Creating a Transaction

Invoices must be raised:

- In the name of the University of Cambridge showing the University's VAT number.

- Using the University Financial System unless the Director of Finance gives express dispensation.

- Promptly (not more than one month subsequent to the transaction to which it relates) and must comply with the VAT regulations.

- Wherever possible in sterling for settlement in sterling.

- If in a currency other than sterling, any exchange risk lies with the Department.

Step 1 Header Details	Step 2 Main Tab	Step 3 More Tab	Step 4 Line Items	Step 5 Distribution Codes

Responsibility	AR Supervisor or AR Manager
Navigate	Transactions > Transactions

Step 1: Header details

Once you have navigated to the transaction screen, complete the fields listed below (remember all yellow fields are mandatory and must be completed).

- **Class**   Select the type of transaction you are creating - Invoice, credit memo or debit memo.

- **Type**   Select either *XX Invoice* for external or *XX Int Invoice* for an internal invoice.

    Date   This defaults in with the current date and is the date this document is raised, which generates the due date of the invoice.

GL Date The date the transaction will reflect in your departmental accounts. Occasionally this may need to be changes to reflect the previous month particularly at year end.

- **Currency** Defaults to GBP.
  We strongly advise against using Euro and USD all losses on exchange rates are the responsibility of the department.

- **Reference** This is an optional field and free text. Enter summary information that you feel would be helpful to you/department in identifying the invoice later.

Step 2: Main tab

The information you need to complete here is the following:

- **Bill To** Enter the customer details by placing the cursor into the first line of the bill to section. Click on the **list of values**, enter the customer name and click **Find**. This will display the results that match your search criteria. **Select** the correct customer you wish to use.

  Alternatively, if you know the customer number, enter it in the second line of the bill to section and tab.

- **Payment terms** These are based on the customer you selected and automatically populate, review as to whether they are still appropriate or should be changed e.g. to 'Immediate'.

  Due date This is generated by the terms of the customer and the transaction date entered in the header section.

Step 3: More tab

This tab has additional fields you must populate.

- **Salesperson**   Using the list of values, search and enter the salesperson
  details (pre requisite = *Setting up a salesperson*).

- **Purchase order number** enter it in this free text field

Step 4: Line Items

This is where you enter the details of the products or services you are providing. The following fields are to be populated.

- **Description**   This is a free text field where you enter the details of the
  product or service. Alternatively you can use the list of values to
  search for a memo line (see memo lines guide).

- **UOM**   Unit of Measure – an optional field, chose as appropriate.

- **Quantity**

- **Unit Price**   Value of product or service you are providing, net of any VAT.

  Amount automatically populates after quantity and unit price have
          been entered

- **Tax classification**   Review this in light of what it is you are actually selling and enter the necessary tax rate. To choose the tax classification, click on list of values and select the appropriate option.

Click on the **Distributions** button once your lines are complete to update the accounting information.

Step 5: Entering distribution codes

Once you have clicked on distributions, the following screen displays. This is where you enter the codes as to where the income is to go to. **You must only change the revenue line.** To view all lines as seen below, click on the drop down arrow and select Account for all lines.

- The revenue GL account will automatically populate. The code must be changed using the list of values to choose:

   a) The correct cost centre segment (area of activity) e.g. ??BA

   b) The transaction segment (income code: L____ or K___).
       However, if a standard memo line was used, the transaction segment of the account will default in automatically, but you will still need to amend the cost centre segment.

Repeat steps a) and b) for each line of the invoice and **Save**.

A transaction number is generated, which you should make a note of. The next step is for the invoice to be checked and completed before printing (refer to guidance *Completing a Transaction* on this process).

If you want to allocate the generated income to more than one account, reduce either the value or the % in the first revenue account and then click in the next row down. Enter the other GL account code for the remaining value.