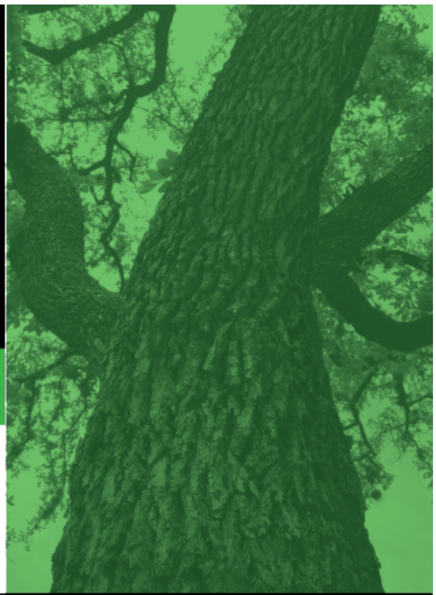
ASCENDER GUIDES



Create/Modify Template - BAR3100

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Accounts Receivable > Maintenance > Create/Modify Template

This page is used to create an invoice template for customers with reoccurring invoices (e.g., for monthly e-mail services, Internet access, forms support). Invoice templates are used with the Create Periodic Invoices utility to generate those periodic invoices. Invoice templates are models only and do not create any finance transactions when saved.

Create or edit an invoice template:

Add	**Add - Clear All**	Click to clear all data for the invoice and add a new invoice.
	Add - Clear Customer	Click to clear the customer information only and add a new invoice. The existing product and account data is not cleared.
	Add - Clear Detail	Click to clear the product and account data only and add a new invoice. The existing customer information is not cleared.
Retrieve a template	In the **Template Nbr** field, type the specific template number that is to be retrieved. Click **Retrieve**. If the template number is not known, click **Directory**. A list of templates is displayed. Select an item from the list. Otherwise, click **Cancel**.	

Field	Description
Customer Name	Type the customer for whom the invoice template is being created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name.
Customer Nbr	The number is automatically populated, or type the customer number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number.
Requested By	Type the name of the person from the customer's organization who requested the service or product. The **Requested By** field is required if the **Customer PO #** field is left blank.
Template Nbr	Type the code for the invoice template. If the number is already in use, an error message is displayed. The field can be a maximum of six characters.
Print Invoices	Selected by default.
Date Requested	Indicates the date that the service or product was requested. The field is set to the current system date, but it can be modified.
Template Name	Type the name of the invoice template which is displayed in the Create Periodic Invoices utility.
Reference	Type the cross-reference information. The field can be a maximum of 20 characters.
Customer PO #	Type the customer's purchase order number. The field is required if the **P.O. Required** option is selected for the customer on the Customer Information page. The field is also required if the **Requested By** field is left blank.
Due Date	Type the invoice due date in the MMDDYYYY format.

Field	Description
Nbr Invoices	Type the number of times you want to use this invoice template. For example, if you are going to use the template to generate one invoice per month, you would type 12.
Nbr Created	This number is incremented by one each time the Create Periodic Invoices utility is used to create an invoice. Once the number of invoices and the number created are equal, this invoice template is not displayed in the utility. The **Nbr Created** field can be changed at any time.
Group Code	Click ⌄ to select the code that indicates the logical group to which the invoice template belongs (e.g., TECH for Technology Services). The field can be a maximum of four characters. To add a new group code, type a four-character code for the template. When the template is saved, the group code is saved to the **Group Code** drop down and is available for other users to select.

❑ Under **Products**, list the services and products ordered by the customer.

Quantity	Type the quantity of the item being requested. The value cannot be zero or blank and is required to save the invoice. The default is 1.00.
Unit of Issue	Click ⌄ to select a basic unit of issue. By default, the field is set to EA Each.
Product Type	Type the service or product type being requested. As you type the data, a drop-down list of corresponding product types is displayed. Select a product type from the list. If the product type is not known, click ⋮ to view a list of all available product types or services.
Description	Type a description of the item being requested. Or, the description is automatically populated based on the **Product Type** field.
Unit Price	Type the price per unit of issue for the item being requested. This is automatically populated based on the **Product Type** field.
Item Total	This amount is automatically calculated by multiplying the quantity by the unit price.
Invoice Total	This amount is automatically calculated by adding the item totals.

❑ Click **Update Totals** to update the **Invoice Total** field.

❑ Under **Budget**, enter the account codes to receive the funds from the invoice.

Account Code	Type the account code which is to receive the funds from the invoice. As you type the data, a drop-down list of corresponding account codes is displayed. Select an account code. • To view a list of account code components, place the cursor in one of the account code component fields and then click ⋮ or press F2. • Type the applicable account code components, or leave blank for all account codes and then click **Search**. • A list of available account code components is displayed. All valid account codes (except 4XXX) in file ID C are displayed. • Select an account code from the list. Otherwise, click **Cancel**.

❑ Click **Update Totals/Description** to populate the default offset fields. Click ⋮ to select a different offset object code, subobject code, or organization code for the offset account.

The **Budget Total** and **Description** are also updated.

Notes:

- The account codes default to the **Accounts Receivable** account code fields on the District Administration > Maintenance > User Profiles > Permissions page. If the District Administration fields are blank, then the **Offset Obj** and **Offset Sobj** fields default to the values in the **Accounts Receivable** field on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab and the **Offset Org** field is set to 000.
- The **Offset Obj** field is limited to 12XX accounts only.
- The **Offset Fund** and **Offset Fscl Yr** fields cannot be changed.

❏ Click **Uniform Acct Distr** to assign one or more account codes to the entire requisition. You can split all of the costs for a requisition item between two or more funds. The percentage split does not have to be the same for each fund, but the sum of all percentages must equal 100%.

The Uniform Account Distribution pop-up window is displayed.

❏ Complete the following fields:

Account Code	Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.). The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item. Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click . The Accounts Codes lookup is displayed. • Type data in the individual account code component fields and click **Search**. • A list of account codes matching your search components is displayed. • Select the applicable account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup. • The **Description** field is populated with the description of the account. **Note**: If an account code is added or changed, click **Approve** to save the account code and continue with the approval process.
Description	This field is populated with the account description from the Finance chart of accounts.
Balance	Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.
Pct	Type the percent of that item to charge the selected fund. Each requisition must equal 100%. For example, the percent would be 100% if you paid from one account; however, if you paid from two accounts, you could split the amount 50/50, 75/25, or 60/40 for a total of 100%.

Amount	Type the amount to charge the selected fund. The amount that will be charged to that account according to the percent entered in the **Percent** Field.

❑ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

❑ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

❑ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.

- Click **OK** to apply the amounts.
- Click **Cancel** to close the window without applying the amounts.

Description	The account description from the general ledger is displayed.
Amount	Type the amount to be applied from the invoice total, or leave blank and click **Uniform Distribution** to distribute the invoice total amount equally among multiple account codes. **Note**: If you have not entered any amounts for the account code records, once all the account numbers have been entered, click **Uniform Distribution**, which distributes the dollar amount from the invoice total equally across all the account codes. If you enter only one account number, the entire invoice total goes to that one account, which prevents the user from possibly making an error when manually entering the data. If the uniform distribution does not handle pennies the way the user wants, the user can modify the amounts.

❑ Click **Save**.

Other functions and features:

+Add	Click to add a new row.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print Copy	Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. Review the report.
Delete	Click to delete a saved invoice. A message is displayed asking if you want to delete the invoice. Click **Yes** to delete the invoice. Click **No** to not delete the invoice.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.