Create a Manual Invoice

Purpose

Use this procedure to create a manual invoice in the Oracle Accounts Receivables application.

Prerequisites

- You have been assigned the appropriate AR responsibility (HRVD^AR^TUB^ORG^INV).
- Your customer must have been set up in the system.
- Your billing unit Transaction Type and Source have been set up in the system.
- (Optional) Your Standard Memo Lines have been set up in the system.

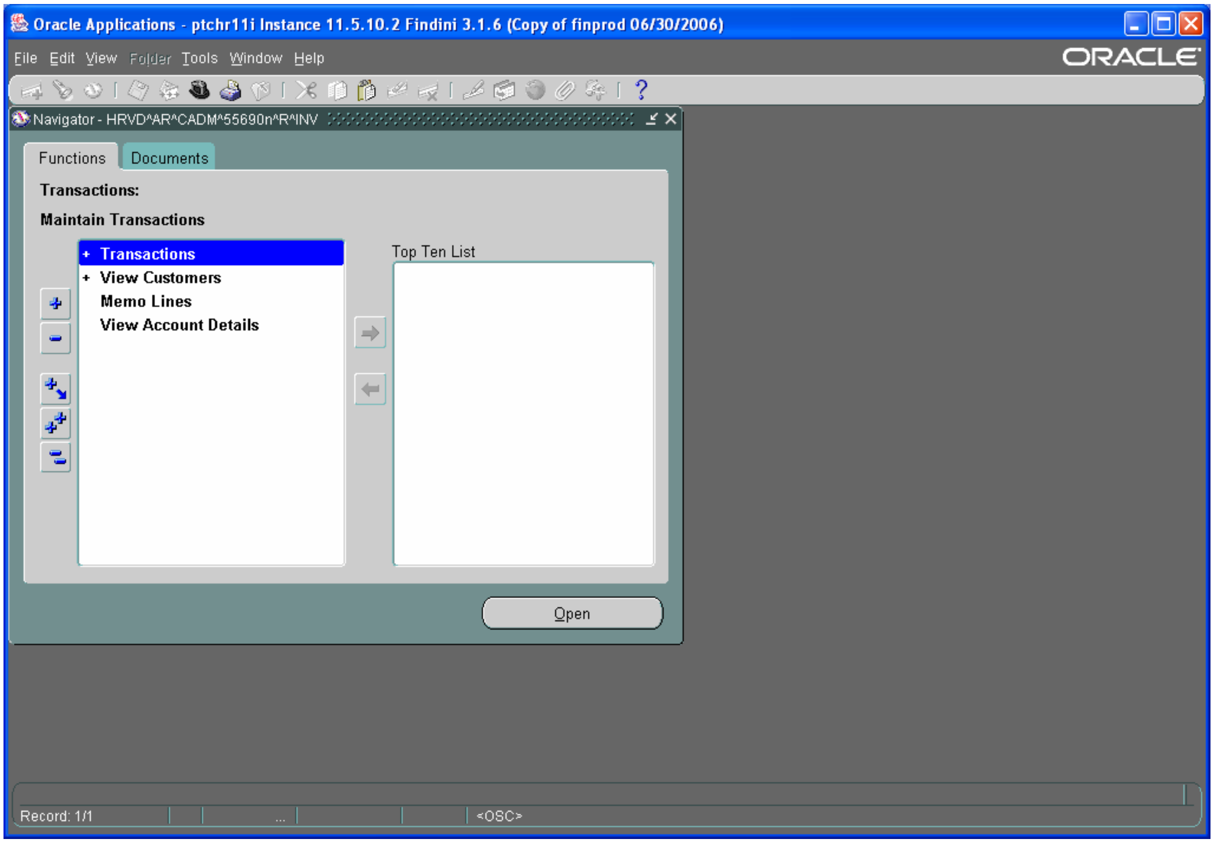
Helpful Hints

Use these keyboard shortcut keys to speed your work:

- %: Wildcard
- F3: Copy Field Above
- F7: Enter Query
- F8: Execute Query
- F9: View List of Values for a Field
- F10: Save

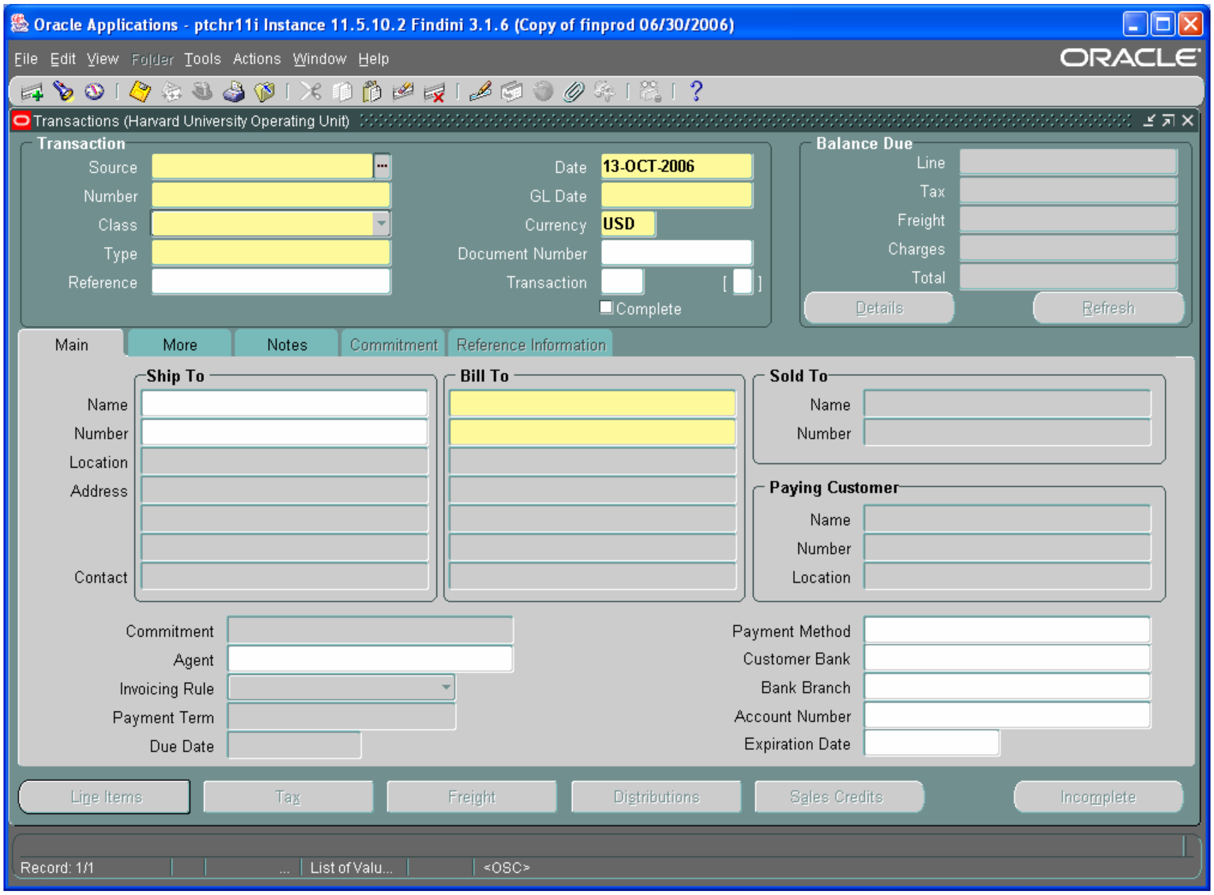
Procedure

Oracle Navigator



1. Click on **Transactions ➔ Transactions** to start this procedure.

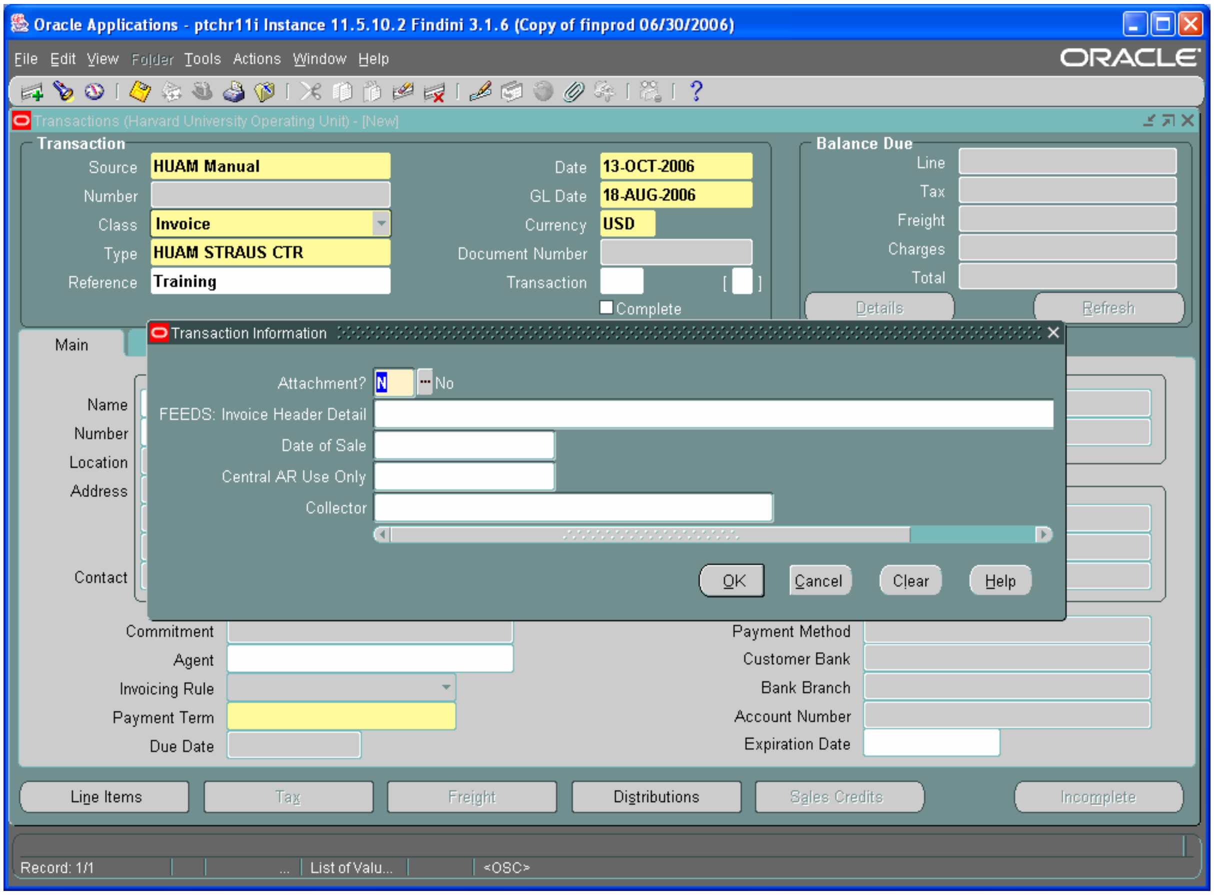
Transactions – Invoice Create



2. As required, complete or review the following fields:

Field Name	Description
Reference	This is a searchable field which can be used to record additional information about the invoice. **Note:** This field does not print on the customer invoice or appear on reports.
Source (Required Field)	Tub abbreviation/Manual (from the list of values) **Example:** UNC Manual (University College, manually entered invoice)
Class (Required Field)	Type "I" for invoice, or select from the drop-down menu.
Type (Required Field)	The transaction type containing the tub and billing unit information (from the list of values) **Example:** UNC EPS

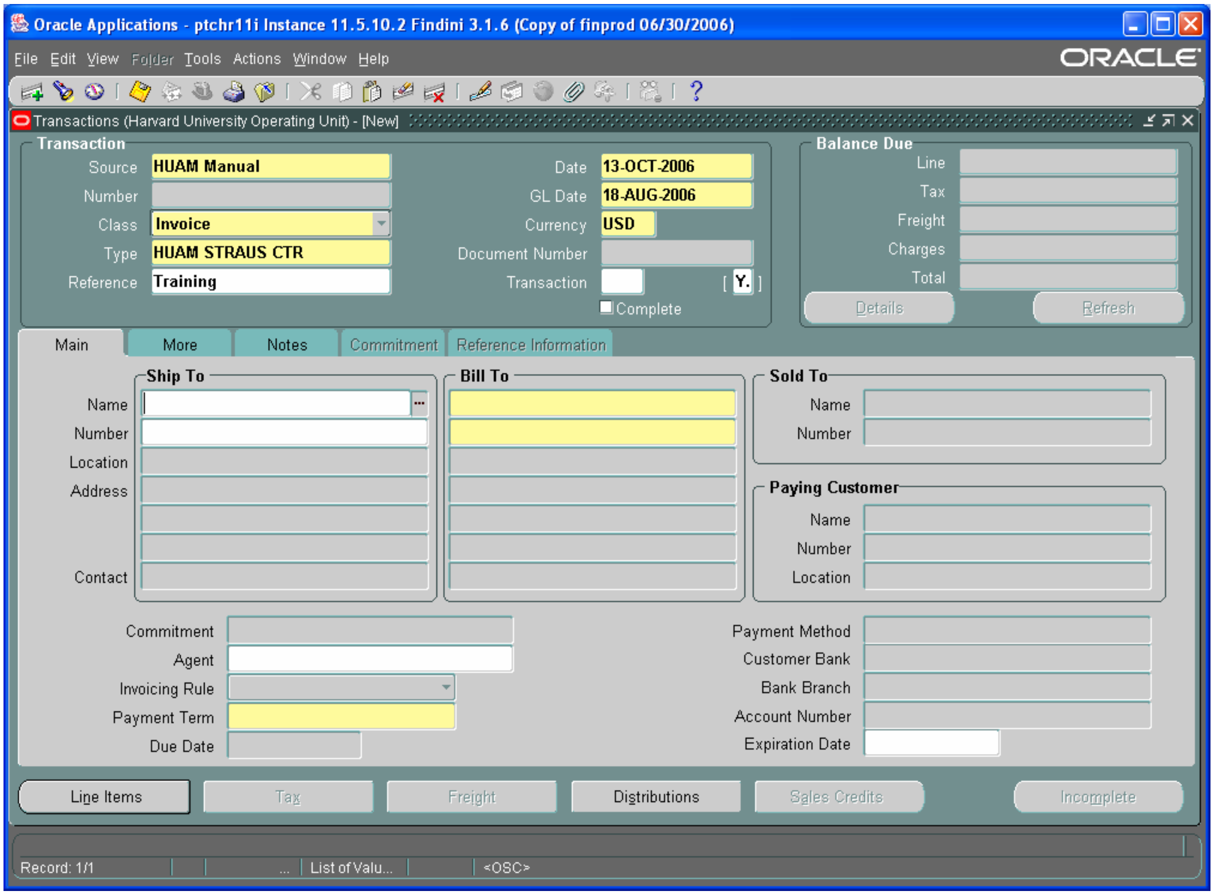
Attachments



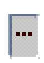
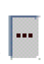
For attachments the system default is No. You can use an attachment if you would like to send information or documentation to the customer that you cannot include on the invoice. To include an attachment, click in the field [ ] to the right of the Transaction field and enter “Y.” Then click OK when the above *Transaction Information* message appears. Invoices with attachments will be printed by Central AR and returned to the local unit for them to add the attachment and mail the invoice to the customer.

You can add *Date of Sale* information in the *Transaction Information* screen. This will appear on statements so that the customer will know when the transaction took place.

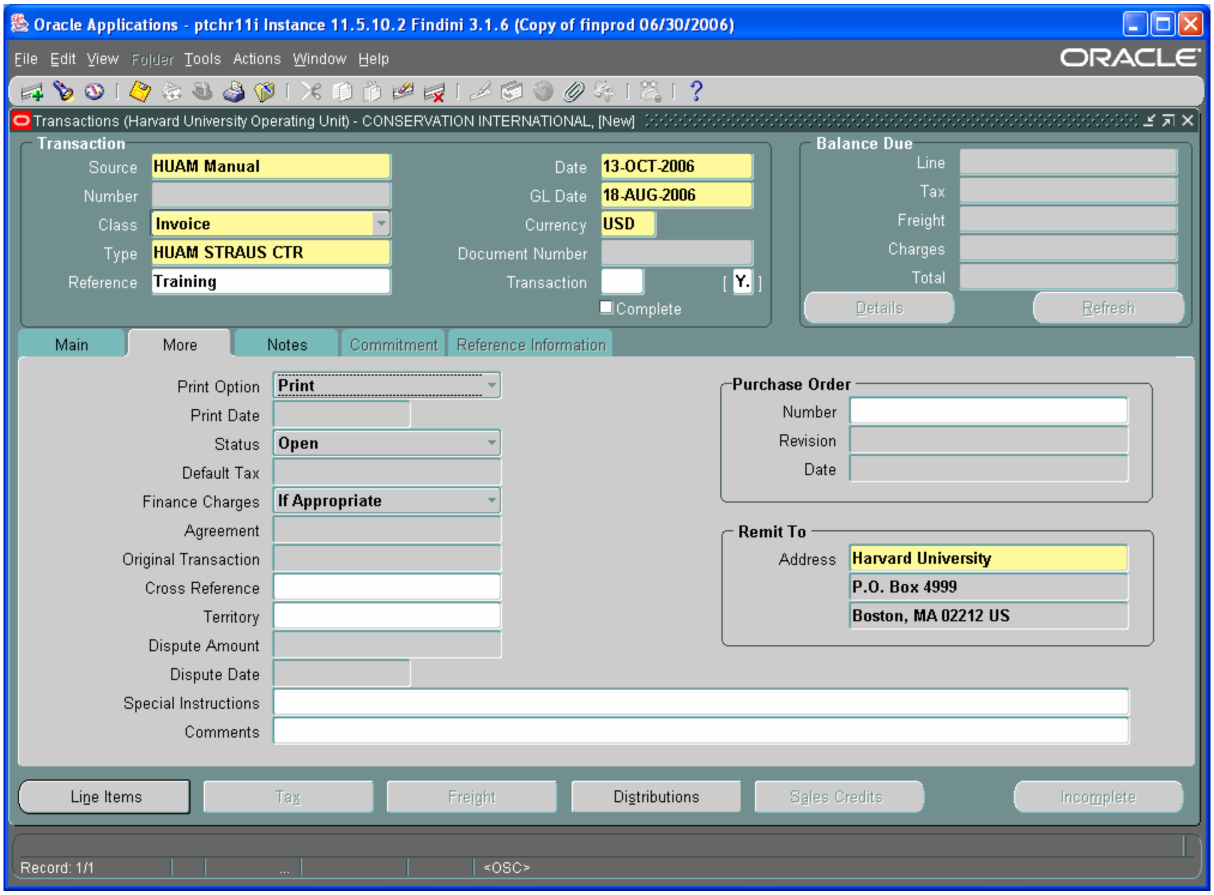
Transactions – Main Tab



3. As required, complete or review the following fields in the *Main* tab section under the *Bill To* column:

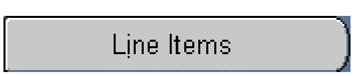
Field Name	Description
Name (Required Field)	The customer name. Enter the beginning of the customer name (for individuals, their last name) or the customer number. This field is case sensitive, so capitalize the name. **Note:** Use the list of values  to search for a customer name. When a customer name is found, the customer *Number* will display.
Location/Address (Required Field)	The customer address **Note:** If necessary, use the list of values  to search for a customer address.
Contact	Name of the person the invoice should be sent to. If no contact shows, “ATTN: Accounts Payable” will appear on the first line of the invoice for all coporate customers.

Transactions – More Tab



4. As needed, complete or review the following fields in the *More* tab section:

Field Name	Description
Print Option	This field defaults to “Print.” **Note:** You may select “Do Not Print” if your customer does not require an invoice (e.g., the customer pays based on statements, not invoices).
PO Number	The customer’s purchase order number. **Note:** Certain customers, such as hospitals, require this information before they will make payment.
Special Instructions	A searchable field. Information entered in this field will appear at the bottom of the customer’s invoice.
Comments	A searchable field. Information entered in this field will not appear on the customer’s invoice or reports.

5. Click 

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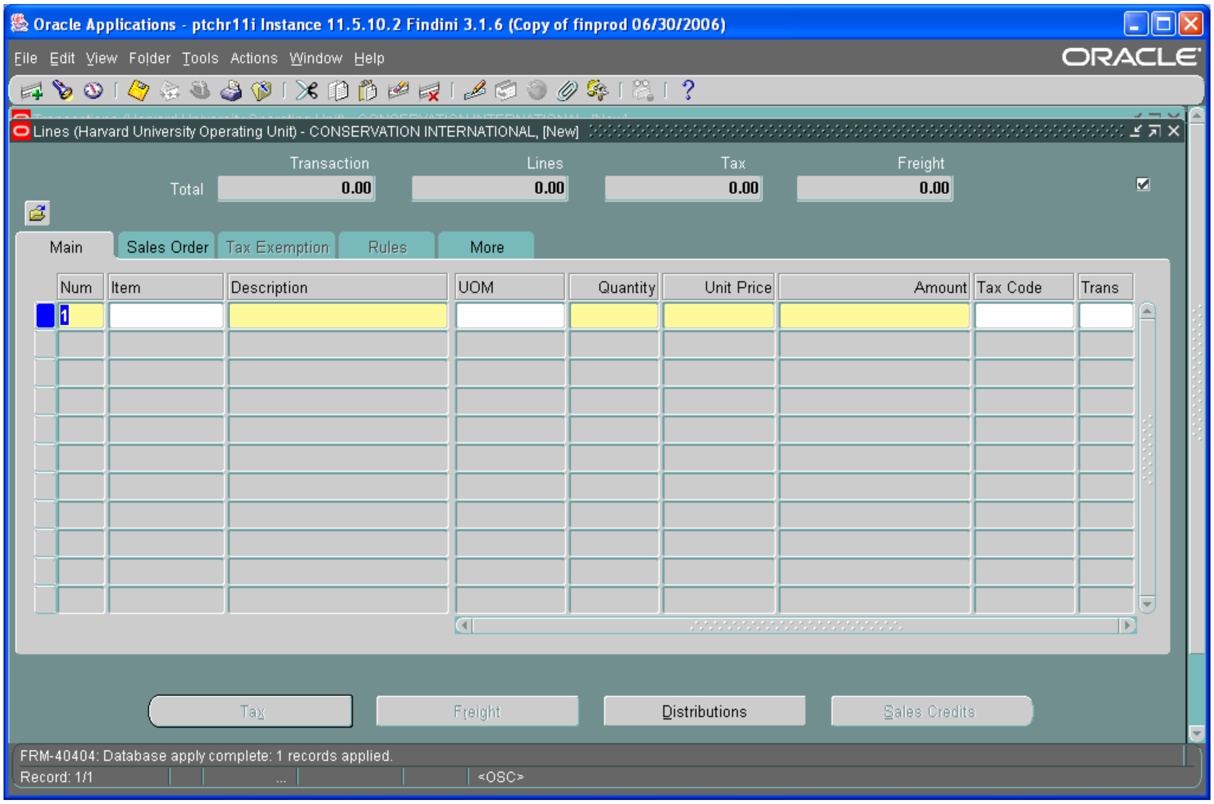
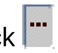
Transactions – Line Items



The fields you will need to complete on this screen depend on whether you use standard memo lines or manually enter all the invoice information. Standard memo lines are invoice items that can be selected from the list of values to speed up data entry; default fields include the invoice line description and the object code. You can also define the Unit of Measure and Unit Price for standard items.

6. Complete the following required fields:

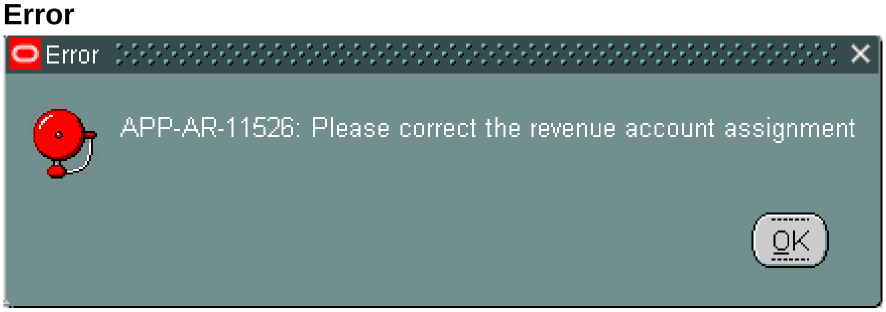
Field Name	Description
Description (Required Field)	Detailed description of the item you are billing. This description will print on the customer invoice. **Note:** Click ... to select a standard memo line from the list of values. To list only those memo lines created by your billing unit, enter your tub or tub/billing unit and press enter. After selecting a line from the list, the description field and other line item fields will default. You can then edit these fields as needed.

Field Name	Description
UOM	The unit of measure (UOM) that you are billing. Click  to select the appropriate UOM. **Note:** If defined in the standard memo line the UOM will default; you can edit this field as needed. If the UOM you need is not on the list, email AR_SETUP@harvard.edu to request it be added.
Quantity (Required Field)	Quantity or number of items billed
Unit Price (Required Field)	Price per unit. Pressing TAB will calculate the total for the line **Note:** If defined in the standard memo line, this field will default. You can edit this field as needed.

7. Perform one of the following:

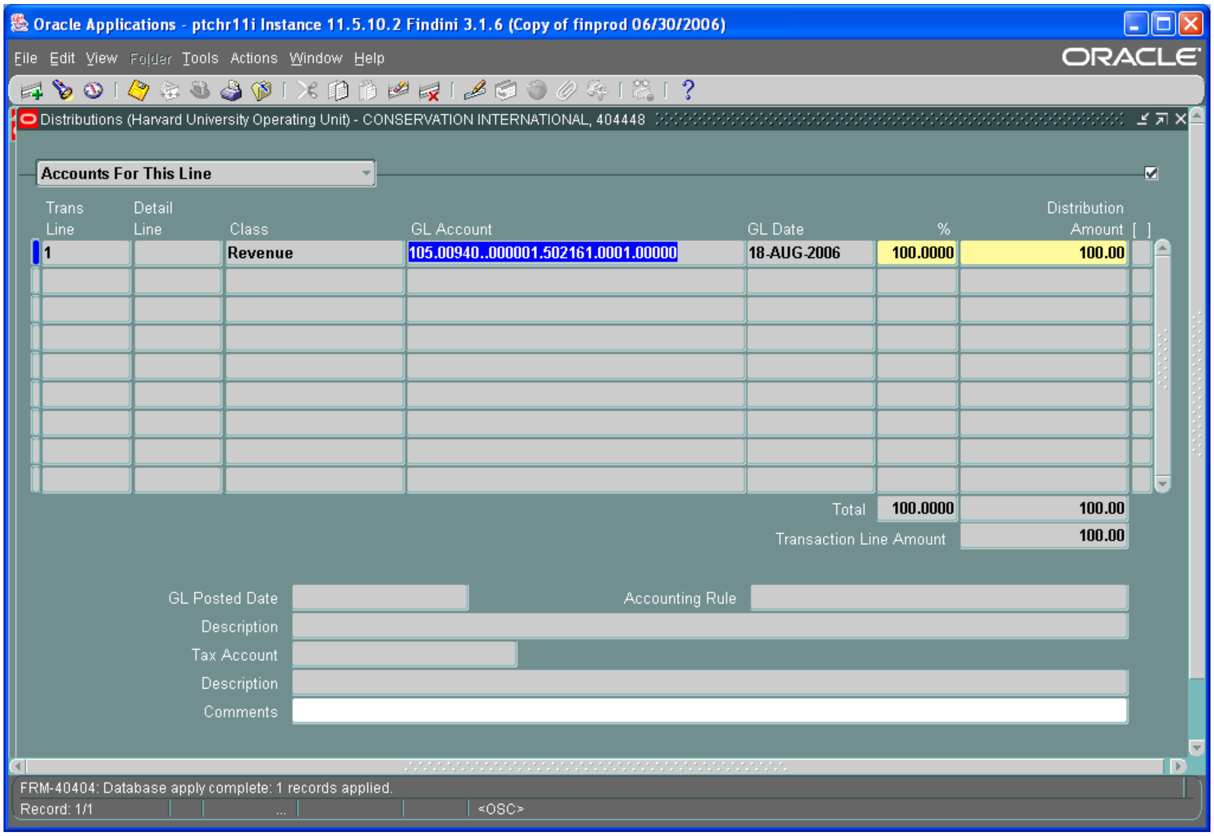
If You Need To	Then	Go To
Add additional lines	Use your arrow ↓, TAB, or mouse key to move to the next available line.	Step **6**
Update or review account coding for lines entered	Click  to open the Accounting window. **Note:** This step is optional if memo lines with complete CoA coding information were used.	Step **8**

Error



8. The above error message will appear to remind you to review or update the Chart of Accounts (CoA) revenue code. Click  to proceed.

Transactions – Accounting



System defaults to *Accounts for All Lines***,** which allows you to view all lines of coding associated with the invoice and includes the receivable coding line. **Never make changes to the Receivable GL Account coding.**

9. Complete the following for all *Revenue* account lines:

In This Field	Enter
GL Account	The CoA object code associated with the selected invoice line. **Note:** Generally, these are all segments (except object) of the account coding default based on the account coding associated with the transaction type and memo line(s) you selected. However, some transaction types and memo line(s) do not have associated account coding, in which case you must complete all segments of the account coding before an invoice can be completed. The object code will also default for any lines created using a Standard Memo Line that contains an object code.

10. Perform one of the following:

If You Need To	Then	Go To
Update CoA coding for additional *Revenue* lines	Use your arrow, TAB, or mouse key to move to the next **GL Account** field.	Step 9
Save and complete this invoice	1. Click . 2. Click the in the top right corner of the window.	Step 11

11. Click . The system will check that the invoice has all the required data and that it is in balance and ready to be completed. The button name will change to *Incomplete* and a in the *Complete* box will display in the upper right hand corner of the screen.

You can leave an invoice incomplete if you are not ready to complete it (i.e., if you need to add additional items). Usually you will want to complete each invoice as created; however, to leave it incomplete skip Step 16. Only complete invoices will be printed and mailed to the customer (three times a week). These will be posted to customer accounts as open transactions, and be posted to the general ledger (daily).

12. You have completed this task.

If you indicated that there will be an attachment to be sent with this invoice, the invoice will be printed by Central AR and sent to you to be mailed to the customer.

Result

You have manually created a customer invoice.