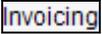
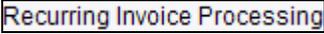


## Enter Recurring Invoices Lesson

| Step | Action   |
|------|--|
| 1.   | Click the <b>State of Nebraska</b> link.<br>  |
| 2.   | Click the <b>Accounts Receivable</b> link.<br>  |
| 3.   | Click the <b>Accounts Receivable Processing</b> link.<br>   |
| 4.   | Click the <b>Invoicing</b> link.<br>  |
| 5.   | Click the <b>Recurring Invoice Processing</b> link.<br>   |
| 6.   | Click the <b>Standard Invoice Entry</b> link.<br>   |
| 7.   | Click the <b>Add</b> button.<br>   |
| 8.   | Enter the customer Address Book number into the <b>Customer</b> field.   |
| 9.   | Press <b>[Tab]</b> .   |
| 10.  | Enter the fund number into the <b>Fund</b> field.  |
| 11.  | <b>Invoice Date</b> – date of your invoice to the customer or leave blank to default to G/L Date.  |
| 12.  | Enter the date on which the entry should post to the general ledger into the <b>G/L Date</b> field.  |
| 13.  | Click in the <b>Gross Amount</b> field.<br>   |
| 14.  | Enter the Gross Amount into the <b>Gross Amount</b> field.   |
| 15.  | Press <b>[Tab]</b> .   |
| 16.  | Identify the invoice in the <b>Remark</b> field.   |
| 17.  | Scroll to the <b>Freq</b> field.   |
| 18.  | Click in the <b>Freq</b> field and enter how often it will recur. Use the <b>Visual Assist</b> tool if necessary.<br> |
| 19.  | Click the <b>Visual Assist</b> button.<br>  |
| 20.  | Select the appropriate Code.<br>  |

| Step | Action   |
|------|--|
| 21.  | Click the <b>Select</b> button.<br>                     |
| 22.  | Press <b>[Tab]</b> .   |
| 23.  | Enter how often it will recur into the <b>No Pymts</b> field.  |
| 24.  | Click the <b>OK</b> button.<br>                         |
| 25.  | Enter the G/L number into the <b>Account Number</b> field.   |
| 26.  | <b>Amount</b> – should be negative, all or part of the Gross Amount.   |
| 27.  | <b>Remark</b> – will default to the same as above or can be modified.  |
| 28.  | Press the <b>down arrow</b> on the keyboard.   |
| 29.  | Add additional line(s) as needed.<br><br><b>Amount</b> field should show full distributed amount, <b>Remaining</b> field should be blank |
| 30.  | Click the <b>OK</b> button.<br>                         |
| 31.  | Record the batch number.   |
| 32.  | Click the <b>Cancel</b> button.<br>                   |
| 33.  | Click the <b>Close</b> button.<br>                    |
| 34.  | You have successfully completed this lesson.<br><b>End of Procedure.</b>   |