ASCENDER GUIDES

Create/Modify Invoice - BAR3000

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Accounts Receivable > Maintenance > Create/Modify Invoice

This page is used to create an invoice, modify an existing invoice that has not been printed, and delete an existing invoice that has not been printed.

Create or edit an invoice:

<table>
<tr><td rowspan="3">Add</td><td>Add - Clear All</td><td>Click to clear all data for the invoice and add a new invoice.</td></tr>
<tr><td>Add - Clear Customer</td><td>Click to clear the customer information only and add a new invoice. The existing product and account data is not cleared.</td></tr>
<tr><td>Add - Clear Detail</td><td>Click to clear the product and account data only and add a new invoice. The existing customer information is not cleared.</td></tr>
<tr><td>Retrieve an invoice.</td><td colspan="2">In the Invoice Number field, type the invoice number to be retrieved if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled.

Click Retrieve.
• If the invoice number is not known, click Directory.
• To search for a specific invoice number, type data in one or more of the search fields.
• To search through all available data, leave all fields blank.
• Click Search. A list of invoice numbers matching the search criteria is displayed.
• Select an invoice number from the list. Otherwise, click Cancel.</td></tr>
</table>

Field	Description
Invoice Nbr	The invoice number is populated after the invoice is saved.
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.
Customer Nbr	Click ⁝ to select the customer for whom the invoice is being created, or type the customer number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number.
Customer PO #	Type the customer's purchase order number. This field is required if **P.O. Required** on the Customer Information page is selected for the customer and the **Requested By** field is blank.
Customer Name	Automatically populated when the **Customer Nbr** field is populated, or type the customer's name. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name.
Reference	Type the cross-reference information. The field can be a maximum of 20 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.

Field	Description
Invoice status	The current status of the invoice process is displayed. • *Needs Review (N)* - Invoice has been created but cannot be printed until reviewed. • *Returned (R)* - Invoice has been reviewed but not approved. Returned to originator. • *Approved (A)* - Invoice has been reviewed and approved. If review not needed, approve when created. • *Printed (P)* - Invoice has been printed and interfaced to Finance. • *Complete (C)* - Invoice has been paid in full or has been voided.
Due Date	This date represents the date that the invoice is to be processed. The field is automatically populated with the current system date. Otherwise, enter a due date in the MMDDYYYY format.
Campus/Dept	Type the name of the campus submitting the invoice. As you type the data, a drop-down list of corresponding data is displayed. Select the campus/department.

The **Attention**, **Street Address**, **City**, **State/Zip**, **Phone Number**, and **Ext** fields are display only and are populated from the Customer Information page.

❑ 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.

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** to save the changes.

Other functions and features:

+Add	Click to add a new row.
Submit	Click to submit the invoice for approval.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

<table>
<tr>
<td>Uniform Distribution</td>
<td>❑ 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:
<table>
<tr><td>Account Code</td><td>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.</td></tr>
<tr><td>Description</td><td>This field is populated with the account description from the Finance chart of accounts.</td></tr>
<tr><td>Balance</td><td>Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.</td></tr>
<tr><td>Pct</td><td>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%.</td></tr>
<tr><td>Amount</td><td>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.</td></tr>
</table>
❑ 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.</td>
</tr>
<tr>
<td>Print Copy</td>
<td>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.</td>
</tr>
</table>

Notes	Click to add notes to the selected invoice. Type the note that you want to be printed on the invoice. Click **OK** to continue and return to the Create/Modify Invoice page. Otherwise, click **Cancel** to not record notes and return to the Create/Modify Invoice page. A paperclip icon is displayed on the **Notes** button if notes exist.
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**.
Documents	View or attach supporting documentation.


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