

# Creating an AR Invoice

## Field Name Description/Action

9. **NUMBER** Note the AR Invoice number.
10. If any line item has a split distribution and is taxable, click on **TAX**, go to page 10.
11. If freight charges need to be added, click on **FREIGHT**, go to page 11.
12. Click on **COMPLETE** to finish the transaction. Business Operations will run a daily process to print all completed invoices, and mail them to the customer. After the invoice has been mailed, no further changes should be made to the invoice.

# Printing an AR Invoice

View/Print Departmental Copy of the AR Invoice

## Field Name                      Description/Action

13. Click on  to view a copy of the AR Invoice.
14. If changes are needed, click **INCOMPLETE** to make necessary changes.



You're all done!

### Reminder:

*Office of Business Operations will mail out all completed invoices daily.  
Once an invoice is complete, it should not be changed.  
If you need to correct an invoice after it has been completed and mailed to the customer,  
either do a partial adjustment, or full adjustment and rebill.*



# Splitting Tax on an AR Invoice

For Lines with Split Distributions (optional)

6. Click on **TAX**.

Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount
1	1	Tax	0232.00.20241.37710.0000.61.0000.000	07-DEC-2009	50.0000	1.47
1	1	Tax	0222.00.20241.37710.0000.31.0000.000	07-DEC-2009	50.0000	1.47

## Field Name

## Description/Action

7. **GL ACCOUNT**

Use down arrow to add additional lines. Add additional GL accounts as necessary. Remember to use a taxable object code.

8. **% or AMOUNT**

Change the amount of tax allocated to the account by changing the percent or fixed amount.

9. Click on  to save your work.

10. Close the *Distributions* window.

# Adding Freight to an AR Invoice

Carrier  Ship Date

Shipping Reference  FOB

Freight

Transaction Line	<input type="text"/>
Amount	5.00
GL Account	0232.00.20241.66210.0000.61.00
Description	Telecom Oper & Maint Fund...ITS-Network Services.Shipping/Freight/Parc
Transaction	<input type="text"/>

## Field Name

1. **AMOUNT**

2. Click on  to save your work.

3. Close the *Freight* window

## Description/Action

Enter the amount to be charged for freight.

Left Blank for Notes