

Creating an AR Invoice

Transaction

Source: ITS Manual
 Number: 11000467
 Class: Invoice
 Type: ITS-Network Services
 Reference: 319-273-6815

Date: 07-DEC-2009
 GL Date: 07-DEC-2009
 Currency: USD

Balance Due

Line	49.12
Tax	3.44
Freight	5.00
Charges	0.00
Total	57.56

Ship To

Bill To

ESPN Regional Television
 1335
 ITS-Network Services
 11001 Rushmore Dr
 Charlotte, NC 28277 United States
 Mason, Charles

Sold To

ESPN Regional Television
 1335

Paying Customer

ESPN Regional Television
 1335
 ITS-Network Services

Commitment: Paulsen, Karen S
 Agent: Paulsen, Karen S
 Invoicing Rule: [dropdown]
 Payment Term: 30 N
 Due Date: 06-JAN-2010

Payment Method: [dropdown]
 Customer Bank: [dropdown]
 Bank Branch: [dropdown]
 Account Number: [dropdown]
 Expiration Date: [dropdown]

Buttons: Line Items, Tax, Freight, Distributions, Sales Credits, Complete

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

The screenshot shows a software window titled "Transactions (University of Northern Iowa) - ESPN Regional Television, [New]". The interface includes a menu bar (File, Edit, View, Folder, Tools, Actions, Window, Help) and a toolbar. The main form is divided into several sections:

- Transaction:** Source: ITS Manual; Number: 11000467; Date: 07-DEC-2009; GL Date: 07-DEC-2009; Class: Invoice; Type: ITS-Network Services; Reference: 319-273-6815; Currency: USD; Document Number: ; Transaction: ; Complete:
- Balance Due:** Line: 49.12; Tax: 3.44; Freight: 5.00; Charges: 0.00; Total: 57.56
- Print Options:** Print Option: Print; Print Date: ; Status: Open; Default Tax: ; Finance Charges: If Appropriate; Agreement: ; Original Transaction: ; Cross Reference: ; Territory: ; Dispute Amount: ; Dispute Date: ; Special Instructions: ; Comments: Thank you for your business!
- Purchase Order:** Number: 12345; Revision: ; Date: ;
- Remit To:** Address: University of Northern Iowa; Office of Business Operations - Cash; Cedar Falls, IA 50614-0008 United St;

At the bottom of the form, there are buttons for "Line Items", "Tax", "Freight", "Distributions", "Sgls Credits", and "Incomplete". A black triangle labeled "33" points to the "Incomplete" button.

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