**Icon definitions:**

| | |
|---|---|
| ⭐ | Required Field |
| ↕ | Sort Table by column ascending or descending |
| ✖ | Delete Information |
| ➕ | Add Information |
| | Reset Information (clear) |
| 💾 | Save information |
| | Activate Information |
| | De-Activate information |
| ⊞ | Expand Hierarchy |
| ⊟ | Collapse Hierarchy |
| ⊗ | Close Screen |
| ↩ | Close (undo) open fields |
| 🔍 | Search |

**NOTE:** All dollar amounts should be entered positive. We are not having you mark amounts as debits or credits and negative amounts are not allowed.

I. **Security:** Report Group Assignment
Billers & their respective report groups will be set up by the Finance Cashier's Office. These requests should be made by the appropriate individuals possessing a thorough understanding of what their respective invoicing will entail, and emailed to accountsreceivable@unmc.edu.

Billers & users will only be allowed access to their respective assigned cost objects, restricting users' access only to their cost centers & WBS elements.

II. **Invoicing**
Once set up by the Finance Cashier's Office, billers can access the invoicing page of the A/R module by selecting "Invoice" under "Financial Management" on the menu bar.

Any currently existing editable invoices within the users assigned cost objects will be listed. On the right side of the screen, selecting an option on the "status" field allows a user to see other invoices other than editable (waiting for approval, approved, paid, rejected, voided, etc.). Results can also be filtered further by selecting a customer, report group, cost object, date range, or invoice number.

REMINDER- only invoices applicable to a user's assigned cost object(s) will be available for editing/viewing.

## Accounts Receivable Invoice

Hide Filters▲

| report group | customer | invoice number |
|---|---|---|
| ▼ | ▼ | |

| cost object | from date | to date | status |
|---|---|---|---|
| ▼ | [📅] | [📅] | Editable ▼ |

Search    Reset    Insert

| | customer name ⇕ | contact name ⇕ | creator name ⇕ | status ⇕ | invoice # ⇕ | approve date ⇕ |
|---|---|---|---|---|---|---|
| ✖ | University of Wisconsin | John Smith | Pisasale, Teresa Mary | Editable | | |
| ✖ | University of Wisconsin | John Smith | Clausen, Mary K | Editable | | |
| ✖ | University of Minnesota | Joe Shmoe | Clausen, Mary K | Editable | | |
| ✖ | University of Minnesota | Joe Shmoe | Clausen, Mary K | Editable | | |
| ✖ | University of Wisconsin | | Clausen, Mary K | Editable | | |

**To insert (create) a new invoice: On the "Accounts Receivable Invoice" page, select "Insert".**

1) Search for or create a customer.
   In an effort to prevent duplications of customers within the system, search for the customer prior to entering the customer information. Multiple contacts are allowed for customers, and this is where billers can specify the mailing & email address to which the invoice will be directed.

   If an existing customer, highlight the line & click "OK" to proceed.

   If the customer is not listed, click "Create Customer" & enter the customer details. As mentioned above, the contact's information is to where the invoice(s) will be directed.

   NOTE- Please reference customer naming guidelines in training materials: these provide items to follow when creating customers to assist in preventing duplicate customers entered in the system (limiting abbreviations, guidelines on entering names, etc.) Contact the Finance Cashier's Office for assistance or questions.

2) Search for or create a contact.
   Once the customer is selected, search for your respective contact. Available contacts already entered are listed. Verify that the existing listed contact information is correct & click "OK". Otherwise select "Create Contact" & enter the respective details. Once entered & verified select "Save New Contact".

   In the event an existing contact's information has changed & needs updating, email accountsreceivable@unmc.edu  with the updated information to make the required changes.

3) On the invoice page, the biller phone is the number of the logged on employee.  Change if needed.

4) The "comment type" and "comment" fields allow a biller to enter items such as contract, reference, or purchase order numbers and have them printed on the invoice.

5) Billers should modify the "IBT" and "Pay Term" fields as required for the respective customer.

6) Within the "Note to Approver" field, billers can enter special instructions with regard to invoice handling. Examples include forwarding the invoice to multiple contacts once approved, "snail" mailing rather than emailing, a print request for personal delivery, etc.

7) Click Save icon above "customer" and the invoice just initiated should now be listed as "editable".

## Accounts Receivable Invoice

Show Filters ⌄

| | customer name ⇕ | contact name ⇕ | creator name ⇕ | status ⇕ | invoice # ⇕ | approve date ⇕ |
|---|---|---|---|---|---|---|
| ✖ | University of Wisconsin | John Smith | Pisasale, Teresa Mary | Editable | | |
| ✖ | University of Wisconsin | John Smith | Clausen, Mary K | Editable | | |
| ✖ | University of Minnesota | Joe Shmoe | Clausen, Mary K | Editable | | |
| ✖ | University of Minnesota | Joe Shmoe | Clausen, Mary K | Editable | | |
| ✖ | University of Wisconsin | | Clausen, Mary K | Editable | | |

💾

customer (search) ★          contact ★          biller phone ★
                                                  402-559-5647

comment type          comment          ibt ★
[        ▾]           [        ]        No [        ▾]

payterm ★             amount billed
NET 30 [        ▾]    $0.00

**Detail Lines**

| | description | qnty | uom | unit amt | taxable | net amt |
|---|---|---|---|---|---|---|
| | Total | | | | | $0.00 |

➕

**Cost Object Allocations**

| | cost code | account code | business area | amount |
|---|---|---|---|---|
| | Total | | | $0.00 |

➕

Documents
**No attachments exists**

➕

[ Submit ]

---

**Inserting Detail Lines on Editable Invoices:**

1) Click Add Detail Line icon below "Detail Lines"
2) Complete required fields
   "uom" (unit of measure) is required. If not applicable simply enter "NA".
   If applicable, check the taxable box & the administrator will review & enter the appropriate sales tax during the approval process. If there are any questions concerning taxability of the line item, contact the Finance Cashier's Office (accountsreceivable@unmc.edu).
3) Click Save Detail Lines icon
4) Repeat to add more rows
5) Delete a row by clicking the delete icon on the respective row
6) When add detail fields are visible, close by clicking close detail icon

**Detail Lines** (A maximum of 14 lines are allowed per invoice)

| | description | qnty | uom | unit amt | taxable | net amt |
|---|---|---|---|---|---|---|
| ✖ | row one | 10 | ea | $10.99 | N | $109.90 |
| | Total | | | | | $109.90 |

➕ 🔄 💾

description ★          quantity ★          unit amount ★
[        ]            [ 0 ]              [ 0.00 ]

uom ★
[        ]   ☐ Taxable

**Cost Object Allocations**

| | cost code | account code | business area | amount |
|---|---|---|---|---|
| | Total | | | $0.00 |

➕

Documents
**No attachments exists**

➕

REMINDER- Be sure to save each row (click the save icon) as otherwise the detail will not carry to the invoice.

**Inserting Cost Object (Cost Centers and WBS Elements) Allocations:**
1) Click Add Cost Object icon (under "Cost Object Allocations" section)
2) Complete required fields
   The cost objects available for allocation are restricted only to those within a biller's respective assigned area. Also note that the A/R system & SAP communicate nightly: if a cost center/WBS is created, it will not be available for allocation in the A/R system until the following business day.
   Similar to the detail line entry instructions, zero or negative amounts are not allowed.
   Links have also been made available to reference the chart of accounts in selecting the G/L account to which the respective amount is to be allocated (when received): click on either "expense" or "revenue" (shaded in blue) for these options.
3) Click Save Detail Lines icon
4) Repeat to add more rows.
5) Delete a row by clicking the delete icon.
6) When add detail fields are visible, close by clicking close cost object icon.

Cost Object Allocations

| | cost code | account code | business area | amount |
|---|---|---|---|---|
| ✖ | 3132050102 | 411100 | 3100 | $109.90 |
| | Total | | | $109.90 |

➕ ↩ 💾
cost object ⭐

[                    ] ▼

account ⭐                amount ⭐
[          ]          [ 0.00        ]


**Attaching Documentation:**
1) Click Add Document
2) Browse to File location
3) Enter File Description
4) Click Upload
5) Close out of window (bottom right)

**Upload Document**

file
[                              ] [ Browse... ]

description
[                              ] [ Upload ]

⊗


**Submit:  When Invoice is completed. The system validates the following:**
1) Cost Objects and Accounts
2) Detail lines are greater than zero
3) Total Cost Object Allocation = Total Detail lines

4) IBT invoice Cost Object allocation all Business Areas are the same

Note- be sure to review amounts entered, spelling, etc. Once an "editable" invoice has been submitted it **cannot be modified** by the biller until rejected by the approver.

**Pending Status of Invoices submitted for approval:**
Billers can review the status of their invoices by selecting the options available within the "status" field (waiting for approval, approved, rejected, etc.)

**Email Notification:**
Billers will receive an email notification regarding the approval or rejection of their invoices. If an invoice is rejected, the email should contain comments/reasons regarding the rejection.

Questions pertaining to pending invoices or special handling with regard to specific billings (if not reflected in the "note to approver" field when creating the invoice) should be directed to the administrator (accountsreceivable@unmc.edu).

**Approved Invoices:**
Once an invoice is approved, the administrator will either mail or email the invoice & any supporting documents to be provided with the respective billing. Electronic mailing is the preferred method of billing. If there are any issues with delivery (incorrect address, etc.), the administrator will follow up with the biller.

**Voids, Adjustments, & Writeoffs:**
If necessary, changes to invoices after approval should be initiated by the biller to accountsreceivable@unmc.edu. These requests should be in writing for audit & control purposes. Managerial approval may be required for the requested adjustment. Email notification is sent to the biller on invoices voided &/or written off.

**Remittances:**
Billers can check back periodically on the invoice page to determine whether an approved invoice has been paid by selecting the "Paid" option within the "status" field.

Any questions or issues with regard to the billing process can be directed to the Finance Cashier's Office (accountsreceivable@unmc.edu)

Updated 8/2/13

Example of automatic email sent to biller approving a submitted invoice:

Your pending invoice referenced above has been approved and sent to the customer referenced above. Please contact General Accounting with any questions or issues.

Thank you,

University of Nebraska Medical Center
General Accounting Office
985090 Nebraska Medical Center
Omaha, NE 68198-5090

Example of automatic email sent to biller rejecting a submitted invoice:

Your pending invoice referenced above has been denied & cannot be sent to the customer for the following reasons:

You have entered incorrect cost objects in this invoice.

Please review & resubmit. Contact General Accounting with any questions or issues.

Thank you,

University of Nebraska Medical Center
General Accounting Office
985090 Nebraska Medical Center
Omaha, NE 68198-5090