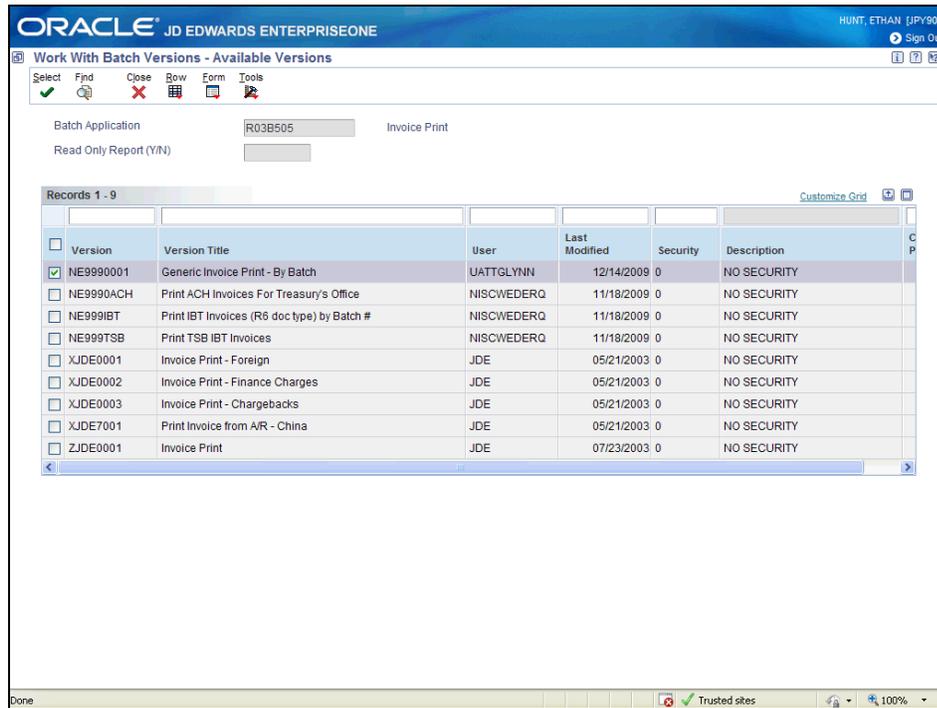
Regular Invoice Processing (RI)



Step	Action
19.	Click the OK button. 



Step	Action
20.	Click the OK button. 



Step	Action
21.	Click the Close button. 
22.	You have successfully completed this lesson. End of Procedure.