

Steps on 'Entering Standard Invoice' through FMIS Accounts Receivable Module.

Entering Standard Invoices

Enter standard invoices with basic information

Menu: G03B11 Program: P03B2002 Version: ZJDE0001			
Detailed Steps	Step Description	Field Name	Value
• Choose Financials	(G1)		
• Choose Accounts Receivable	(G03B)		
• Choose Daily Processing	(G03B10)		
• Choose Customer Invoice Entry	(G03B11)		
• Choose Standard Invoice Entry	(P03B2002) (Double Click) Ensure customer is set-up and has A/R flag.		
• Click 'Add'	The system will automatically display a new Batch Number.		
• Enter Customer	Choose the visual assist (flashlight) with search type 'C' to customer Address Book to find customer.	Customer	Burger King
• Record Batch Number			259862
• Enter Company	You can use the visual assist (click on the Flashlight)	Company	10
• Enter Invoice Date		Invoice Date	07/20/06
• Enter G/L Date	Use today's date	G/L Date	07/20/06
• Click into Gross Amount field in the grid	Enter gross amount of invoice	Gross Amount	6,000.00
• Tab to 'Remark Field'	Enter remark for invoice	Remark	CY 2007 Business Site Rental Lease Billing
• Arrow down to new line within grid.	Information will automatically fill in for Open Account, Due Date, Discount Date, etc.		
• "Gross Amount" only enters an amount if there is no tax to be calculated/	Applicable taxes should default into grid from Customer Master.		
• Click 'OK'			
• Enter account number for A/R Trade Offset	For G/L Distribution	Account Number	107004.1360
• Click into the Amount field in the grid	Billing amount	Amount	-6,000.00
• Click 'Ok' to save the standard Invoice			
• For last invoice in batch – Click on Cancel – this will close batch			
• Click 'Close'			
• Batch will be in Pending Status under AR menu, Invoice Journal Review, until such time it's approved & Posted by the Supervisor or individual with the appropriate level of security.	Application: P0011 Version: ZJDE0005		

Output	
Expected Results	Actual results
Create an unposted Invoice for the Business Site Lease. You will be able to view and edit the batch while in Pending Status.	After the Batch is approved and posted. Choose Financial, Accounts Receivable. Statement Reminder Processing. Invoice Print (at the top of the form it will display automatically Batch Application R55AR02) Select ' Invoice Print' and continue.