

Work Instruction

Find and Copy an Invoice

Purpose

Use this procedure to find invoice information or to create a new invoice by copying an existing invoice.

Prerequisites

- You have been assigned the appropriate AR responsibility (HRVD^AR^TUB^ORG^INV).
- You have already created and completed an invoice for the same customer that you can use as a model



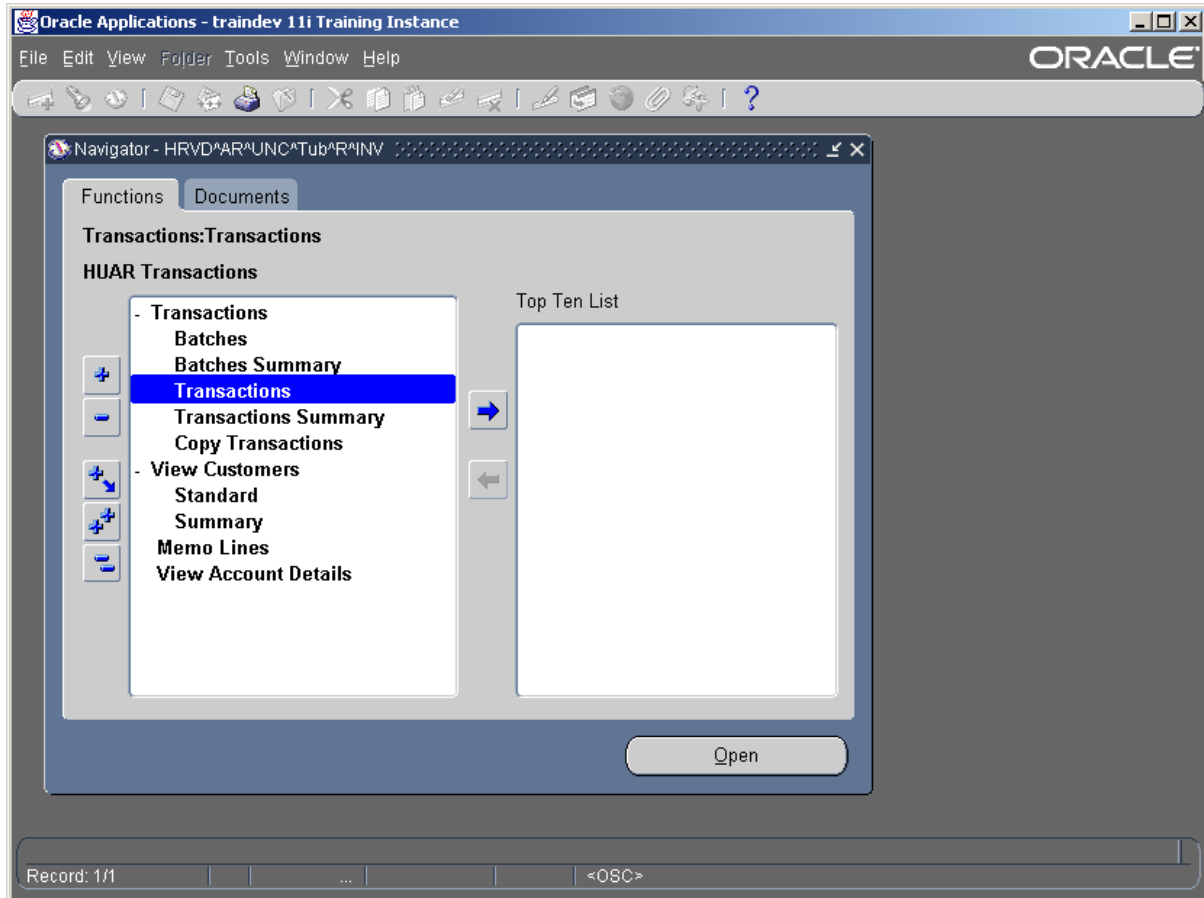
The system will not allow you to copy an "incomplete" invoice.

Helpful Hints

Use these keyboard shortcut keys to speed your work:

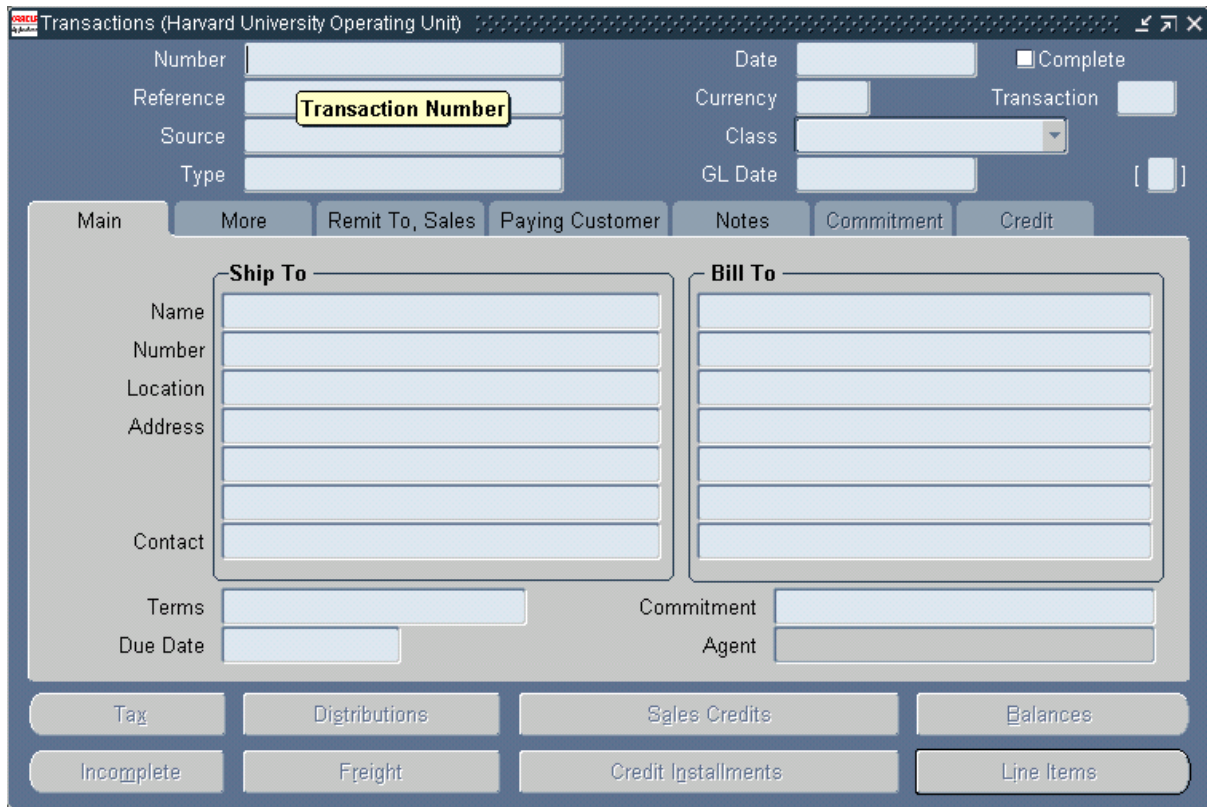
- %: Wildcard
- F3: Copy Field Above
- F7: Enter Query
- F8: Execute Query
- F9: View List of Values for a Field
- F10: Save

Oracle Navigator



1. Click **Transactions** → **Transactions** to start this procedure.

Transactions



- Press **F7** to begin a query (or use the View/Find feature). The Status line at the bottom of the Oracle window displays, "Enter a query; Press F8 to execute, Ctrl+Q to cancel."



The fields on the transaction form will change color to light blue, indicating that a query is in progress.

- Complete any of the following fields to narrow your search:

Field Name	R/O/C	Description
Number	O	Number of the invoice you want to copy.
Reference	O	Information entered in the reference field of the model invoice Note: This field is generally not used.
Source	O	Harvard tub/Manual Example: HMS Manual (Harvard Medical School manually entered the invoice)



Field Name	R/O/C	Description
Type	O	Part of the transaction type associated with the model invoice
Date	O	Date model invoice was created
Bill To	O	Customer name



Remember to use the “%” wild card feature to broaden your query.

4. Press **F8** to execute the query and locate the invoice.



If more than one invoice is returned, use the ↑ or ↓ keys to search through them. If the invoice you want to copy is not found, modify your search criteria and execute a new query.

To cancel your query, press **Ctrl** + **Q** and return to Step 2.

5. Perform one of the following:

If You Need To	Then	Go To
Review Invoice Information	Review the <i>Main</i> , <i>More</i> , <i>Line Items</i> , and <i>Distributions</i> screens	“Create A Manual Invoice” Work Instruction for details on these screens
Copy the Invoice	Copy the invoice information to the <i>Copy Transactions</i> screen.	Step 6

6. To get to the *Copy Transactions* screen, select **Tools** → **Copy To**.



Copy Transactions

Copy Transactions (HARVARD)

Model Transaction

Source: **UNC Manual** Trans Number: **100266**
 Currency: **USD** Reference:
 Bill To: **KANDLER JENNIFER** Number: **24910**
 Terms: **30 NET** Type: **UNC EPS**
 Date: **01-NOV-2002** Transaction Amount: **1,500.00**
 Due Date: **01-DEC-2002** Transaction: GL Date: **31-MAR-2002**


Schedule

Rule: **Days** Number Of Times:
 Number Of Days: First Transaction Date: **01-NOV-2002**
 First GL Date: **31-MAR-2002** Request ID:

New Transactions

Transaction Number	Document Number	Trans Date	GL Date	Due Date	Amount

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

Field Name	R/O/C	Description
Rule	R	Schedule used to generate invoice copies Note: Use the  drop down menu to pick a billing schedule. Currently we are creating single copies.
Number of Times	O	Enter "1" for a single copy
First Transaction Date	R	Transaction date you want associated with copied invoice
First GL Date	R	Default to transaction date specified.

Copy Transactions - New Number Assigned

Copy Transactions (HARVARD)

Model Transaction


Source: **UNC Manual** Trans Number: **100266**
 Currency: **USD** Reference:
 Bill To: **KANDLER JENNIFER** Number: **24910**
 Terms: **30 NET** Type: **UNC EPS**
 Date: **01-NOV-2002** Transaction Amount: **1,500.00**
 Due Date: **01-DEC-2002** Transaction: GL Date: **31-MAR-2002**

Schedule

Rule: **Single Copy** Number Of Times: **1**
 Number Of Days: First Transaction Date: **02-NOV-2002**
 First GL Date: **01-APR-2002** Request ID: **1227076**

New Transactions

Transaction Number	Trans Date	GL Date	Due Date	Amount
100267	02-NOV-2002	01-APR-2002	02-DEC-2002	1,500.00

8. Press  or **F10** to save this transaction and create the specified number of copies:




At the bottom of the screen a new transaction number for the copied invoice(s) is displayed. This number is automatically generated by the system.

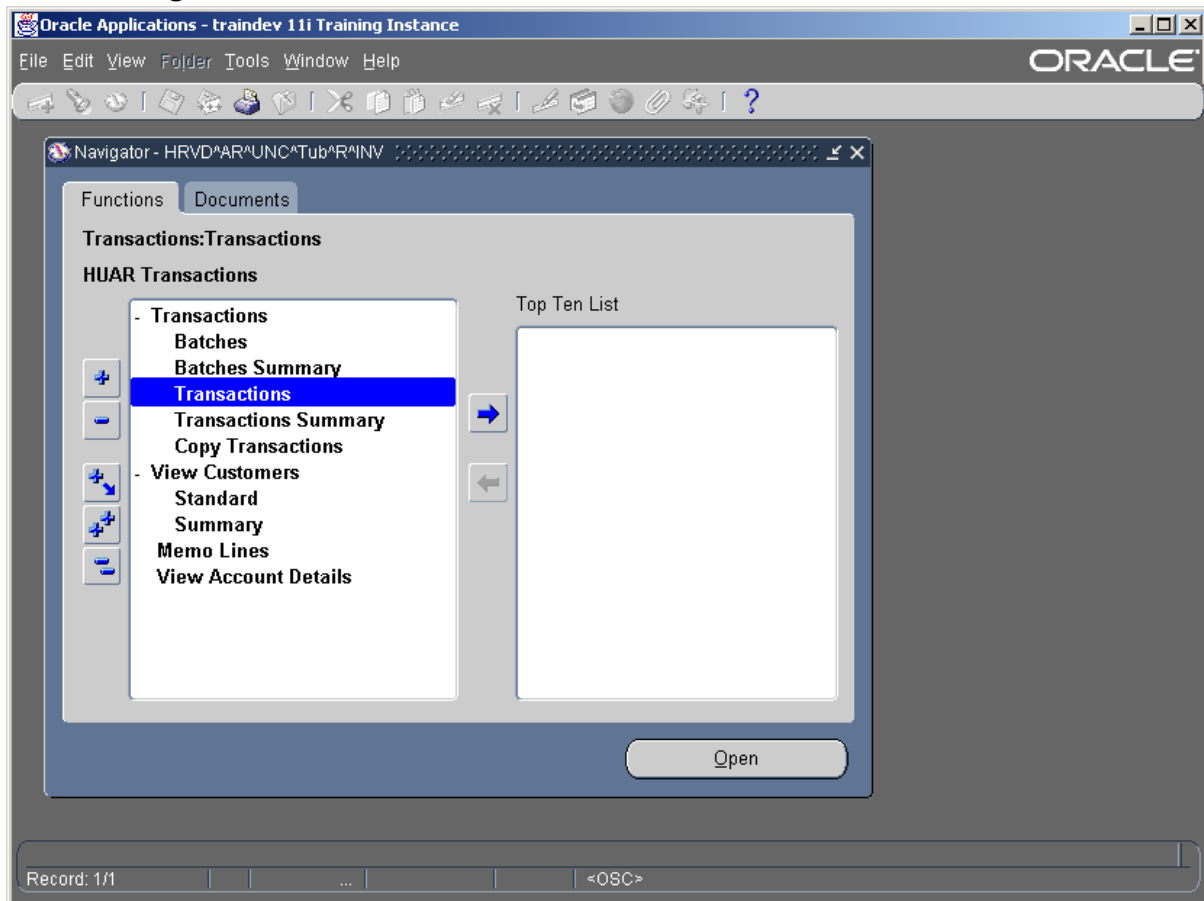
9. The invoice is copied and created as **completed**. To review the invoice you just created, or to make any changes to it you will need to close the copy and search for it using the new invoice number assigned to it. If you do not need to review or make changes to the invoice go to Step 18.



Make sure you write down the new invoice number. You will need it for Step 13.

10. Click  in the top corner of the window, or select **File → Close Form** to close the *Copy Transactions* screen and return to the *Oracle Navigator* screen.

Oracle Navigator



11. From the *Oracle Navigator* screen, click **Transactions** → **Transactions** to open a new transaction screen.
12. Click in the **Number** field and press **F7** to begin a query (or use the View/Find feature). The Status line at the bottom of the Oracle window displays, "Enter a query; Press F8 to execute, Ctrl+Q to cancel."

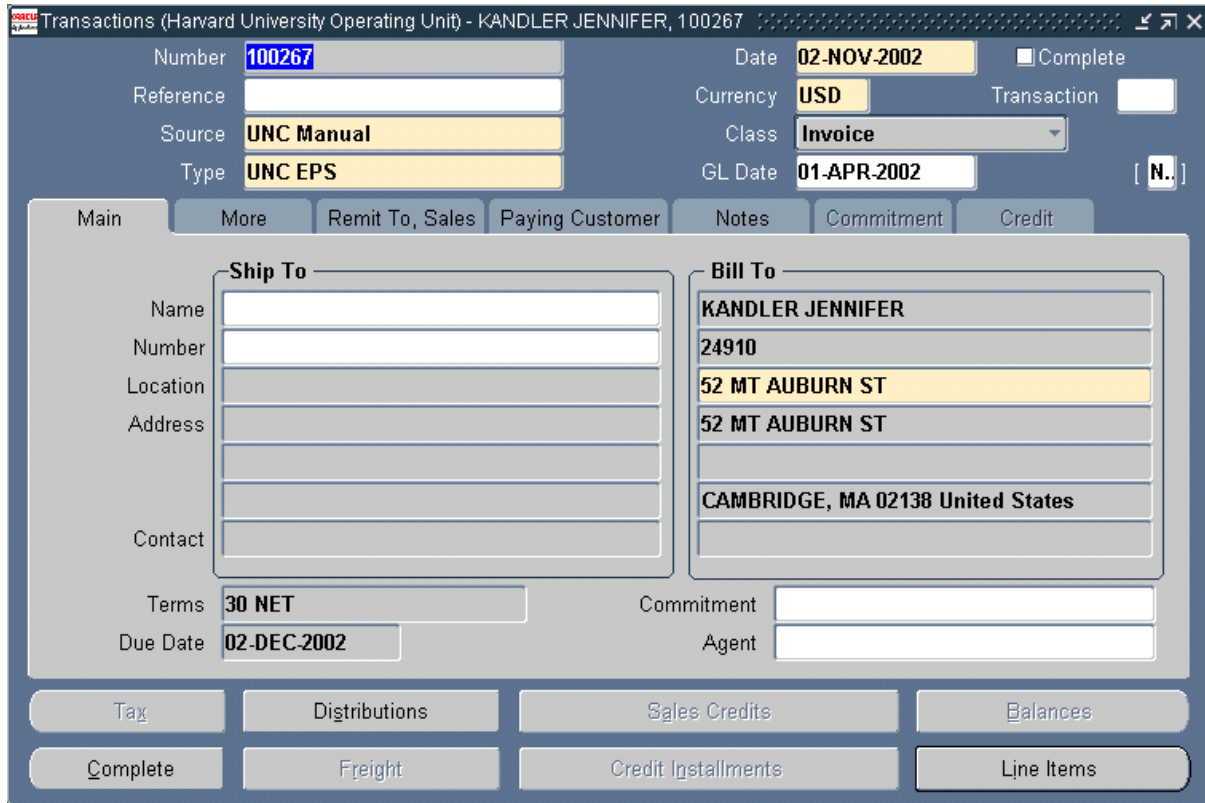


The fields on the transaction form will change color to light blue, indicating that a query is in progress.

13. Enter the number of the invoice you just created (e.g., 100267).
14. Press **F8** to execute your query and to locate the new invoice.

- Check the new invoice to make sure you have found the correct record.

Review the New Transaction



Transactions (Harvard University Operating Unit) - KANDLER JENNIFER, 100267

Number: 100267 Date: 02-NOV-2002 Complete
 Reference: Currency: USD Transaction:
 Source: UNC Manual Class: Invoice
 Type: UNC EPS GL Date: 01-APR-2002 [N..]

Main More Remit To, Sales Paying Customer Notes Commitment Credit

Ship To

Name
 Number
 Location
 Address
 Contact

Bill To

KANDLER JENNIFER
 24910
 52 MT AUBURN ST
 52 MT AUBURN ST
 CAMBRIDGE, MA 02138 United States

Terms: 30 NET Commitment
 Due Date: 02-DEC-2002 Agent

Tax Distributions Sales Credits Balances
 Complete Freight Credit Installments Line Items

- If you want to make changes to any of the invoice's fields, click **Incomplete** and input your changes.
- If you want to complete the new invoice, click **Complete**.
- You have completed this task.

Result

You have successfully copied and completed an invoice. Check that the completed box in the upper right-hand corner of the screen is selected .