Credit an invoice.

Log into the STRA S application. Select the application from the Navigator.

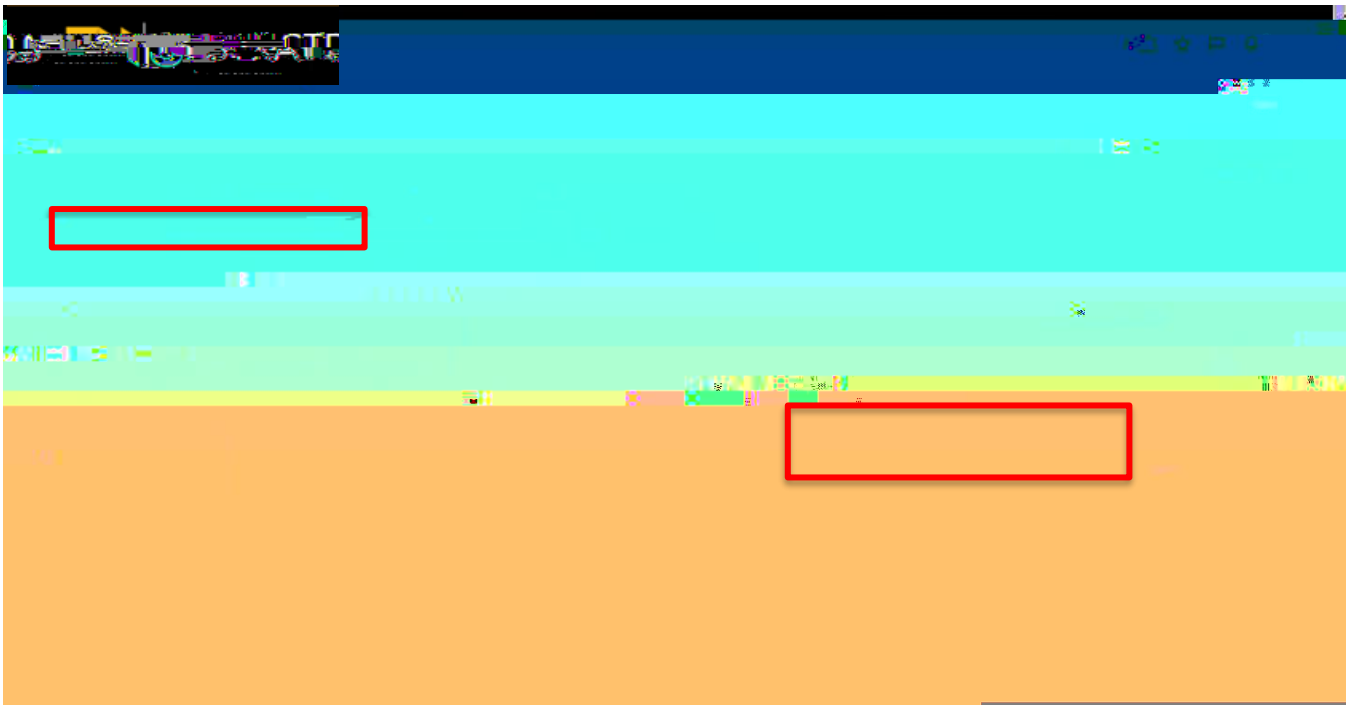
Be sure to keep in mind that...

Supporting documents can be attached.

Complete the following steps to credit an invoice:

3. Select .

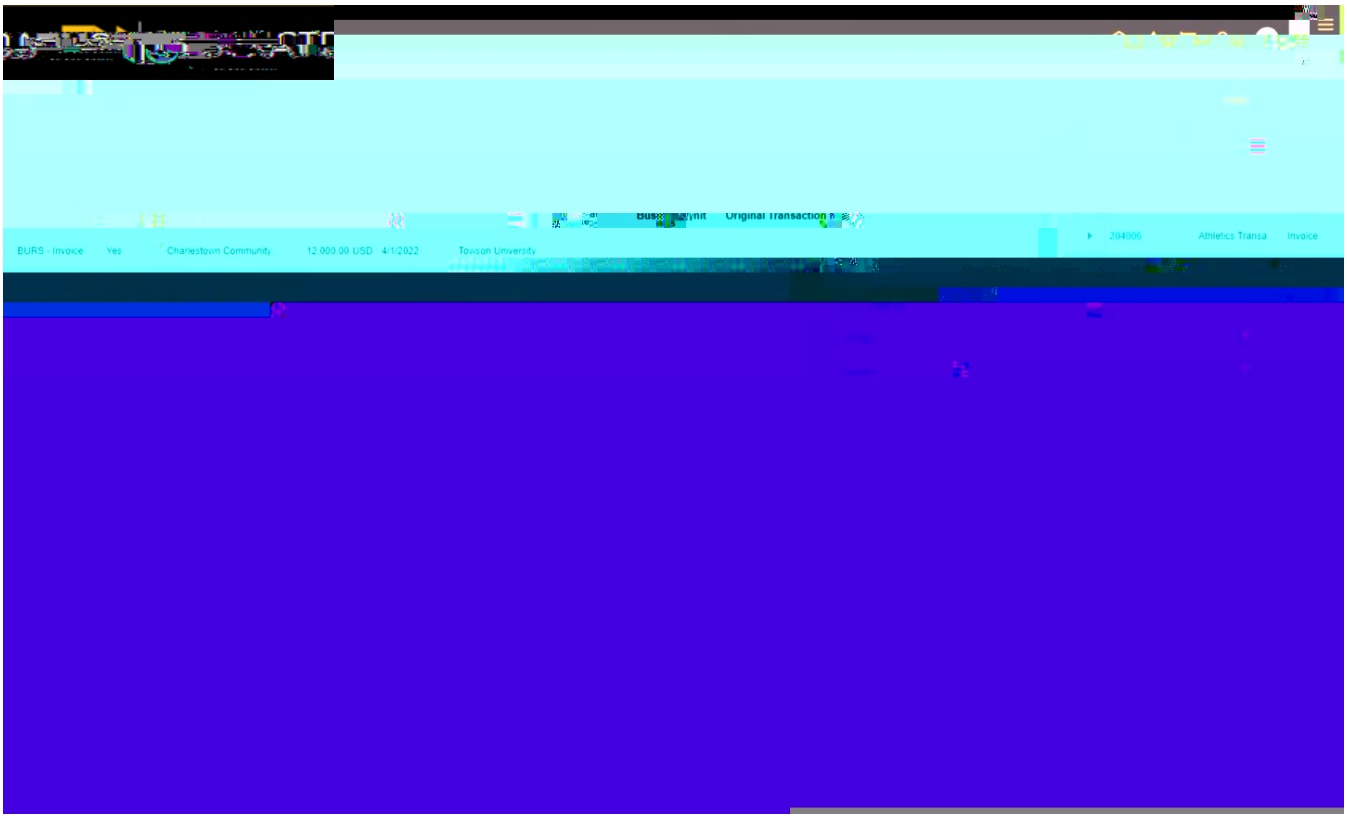
4. On the Manage Transactions page, click the dropdown for , and select the appropriate department from the list.



5. Search for a customer by clicking the next to Bill-to-Customer.

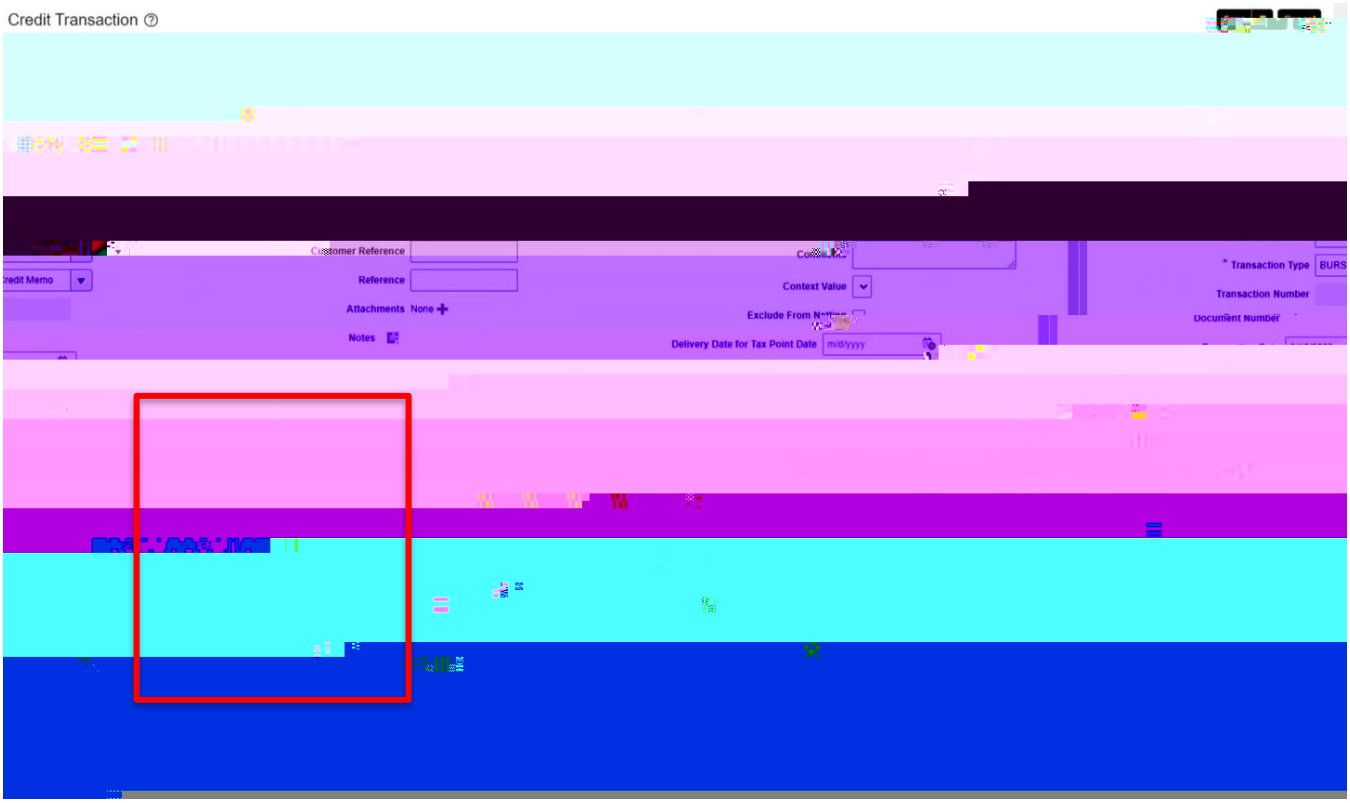
6. In the field, enter “BURS”, “SPAR”, or “OSPR”.

Receivables

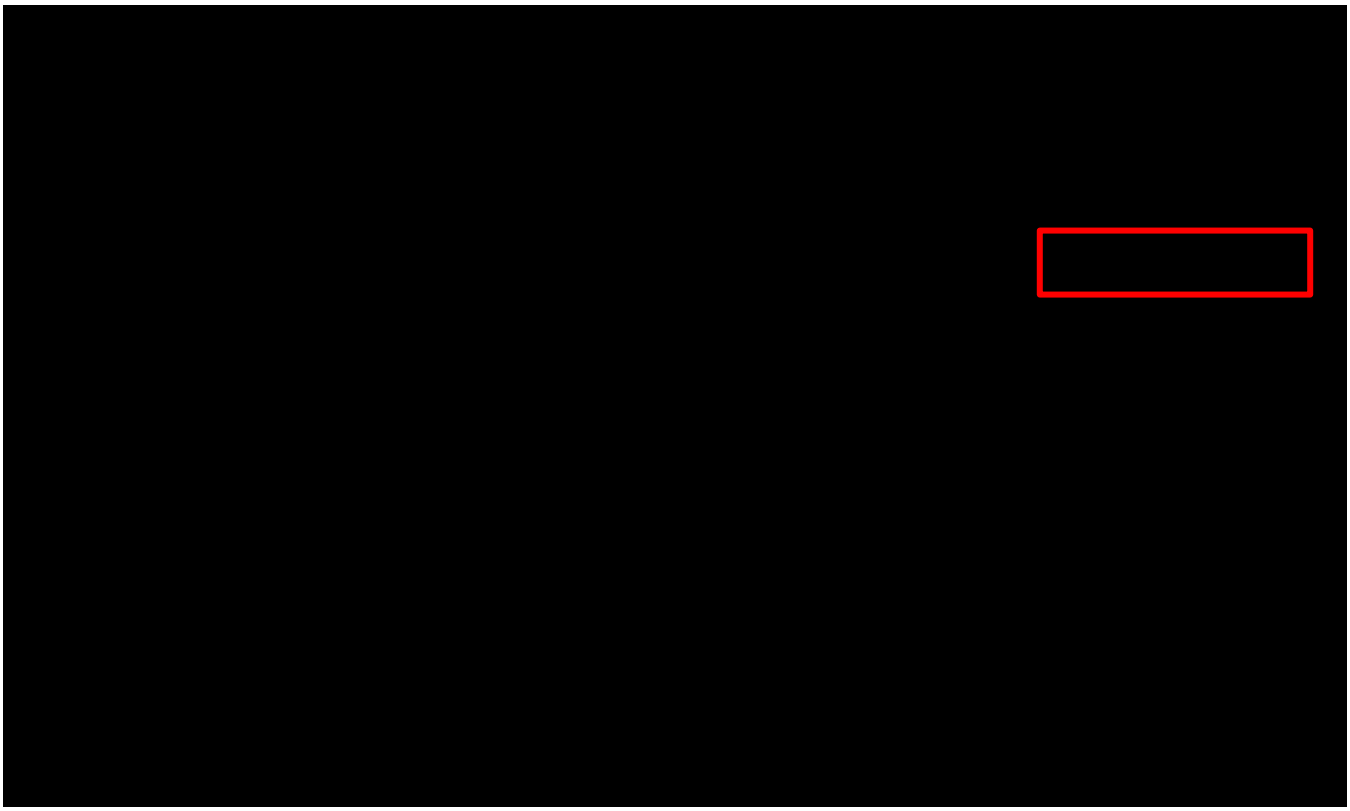


9. Click the button, then select .

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



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



12. Under , click . The total amount will credit under the Credit header.

Receivables – Credit Invoice (Full Amount)

15. To include an attachment to the invoice, 00058o1.7.58 167.66 Tm0 g0 [34a8(kc)3((0.h000090.0912 0 612 792 reW*nBT1E 9.96

16. Click the