

Entering Interagency Billing Transaction (IBT) Invoices

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.

This work instruction shows the process for:

[Enter IBT Invoice](#)

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

Click Roles, Accounts Receivable.

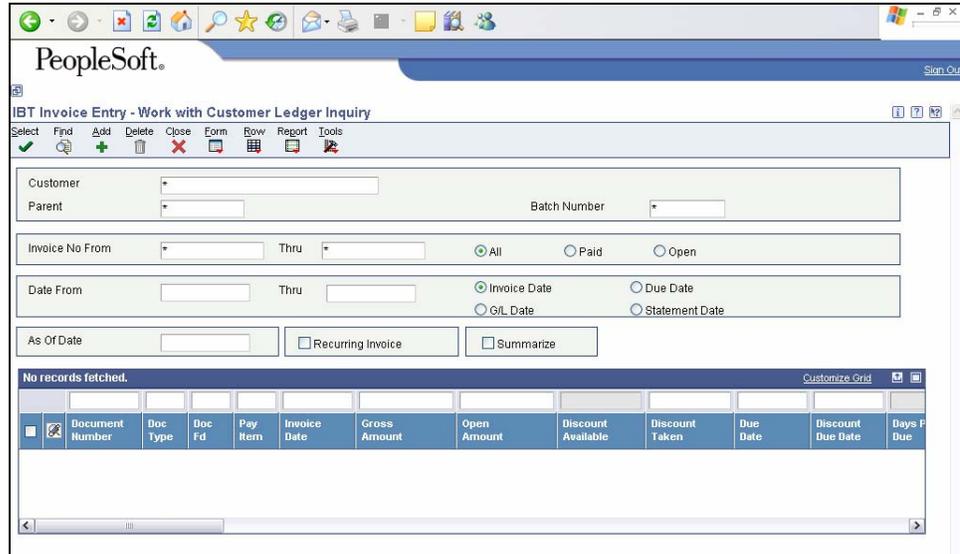
(Citrix users – right click on the menu, choose Apply Roles, choose Accounts Receivable.)

Receivables > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > IBT Invoice Entry

Steps

Enter IBT Invoice

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



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



2. Enter the following information in the header:

- Customer – customer Address Book number
 ✎ When billing on an IBT use an address book search type of F.
- Fund – fund number of the IBT preparer (billing agency)
- 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
 - Click the down arrow key on the keyboard to add additional lines.
 - 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.
5. Click **OK**.
 6. The IBT Invoice Entry – G/L Distribution window appears.

7. 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 and repeat step 7.
 - Amount field should show full distributed amount, Remaining field should be blank
8. Click **OK**. The IBT Invoice Entry - Standard Invoice Entry window appears.
9. Repeat steps 2 - 8 as needed if multiple invoices are being prepared in this batch.
10. Record the batch number.
11. Click **Cancel**.
12. Click **Close**.