Credit an invoice.		
Log into the STRA the Navigator.	S application. Select the	application from
Be sure to keep in n Supporting do	nind that ocuments can be attached.	
Complete the follow	ing steps to credit an invoice:	



		Section Sectors					
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	-31.00 USD 4/14/22	() ()	10+ Davs		Career Center	Credit Memo	Chartwells/Compass Group
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Approval			F				II.

3. Select

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

, and select the appropriate

5. Search for a customer by clicking the

next to Bill-to-Customer.

6. In the

field, enter "BURS", "SPAR", or "OSPR".

Receivables

	al Iransaction * 😹
BURS - Invoice Yes Charlestown Community, 12 000 00 USD 4/1/2022 Towson University	204006 Adments Transa - invoce
	le presidente presidente de la companya de la compa

9. Click the button, then select



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

, select the dropdown and

Credit Transaction ②			
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11. Enter a comment if necessary. This comment is internal and not viewable on the invoice.

Inder	click	The total amount will credit under the Credit	

12. Under header.

, click

. The total amount will credit under the Credit

Receivables – Credit Invoice (Full Amount)

15. To include an attachment to the invoice, 0005801.7.58 167.66 Tm0 g0 §4a8kc \$(0.h000090.0912 0 612 792 reW*nBT# 9.96

16. Click the