

Invoice Processing

Overview

In NIS, 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 NIS, 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.

This work instruction shows how to:

[Enter Standard Invoice](#)

[Enter Standard Invoice with Attachment](#)

[Enter Standard Invoice with Template Attachment](#)

[Enter Invoice using Speed Invoice Entry](#)

[Review Invoice Batch](#)

[Approve Invoice Batch](#)

[Delete Unposted Invoice](#)

[Post Invoice Batch](#)

[Void Posted Invoice](#)

[Print Invoice Batch](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.ne.gov/>.

Navigation

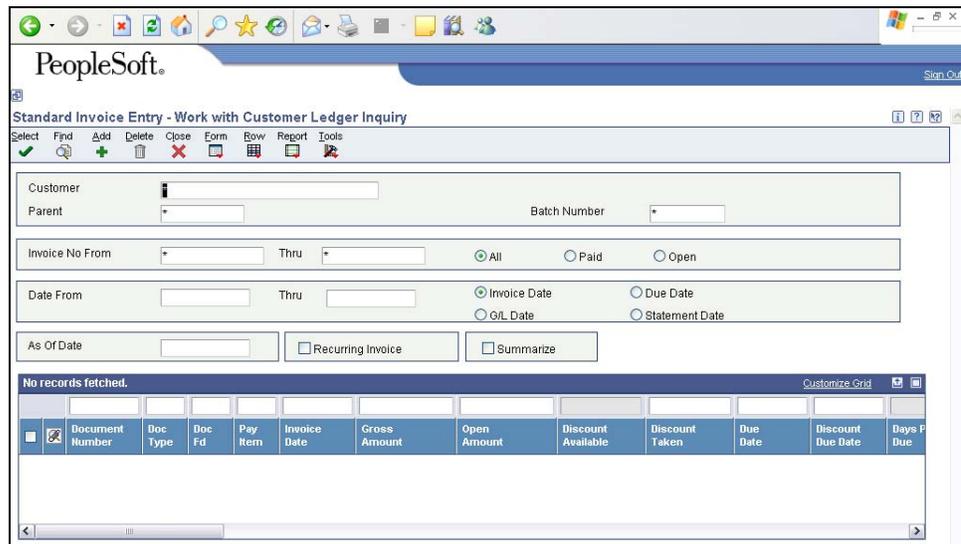
Please see each section below for navigation:

Steps

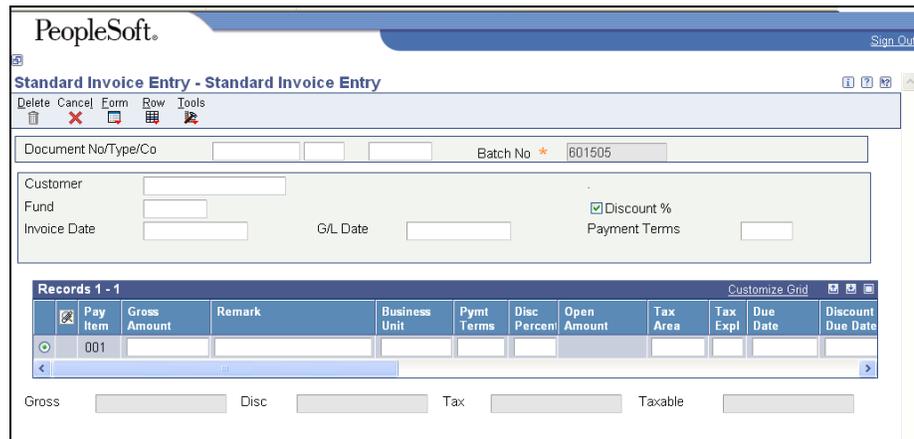
Enter Standard Invoice

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > Standard Invoice Entry

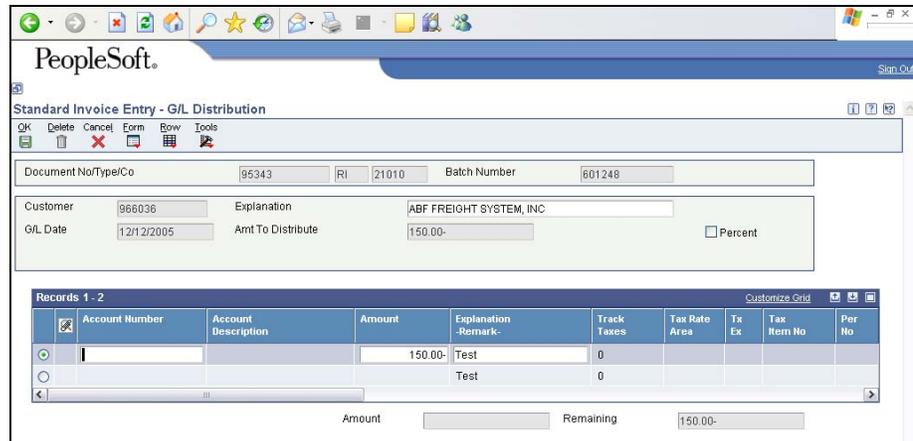
Start this instruction from the Standard Invoice Entry – Work with Customer Ledger Inquiry window.



1. Click **Add**. The Standard Invoice Entry – Standard Invoice Entry window appears.



2. Enter the following information in the header:
 - Customer – customer Address Book number
 - Fund – fund number
 - Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date
 - G/L Date – the date on which the entry should post to the general ledger
3. Click the cursor in the Gross Amount field in the grid to refresh the window.
4. Enter the following information in the grid:
 - Gross Amount
 - Remark – identify the invoice, up to 30 characters
 - G/L Class – enter the appropriate offset code. **Required for multi-funded invoices.**
 -  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.
5. Click **OK**. The Standard Invoice Entry – G/L Distribution window appears.



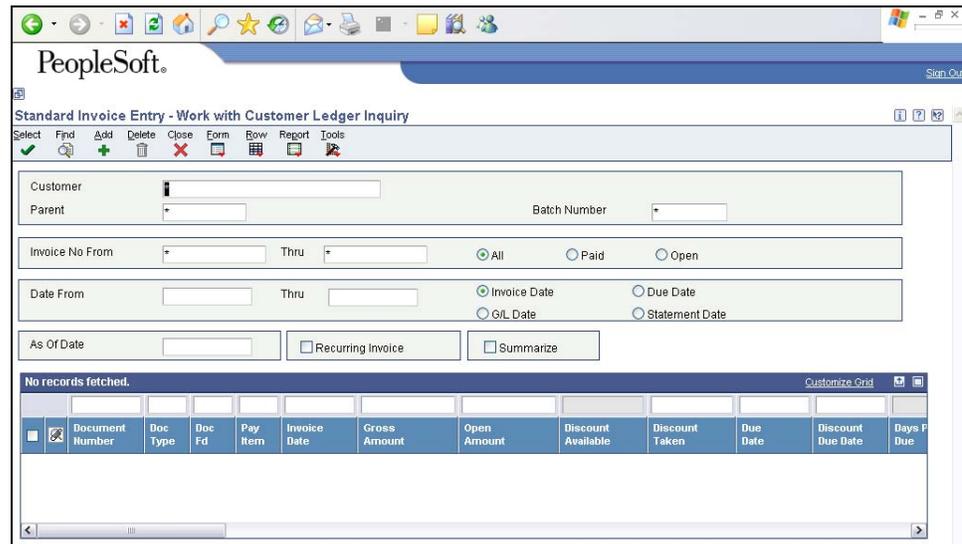
6. Enter the following information in the grid:
 - Account Number – G/L number
 - Amount – should be negative, all or part of the Gross Amount
 - Explanation -Remark- – will default to the same as above or can be modified
 - Press the down arrow on the keyboard to accept the data entered.
 - Add additional line(s) as needed, arrow down after each line.
 - Amount field should show entire amount as distributed, Remaining field should be blank before moving to Step 7.
 -  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.
7. Click **OK**. The Standard Invoice Entry – Standard Invoice Entry window appears.

8. Repeat steps 2 – 8 as needed if multiple invoices are being prepared in this batch.
9. Record the batch number.
10. Click **Cancel**.
11. Click **Close**.

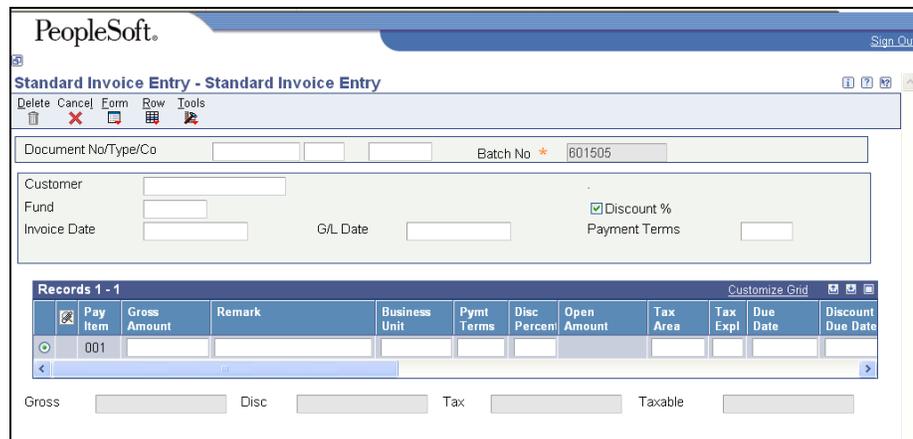
Enter Standard Invoice with Attachment

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > Standard Invoice Entry

Start this instruction from the Standard Invoice Entry – Work with Customer Ledger Inquiry window.



1. Click **Add**. The Standard Invoice Entry – Standard Invoice Entry window appears.



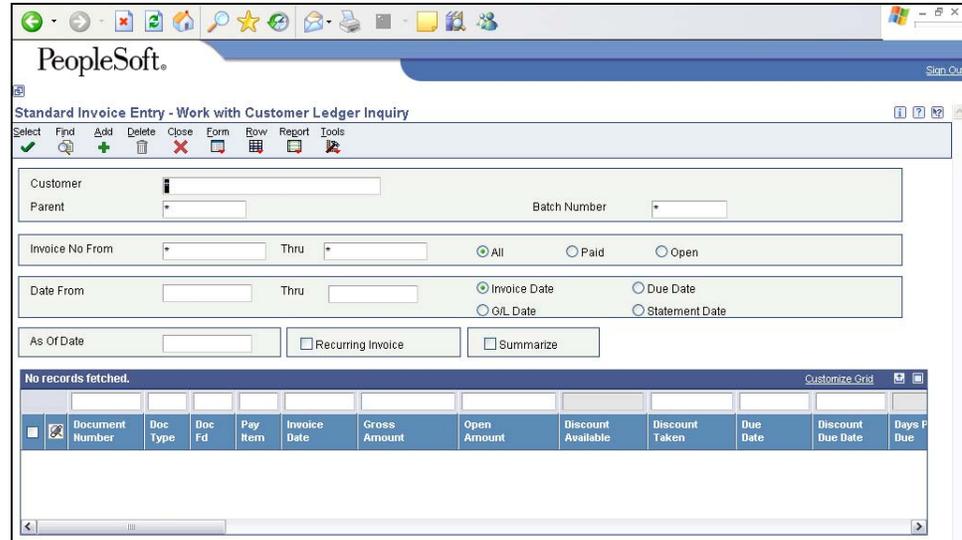
2. Enter the following information in the header:
 - Customer – customer Address Book number
 - Fund – fund number

- Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date
 - G/L Date – the date on which the entry should post to the general ledger
3. Click the cursor in the Gross Amount field in the grid to refresh the window.
 4. Enter the following information in the grid:
 - Gross Amount
 - Remark – identify the invoice
 5. Click **OK**. The Standard Invoice Entry – GL Distribution window appears.
 6. Enter the following information in the grid:
 - Account Number – G/L number
 - Amount – should be negative, all or part of the Gross Amount
 - Explanation -Remark- – will default to the same as above or can be modified
 - Press the down arrow on the keyboard to accept the data entered.
 - Add additional line(s) as needed, arrow down after each line.
 - Amount field should show entire amount as distributed, Remaining field should be blank before moving to Step 7.
 7. Click **OK**. The Standard Invoice Entry – Standard Invoice Entry window appears.
 8. Record the batch number.
 9. Click **Cancel**. The Standard Invoice Entry – Work with Customer Ledger Inquiry window appears.
 10. Click **Find** bring up the previously entered invoice.
 11. Choose the document requiring an attachment.
 12. Click **Row, Attachments**.
 13. Click **Text**.
 14. Click in the text field on the right and enter information to appear on the invoice. This text should be descriptive of the item purchased.
 15. Click **Save**. The Standard Invoice Entry – Work with Customer Ledger Inquiry window appears.
 16. Click **Close**.

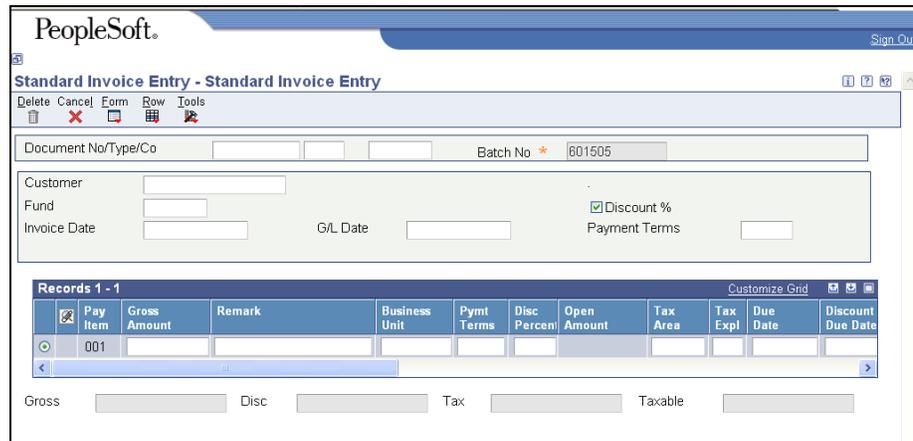
Enter Standard Invoice with Template Attachment

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > Standard Invoice Entry

Start this instruction from the Standard Invoice Entry – Work with Customer Ledger Inquiry window.

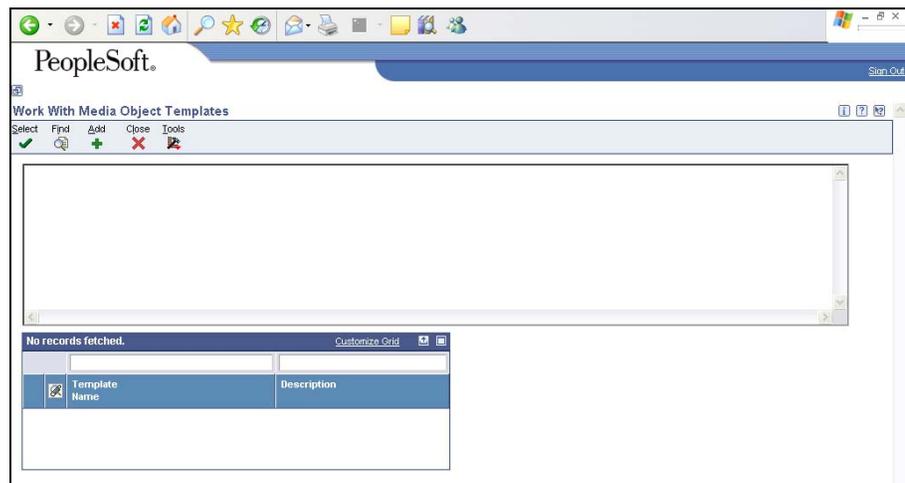


1. Click **Add**. The Standard Invoice Entry – Standard Invoice Entry window appears.



2. Enter the following information in the header:
 - Customer – customer Address Book number
 - Fund – fund number
 - Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date
 - G/L Date – the date on which the entry should post to the general ledger
3. Click the cursor in the Gross Amount field in the grid to refresh the window.
4. Enter the following information in the grid:
 - Gross Amount
 - Remark – identify the invoice

5. Click **OK**. The Standard Invoice Entry – G/L Distribution window appears.
6. Enter the following information in the grid:
 - Account Number – G/L number
 - Amount – should be negative, all or part of the Gross Amount
 - Explanation -Remark- – will default to the same as above or can be modified
 - Press the down arrow on the keyboard to accept the data entered.
 - Amount field should show full distributed amount, Remaining field should be blank
 - Add additional line(s) as needed and repeat step 6.
7. Click **OK**. The Standard Invoice Entry – Standard Invoice Entry window appears.
8. Record the batch number.
9. Click **Cancel**. The Standard Invoice Entry – Work with Customer Ledger Inquiry window appears.
10. Click **Find**.
11. Choose the document requiring an attachment.
12. Click **Row, Attachments**.
13. Click **Templates**. The Work With Media Object Templates window appears.



 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.

14. Click **Find**.
15. Choose the desired template.
16. Click **Select**.
17. Click **Text**.
 -  The template information does not appear until you click Text.
18. Add any necessary information.
19. Click **Save**.

20. Click **Close**.

Enter Invoice using Speed Invoice Entry

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > Speed Invoice Entry

Start this instruction from the Speed Invoice Entry – Speed Invoice Entry window.

1. Enter the following information in the header:

- Customer – customer number
- Fund – fund number
- Gross Amount
- Invoice Date – date of the supplier's invoice or date of your invoice to the customer
- G/L Date – the date on which the entry should post to the general ledger
- Remark – identify the invoice

2. Click the cursor in the Account Number field in the grid to refresh the window.

3. Enter the following information in the grid:

- Account Number – G/L number
- Amount – should be negative, all or part of the Gross Amount
- Remark – will default to the same as above or can be modified
 - ✎ The remark will not default until the down arrow on the keyboard is pressed.
- Press the down arrow on the keyboard to accept the data entered.
- Add additional line(s) as needed and repeat step 3.
- Amount field should show full distributed amount, Remaining field should be blank

4. Click **OK**. The Speed Invoice Entry – Speed Invoice Entry window appears.

5. Record the batch number.
6. Click **Cancel**.

Review Invoice Batch

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Review & Approve Invoice Batches > Invoice Batch Review/Approve/Post

Start this instruction from the Invoice Batch Review/Approve/Post – Work with Batches window.

1. 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.
2. Click **Find**, this displays only your batches.
3. Choose the desired batch.
4. Click **Select**. The Invoice Batch Review/Approve/Post – Invoice Journal Review window appears.
5. Choose the desired Invoice Number.
6. Click **Select**. The Invoice Batch Review/Approve/Post – Standard Invoice Entry window appears.
7. Review the invoice.
8. Click **Cancel** to return to the Invoice Batch Review/Approve/Post - Invoice Journal Review window.
9. Click **Close** to return to the Invoice Batch Review/Approve/Post - Work with Batches window.
10. Click **Close**.

Approve Invoice Batch

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Review & Approve Invoice Batches > Invoice Batch Review/Approve/Post

Start this instruction from the Invoice Batch Review/Approve/Post – Work with Batches window.

1. Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.)
2. Click **Find**, this will display only your batches.
3. Choose the desired batch(es).
4. Click **Row**, **Batch Approval**.
5. Click **Approved – Batch is ready to post**.
6. Click **OK** or **Form**, **OK to All** for multiple invoices.
7. Chosen batch(es) will show status of Approved.
8. Click **Close**.

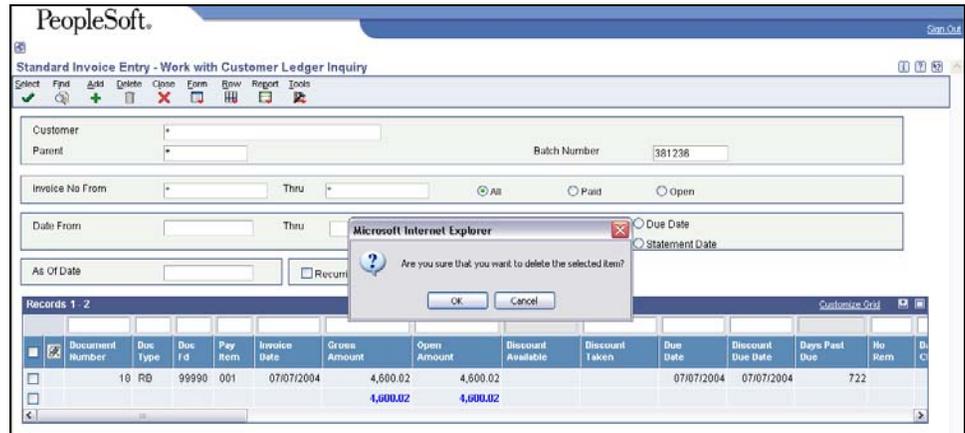
Delete Unposted Invoice

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter and Print Invoice > Standard Invoice Entry

Start this instruction from the Standard Invoice Entry - Work with Customer Ledger Inquiry window.

1. Enter **Batch Number**, **Document Number**, or **Supplier Number**.
2. Click **Find**.
3. Choose the document(s) to delete.

-  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.
 -  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.
4. Click **Delete**. The confirmation window appears.



5. Click **OK**. Then if the document has not posted and no warning is received move to step 7.
6. Click **OK** to confirm the void and return to the Standard Invoice Entry window.

 **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.**

7. Click **Close**.
-  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.

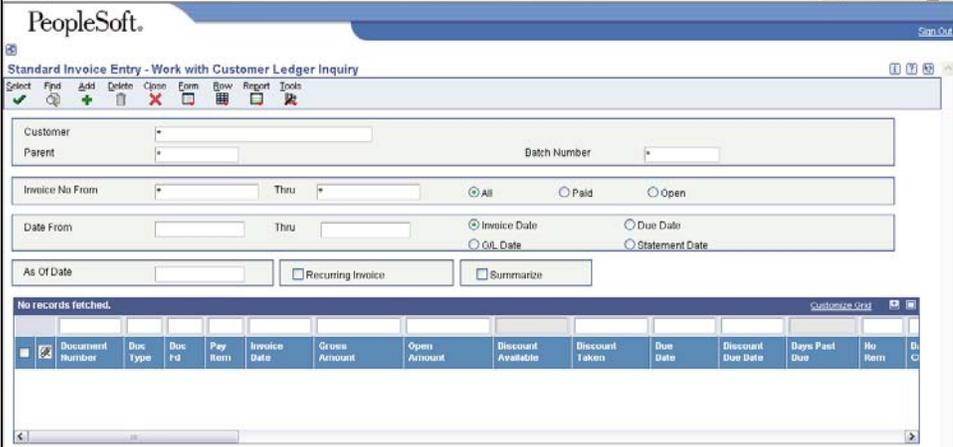
Post Invoice Batch

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 Posted Invoice

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter and Print Invoices > Standard Invoice Entry

Start this instruction from the Standard Invoice Entry - Work with Customer Ledger Inquiry window.



PeopleSoft. Standard Invoice Entry - Work with Customer Ledger Inquiry

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 fetched.

Document Number	Doc Type	Doc Pd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Days Past Due	Ho Item	B
No records fetched.													

1. Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.)
2. Click **Find**.
3. **Choose** the Document Number to void.
- ✏️ Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided.
4. Click **Delete**. A confirmation window will appear.
5. Click **OK** on the confirmation window.
6. Enter the **current date** in the G/L Date field.
- ⚠️ 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.
7. Click **OK** to confirm the void and return to the Standard Invoice Entry window.
8. Click **Close**.
- ✏️ Voiding a Posted Invoice will create a batch that will need to be re-approved. Please refer to the work instructions for [Approve Invoice Batch](#) and [Post Invoice Batch](#).

Print Invoice Batch

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > Invoice Print

Start this instruction from the Work with Batch Versions – Available Versions window.

Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NE9990001	Generic Invoice Print - By Batch		NISDVOLKME	09/05/2006	0	NO SECURITY	
<input type="checkbox"/> NE999BACH	Print ACH Invoices For Treasury's Office		NISMSAWYER	03/21/2006	0	NO SECURITY	
<input type="checkbox"/> NE999IBT	Print IBT Invoices (R6 doc type) by Batch #		NISLSCHLIT	09/01/2006	0	NO SECURITY	
<input type="checkbox"/> NE999TGD	Print TGD IBT Invoices		NISMSAWYER	06/06/2006	0	NO SECURITY	
<input type="checkbox"/> RIS0001	Print AR Invoices		NISMSAWYER	12/22/2005	0	NO SECURITY	
<input type="checkbox"/> RIS0002	Reprint AR Invoice		PSFT	01/22/2004	0	NO SECURITY	
<input type="checkbox"/> XJDE0001	Invoice Print - Foreign		PSFT	05/21/2003	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0002	Invoice Print - Finance Charges		PSFT	05/21/2003	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0003	Invoice Print - Chargebacks		PSFT	05/21/2003	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE7001	Print Invoice from AR - China		PSFT	05/21/2003	1	MEDIUM SECURITY	

1. Choose the Version/Version Title desired.
2. Click **Select**. The Version Prompting window appears.
3. Choose **Data Selection**.
4. Click **Submit**.
5. Change the Right Operand to **Literal**.
6. Enter the batch number in the Literal Value field.
7. Click **OK** to return to the Data Selection window.
8. Click **OK**. The Processing Options window appears.
9. In the Processing Options window, under the **Attachments** tab, enter 1 if not defaulted.
10. Click **OK**. The Printer Selection window appears.
-  Citrix users only: click on the Document Setup tab and checkmark OSA Interface Name. Click the visual assist, choose FSOSATXR, and click Select.
11. Click **OK**. The Work With Batch Versions - Available Versions window appears.
12. Click **Close**.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R03B50_...) once the Description is "Done".

-  This report runs in OSA.
-  Depending on the configuration of your PC, you may see a pop-up window titled "You have chosen to download a file from this location."



If this screen appears, and "Open this file from its current location" is available as an option, click the radio button and click OK.

If the "Open this file from its current location" option is greyed out, click the radio button for "Save this file to disk". Choose a location, rename the file and save the file with a ".pdf" extension. Once the file is saved, you can open the .pdf file you just saved from its location on your disk.