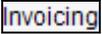
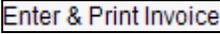


Enter IBT Invoice Lesson

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 IBT Invoice Entry link. 
7.	Click the Add button. 
8.	Enter the customer address book number into the Customer field. Note: When billing on an IBT use an address book search type of F.
9.	Press [Tab] .
10.	Enter the fund into the Fund field.
11.	Invoice Date – 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 amount into the Gross Amount field.
16.	Press [Tab] .
17.	Identify the invoice (up to 30 characters) into the Remark field.
18.	Note: Click the down arrow key on the keyboard to add additional lines. Note: G/L Class – enter the appropriate offset code – 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. You will need to scroll to the right on the QBE line.

Step	Action
19.	Click the OK button. 
20.	Enter the account number into the Account Number field.
21.	Note: Amount – should be negative, all or part of the Gross Amount Explanation -Remark- – will default to the same as above or can be modified
22.	Press the down arrow on your keyboard.
23.	Add additional line(s) as needed. Note: Amount field should show full distributed amount, Remaining field should be blank.
24.	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.
25.	Click the OK button. 
26.	Recorded the batch number.
27.	Click the Cancel button. 
28.	Click the Close button. 
29.	You have successfully completed this lesson. End of Procedure.