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)
I. Navigating to the Receivables Module

1. 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.
   
   ![Navigator Icon]

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

   ![Receivables Section]

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

   ![Home Page with Receivables Highlighted]
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:

   - **Transaction Class** – Select **Invoice**.
   - **Business Unit** – Select **Baylor**.
   - **Transaction Source** – Select **Manual**.
   - **Transaction Type** – Select **Invoice**.
   - **Transaction Date** – Automatically populates with the current date.
   - **Accounting Date** – Automatically populates with the current date.
   - **Attachments** – Attach available/relevant documents for the invoice, such as a receipt.

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

   - **Bill-to-Name** – Search for customer.
   - **Payment Terms** – Ensure **IMMEDIATE** is populated; if not, select.
4. Populate the following fields for each **Invoice line**:

- **Description** – Insert a description of item(s) or services provided.
- **Quantity** – Insert the amount of the item(s) or services.
- **Unit Price** – Insert the price per unit of item(s) being invoiced.

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

6. Taxable/Non-taxable Determination. Please follow the applicable instructions.
   - If the Invoice contains non-taxable revenues, skip to Step 8.
   - 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.
   - If the Invoice contains taxable revenue, sales tax is applicable. Click on the tax amount (0.00) and proceed to Step 7.
7. Select the **Add Row (+)** icon

    Invoice 17004: Detail Tax Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Tax Line</th>
<th>Rate Name</th>
<th>Rate</th>
<th>Tax Amount</th>
<th>Inclusive</th>
<th>Regime</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

![Example of a taxable transaction](image)

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

![Example of a non-taxable transaction](image)

b. Enter correct COA details. Click **OK** when all segments have been entered.
c. **AR Specialists**: select **Complete and Review** from the Complete and Create Another menu. Notify Department Approver with invoice number.

![Complete and Review menu](image)

```
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:

![Accounting Lines: Invoice 10001](image)
e. Click **View Accounting** from the pop-up screen.

![Confirmation](image)

**Accounting is complete.**

[View Accounting] [OK]

**Non-Taxable transaction:**

<table>
<thead>
<tr>
<th>Line</th>
<th>Event</th>
<th>Account</th>
<th>Class</th>
<th>Accounted (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Invoice Created</td>
<td>110-10730-100-1000000-12700-000-0000-0000-00</td>
<td>Receivable</td>
<td>4,150.00</td>
</tr>
<tr>
<td>2</td>
<td>Invoice Created</td>
<td>110-10730-100-1000000-58805-701-0000-0000-00</td>
<td>Revenue</td>
<td>4,150.00</td>
</tr>
</tbody>
</table>

[Done]

**Taxable transaction:**

<table>
<thead>
<tr>
<th>Line</th>
<th>Event</th>
<th>Account</th>
<th>Class</th>
<th>Accounted (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Invoice Created</td>
<td>110-10730-100-1000000-12700-000-0000-0000-00</td>
<td>Receivable</td>
<td>12,700.90</td>
</tr>
<tr>
<td>2</td>
<td>Invoice Created</td>
<td>110-10730-100-1000000-58798-701-0000-0000-00</td>
<td>Revenue</td>
<td>11,741.25</td>
</tr>
<tr>
<td>3</td>
<td>Invoice Created</td>
<td>110-10730-100-1000000-21300-000-0000-0000-00</td>
<td>Tax</td>
<td>956.65</td>
</tr>
</tbody>
</table>

[Done]

f. Click **Done** when review of the COA segments, and debit and credit amounts is complete.
g. Click **View Image** to view the generated invoice.

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

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

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