Enter Recurring Invoices Lesson

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 **Recurring Invoice Processing** link. Recurring Invoice Processing
6.	Click the **Standard Invoice Entry** link. Standard Invoice Entry
7.	Click the **Add** button.
8.	Enter the customer Address Book number into the **Customer** field.
9.	Press **[Tab]**.
10.	Enter the fund number into the **Fund** field.
11.	**Invoice Date** – 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 **G/L Date** field.
13.	Click in the **Gross Amount** field.
14.	Enter the Gross Amount into the **Gross Amount** field.
15.	Press **[Tab]**.
16.	Identify the invoice in the **Remark** field.
17.	Scroll to the **Freq** field.
18.	Click in the **Freq** field and enter how often it will recur. Use the **Visual Assist** tool if necessary.
19.	Click the **Visual Assist** button.
20.	Select the appropriate Code.

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