For employees creating an invoice.

Purpose:	Create an invoice.
How to Access:	Log into the STRA <b>TU</b> S application. Select the <b>Receivables</b> application from the Navigator.
Helpful Hints:	<ul><li>Be sure to keep in mind that</li><li>Supporting documents can be attached.</li></ul>
Procedure:	Complete the following steps to create an invoice:

1. On the homepage, select **Billing** under **Receivables** from the sliding menu in the center of the screen.

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	Good morning, Eri					
	Me Benefits Administration	Contract Management	Receivables	Product Management	Payables	>
	QUICK ACTIONS	APPS				
	Create Transaction	Billing	Accounts Receivable	Revenue	+	
	Show More					
	Things to Finish					

2. On the billing menu, click the **tasks** icon on the right side of the page.



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5	Transaction Number	Source	Class	Customer	Entered Amount	Date
0-10 Days	4001	Athletics General	Invoice	Jakes NY Deli	2,500.00 USD	4/29/22
1	212000	Bursar Admin	Invoice	Downey3	50.00 USD	5/3/22
10+ Days	5001	Career Center	Credit Memo	Chartwells/Compass Group	-31.00 USD	4/14/22
	1006	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22
Approval	1007	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22
	1008	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22
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### 3. Select Create Transaction.

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5	Transaction Number	Source	Class	Customer		Manage AutoInvoice Lines     Approve Adjustments
0-10 Days ; 1 10+ Days	4001 212000 5001	Athletics General Bursar Admin Career Center	Invoice Invoice Credit Memo	<sup>r</sup> Jakes NY Deli <sup>r</sup> Downey3 <sup>r</sup> Chartwells/Compass Group		Customers  Create Customer  Manage Customers
101 Days	1006	Facilities Management	Credit Memo	Jakes NY Deli	X	Upload Customers from Spreadsheet
Approval	1007	Facilities Management	Credit Memo	Jakes NY Deli	<u>hh</u>	Manage Data Import
	1008	Facilities Management	Credit Memo	Jakes NY Deli		Review Customer Account Details
0						Accounting • Create Accounting • Create Adjustment Journal • Review Journal Entries
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4. The **Transaction Class** field will auto-populate to Invoice (leave as-is). The **Business Unit** field will also auto-populate to Towson University (leave as-is).

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Transaction Date	5/5/22	* Currency	USD US Dollar V
<ul> <li>✓ Accounting Date</li> </ul>	5/5/22	Transaction Total	0.00
▼ Salesperson	٩	Lines	0.00
Invoicing Rule	~	Tax	0.00
Attachments	None 🕂	Freight	0.00 🖋
Notes		Charges	0.00
		Payment	
Q Ship-to Name	Q,	* Payment Terms	•
▼ Ship-to Site	v	Due Date	
Credits			
Line Inf	ormation	т	ax Determinants
	Transaction Date Accounting Date Salesperson Invoicing Rule Attachments Notes Ship-to Name Credits Line Inf	Transaction Date 5/5/22   Accounting Date 5/5/22   Salesperson    Invoicing Rule    Attachments None +   Notes    Ship-to Name    Ship-to Site	Transaction Date       5/5/22       * Currency         Accounting Date       5/5/22       * Currency         Accounting Date       5/5/22       * Currency         Invoicing Rule       * Tax         Invoicing Rule       * Tax         Attachments None +       Freight         Notes       Charges         Payment       * Payment Terms         Due Date       Ship-to Site       Due Date

5. From the **Transaction Source** dropdown, select your department. **Transaction type** will then autopopulate.

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Create Transa	action: Invoice	3					Save Comp	ete and Create Another	▼ <u>C</u> ancel
General Inform	ation   <sub>Show More</sub>								
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_	* Business Unit	Towson University	$\sim$	Accounting Date	5/5/22	]	Transaction Total		0.00
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Line Item		* Description		Line Inf	ormation		T	ax Determinants	

6. Click the **magnifying glass icon** next to Bill-to-Name.

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* Business Unit Towson University	✓ Accounting Date	5/5/22	Transaction Total	0.00
* Transaction Source Athletics General	▼ Salesperson	Q	Lines	0.00
* Transaction Type Bursar Invoice	▼ Invoicing Rule	~	Тах	0.00
* Transaction Number	Attachments	None 🕂	Freight	0.00 🖉
Document Number	Notes		Charges	0.00
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Line Information Tax Determinants Revenue Scheduling				
Line Item * Description	Line Inf	formation	Т	ax Determinants

7. Click the Advanced button on this search menu.

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* Business Unit Towson Universit * Transaction Source Athletics General * Transaction Type Bursar Invoice	** Account Number  ** Account Description	Transaction Total 0.00 Lines 0.00 Tax 0.00
* Transaction Number	** Taxpayer Identification Number	Freight 0.00 //
Customer * Bill-to Name Bill-to Site	Name Account Number Account Description Taxpayer Identification Tax Registrati No rows to display           No         No         Category         Category	* Payment Terms
Invoice Lines View • + X Totach Edit Freight Edit Line Information Tax Determinants Revenue Scheduling	Default Sales Credits	
Line Item * Description	Line information	Tax Determinants

8. In the **Account Description** field, enter "BURS", "SPAR", or "OSPR".

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* Business Unit Towson Univer	it Starts with	Transaction Total 0.00
* Transaction Source Athletics Gener	al ** Account Number Starts with	Lines 0.00
* Transaction Type Bursar Invoice	** Account Description Starts with BURS	Тах 0.00
* Transaction Number	** Taxpayer Identification Number Starts with	Freight 0.00
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9. In the **Name** field, enter the organization's name.

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* Business Unit Towson Univers	** Account Number Starts with		Transaction Total 0.00
* Transaction Source Athletics Generation	al ** Account Description Starts with V BURS		Lines 0.00
* Transaction Type Bursar Invoice	** Taxpayer Identification Number Starts with		Тах 0.00
* Transaction Number		Search Reset Add Fields <b>v</b> Reord	Freight 0.00 🖋
Document Number		Taxpaver Identification Tax Registrati	Charges 0.00
Customer	Name Account Number Account Description	Number Number	
* Bill-to Name	Jakes NY Deli 2024 BURS_Jakes NY Deli	452762121	* Payment Terms
Bill-to Site		OKCar	Due Date
Invoice Lines			
View 🗸 🕂 Detach Edit Freight Ed	t Default Sales Credits		
Line Information Tax Determinants Revenue Scheduling			
Line Item * Description	Line Information		Tax Determinants

10. Click **Search**. Select the organization you to bill. Click **Okay** to return to the invoice.

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Create Transaction: Invoice ②	Search and Select: Bill-to Name			X ve Complete and Create Another Cancel
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Transaction Class Invoice V	** Name 3	Starts with 🗸 Jake	** At least one is re	* Currency USD US Dollar V
* Business Unit Towson Universit	** Account Number	Starts with		Transaction Total 0.00
* Transaction Source Athletics Genera	** Account Description	Starts with V BUR	6	Lines 0.00
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* Transaction Number				Freight 0.00
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* Bill-to Name	Jakes NY Deli 2024	BURS_Jakes NY	Deli 452762121	* Payment Terms
Bill-to Site			ок	Due Date
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View 🗸 🕂 🕅 Detach 🛛 Edit Freight 🛛 Edit	Default Sales Credits			
Line Information   Tax Determinants   Revenue Scheduling				
Line Item * Description		Line Inform	ation	Tax Determinants

11. Scroll down to the invoice line section. Under the **Memo Line** header, enter your departments acronym. As you type, a dropdown list will appear. Select the memo line you wish to invoice. (**NOTE**: The **Description** and **UOM** fields will auto-populate when you select the memo line.)

	Bill-	to Site 2032		•		Ship	to Site 22302		•		Due Date 6/	30/22	
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Line	Item	* Descripti					Line Information				Тах	Determinants	
Line	ne item	Description		Memo Line	ι	NOM	* Quantity	* Unit Price	Amount Det	tails	Tax Classification	Transaction Business Cat	egor
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12. Enter Quantity and Unit Price. (NOTE: The Amount field will then auto-populate.)

	Bill-to	Site	2032	•		Ship-to S	iite 22302		•		Due Date 6/	30/22
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						Total			4 000 00			

13. Repeat the above steps for additional memo lines. Once you have added all your memo lines, scroll back to the top. Select the **Notes icon** to be taken to the notes section.

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Create Transaction: Invoice ⑦			Save Comple	ete and Create Another
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Transaction Class Invoice V	Transaction Date	5/5/22	* Currency	USD US Dollar V
* Business Unit Towson University	✓ Accounting Date	5/5/22	Transaction Total	1,000.00
* Transaction Source Athletics General	▼ Salesperson	٩	Lines	1,000.00
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* Transaction Number	Attachments	None -	Freight	0.00 🥒
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Customer		Payment		
* Bill-to Name	Q Ship-to Name	Jakes NY Deli Q	* Payment Terms	Due 30th +1Mo 🔻
Bill-to Site 2032	▼ Ship-to Site	22302	Due Date	6/30/22
Invoice Lines				
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Line Information Tax Determinants Revenue Scheduling				
Line Hem * Description	Line Inf	formation	т	ax Determinants

14. Click the **plus (+)** button to create a note. The Type field should auto-populate with "To be printed on invoice". Click in the text box to add your note. Once your note is complete, click **Okay**.

Create Transaction: Invoice ⑦	Save 💙 Complete and Create Another 💙 Cancel
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Transaction Class	* Current USD US Dollar v
* Business Unit * Transaction Source	Saved Search All Notes
* Transaction Type 🛛 Actions 🔻 View 🔻 🕂 🗡 💥 🎢 Sort By Date descending 🗸 Date All 🗸 Type All	Visibility All V 0.00
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Line Item * Description	lax Determinants
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Customer	ОК
* Bill-to Name Jakes NY Deli Q Ship-to Name Jakes NY Deli Q	* Payment Terms Due 30th +1Mo
* Bill-to Site 2032	Due Date 6/30/22
Invoice Lines	
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Line Information Tax Determinants Revenue Scheduling	
Line Item * Description	Tax Determinants

15. To include an attachment, click the **plus (+)** sign next to attachments.

Create Transaction: Invoice ⑦		Save Complete and Create Another C
General Information   Show More		
Transaction Class Invoice	Transaction Date 5/5/22	* Currency USD US Dollar ~
* Business Unit Towson University	Accounting Date 5/5/22	Transaction Total 1,000.00
* Transaction Source Athletics General	Salesperson	Lines 1,000.00
* Transaction Type Bursar Invoice 🗸	Invoicing Rule	Tax 0.00
* Transaction Number	Attachments None	Freight 0.00 🥒
Document Number	Notes 📑	Charges 0.00
Customer	Pa	yment
* Bill-to Name Jakes NY Deli	Ship-to Name Jakes NY Deli	* Payment Terms Due 30th +1Mo
Bill-to Site 2032	Ship-to Site 22302	Due Date 6/30/22
nvoice Lines		
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16. Click the **Choose File** button under file name or URL. Select your attachment. Click Okay to return to your invoice.

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Create Transaction: Invoice ⑦				Save  Complete and Create Another  Cancel
General Information   Show More				
Transaction Class Im Attachments				× cy USD US Dollar v
* Business Unit To Actions 🔻 View 🔻	+ × 🗠 🛸			tal 1,000.00
* Transaction Source At Type	Category	* File Name or URL	Title Description	C es 1,000.00
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Customer				OK Cancel
* Bill-to Name Jakes NY Deli	٩	Ship-to Name Jakes NY Deli	٩	* Payment Terms Due 30th +1Mo
* Bill-to Site 2032	•	* Ship-to Site 22302	<b>•</b>	Due Date 6/30/22
Invoice Lines				
View 👻 🕂 🗮 Detach Edit Freight Edit Default S	Sales Credits			
Line Information Tax Determinants Revenue Scheduling				
Line Item * Description		Line Information		Tax Determinants

**NOTE**: To add additional attachments to your invoice, select the plus sign again and repeat steps 16 and 17.

17. When you are finished with your invoice, click the arrow button next to Save and select **Save and Close**.

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		Save Comple	te a d Create Another			
General Information   Show More						
Transaction Date	5/5/2022	* Currency	USD US Dollar V			
Accounting Date	5/5/2022	Transaction Total	1,000.00			
▼ Salesperson	Q	Lines	1,000.00			
▼ Invoicing Rule	~	Tax	0.00			
Attachments	TEST.docx 🕂 🗙	Freight	0.00 🥒			
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Q Ship-to Name	Jakes NY Deli Q	* Payment Terms	Due 30th +1Mo			
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18. The invoice will be created. You will receive a confirmation message with the invoice number.

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Billing ⑦ All business	s unit	s 💌	Complete Delete		Information × Transaction 4001 has been saved.	Review 0	Sustomer Accounts	3
5	-	Transaction Number	Source	Class	Customer	Entered Amount	Date	
0-10 Days		4001	Athletics General	Invoice	Jakes NY Deli	2,500.00 USD	4/29/22	
1		212000	Bursar Admin	Invoice	Downey3	50.00 USD	5/3/22	Ξ
10+ Days		5001	Career Center	Credit Memo	Chartwells/Compass Group	-31.00 USD	4/14/22	0
		1006	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22	×
Approval		1007	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22	lili
		1008	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22	
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Research								
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