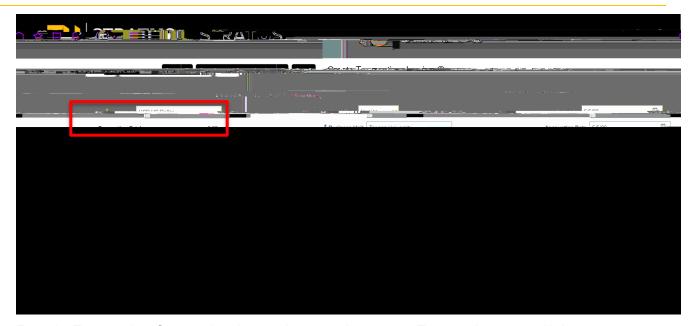
Receivables Create an Invoice

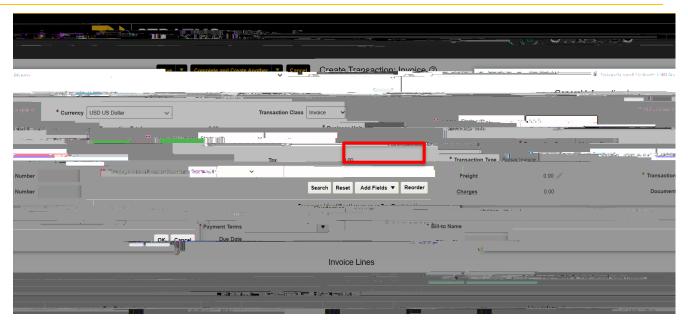




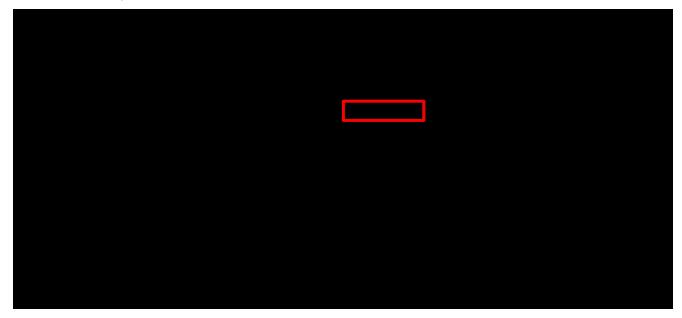
5. From the Transaction Source dropdown, select your department. Transaction type will then autopopulate.



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



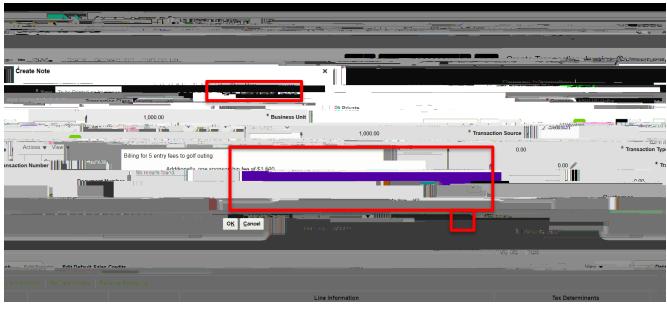
9. In the Name field, enter

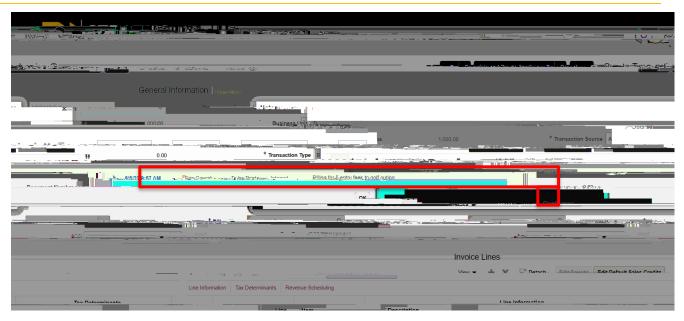


10. Click Search. Select the organization you to bill. Click Okay to return to the invoice.

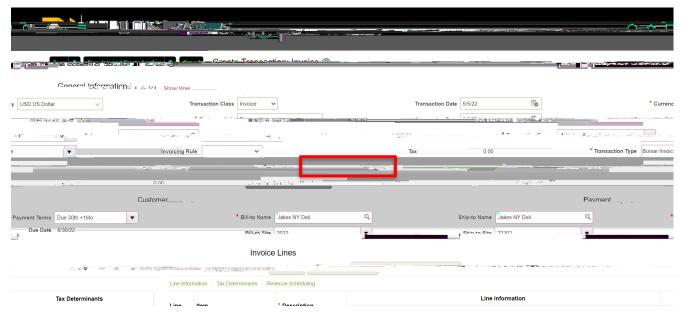








15. To include an attachment, click the plus (+) sign next to attachments.



16. Click the Choose File button under file name or URL. Select your attachment. Click Okay to return to your invoice.