

# Accounts Receivable: Create & Process Invoices

## Overview

- This job aid was created for the Accounts Receivable Specialists for assistance with creating and processing invoices, and for guidance on proper execution of related tasks.
- An Accounts Receivable Specialist and Accounts Receivable Manager can initiate and complete the following accounts receivable tasks at any time: Create Transaction, Manage Transaction, Create and Maintain Customer Data.
  - *Example: Create a transaction, such as an invoice and submit*
  - *Example: Manage previous invoices, such as reviewing the accounting, or the information entered*
  - *Example: Viewing the produced invoice*
  - *Example: Post an existing invoice to the General Ledger (Department Approver)*

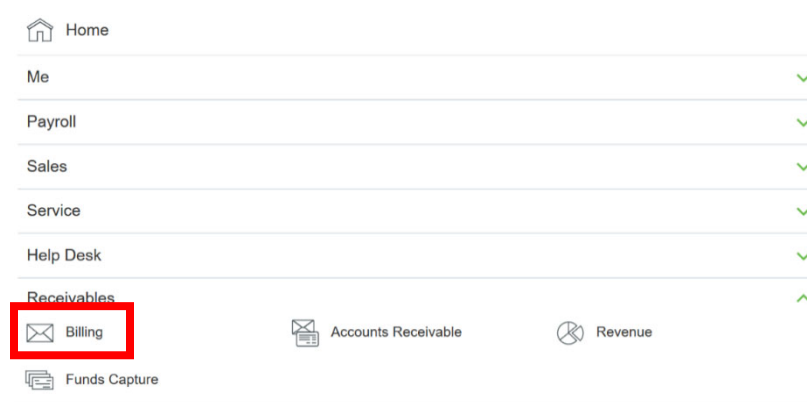
# Accounts Receivable: Create & Process Invoices

## I. Navigating to the Receivables Module

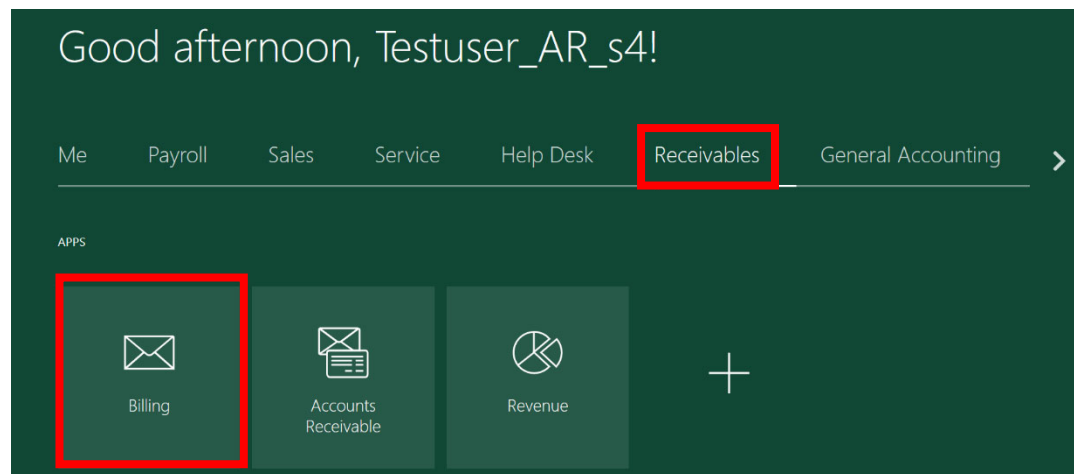
- I. You can access the **Billing** section in two ways:
  - a. (Option 1) Click the **Navigator icon** in the upper left-hand corner of the Ignite landing page.



- b. Under the **Receivables** section, click the drop down arrow, and select **Billing**.



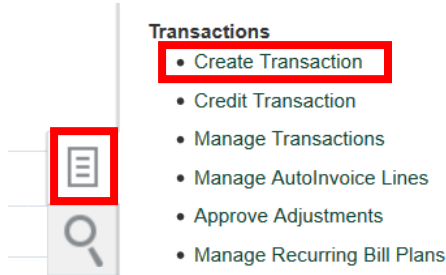
- c. (Option 2) Under the **Receivables** heading on the home page, select the **Billing** tile.



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## 2. Creating a Transaction

1. Click the **Task icon** in the top right side of the screen, then select **Create Transaction**.



2. Populate the following fields in the **General Information** section:

Create Transaction: Invoice

General Information | Show More

A screenshot of the 'General Information' section of the software interface. Several fields are highlighted with red boxes: 'Transaction Class' (set to 'Invoice'), '\* Business Unit' (set to 'BAYLOR'), '\* Transaction Source', '\* Transaction Type', 'Transaction Date' (set to '11/19/2019'), 'Accounting Date' (set to '11/19/2019'), and 'Attachments' (set to 'None'). Other visible fields include 'Salesperson', 'Invoicing Rule', 'Transaction Number', and 'Document Number'.

0001 **Transaction Class** – Select **Invoice**.

0001 **\*Business Unit** – Select **Baylor**.

0001 **\*Transaction Source** – Select **Manual**.

0001 **\*Transaction Type** – Select **Invoice**.

0001 **Transaction Date** – Automatically populates with the current date.

0001 **Accounting Date** – Automatically populates with the current date.

0001 **Attachments** – Attach available/relevant documents for the invoice, such as a receipt.

3. Populate the following fields under the **Customer** section:

A screenshot showing the 'Customer' and 'Payment' sections of the software interface. In the 'Customer' section, the '\* Bill-to Name' field is highlighted with a red box. In the 'Payment' section, the '\* Payment Terms' dropdown menu is highlighted with a red box. Other fields include 'Ship-to Name', 'Ship-to Site', and 'Due Date'.

0001 **\*Bill-to-Name** – Search for customer.

0001 **\*Payment Terms** – Ensure **IMMEDIATE** is populated; if not, select.

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4. Populate the following fields for each **Invoice line**:

The screenshot shows the 'Invoice Lines' interface. At the top, there are tabs for 'View', 'Detach', 'Edit Freight', and 'Edit Default Sales Credits'. Below these are sub-tabs for 'Line Information', 'Tax Determinants', and 'Revenue Scheduling'. The main table has columns for 'Line', 'Item', 'Description', 'Memo Line', 'UOM', 'Line Information' (with sub-columns for '\* Quantity' and '\* Unit Price'), 'Amount', 'Details', 'Tax Classification', and 'Transaction Business C'. Two rows are visible, with the first row's 'Description', 'Quantity', and 'Unit Price' fields highlighted by red boxes.

0001 **\*Description** – Insert a description of item(s) or services provided.

0001 **\*Quantity** – Insert the amount of the item(s) or services.

0001 **\*Unit Price** – Insert the price per unit of item(s) being invoiced.

5. Click **Save** at the top of the screen.

The screenshot shows three buttons: 'Save' (highlighted with a red box), 'Complete and Create Another', and 'Cancel'.

6. Taxable/Non-taxable Determination. Please follow the applicable instructions.

0001 If the Invoice contains non-taxable revenues, skip to Step 8.

0001 If the sale occurred outside of either campus, complete an Off-Campus Sales Tax Form, and submit to Accounting Operations for processing. Then, skip to Step 8.

0001 If the Invoice contains taxable revenue, sales tax is applicable. Click on the tax amount **(0.00)** and proceed to Step 7.

The screenshot shows four buttons: 'Save', 'Complete and Create Another', 'Delete', and 'Cancel'.

The screenshot shows a summary section with the following data:

* Currency	
Currency	USD - US Dollar
Transaction Total	400.00
Lines	400.00
Tax	0.00
Freight	0.00
Charges	0.00

The 'Tax' row is highlighted with a red box.

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## 7. Select the **Add Row (+)** icon

Invoice 17004: Detail Tax Lines

Line	Tax Line	* Rate Name	* Rate	* Tax Amount	Inclusive	Regime
1	1				<input type="checkbox"/>	

Columns Hidden 5

**Save and Close** Cancel

(Note: **Must** be completed in this order)

- Select the line of the invoice for which sales tax applies.
- Check the **Inclusive** box if the sales tax is included in the amount to be collected.
- Then, select the **Rate Name** representing the campus where the sale occurred.
- Click **Save and Close**.

## 8. Click on the **Actions** menu, then select **Edit Distributions**.

Edit Transaction: Invoice 23003

Business Unit: BAYLOR  
Transaction Source: Manual  
\* Transaction Type: Invoice  
Transaction Number: 23003  
Document Number: 8012  
Status: Incomplete

\* Transaction Date: 12/12/2019  
\* Accounting Date: 12/12/2019  
Salesperson:  
Invoicing Rule:  
Attachments: None +  
Notes:

\* Currency: USD - US Dollar

Transaction Total	500.00
Lines	500.00
Tax	0.00
Freight	0.00
Charges	0.00

Actions Save Complete and Create Another Delete Cancel  
Edit Distributions

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- Select the **COA icon** and update ALL lines with the correct COA data including entity, department, and natural account. Input account **12700 Miscellaneous A/R** for the Receivable line. Select the appropriate Revenue account on the Revenue line. Enter account **21300 State Sales Tax Payable** for the Tax line, if applicable. Ensure only one department per transaction.

**NOTE: When the COA includes an Asset or Liability account (those accounts starting with a 1 or 2), the Purpose Code MUST BE 000.**

Example of a **taxable** transaction:

Line Number	Detail Line Number	Account Class	Distribution	Accounting Date	Allocation			Distribution Comments
					Percentage	Amount (USD)	Accounted Amount (USD)	
		Receivable	110-10730-100-1000000-12700-000-00	06/01/2020	100.0000	12,709.90	12,709.90	
1		Revenue	110-10730-100-1000000-58799-701-00	06/01/2020	100.0000	11,741.25	11,741.25	
1	1	Tax	110-10730-100-1000000-21300-000-00	06/01/2020	100.0000	968.65	968.65	

Example of a **non-taxable** transaction:

Account Class	Distribution	Accounting Date	Allocation			Distribution Comments
			Percentage	Amount (USD)	Accounted Amount (USD)	
Receivable	110-10730-100-1000000-12700-000-00	06/01/2020	100.0000	4,150.00	4,150.00	
Revenue	110-10730-100-1000000-58800-701-00	06/01/2020	100.0000	4,150.00	4,150.00	

- Enter correct COA details. Click **OK** when all segments have been entered.

**Left Window (Taxable Transaction):**

- Entity: 110 Chief Business Officer
- Department: 10730 Financial Services
- Fund: 100 Operating
- Designation: 1000000 Operating Budget
- Account: 21300 State Sales Tax Payable
- Purpose: 000i Unspecified
- Activity: 0000 Default
- Future1: 00000 Unspecified
- Future2: 00000 Unspecified

**Right Window (Non-taxable Transaction):**

- Entity: 110 Chief Business Officer
- Department: 10730 Financial Services
- Fund: 100 Operating
- Designation: 1000000 Operating Budget
- Account: 12700 Miscellaneous A/R
- Purpose: 000i Unspecified
- Activity: 0000 Default
- Future1: 00000 Unspecified
- Future2: 00000 Unspecified

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- c. **AR Specialists:** select **Complete and Review** from the Complete and Create Another menu. Notify Department Approver with invoice number.

Save ▾ Complete and Create Another ▾ Cancel

- Complete and Review
- Complete and Close

\* Currency USD - US Dollar ▾

Transaction Total	0.00
Lines	0.00
Tax	0.00

- d. **Department Approver:** Proceed to **Account in Draft**, View Accounting, and review for completeness and accuracy:

Actions ▾ View Image Save ▾ Incomplete Cancel

- Credit Transaction
- Dispute Transaction
- Manage Adjustments SD - US Dollar
- Review Installments 558.00
- Review Distributions 558.00
- Duplicate
- Post to Ledger 0.00
- Account in Draft 0.00

Accounting Lines: Invoice 10001

Ledger **BAYLOR US** Date 06/01/2020 Status Draft

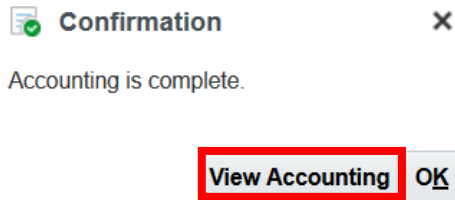
View ▾ View T-Accounts Detach

Line	Event	Account	Class	Accounted (USD)	
				Debit	Credit
1	Invoice Created	160-16505-100-1000000-12700-000-0000-00	Receivable	558.00	
2	Invoice Created	160-16505-100-1000000-58800-501-0000-00	Revenue		558.00

Done

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e. Click **View Accounting** from the pop-up screen.



Non-Taxable transaction:

Accounting Lines: Invoice 11000 ×

Ledger **BAYLOR US** Date 06/01/2020 Status Final

View ⌵ View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (USD)	
				Debit	Credit
1	▶ Invoice Created	110-10730-100-1000000-12700-000-0000-00000-00	Receivable	4,150.00	
2	▶ Invoice Created	110-10730-100-1000000-58800-701-0000-00000-00	Revenue		4,150.00

Done

Taxable transaction:

Accounting Lines: Invoice 10000 ×

Ledger **BAYLOR US** Date 06/01/2020 Status Final

View ⌵ View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (USD)	
				Debit	Credit
1	▶ Invoice Created	110-10730-100-1000000-12700-000-0000-00000-00	Receivable	12,709.90	
2	▶ Invoice Created	110-10730-100-1000000-58799-701-0000-00000-00	Revenue		11,741.25
3	▶ Invoice Created	110-10730-100-1000000-21300-000-0000-00000-00	Tax		968.65

Done

f. Click **Done** when review of the COA segments, and debit and credit amounts is complete.



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g. Click **View Image** to view the generated invoice.

Actions ▾ **View Image** Save ▾ Incomplete Cancel

h. After reviewing the image, click **OK**.

View Image x

Baylor University  
Attn: Financial Services  
One Bear Place #97041  
WACO, TX 76798

**Bill-to**  
NYF CRP3 Customer  
539 Wood Thrush Ct  
ARDEN, BUNCOMBENC 28704

**Ship-to**  
NYF CRP3 Customer  
539 Wood Thrush Ct  
ARDEN, BUNCOMBENC 28704

**INVOICE**  
20000

Purchase Order  
Invoice Date 11/19/2019  
Shipped Date

Line Total 200.00  
Sales Tax 0.00  
Shipping 0.00

Total 200.00  
Payments 0.00  
Credits 0.00  
Financial Charges 0.00

**Payment Terms** IMMEDIATE **Due Date** 11/19/2019 **Balance Due** \$200.00

No.	Product	Description	UOM	Quantity	Unit Price	Amount
1		Test Item		10	20	200.00

**OK**

i. Department Approver: From the **Actions** menu, select **Post to Ledger**.

Actions ▾ | **View Image** Save ▾ Incomplete Cancel

- Credit Transaction
- Dispute Transaction
- Manage Adjustments
- Review Installments
- Review Distributions
- Duplicate
- Post to Ledger**

USD - US Dollar  
200.00  
200.00  
0.00

j. Click **Save and Close** from the Save menu.

Actions ▾ | **View Image** **Save** ▾ Incomplete Cancel

Save and Close