ACCOUNTS RECEIVABLE SYSTEM
Instruction Manual
Launching BMS 2000

Go to the Start Menu and click on Yale Admin Menu (Yams)

Click on School of Medicine Applications

Double click on BMS 2000
Logging on to BMS

Log on using your BMS user name and password (net id, net id)

Click on Connect
Launching Accounts Receivable System

First time only - to change password, go to File, Change Password. Select new password.

To open the AR System, highlight Accounts Receivable System and click Open. (You may have only one option depending upon your responsibilities.)
Creating a Standard External Invoice

An External Invoice is used to bill a customer outside of Yale. You will need to provide the account number to be credited when the invoice is paid.

Please be sure that your org and name appear in the Org and Preparer spaces. If not, please call the Helpdesk at 785-3200.

The Invoice Number will default to the next available number.

The Invoice Date will default to today's date, although it can be changed to dates both in the future and past.

Move your cursor to the Type field.

Type This field gives you the following choices:

- Standard Invoice - a basic invoice. This is the default.
- Recurring Invoice - an invoice template that will create subsequent standard invoices on a daily, weekly, monthly, or quarterly basis
- Credit Memo - a credit to be issued

Select Standard Invoice.

Status This field has four choices. These are the stages, in order, that the invoice will pass through. When creating a standard invoice, Pending will be the default. It will be approved later, on another screen. The other two stages are done automatically and can't be selected.

- Pending - Pending approval. A Pending invoice can be changed or deleted. It won't be processed until it is approved. It cannot be go into the paid status without being approved. All invoices that are sent to customers must be approved.
- Approved - Will be processed that night. An Approved invoice cannot be changed or deleted, unless changed back to pending status on the day it was approved. It cannot be paid until processed.
- Open - Has been processed. An open invoice cannot be changed or deleted, with the exception of the PTAEO. This can be changed at any time. It can now be partially or fully paid. If partially paid, it remains open. If fully paid, it becomes paid. An Open invoice can only be corrected with an offsetting credit memo.
- Paid - This invoice has been paid in full and is no longer open. A paid invoice cannot be changed or deleted.
**Int/ Ext** This field has two choices:

- **External** - For billing outside of Yale. It is the default.
- **Internal** - For billing inside Yale

Choose External.

**Customer**  
Double click in the customer field. An LOV box will pop up to prompt you to select a customer. DO NOT USE YOUR MOUSE. Begin typing the first few letters of the customer name. The menu will shorten substantially. You can now select your customer from the list of values. Highlight the correct customer with your mouse. Click ok. The customer name will now populate in the customer field. Customers can be added in this field as well. Once you have conducted an exhaustive search for the customer name, the new name can be added to the existing list. Be sure the cursor is blinking in the customer field. Click on “NEW” on the top menu bar. Select customer from the drop down list. A box will appear. Enter the customer name as you would like it to appear on an invoice. Tab over to the start date field. Today’s date will automatically fill in. Click save and the exit. You will now need to repeat the step above for finding a
customer name. Double click in the customer field, search for your customer name, and, once found, click ok. The customer name will now appear in the customer field.

Contact and Address  Once you select a customer, if a contact and address has already been set up, a LOV will pop up and allow you to select the appropriate contact and address for the Bill To and Ship To sections. If your contact and/or correct address does not exist, you can manually add them. Double click in the contact field. A box will pop up. Without using your mouse, begin typing the name of your customer. The list will shorten considerably. Once you see your customer name, highlight it with your mouse and click ok. A contact and address list will appear. DO NOT DELETE OR ALTER ANY EXISTING CONTACTS. Go to the next available line in the name column, and type your contact name. You can then tab to the appropriate address fields and fill them in. Save and exit. Double click in the contact field. The existing contact choice will now appear, and you may select the correct contact and address from the LOV. A SHIP TO contact name and address is not necessary - if it populates automatically, it will not print on the invoice.
**Line Summary**

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Summary.

**Line** number will autopopulate. You can have many summary lines per invoice. Each summary line must have at least one Detail Line (see below). Each Detail Line must have an account number associated with it.

**Description** You can use up to 2000 characters to describe the charge. This field will appear on your printed invoice.

**Date From and Date To** These fields should be used to represent a time period for which you are billing. These fields will appear on your printed invoice as Date of Service.

Next, Click on the **Detail** button at the bottom of the form.

**Line Detail**

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Detail.

**Line** number will autopopulate. You can have more than one detail line for each summary line.

**Item** Type in a specific item that you are billing for. If you double click in this field, a list of the items that you have set up in Administration - Maintain Item
**Master** will pop up. This will be explained later in the **Administration** section. This field will appear on your printed invoice.

**Quantity** The number of items for which you are billing. This field will appear on your printed invoice.

**Amount** This cost field can be associated with an item in the Item Master. If so, it will autopopulate, multiplied by the Quantity. Or you can fill it in here. Use dollars followed by a period and cents. If you omit the period, it will assume 00 cents. A comma will be automatically assigned. This field will appear on your printed invoice.

Tab to the account number field. A LOV will pop up with all of the account numbers that you have entered in the past. Any PTAEO that is used for the billing org will be automatically added to the LOV. If the correct PTAEO does not appear, you can enter the segments in the appropriate boxes. The PTAEO will validate automatically, and it will be added to your LOV for future use.

Tab to the next line if you have more items or if you want to split the charging for the first item.

When you are finished adding detail lines, click on the save button on the top menu bar and click on the exit button. If you have not saved your work, it will prompt you to save it.
You will be moved back to the Summary Lines. You will notice that the amount and balance fields in gray have been filled in for that summary line. If you want to enter another summary line, enter it now and then click on detail to enter it’s corresponding detail lines. If not, your invoice is complete. Print your invoice (see below) and then click on exit to return to the AR Search Results screen where you will see the invoice listed. It is on this screen that the invoice will be approved.

To Approve a Standard External Invoice

From the AR Search Results Screen click in the box to the right of the invoice you wish to approve. You may approve more than one invoice at a time. Then click the Approve button at the bottom of the screen. Notice that the Status field changes to Approved. That night the status will become Open for an External Invoice.
To Print a Standard External Invoice

On the menu bar, select Report and then Invoice. You will be presented with several invoice choices. Select the invoice format that is most appropriate for your customer. This will generate an Invoice Previewer where you can review your invoice before printing. If you need to make corrections, close the Previewer screen and make your corrections to the original invoice. Don't forget to save your changes. Then generate another Invoice to print by selecting Report and Invoice from the menu bar.
Creating a Standard Internal Invoice

An **Internal Invoice** is used to bill another department at Yale. You will need to specify both the Bill To Department account number and the Department Income Org account number for each transaction.

Please be sure that your org and name appear in the **Org** and **Preparer** spaces. If not, please call the Helpdesk at 785-3200.

The **Invoice Number** will default to the next available number.

The **Invoice Date** will default to today's date, although it can be changed to dates both in the future and past.

Move your cursor to the Type field.

**Type** - This field gives you the following choices:

- **Standard Invoice** - a basic invoice. This is the **default**.
- **Recurring Invoice** - an invoice template that will create subsequent standard invoices on a daily, weekly, monthly, or quarterly basis
- **Credit Memo** - a credit to be issued

Select Standard Invoice.

**Status** - This field has four choices. These are the stages, in order, that the invoice will pass through. When creating a standard invoice, **Pending** will be the default. It will be approved later, on another screen. **An internal invoice never becomes open.** When processed it automatically becomes paid.
**Pending** - Pending approval. In this stage, it can be changed or deleted. It won't be processed until it is approved. It cannot be paid.

**Approved** - Will be processed that night. Cannot be changed or deleted, unless manually changed back to pending status. Will not be paid until processed.

**Open** - Does not apply to Internal Invoices.

**Paid** - An internal invoice automatically becomes paid after it has been approved and processed. If created and processed in error, an offsetting credit memo must be created and approved.

**Int / Ext** This field has two choices:

- **External** - For billing outside of Yale. It is the default.
- **Internal** - For billing inside Yale

Choose Internal.
**Customer** - An LOV box will pop up to prompt you to select an org number. You can search this list by typing in one or more numbers or letters (for the department name) to the left of the % in the Find field. All department names begin with M for Med School.

![Customer LOV box](image)

**Address** - If desired, you must manually add the Billing Contact information.

**Line Summary**

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Summary.

**Line** number will autopopulate. You can have many summary lines per invoice. Each summary line must have at least one Detail Line (see below). Each Detail Line must have a Bill To account number (the department being charged) and a Department Income account number (the department receiving the funds) associated with it.

**Description** - You can use up to 2000 characters to describe the charge. This field will appear on your printed invoice.
**Date From and Date To** - These fields should be used to represent a time period for which you are billing. These fields will appear on your printed invoice as Date of Service.

Next, Click on the **Detail** button at the bottom of the form.

**Line Detail**

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Detail.

**Line** number will autopopulate. You can have more than one detail line for each summary line.

**Item** - This field can be filled in with a specific item that you are billing for. If you double click in this field, a list of the items that you have set up in **Administration - Maintain Item Master** will pop up. This will be explained later.
in the **Administration** section. You can also fill it in here, but it will not be added to the list. It will appear on your printed invoice.

**Quantity** - This field can be filled in if you are billing for more than one item. This field will appear on your printed invoice.

**Amount** - This field can be associated with an item in the Item Master. If so, it will autopopulate. You can also fill it in here. Use dollars followed by a period and cents. If you omit the period, it will assume 00 cents. A comma will be automatically assigned. This field will appear on your printed invoice.

**Bill To and Dept Income** - Next, you will enter two account numbers, one for the account to be charged and one for the account to receive the funds. This must be done for each detail line.

Tab to the account number field. A LOV will pop up with all of the account number's that you have entered in **Administration** - **Maintain Org Defaults**. You can also enter an account number here that is not on the list. It will be automatically added to the list. This is your **Bill To Dept** account number. This is the account that you want to charge. Make sure that the radio button that is selected is the **Bill To Dept** button.
Next, select the **Dept Income** radio button. This is the account that you wish to receive the funds. Another LOV box will pop up with a selection of account numbers. You can also enter an account number here that is not on the list.

![Image of the software interface]

Tab to the next line if you have more items or if you want to split the charging for the first item.

When you are finished adding detail lines, click on the save button on the top menu bar and click on the exit button. If you have not saved your work, it will prompt you to save it.

You will be moved back to the Summary Lines. You will notice that the amount and balance fields in gray have been filled in for that summary line. If you want to enter another summary line, enter it now and then click on detail to enter it's
corresponding detail lines. If not, your invoice is complete. Print your invoice (see below) and then click on exit to return to the AR Search Results screen where you will see the invoice listed. It is on this screen that the invoice will be approved.

To Approve a Standard Internal Invoice

From the AR Search Results Screen click in the box to the right of the invoice you wish to approve. You may approve more than one invoice at a time. Then click the Approve button at the bottom of the screen. Notice that the Status field changes to Approved. That night the status will become Paid for an Internal Invoice.
To Print a Standard Internal Invoice

On the menu bar, select Report and then Invoice. This will generate an Invoice Previewer where you can review your invoice before printing. If you need to make corrections, close the Previewer screen and make your corrections to the original invoice. *Don't forget to save your changes. Then generate another Invoice to print by selecting Report and Invoice from the top menu bar.
Credit Memo Introduction

A credit memo **must be** created in the following cases:

- Overpayment of an invoice by a customer
- Overbilling by Yale

A credit memo can be applied to any invoice from the same customer.

Once an invoice has been created and is in the open status, it will remain open until it is either paid or a credit is applied to it.

**Please DO NOT:**

1. Reduce a new invoice to compensate for the overbilling
2. Issue a new "corrected" invoice to replace an existing invoice

You must create a credit memo to account for any overpayment, overbilling, or an invoice created in error once it has reached the open status, even if you did not send it. Note: An invoice that is approved or pending can be corrected/deleted and does not need to have a credit memo issued.

If an invoice has been issued in error (overbilling), a credit memo has to be created and sent to the customer. All invoices and credit memos will show up on the customer's monthly statement. In order to relieve the invoice, the credit memo must be applied to the account of the customer. It should be applied to the invoice that was over-billed provided it has not been already paid.

If an invoice has been sent to the customer and overpaid, a credit memo must be created for the overpayment amount and sent to the customer. It can either be applied to a new invoice, if the customer has a contract with Yale and/or is billed periodically, or a refund must be issued to the customer. A check request must be prepared for a refund. A copy of the Credit Memo must accompany the check request. Please send to **Ken Hoyt at 47 College Street** for processing.

Once a credit memo has been created, a copy must be faxed to the Manager of YSM Treasury Operations at 5-7693 so that it can be applied. Please indicate to which invoice it should be applied.
Creating an External Credit Memo

A Credit Memo is created to issue a credit to a customer for overbilling by Yale or overpayment by the customer. It must also be used to reverse an invoice, or part of an invoice, that was created in error. You will need to provide an account number for each transaction. Please read Credit Memo Introduction for a complete understanding of the use of credit memos.

The **CM Nbr** will default to the next available number.

The **CM Date** will default to today's date, although it can be changed to dates both in the future and past.

Move your cursor to the Type field.

**Type** - This field gives you the following choices:

- **Standard Invoice** - a basic invoice. This is the default.
- **Recurring Invoice** - an invoice template that will create subsequent standard invoices on a daily, weekly, monthly, or quarterly basis
- **Credit Memo** - a credit to be issued to a customer

Select Credit Memo.
**Status** - This field has four choices. These are the stages, in order, that the credit memo will pass through. When creating a credit memo, **Pending** will be the default. It will be approved later, on another screen. The other two stages are done automatically and can't be selected.

- **Pending** - Pending approval. In this stage, it can be changed or deleted. It won't be processed until it is approved. It cannot be applied in the pending stage.
- **Approved** - Will be processed that night. Cannot be changed or deleted, unless manually changed back to pending status.
- **Open** - Has been processed. An Open credit memo cannot be changed or deleted. It can now be partially or fully applied. If partially applied, it remains open. If fully applied, it becomes paid. If created in error, it can only be corrected by creating an offsetting invoice.
- **Paid** - Credit memo has been applied in full and is no longer open. A Paid credit memo cannot be changed or deleted.

**Int/Ext** This field has two choices:

- **External** - For billing outside of Yale. It is the default.
- **Internal** - For billing inside Yale

Select External.
**Customer**  Double click in the customer field. An LOV box will pop up to prompt you to select a customer. DO NOT USE YOUR MOUSE. Begin typing the first few letters of the customer name. The menu will shorten substantially. You can now select your customer from the list of values. Highlight the correct customer with your mouse. Click ok. The customer name will now populate in the customer field. Customers can be added in this field as well. Once you have conducted an exhaustive search for the customer name, the new name can be added to the existing list. Be sure the cursor is blinking in the customer field. Click on “NEW” on the top menu bar. Select customer from the drop down list. A box will appear. Enter the customer name as you would like it to appear on an invoice. Tab over to the start date field. Today’s date will automatically fill in. Click save and the exit. You will now need to repeat the step above for finding a customer name. Double click in the customer field, search for your customer name, and, once found, click ok. The customer name will now appear in the customer field.

**Contact and Address**  Once you select a customer, if a contact and address has already been set up, a LOV will pop up and allow you to select the appropriate contact and address for the Bill To and Ship To sections. If your contact and/or correct address does not exist, you can manually add them. Double click in the contact field. A box will pop up. Without using your mouse, begin typing the name of your customer. The list will shorten considerably. Once you see your customer name, highlight it with your mouse and click ok. A contact and address list will appear. DO NOT DELETE OR ALTER ANY EXISTING CONTACTS. Go to the next available line in the name column, and type your contact name. You can then tab to the appropriate address fields and fill them in. Save and exit. Double click in the contact field. The existing contact choice will now appear, and you may select the correct contact and address from the LOV. A SHIP TO contact name and address is not necessary – if it populates automatically, it will not print on the invoice.
Line Summary

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Summary.

Line number will autopopulate. You can have many summary lines per credit memo. Each summary line must have at least one Detail Line (see below). Each Detail Line must have an account number associated with it.

Description - You can use up to 2000 characters to describe the credit. This field will appear on your printed credit memo.

Date From and Date To - These fields can be used to represent a time period for which you are issuing a credit. These fields will appear on your printed invoice as Date of Service.

Next, Click on the Detail button at the bottom of the form.

Line Detail

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Detail.

Line number will autopopulate. You can have more than one detail line for each summary line.

Item - This field can be filled in with a specific item for which you are issuing a credit. If you double click in this field, a LOV of the items that you have set up in Administration - Maintain Item Master will appear. This will be explained later in the Administration section. You can also fill it in here, but it will not be added to the list. It will appear on your printed invoice.

Quantity - This field can be filled in if you are issuing a credit for more than one item. This field will appear on your printed credit memo.

Amount - This field can be associated with an item in Administration - Item Master. If so, it will autopopulate. You can also fill it in here. Use dollars followed by a period and cents. If you omit the period, it will assume 00 cents. Do not use a minus sign to indicate a credit. A credit memo is automatically calculated to be negative. A comma will be automatically assigned. This field will appear on your printed credit memo.
Tab to the account number field. A LOV will pop up with a list of account numbers that you have entered in Administration - Maintain Org Defaults or entered when you created the invoice.

Tab to the next line if you have more items or if you want to split the credit for the first item.

Next, click on the Optional Fields button at the bottom of the screen.

Enter the invoice information as a reference for this credit memo. Enter a description, the invoice number that is receiving the credit, and the invoice date.

When you are finished click on the save button on the top menu bar and click on the exit button. If you have not saved your work, it will prompt you to save it.

A message will remind you to fax a copy to 785-7693.

You will be moved back to the Summary Lines. You will notice that the amount and balance fields in gray have been filled in for that summary line. If you want to enter another summary line, enter it now and then click on detail to enter it's corresponding detail lines. If not, your credit memo is complete. Print your credit memo (see below) and then click on exit to return to the AR Search Results screen where you will see it listed. It is on this screen that the credit memo will be approved.
To Approve a Standard External Credit Memo

From the AR Search Results Screen click in the box to the right of the credit memo you wish to approve. You may approve more than one credit memo at a time. Then click the Approve button at the bottom of the screen. Notice that the Status field changes to Approved. That night the status will become Open for an External Credit Memo.

To Print a Standard External Credit Memo

To print a credit memo, load your printer with the AR letterhead that is available from the YSM Copy Center. Printed window envelopes are also available with the proper return address. Samples are included in your training materials.

On the menu bar, select Report and then Credit Memo. This will generate a Report Previewer where you can review your credit memo before printing. If you need to make corrections, close the Previewer screen and make your corrections to the original credit memo. Don't forget to save your changes.
Then, generate another credit memo to print by selecting Report and Credit Memo from the top menu bar.

### Creating an Internal Credit Memo

An Internal Credit Memo is created to issue a credit to another department at Yale. It must be used to reverse an invoice, or part of an invoice, that was created in error. You will need to specify both the Bill To Department account number and the Department Income Org account number for each transaction.

The **CM Nbr** will default to the next available number.

The **CM Date** will default to today's date, although it can be changed to dates both in the future and past.

Move your cursor to the Type field.

**Type** - This field gives you the following choices:

- **Standard Invoice** - a basic invoice. This is the default.
- **Recurring Invoice** - an invoice template that will create subsequent standard invoices on a daily, weekly, monthly, or quarterly basis
Credit Memo - a credit to be issued

Select Credit Memo.

**Status** - This field has four choices. These are the stages, in order, that the credit memo will pass through. When creating a credit memo, **Pending** will be the default. It will be approved later, on another screen. **An internal credit memo never becomes open.** When processed it automatically becomes paid (applied).

- **Pending** - Pending approval. In this stage, it can be changed or deleted. It won't be processed until it is approved. It will not be applied in the pending stage.
- **Approved** - Will be processed that night. Cannot be changed or deleted, unless manually changed back to pending status.
- **Open** - Does not apply to internal Credit Memos.
- **Paid** - An internal Credit Memo automatically becomes paid (applied) after it has been approved and processed. If created and processed in error, an offsetting invoice must be created and approved.

**Int / Ext** This field has two choices:

- **External** - For billing outside of Yale. It is the default.
- **Internal** - For billing inside Yale

Choose Internal.
**Customer** - An LOV box will appear to prompt you to select an org number. You can search this list by typing in one or more numbers or letters (for the department name) to the left of the % in the Find field. All department names begin with M for Med School.

**Address** - If desired, you can manually add the Billing Contact information.

**Line Summary**
SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line summary.

**Line** number will autopopulate. You can have many summary lines per credit memo. Each summary line must have at least one Detail Line (see below). Each Detail Line must have a Bill To account number (the department receiving the credit) and a Department Income account number (the department issuing the credit) associated with it.

**Description** - You can use up to 2000 characters to describe the credit. This field will appear on your printed credit memo.

**Date From and Date To** - These fields can be used to represent a time period for which you are issuing a credit. These fields will appear on your printed credit memo as Date of Service.

Next, Click on the **Detail** button at the bottom of the form.

**Line Detail**

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Detail.

**Line** number will autopopulate. You can have more than one detail line for each summary line.
Item - This field can be filled in with a specific item for which you are issuing a credit. If you double click in this field, a list of the items that you have set up in Administration - Maintain Item Master will pop up. This will be explained later in the Administration section. You can also fill it in here, but it will not be added to the list. It will appear on your printed credit memo.

Quantity - This field can be filled in if you are issuing a credit for more than one item. This field will appear on your printed invoice.

Amount - This field can be associated with an item in the Item Master. If so, it will autopopulate. You can also fill it in here. Use dollars followed by a period and cents. If you omit the period, it will assume 00 cents. Do not use a minus sign to indicate a credit. A credit memo is automatically calculated to be negative. A comma will be automatically assigned. This field will appear on your printed credit memo.

Tab to the account number field. A LOV will pop up with a list of the account number’s that you have previously entered in Administration - Maintain Org Defaults or entered when you created the invoice. This is your Bill To Dept account number. This is the account that will receive the credit. Make sure that the radio button that is selected is the Bill To Dept button.
Next, select the **Dept Income** radio button. This is the account that will be issuing the credit. Another LOV box will pop up with a selection of account numbers.

Tab to the next line if you have more items or if you want to split the charging for the first item.

Next, click on the Optional Fields button at the bottom of the screen. Enter the invoice information as a reference for this credit memo. Enter a description, the invoice number that is receiving the credit, and the invoice date.
When you are finished, click on the save button on the top menu bar and click on the exit button. If you have not saved your work, it will prompt you to save it.

You will be moved back to the Summary Lines. You will notice that the amount and balance fields in gray have been filled in for that summary line. If you want to enter another summary line, enter it now and then click on detail to enter it's corresponding detail lines. If not, your credit memo is complete. Print your credit memo (see below) and then click on exit to return to the AR Search Results screen where you will see it listed. It is on this screen that the credit memo will be approved.

**To Approve a Standard Internal Credit Memo**

From the AR Search Results Screen click in the box to the right of the credit memo you wish to approve. You may approve more than one credit memo at a time. Then click the Approve button at the bottom of the screen. Notice that the Status field changes to Approved. That night the status will become open.
To Print a Standard Internal Credit Memo

To print a credit memo, load your printer with the AR letterhead that is available from the YSM Copy Center. Printed window envelopes are also available with the proper return address. Samples are included in your training materials.

On the menu bar, select Report and then Credit Memo. This will generate a Report Previewer where you can review your credit memo before printing. If you need to make corrections, close the Previewer screen and make your corrections to the original credit memo. Don't forget to save your changes. Then generate another credit memo to print by selecting Report and Credit Memo from the menu bar.
Deleting/Copying an Invoice, Credit Memo, or Recurring Template

To Delete an Invoice, Credit Memo or Recurring Template

Go to the main Menu, select the invoice you’d like to delete, go up to the menu bar and choose “Edit” and Delete Invoice.

To Copy an Invoice, Credit Memo, Recurring Template

To make a copy of an existing form:

Go to Main Menu and select Maintain Invoices/ Apply Payments. Click Find.

Select the form you want to copy. Go to Edit and select Copy Invoice.

If the form that you want to copy is open, click on the flashlight icon and click new.

A copy of the old form will be created with a new number. You can change any of the data and then click Save and Exit. The new form will appear on the top of the AR Search Results Screen.
To create a new invoice, credit memo:

Creating a Recurring External Invoice Template

A Recurring External Invoice Template will automatically create a Standard External Invoice at given intervals. It is not an invoice itself, but a template from which standard invoices are created. You will need to provide the account number to be credited when the invoice is paid.

Please be sure that your org and name appear in the Org and Preparer spaces. If not, please call the Helpdesk at 785-3200.

The Templ Nbr will default to the next available number.

The Templ Date will default to today's date, the date the template was created.

Proceed to the Type field.

**Type** - This field gives you the following choices:

- **Standard Invoice** - a basic invoice. This is the default.
Recurring Invoice - an invoice template that will create subsequent standard invoices on a daily, weekly, monthly, or quarterly basis
Credit Memo - a credit to be issued

Select Recurring Invoice.

**Status** - This field has four choices. These are the stages, in order, that the template will pass through. When creating a template, **Pending** will be the default. It will be approved later, on another screen. These are the only two stages that a Recurring Invoice Template passes through.

- **Pending** - Pending approval. In this stage, it can be changed or deleted. It won't be processed until it is approved.
- **Approved** - Will be processed that night. Cannot be changed or deleted, unless manually changed back to pending status.
- **Open** - Does not apply.
- **Paid** - Does not apply.

**Int / Ext** This field has two choices:

- **External** - For billing outside of Yale. It is the default.
- **Internal** - For billing inside Yale

Choose External.

**Start Date** The date you select for the first invoice to be generated and the date from which all subsequent invoice dates are calculated. It should not be a date in the past. If you choose today's date, the first invoice will be generated that night and if you choose monthly, another invoice will be generated exactly one month from today's date.

**End Date** The last date an invoice is eligible to be created. This can be the end of a contract, for example. It is not necessarily the last day an invoice will be generated.

**Frequency** How often the invoice is to be created. The choices are:

- Daily
- Weekly
- Monthly
- Quarterly

On the appropriate day, a standard invoice will be generated and will remain in the Pending status until it is printed and approved. If **Autopost** is checked, an
invoice will automatically be generated **and approved** at the selected intervals. The status will become open the day after it was generated and once it is open, no changes can be made. **It is recommended that Autopost not be used for external invoices.**

**Customer:** Double click in the customer field. An LOV box will pop up to prompt you to select a customer. **DO NOT USE YOUR MOUSE.** Begin typing the first few letters of the customer name. The menu will shorten substantially. You can now select your customer from the list of values. Highlight the correct customer with your mouse. Click ok. The customer name will now populate in the customer field. Customers can be added in this field as well. Once you have conducted an exhaustive search for the customer name, the new name can be added to the existing list. Be sure the cursor is blinking in the customer field. Click “NEW” on the top menu bar. Select customer from the drop down list. A box will appear. Enter the customer name as you would like it to appear on an invoice. Tab over to the start date field. Today’s date will automatically fill in. Click save and the exit. You will now need to repeat the step above for finding a customer name. Double click in the customer field, search for your customer name, and, once found, click ok. The customer name will now appear in the customer field.
You do not have to fill in the Ship To fields; Bill To fields are mandatory. They appear on the printed Invoice.

**Contact and Address:** Once you select a customer, if a contact and address has already been set up, a LOV will pop up and allow you to select the appropriate contact and address for the Bill To and Ship To sections. If your contact and/or correct address does not exist, you can manually add them. Double click in the contact field. A box will pop up. Without using your mouse, begin typing the name of your customer. The list will shorten considerably. Once you see your customer name, highlight it with your mouse and click ok. A contact and address list will appear. DO NOT DELETE OR ALTER ANY EXISTING CONTACTS. Go to the next available line in the name column, and type your contact name. You can then tab to the appropriate address fields and fill them in. Save and exit. Double click in the contact field. The existing contact choice will now appear, and you may select the correct contact and address from the LOV.
**Line Summary**

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Summary.

**Line** number will autopopulate. You can have many summary lines per invoice. Each summary line must have at least one Detail Line (see below). Each Detail Line must have an account number associated with it.

**Description** You can use up to 2000 characters to describe the charge. This field will appear on your printed invoice.

**Date From and Date To** These fields **should not** be entered on a Recurring Invoice Template. They will be automatically populated when the invoice is created.

Next, Click on the **Detail** button at the bottom of the form.
**Line Detail**

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Detail.

**Line** number will autopopulate. You can have more than one detail line for each summary line.

**Item** This field can be filled in with the specific item for which you are billing. If you double click in this field, a list of the items that you have set up in *Administration - Maintain Item Master* will pop up. This will be explained later in the *Administration* section. This field will appear on your printed invoice.

**Quantity:** This field specifies the quantity of items. This field will appear on your printed invoice.

**Amount:** The price per item can be specified in the Item Master. If so, this field will autopopulate. If not, you can fill it in here. Use dollars followed by a period and cents. If you omit the period, it will assume 00 cents. A comma will be automatically assigned. This field will appear on your printed invoice.

Tab to the account number field. A LOV will pop up with all of the account number's that you have entered in *Administration - Maintain Org Defaults*. You can also enter an account number here that is not on the list. It will be automatically added to the list.

Tab to the next line if you have more items or if you want to split the charging for the first item.

When you are finished adding detail lines, click on the save button on the top menu bar and click on the exit button. If you have not saved your work, it will prompt you to save it.

You will be moved back to the Summary Lines. You will notice that the amount and balance fields in gray have been filled in for that summary line. If you want to enter another summary line, enter it now and then click on detail to enter it's corresponding detail lines. If not, your template is complete. For your records, print your template (see below) and then click on exit to return to the AR Search Results screen where you will see the template listed. It is on this screen that the template will be approved.

**To Approve a Recurring External Invoice Template**
From the AR Search Results Screen click in the box to the right of the Template you wish to approve. You may approve more than one Template at a time. Then click the Approve button at the bottom of the screen. Notice that the Status field changes to Approved. Once approved, templates will always remain in the approved status. Their status can never be open, nor paid, since they are not invoices.

If you need to make a change to a template, highlight the template on the AR Search Results screen and click on Detail. Change the status from Approved to Pending and save. Make your changes, save and exit, and then go back out to the AR Search Results screen to approve the template again. It will not create an invoice from the Pending status.

To Print a Standard External Invoice Template

A template is not an invoice and can not be used as such. The only reason to print a template is for your records or for training purposes.

To print a template, select Report and then Invoice on the menu bar. This will generate an Invoice Previewer where you can review your template before
printing. If you need to make corrections, close the Preview screen and make your corrections to the original template. Don't forget to save your changes. Then generate another template to print by selecting Report and Invoice from the top menu bar.
Creating a Recurring Internal Invoice Template

A Recurring Internal Invoice Template will automatically create a Standard Internal Invoice at given intervals. It is not an invoice itself, but a template from which standard invoices are created. You will need to specify both the Bill To Department account number and the Department Income Org account number for each transaction.

Please be sure that your org and name appear in the **Org** and **Preparer** spaces. If not, please call the Helpdesk at 785-3200.

The **Templ Nbr** will default to the next available number.

The **Templ Date** will default to today's date, the date the template was created.

Move your cursor to the **Type** field.

**Type**  This field gives you the following choices:

- **Standard Invoice** - a basic invoice. This is the default.
- **Recurring Invoice** - an invoice template that will create subsequent standard invoices on a daily, weekly, monthly, or quarterly basis
- **Credit Memo** - a credit to be issued

Select Recurring Invoice.

**Status** - This field has four choices. These are the stages, in order, that the template will pass through. When creating a template, **Pending** will be the default. It will be approved later, on another screen. These are the only two stages that a Recurring Invoice Template passes through.

- **Pending** - Pending approval. In this stage, it can be changed or deleted. It won't be processed until it is approved.
- **Approved** - Will be processed that night. Cannot be changed or deleted, unless manually changed back to pending status.
- **Open** - Does not apply.
- **Paid** - Does not apply.

**Int / Ext** This field has two choices:

- **External** - For billing outside of Yale. It is the default.
- **Internal** - For billing inside Yale

Choose Internal.
**Start Date** The date you select for the first invoice to be generated and the date from which all subsequent invoice dates are calculated. It should not be in the past. If you choose today's date, the first invoice will be generated at midnight that night and if you choose monthly, another invoice will be generated exactly one month from today's date.

**End Date** The last date an invoice is eligible to be created. This can be the end of a contract, for example. It is not necessarily the last day an invoice will be generated, however.

**Frequency** How often the invoice is to be created. The choices are:

- Daily
- Weekly
- Monthly
- Quarterly
On the appropriate day, a standard invoice will be generated and will remain in the Pending status until it is approved. If **Autopost** is checked, an invoice will automatically be generated **and approved** at the appropriate intervals.

**Customer** A LOV box will pop up to prompt you to select an org number. You can search this list by typing in one or more numbers or letters (for the department name) to the left of the % in the Find field. All department names begin with M for Med School.

**Address** - If desired, you can manually add the **Billing Contact** information.

**Line Summary**

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Summary.

**Line** number will autopopulate. You can have many summary lines per invoice. Each summary line must have at least one Detail Line (see below). Each Detail Line must have account numbers associated with it.

**Description** You can use up to 2000 characters to describe the charge. This field will appear on your printed invoice.

**Date From and Date To** These fields **should not** be entered on a Recurring Invoice Template. They will be automatically populated when the invoice is created.

Next, Click on the **Detail** button at the bottom of the form.
Line Detail

SHORTCUT: Use F3 to duplicate the line above for any of the fields in Line Detail.

**Line** number will autopopulate. You can have more than one detail line for each summary line.

**Item**  This field can be filled in with the specific item for which you are billing. If you double click in this field, a list of the items that you have set up in Administration - Maintain Item Master will pop up. This will be explained later in the Administration section. This field will appear on your printed invoice.

**Quantity:** This field specifies the quantity of items. This field will appear on your printed invoice.

**Amount:** The price per item can be specified in the Item Master. If you have done that, this field will autopopulate. If not, you can fill it in here. Use dollars followed by a period and cents. If you omit the period, it will assume 00 cents.
A comma will be automatically assigned. This field will appear on your printed invoice.

**Bill To and Dept Income:** Enter two account numbers: one for the account to be charged and one for the account to receive the funds. This must be done for each detail line.

Tab to the account number field. A LOV will pop up with all of the account numbers that you have entered in Administration - Maintain Org Defaults. You can also enter an account number here that is not on the list. It will be automatically added to the list. This is your **Bill To Dept** account number. This is the account that you want to charge. Make sure that the radio button that is selected is the **Bill To Dept** button.

Next, select the **Dept Income** radio button. This is the account that you wish to receive the funds. Another LOV box will pop up with a selection of account numbers. You can also enter an account number that is not on the list.
Tab to the next line if you have more items or if you want to split the charging for the first item.

When you are finished adding detail lines, click on the save button on the top menu bar and click on the exit button. If you have not saved your work, it will prompt you to save it.

You will be moved back to the Summary Lines. You will notice that the amount and balance fields in gray have been filled in for that summary line. If you want to enter another summary line, enter it now and then click on detail to enter it's corresponding detail lines. If not, your invoice is complete. For your records, print your template (see below) and then click on exit to return to the AR Search Results screen where you will see the invoice listed. It is on this screen that the invoice will be approved.
**To Approve a Recurring Internal Invoice Template**

From the AR Search Results Screen click in the box to the right of the Template you wish to approve. You may approve more than one Template at a time. Then click the Approve button at the bottom of the screen. Notice that the Status field changes to Approved. Once approved, templates will always remain in the approved status. Their status can never be open, nor paid, since they are not invoices.

If you need to make a change to a template, highlight the template on the AR Search Results screen and click on Detail. Change the status from Approved to Pending and save. Make your changes, save and exit, and then go back out to the AR Search Results screen to approve the template again. It will not create an invoice from the Pending status.

**To Print a Standard Internal Invoice Template**

A template is not an invoice and can not be used as such. The only reason to print a template is for your records or for training purposes.
To print a template, select Report and then Invoice on the menu bar. This will generate an Invoice Previewer where you can review your template before printing. If you need to make corrections, close the Previewer screen and make your corrections to the original template. Don't forget to save your changes. Then, generate another template to print by selecting Report and Invoice from the top menu bar.
Administration

The Administration section is where you can, if you choose, input information about your customers, billing contacts, your goods and services, prices and your preferred account numbers. This information will be available as LOV's when you create an invoice.

On the Main Menu, click on Administration. Four selections will appear.

- **Maintain Customers** - search customer database, add/delete customers
- **Maintain Contacts** - add customer information
- **Maintain Item Master** - add product and service information
- **Maintain Org Defaults** - add account numbers and specify optional fields
**Maintain Customers**

Add and delete customers from the master customer list on this screen. First, search the list to determine if the customer is already there. Please avoid duplication because this will affect reporting. Please search for variations in spelling also. For example, look for Saint as well as St.

**To Search the List**

To bring up the entire list, place the cursor in the first field, hit F7 and then F8. You can also double-click on the flashlight and hit F8. The entire list will appear. You can scroll through it; however, it is a long list.

To search the list, place the cursor in the first field. Hit F7 to start the query and then enter a capital A% (or any capital letter) and then hit F8. All records that begin with that letter are displayed.

If you enter Saint%, (or any words or groups of letters), all records that begin with Saint are displayed.
If you entered % Conn% (or any words or groups of letters), all records that have that word or those groups of letters in them will be displayed.

To Add to the List

Place the cursor in the first field. Enter the name of the customer, if you are sure it doesn't already exist on the list. If you click in the date field, today's date will appear. Generally, use today's date as the start date. Click Save and Exit.

To Delete from the List

Since this is the Master List, please do not delete any records unless you have created one in error. Once you have created an invoice with a customer name, the customer can't be deleted. If you have created two spellings of the same customer, your reports will be incorrect. If you have any Master List questions, please email Kenneth.hoyt@yale.edu.
**Maintain Contacts**

To search for a customer, double-click in the customer field. It will bring up a LOV from which you can select a customer.

Enter the data for the customer. This will be printed on the invoice as a mailing address. The first field should contain the name of a contact that you want to receive the invoice. The next field would be the department, like Accounts Payable. The rest of the fields are self-explanatory. You can list several contacts and addresses per customer in case you invoice different departments. You can also list shipping addresses. These addresses will form a list of values that will be available to you whenever you invoice that customer.
Click Save and Exit to return to main menu.

**Maintain Item Master**

This list can contain the goods and services that you provide. It will create a LOV that you can select from when creating an invoice. The first field is the description that you want to appear on the invoice. The next field is a unit field followed by a price field. The start and end dates can be used if you have a specific contract price for a specific time period. If you double-click in the date field, a calendar will pop up. Enter your data. Click Save and Exit to return to main menu.
Maintain Org Defaults

This creates a LOV of the account numbers that you will use when creating invoices, recurring templates, and credit memos.

To Add An Account Number

Place cursor in any field. Hit the Green +. The line beneath the cursor will open up. Add an account number. Repeat, if necessary.

Optional Fields

To specify the fields on optional fields, click on Optional Fields.
These fields can be utilized to provide more information for the user. They do not appear on the printed invoice.

Click Save and Exit to return to main menu.
All payments must be sent directly to:

Yale University School of Medicine
Financial Operations Attn: Ken Hoyt
New Haven, CT  06520-8092

This remittance address is automatically printed on each invoice. All payments and credit memos are applied centrally. You will not be able to apply payments or credit memos.

To check the status of each invoice you can either look at the AR Search Results screen. To see a list of paid invoices, run the Paid Invoice report.

To see all paid invoices, go to Maintain Invoices. Select Paid as a status and click find. All paid invoices for your org will be retrieved. You can search for invoices by specific invoice number or customer as well.

To view a payment, go to Maintain Invoices. Enter your invoice number on the find screen and click find. Click Detail. Click View Payments.

Alternatively, you can just click Find to bring up all of your invoices and scroll to the invoice you want to see. Click Detail to bring up the invoice.

You will see any payments in the upper right corner of this screen. To see more, click Detail on the invoice screen. You will see the line items for the invoice and any balance due. Click View Payments. You will see the date that each payment was received and applied and the account to which it was applied.
## Image Description

The image displays a user interface for managing financial operations. The interface includes tabs for "All Invoice Line Detail" and "All - Transactions." The "All Invoice Line Detail" tab shows columns for Line Item, Quantity, Amount, Balance, Project, Source, Object, and Org. The "All - Transactions" tab includes columns for Type, Date, Amount, Project, Source, Object, and Org.

### Yale University School of Medicine

**Financial Operations**

47 College Street
Copies of the checks received will be scanned centrally and available online within a week of receipt. To view and print a copy of any payment check, go to this address. [http://yimage.med.yale.edu/wx/Login.asp](http://yimage.med.yale.edu/wx/Login.asp)

Click on FO Treasury. Select Accounts Receivable. Click Search. The check will be filed by org and by payment date. This is the date it was deposited on RIF and the date that will appear on your statement.

To obtain access to this site, please check with your business manager.