# Recurring Invoices

## Overview

In NIS, you can create recurring invoices that specify the frequency and number of payments. You can inquire on these invoices and recycle them as needed.

This work instruction shows the process to:

Enter Recurring Invoices

Inquire on Recurring Invoices

Recycle Recurring Invoices

## 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 View by Role, choose Accounts Receivable.)

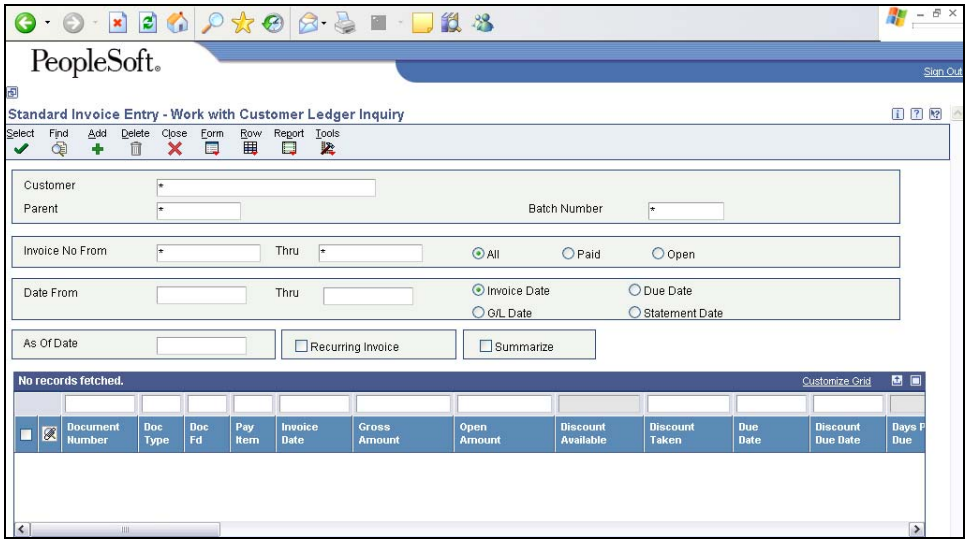
Accounts Receivable > Accounts Receivable Processing > Invoicing > Recurring Invoice Processing:
> Standard Invoice Entry
> Recurring Invoice Inquiry
> Recycle Recurring Invoices

# Steps

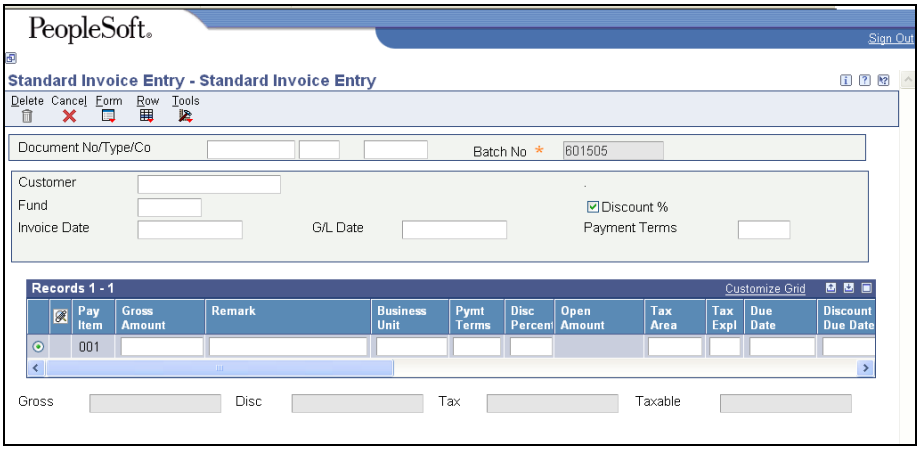
## Enter Recurring Invoices

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Recurring Invoice Processing > Standard Invoice Entry

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

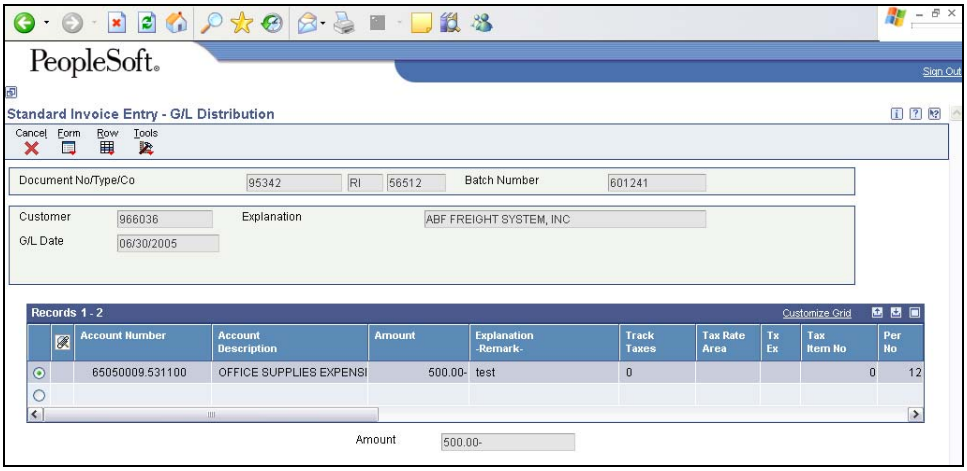



1. Click **Add**. The Standard Invoice Entry – Standard Invoice Entry window appears.




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

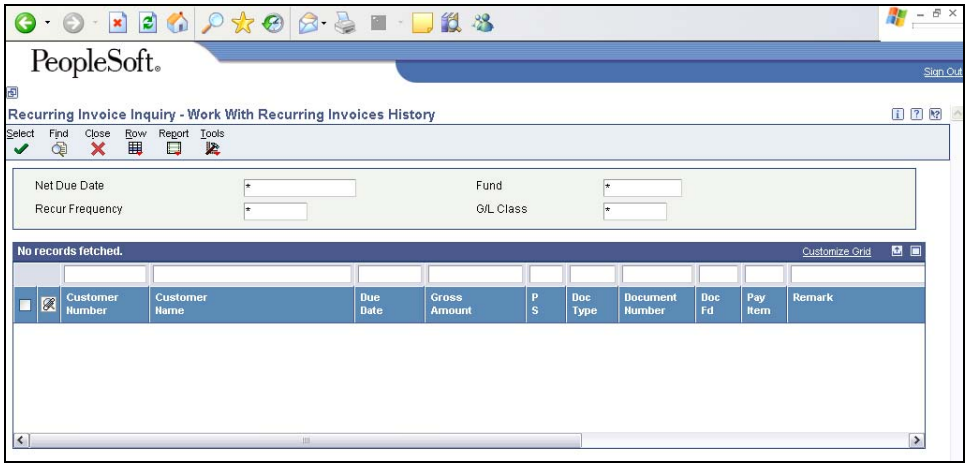
3. Place cursor in the Gross Amount field in the grid and click to refresh the window.
4. Enter the following information in the grid:
    - Gross Amount
    - Remark – identify the invoice
    - Freq (Frequency) – how often it will recur
    - No Pymts (number of payments) – how many times to pay
5. Click **OK**. The Standard Invoice Entry – G/L Distribution window appears.



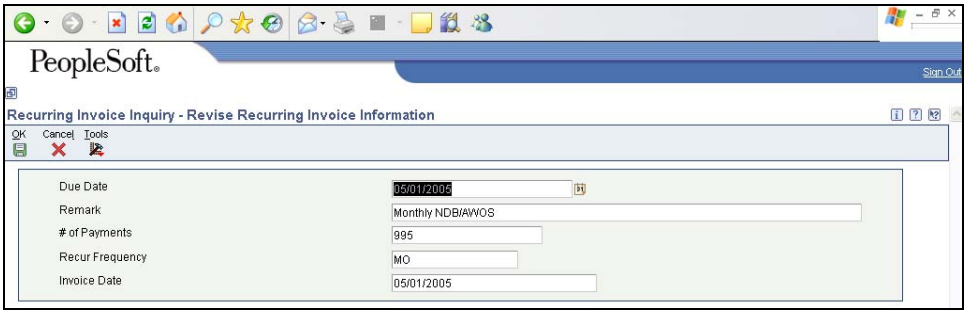

6. Enter or verify the following information in the grid:
    - Account Number – G/L number
    - Amount – should be negative, all or part of the Gross Amount
    - Remark – will default to the same as above or can be modified
    - Press the down arrow on the keyboard
    - Add additional line(s) as needed and repeat steps above.
    - Amount field should show full distributed amount, Remaining field should be blank
7. Click **OK**. The Standard Invoice Entry – Standard Invoice Entry window appears.
8. Record the batch number.
9. Click **Cancel**.
10. Click **Close**.

## Inquire on Recurring Invoices

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Recurring Invoice Processing > Recurring Invoice Inquiry




1. Enter the **frequency code** into the Recur Frequency field.
2. Click **Find**.
3. Choose your customer.
4. Click **Select**.

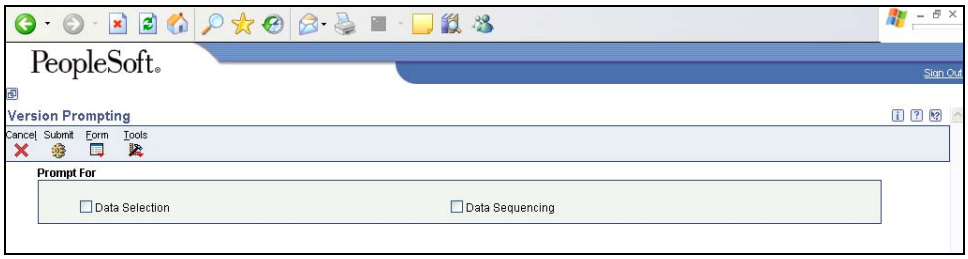



5. Recurring Invoice Inquiry – Revise Recurring Invoice Information window appears with the frequency of payments and the number of payments remaining.
6. Click **Cancel**.
7. Click **Close**.

## Recycle Recurring Invoices

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Recurring Invoice Processing > Recycle Recurring Invoices

Start this instruction from the Version Prompting window.




1. Choose **Data Selection**.
2. Click **Submit**.

3. Change the third line Right Operand value to **Literal**.
4. Enter the **fund number** in the Literal Value field.
5. Click **OK** to return to the Data Selection window.
6. Click **OK**. The Printer Selection window appears.
7. Click **OK** to return to the Recurring Invoice Processing menu.

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 (R03B8101) once the Description is "Done".

8. Choose **Standard Invoice Entry** from menu.
9. Enter **customer number** in the Customer field.
10. Click **Find**.
11. You will see two RR Doc Type transactions. The first is the new invoice which will be approved and posted. The second is the recurring invoice which now reflects the number of payments remaining.
12. Click **Close**.