Receivables – Credit an Invoice (Full Amount)

For employees crediting an invoice for a full invoice amount.

Purpose:	Credit an invoice.
How to Access:	Log into the STRA TU S application. Select the Receivables application from the Navigator.
Helpful Hints:	Be sure to keep in mind thatSupporting documents can be attached.
Procedure:	Complete the following steps to credit an invoice:

1. On the homepage, select **Billing** under **Receivables** from the sliding menu in the center of the screen or the hamburger menu in the top left corner.

■ TU STRA TU S							
Good morning	, Erin Cavrak!						
Me Benefits Administra	tion 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.



Receivables – Credit Invoice (Full Amount)

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Billing ⑦ All business un	nits 💌 View ▼ 🎢 📴	Complete Delete			Review C	ustomer Accounts
5	Transaction Number	Source	Class	Customer	Entered Amount	Date
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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 Manage Transactions.

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5	Transaction Number	Source	Class	Customer		Approve Adjustments
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0	1008	Facilities Management	Credit Memo	⁷⁷ Jakes NY Deli		Review Customer Account Details Accounting Create Accounting Create Adjustment Journal Review Journal Entries
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4. On the Manage Transactions page, click the dropdown for **Transaction Source**, and select the appropriate department from the list.

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	Search					

5. Search for a customer by clicking the **magnifying glass icon** next to Bill-to-Customer.

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Transaction Class	
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6. In the **Account Description** field, enter "BURS", "SPAR", or "OSPR".

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7. Click the organization to highlight it, then click OK.

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General Dynamics Infor 7004 BURS_General Dynamics Informatio 541194322
Salisbury University 1001 BURS_Salisbury University
M & T Bank 7001 BURS_M & T Bank 160538020
OK Cancel

8. On the Manage Transactions page, highlight the invoice you wish to credit.

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9. Click the **Actions** button, then select **Credit Transaction**.

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10. The information from the original invoice is populated. Under **Credit Reason**, select the dropdown and select a credit reason.

Receivables - Credit Invoice (Full Amount)

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Credit Transacti	on 🗇							Save T Cancel
USD - US Dollar								
Original Transaction	on							
	Number	203005		Customer	PUnder Armour		Original Amount	10 000 00
	Number Business Unit	Towson University		Customer Account	1006		Onginai Amount	10,000.00
							Activity	0.00
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	* Transaction Source	Bursar's Transactions		Customer Reference			Comments	
	* Transaction Type	BURS Credit Memo		Reference			Community	<i>h</i>
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	* Accounting Date	2/28/2022			Intercompany		Regional Information	~
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Freight		Late delivery No reason entered			0.00			0.00
Total	10,	Order entry error	0.00		10,000.00			10,000.00

11. Enter a comment if necessary. This comment is internal and not viewable on the invoice.

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Total	10,	000.00	0 0.00		10,000.00		10,000.00

12. Under **Transaction Amounts**, click **Credit Entire Balance**. The total amount will credit under the Credit header.

Receivables - Credit Invoice (Full Amount)

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Total	10,0	000.00	100	-10,000.00		10,000.00				0.00

13. Select the **Notes icon** to be taken to the notes section.

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Total	10,000.00	100	-10,000.00	10,000.	00		0.00

14. Click the **plus (+)** button to create a note. Confirm that Type field has auto populated with "To be printed on invoice". Click in the text box to add your note, adding as much detail as necessary to understand why this credit invoice is being created. Once your note is complete, click **OK**.

Receivables – Credit Invoice (Full Amount)

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Tax	0.00	100	0.00	0.00			0.00
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Credit Transact USD - US Dollar Original Transact d Credit Memo Transaction Amoo Credit Entire Balance Section Line Tax.	tion (2) Number 20005 Business Unit Tourson U * Transaction Source Bursar's * Transaction Type BURS C Transaction Number Document Number Document Number Transaction Date (5/16/202 * Accounting Date (2/22/202 Credit Reason (Billing) units (2) (Credit Ines) Edit Distribution Original Amount 10.000.00 [0.00 [Notes Search Actions View Creation Date No results found To results found C C Credit Percentage 100 100	Create Note Type To be Printed on Invoice ~ *@ Invate Helvetica ~ B I E S2 Event was overcharged. Creater the source of the	Customer Account 1006	X Search Aller Visitative OK Cancel	Original Amount Activity Current Balance	Sove Cancel 10.000.00 0.00 10.000.00 0.00 10.000.00 0.00 0/1/1/1 0.00 0/1/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00
Credit Transact USD - US Dollar Original Transact d Credit Memo Transaction Amo Credit Entire Balance Section Line Tax. Freight	tion Number 20005 Business Unit Toerson U	Notes Search Addens View Creation Date No result found Creation Percentage 100 100	Create Note Type To be Printed on Invoice ~ So Invite Helvetica ~ B I U S2 S ² Event was overcharged. Cre Law from lines tax from lines tax from lines	Customer Account 1006	X Search Alled Visionity All OK Cancel	Original Amount Activity Carrent Balance	Sove Cancel 10.000.00 0.00 10.000.00 0.00 10.000.00 0.00 0/1/1/1 0.00 0/1/1/1 0.00 0/1/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00 0/1/1 0.00
Credit Transact USD - US Dollar Original Transact al Credit Memo Credit Memo Credit Entire Balance Section Line Tax. Freight Total	tion Number 20005 Business Unit Toerson U * Transaction Source Bursar's * Transaction Type BURS C Transaction Number Document Number Transaction Date 5/16/202 * Accounting Date 2/26/202 Credit Reason Billing units ⑦ Credit Ines Edit Distribution Original Amount 10.000.00 00 000 000 000 000 000 000 00	Notes Search Addens View Creation Date No result found Creation Date Creation Date 100 100 100 100 100 100 100 1	Create Note Type To be Printed on Invaice Helvetica B I U S2 S ² Event was overcharged. Cre tax from lines textil Amount -10,000.00 0.00 0.00 0.00 0.00 0.00 0.00	Customer Customer Account 1006	X Search Alled Valuety All OK cancel	Original Amount Activity Carrent Balance	Sore Cancel 10.000.00 0.00 10.000.00 0.00 00/100 0.00 00/100 0.00 00/100 0.00 00/100 0.00 00/100 0.00

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

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Credit Transac	ction ⑦							S	ave 🔻 🤇	Cancel
USD - US Dollar										
Original Transad	ction									
	Number Business Unit	203005 Towson Unive	Q.		Customer PUnder Arm Customer Account 1006	our	Original Amount Activity Current Balance	10,000.00 0.00 10,000.00		
	* Transaction Source	Bursar's Tran	nsactions 💌		Customer Reference		Comments			
	* Transaction Type	BURS Credit	Memo 👻		Reference		Context Value	·	68	
	Transaction Number				Attachments None		Exclude From Netting			
	Document Number				Notes E	anage Attachments	Delivery Date for Tax Point Date	m/d/yyyy		
	Transaction Date	5/16/2022	6 2		Intercom	pany	Regional Information	~		
	* Accounting Date	2/28/2022	ΰŵ		Special Instructions		Context Value		~	
	Credit Reason	Billing	~			-A				
Transaction Am	ounts @									
Credit Entire Balan	ce Credit Lines Edit	Distributions	Automatically derive tax from	lines						
Section	Original A	mount	Credit		Current Balance			F	temaining B	Balance
			Credit Percentage	Amount						
Line	10	,000.00	100	-10,000.00	10,000.00					0.00
Тах		0.00	100	0.00	0.00					0.00
Freight		0.00			0.00					0.00
Total	10.	000.00	100	-10,000.00	10.000.00					0.00

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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LICD LIC Dallar	~													
USD - US Donar														
Original Transaction														
	Number .	203005					Customer PUnder Armour				Orig	inal Amount	10,000 0	0
	Business Unit	Towson Unive	ersity				Customer Account 1005					Activity	0.0	0
											Curr	ent Balance	10.000 0	o
Credit Memo			Attachments								×			
1. T	Transaction Source	Bursar's Tri	Actions ¥ View ¥	+ ×	2 6 5							Comments		
	* Transaction Type	BURS Cree	Туре	Ca	ategory	* File Na	me or URL	Title		Description	Che	ntext Value	~	
Tr	ransaction Number		File	• T	o be Printed 👻	TEST.pdf	Update	TEST.pdf		1		om Netting		
	Document Number		4								+	Point Date	m/d/yyyy	60
	Transaction Date 5	5/18/2022	Rows Selected 1									nformation	~	
	* Accounting Date 2	2/28/2022							3	OR	Cancel	ntext Value		~
	Credit Reason	Billing	~											
Transaction Amounts	s ()													
Credit Entire Balance	Credit Lines Edit Di	istributions	Automatically deriv	e tax from I	lines									
Fundam	Original Arr			Credit			Current Balance							Damaiaina Dalar
Section	Original Am	ount	Credit Percentage			Amount	Current balance							Remaining balar
Line	10,0	00.00	100		-10	.000.00	10,000.00							0
Tax		0.00	100			0.00	0.00							0
Freight		0.00					0.00							0
Total	10,00	00.00	100		-10	0,000.00	10,000.00							0

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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Credit Transactio	on @								Save Celete Cancel
USD - US Dollar									Save and Close
Original Transaction	on								
	Number	203005			Customer Account	PUnder Armour		Original Amount	10,000.00
	Business Unit	Towson Unive	ersity		Customer Account	1000		Activity	0.00
								Current Balance	10,000.00
	* Transaction Source	Bursar's Tran	sactions 👻		Customer Reference			Comments	
	* Transaction Type	BURS Credit	Memo 🔻		Reference			Context Value	~
	Transaction Number	129000			Attachments	TEST.pdf 🕂 🗙		Exclude From Netting	
	Document Number				Notes	10. 10.		Delivery Date for Tax Point Date	m/d/yyyy 🚱
	Transaction Date	5/16/2022	60			Intercompany		Regional Information	~
	* Accounting Date	2/28/2022	ī.		Special Instructions			Context Value	×
	Credit Reason	Billing	*				13		
Transaction Amou	nts ⊘								
Credit Entire Balance	Credit Lines Edit I	Distributions	Automatically derive tax from	lines					
Section	Original Ar	nount	Credit		Curre	nt Balance			Remaining Balance
			Credit Percentage	Amount					
Line	10,	000.00	100	-10,000.00		10,000.00			0.00
Tax		0.00	100	0.00		0.00			0.00
Freight		0.00				0.00			0.00
Total	10,0	00.00	100	-10,000.00		10,000.00			0.00

18. The invoice will be created. You will receive a confirmation message with the invoice number.

ns View View E	Transaction	m Detach				Transaction 129000 has been			
	Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	saved.	is ness Unit	Original Transaction Number	4
204006	Athletics Transa.	Invoice	BURS - Invoice	Yes	Charlestown Community	12,000.00 USD 4/1/2022	Iowson University		
203005	Athletics Transa.	Invoice	BURS - Invoice	Yes	Under Armour	10,000.00 USD 3/10/2022	Towson University		
204002	Athletics Transa	Invoice	BURS - Invoice	Yes	M & T Bank	14,000.00 USD 4/1/2022	Towson University		
101000	Athletics Transa	Invoice	BURS - Invoice	No	TESTJMD	50.00 USD 3/25/2022	Towson University		
104000	Athletics Transa	Invoice	BURS - Invoice	No	₩ Yelp	3,000.00 USD 4/29/2022	Towson University		