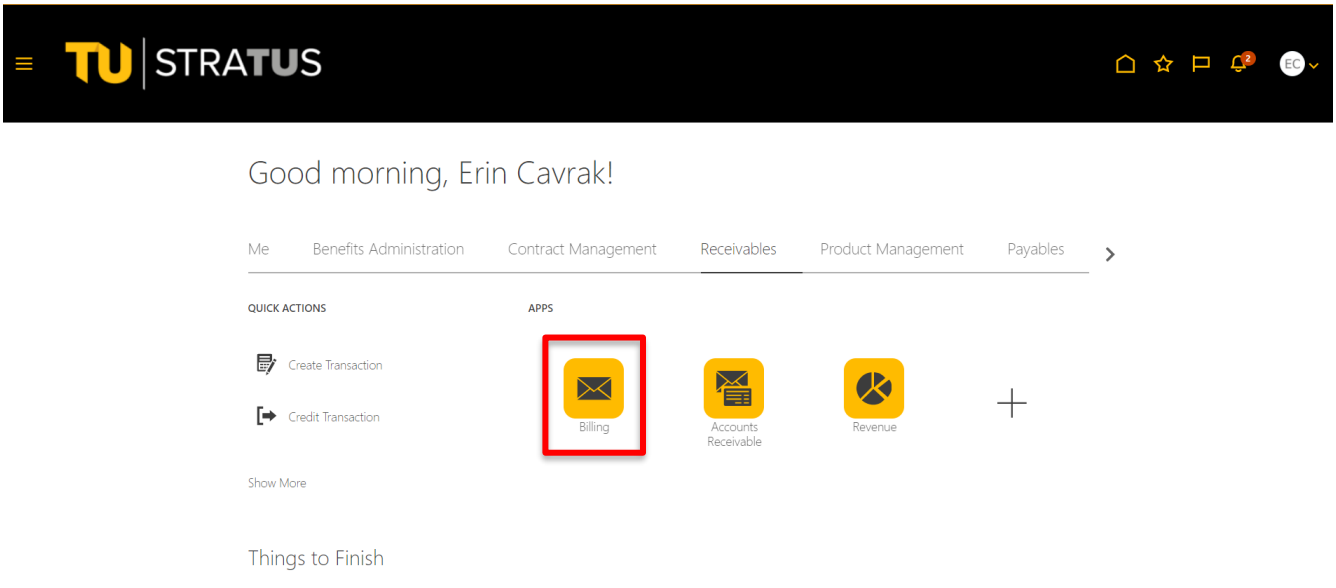
Receivables – Credit an Invoice (Partial Amount)

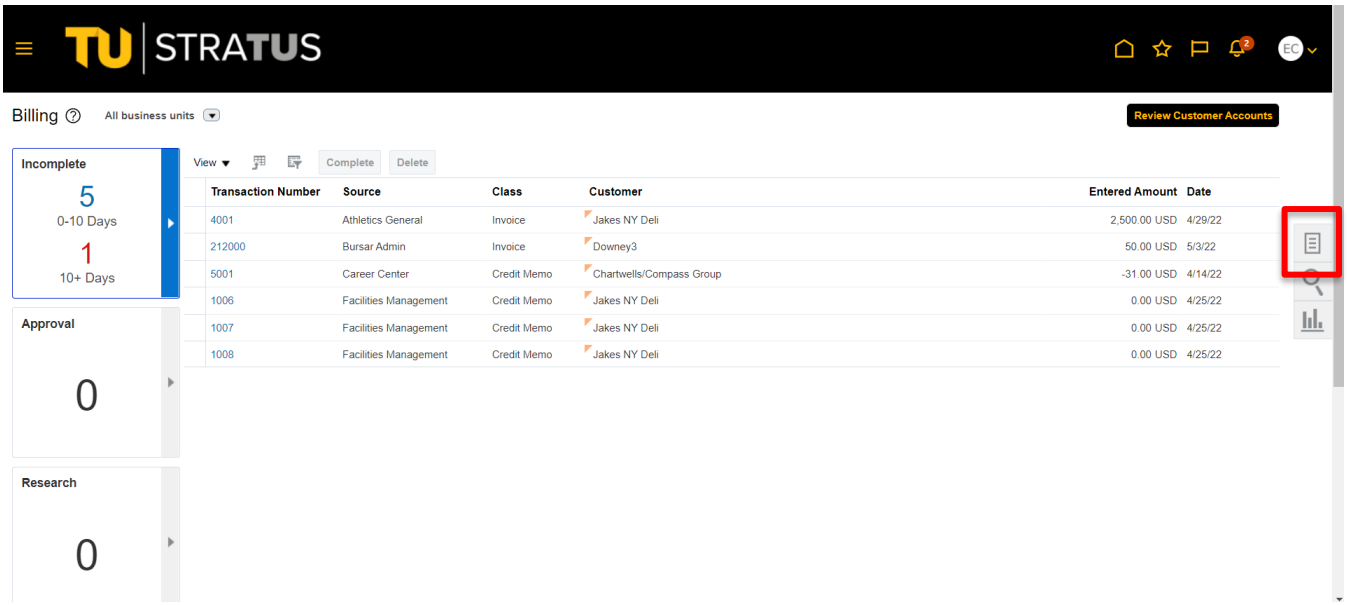
For employees crediting an invoice for a partial invoice amount.

Purpose:	Credit an invoice.
How to Access:	Log into the STRA**TU**S application. Select the **Receivables** application from the Navigator.
Helpful Hints:	Be sure to keep in mind that… • Supporting documents can be attached.
Procedure:	Complete the following steps to credit an invoice:

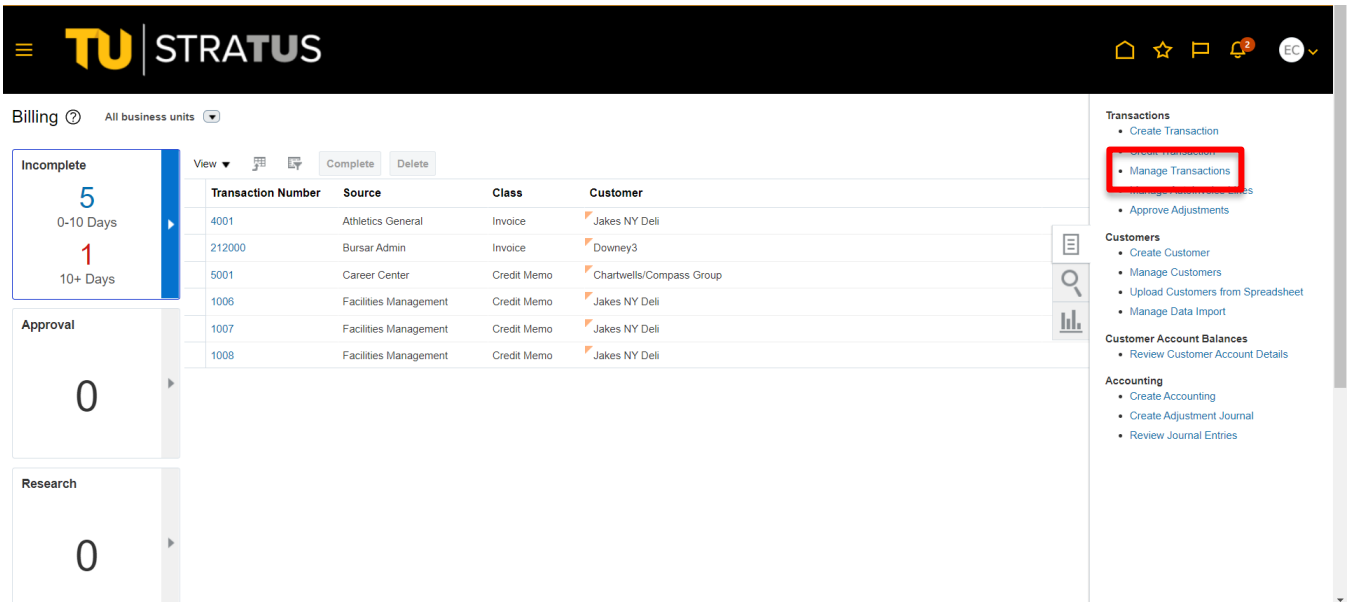
1. On the homepage, select **Billing** under **Receivables** from the sliding menu in the center of the screen or the hamburger menu in the top left corner.



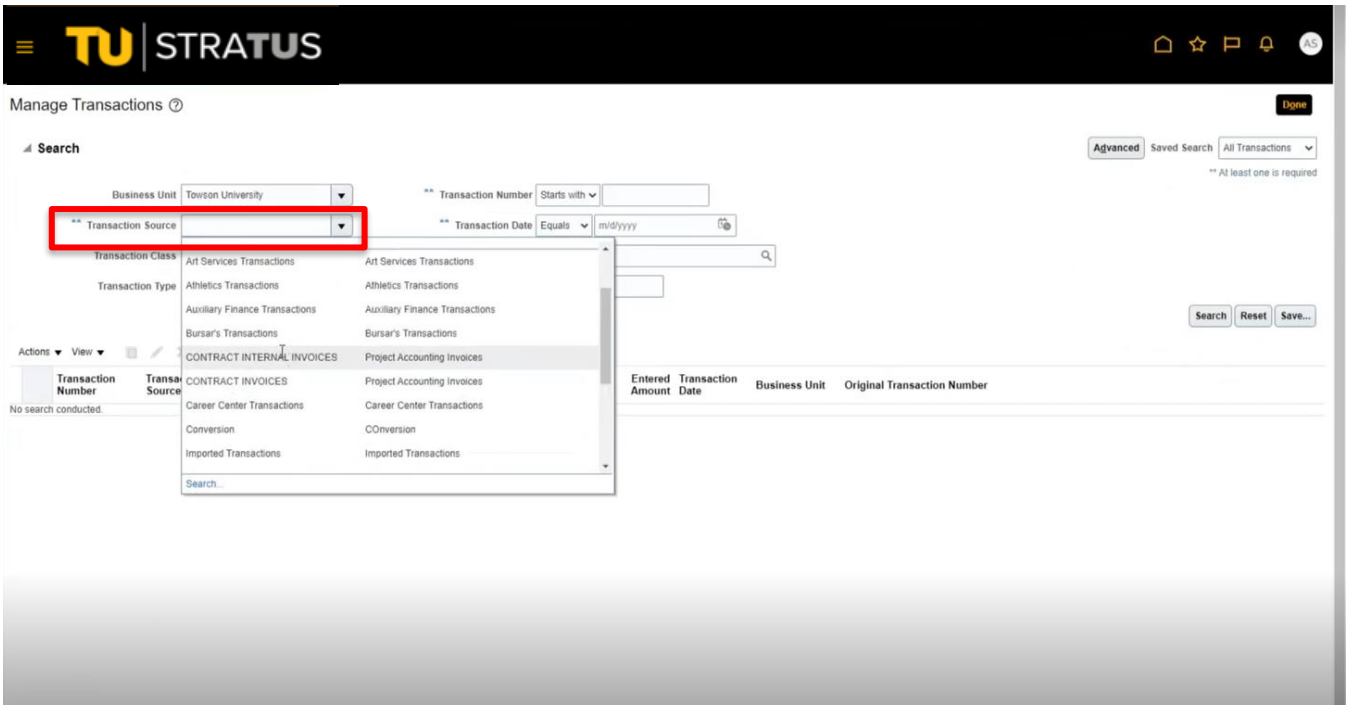
2. On the billing menu, click the **tasks** icon on the right side of the page.



3. Select **Manage Transactions**.

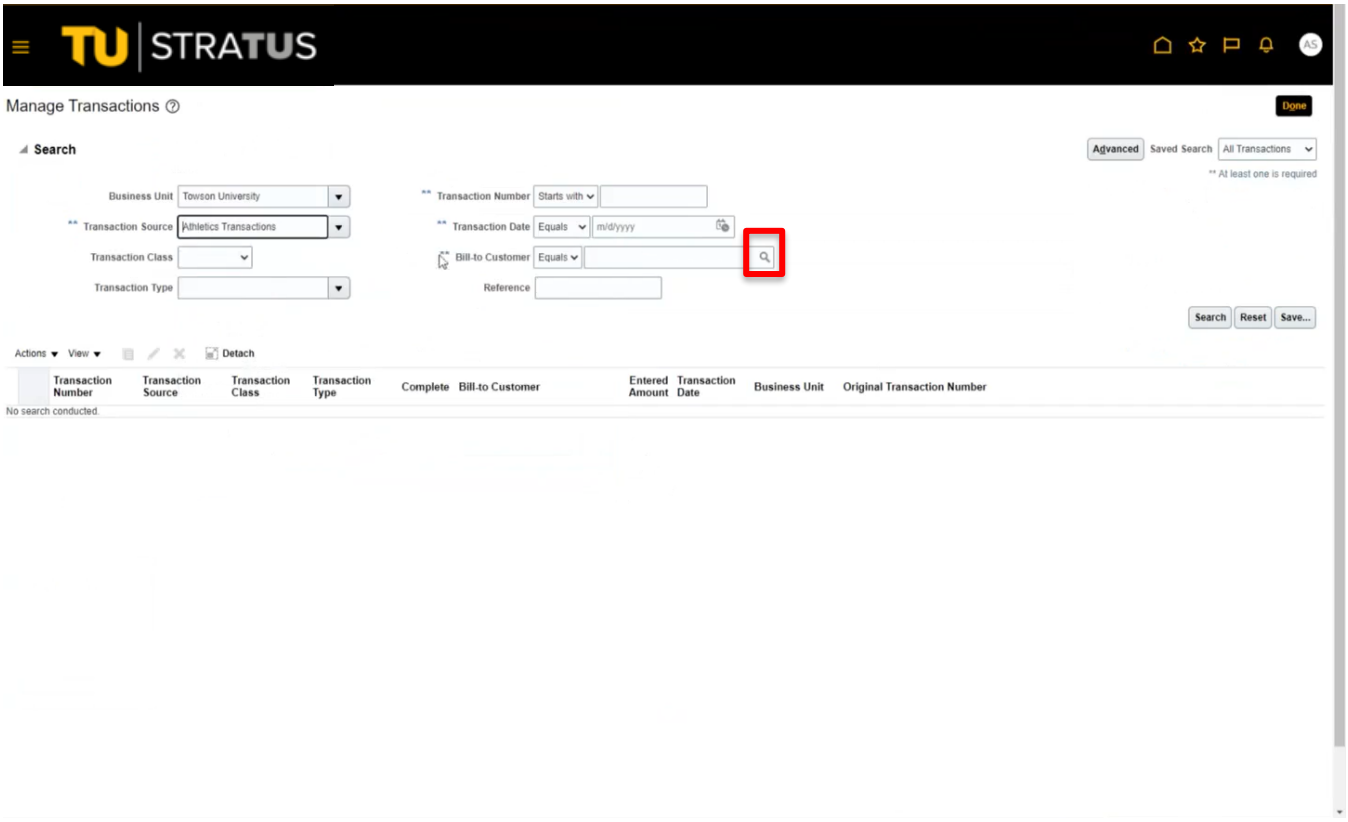


4. On the Manage Transactions page, click the dropdown for **Transaction Source**, and select the appropriate department from the list.

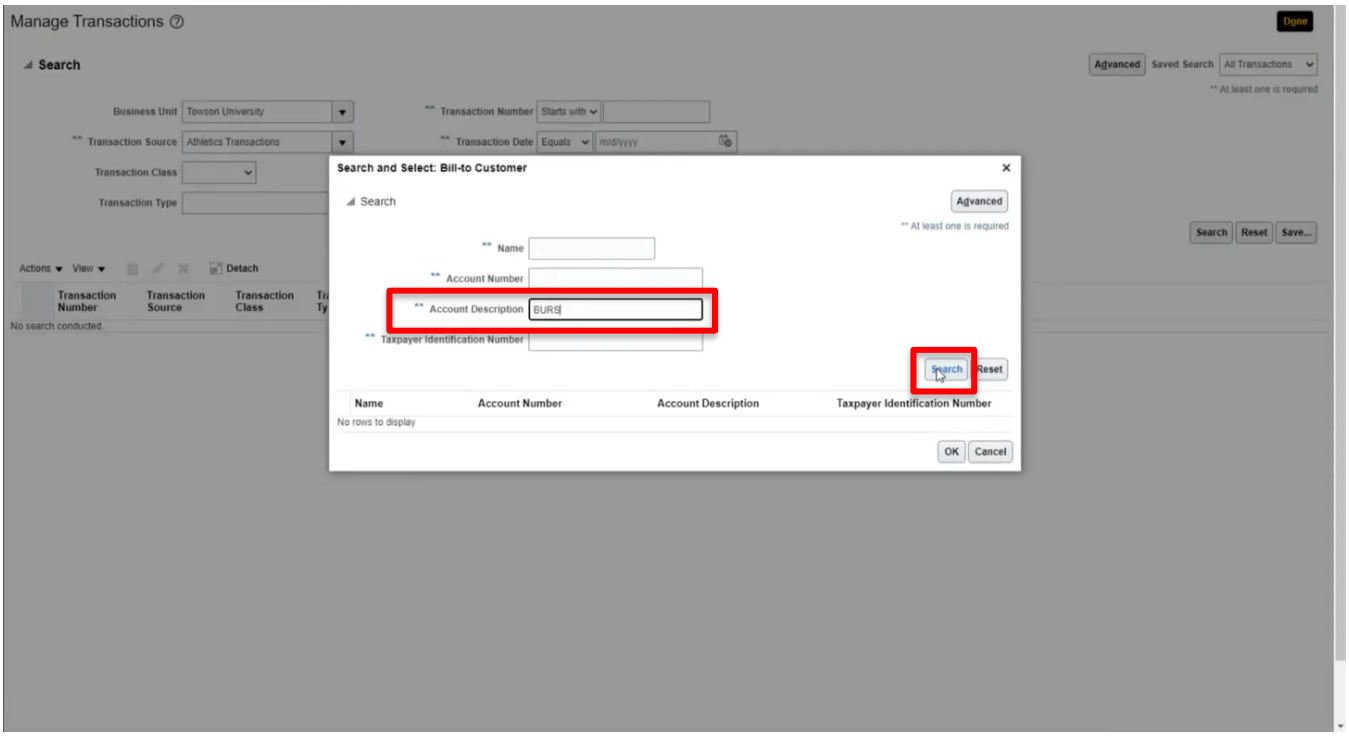


5.

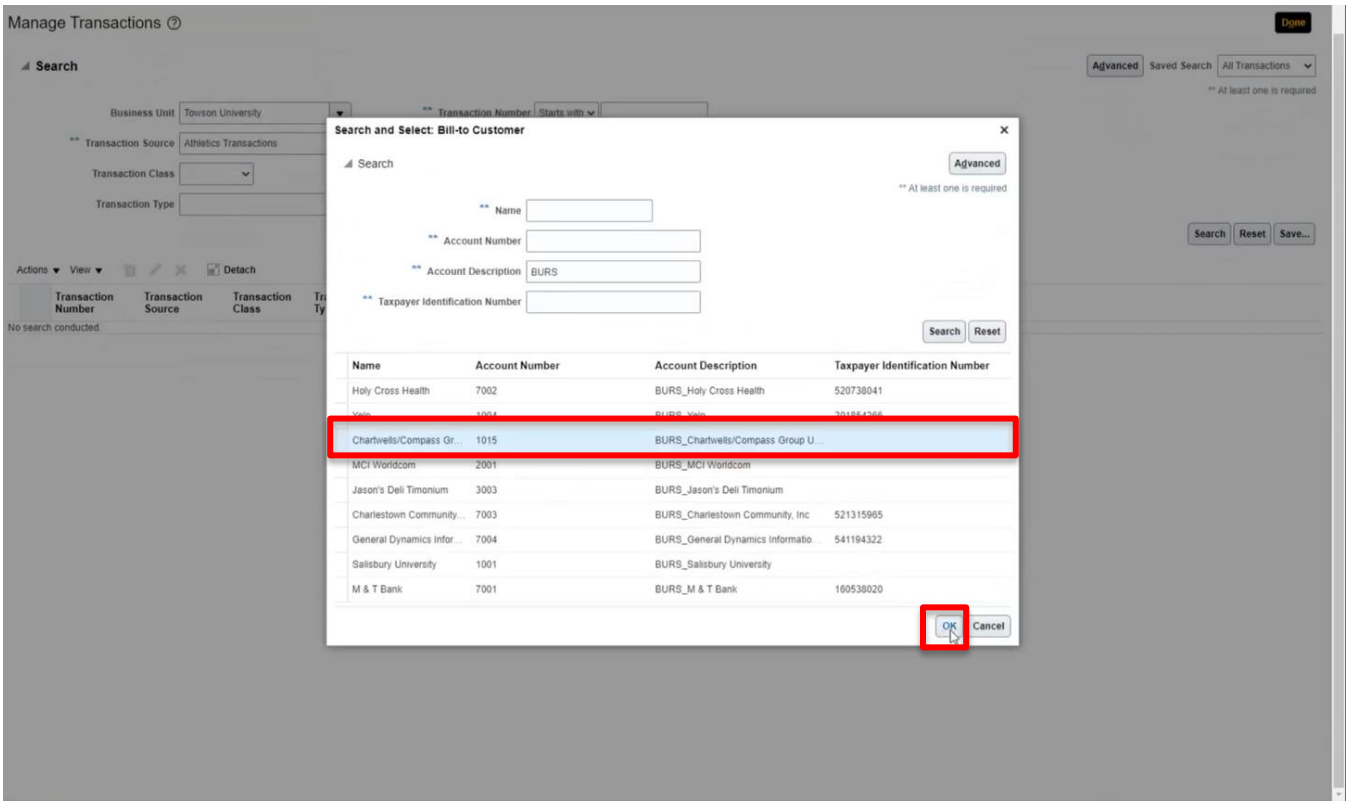
6. Search for a customer by clicking the **magnifying glass icon** next to Bill-to-Customer.



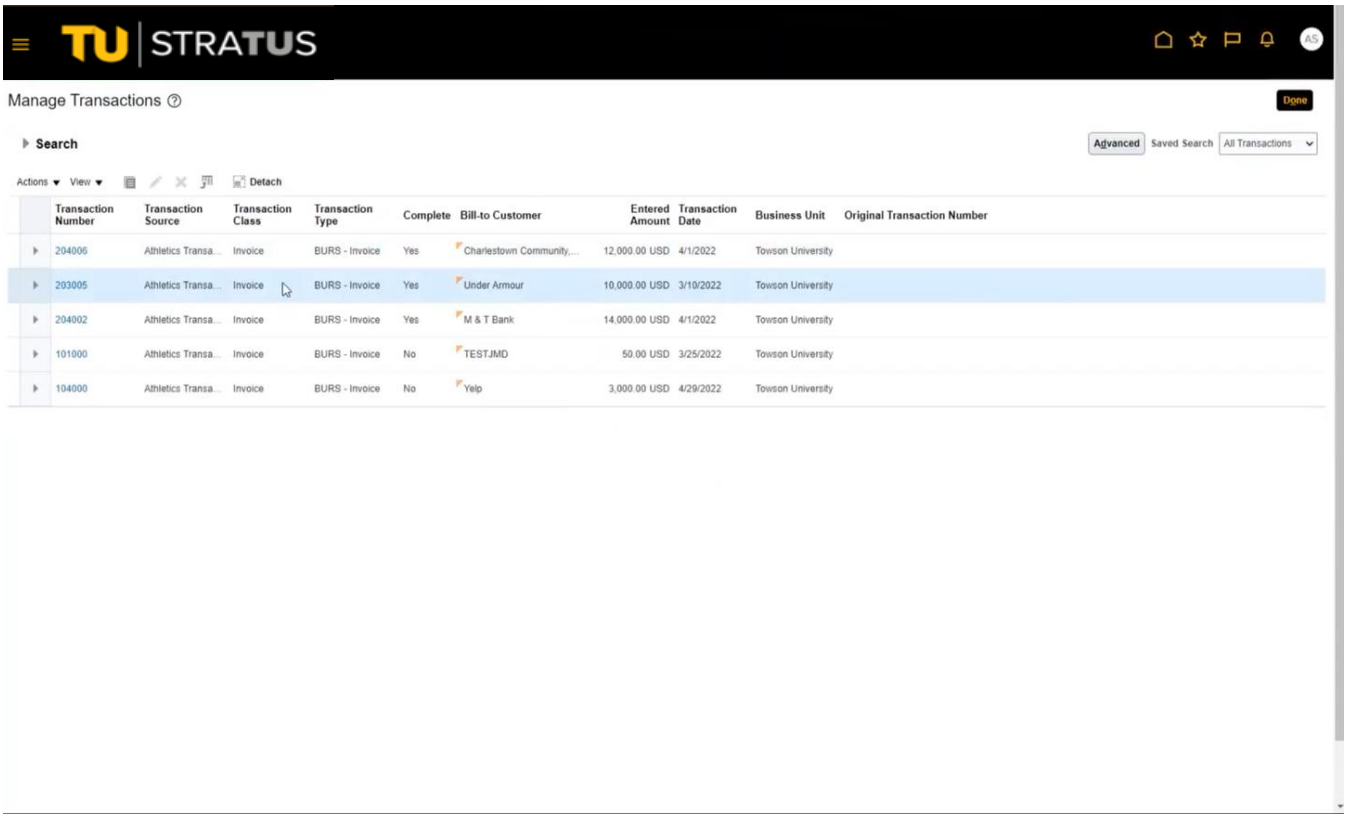
7. Enter the organization in the **Name** field or in the **Account Description** field, enter "BURS", "SPAR", or "OSPR".



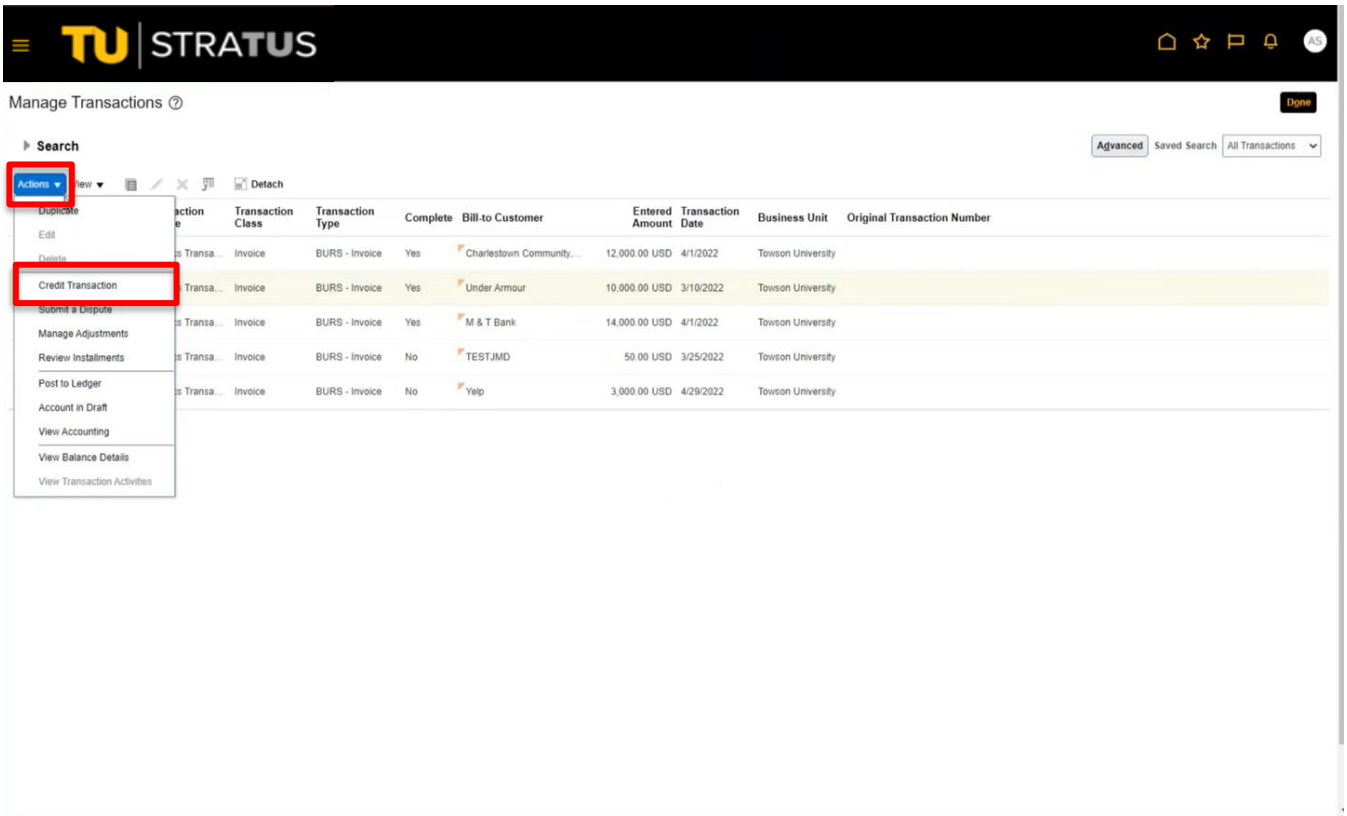
8. Click the organization to highlight it, then click OK.



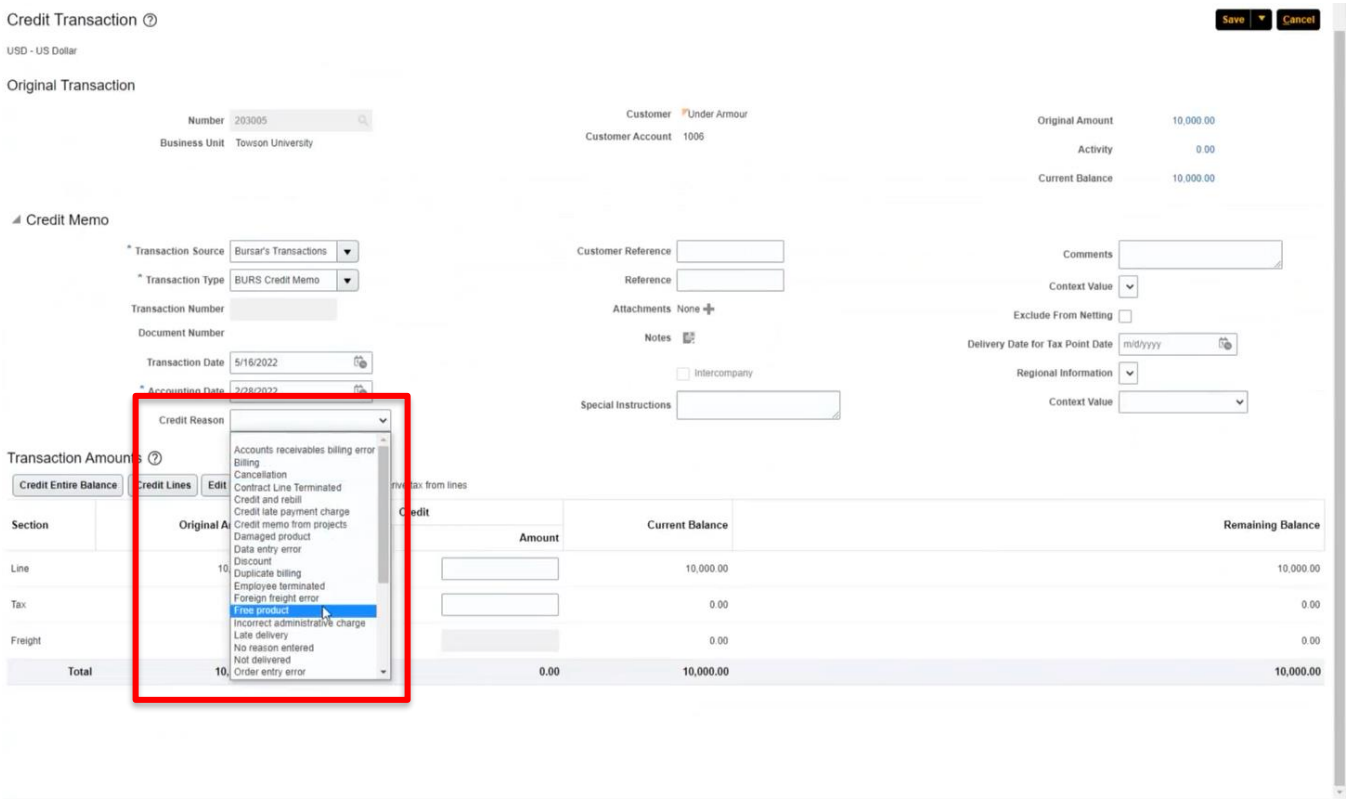
9. On the Manage Transactions page, highlight the invoice you wish to credit.



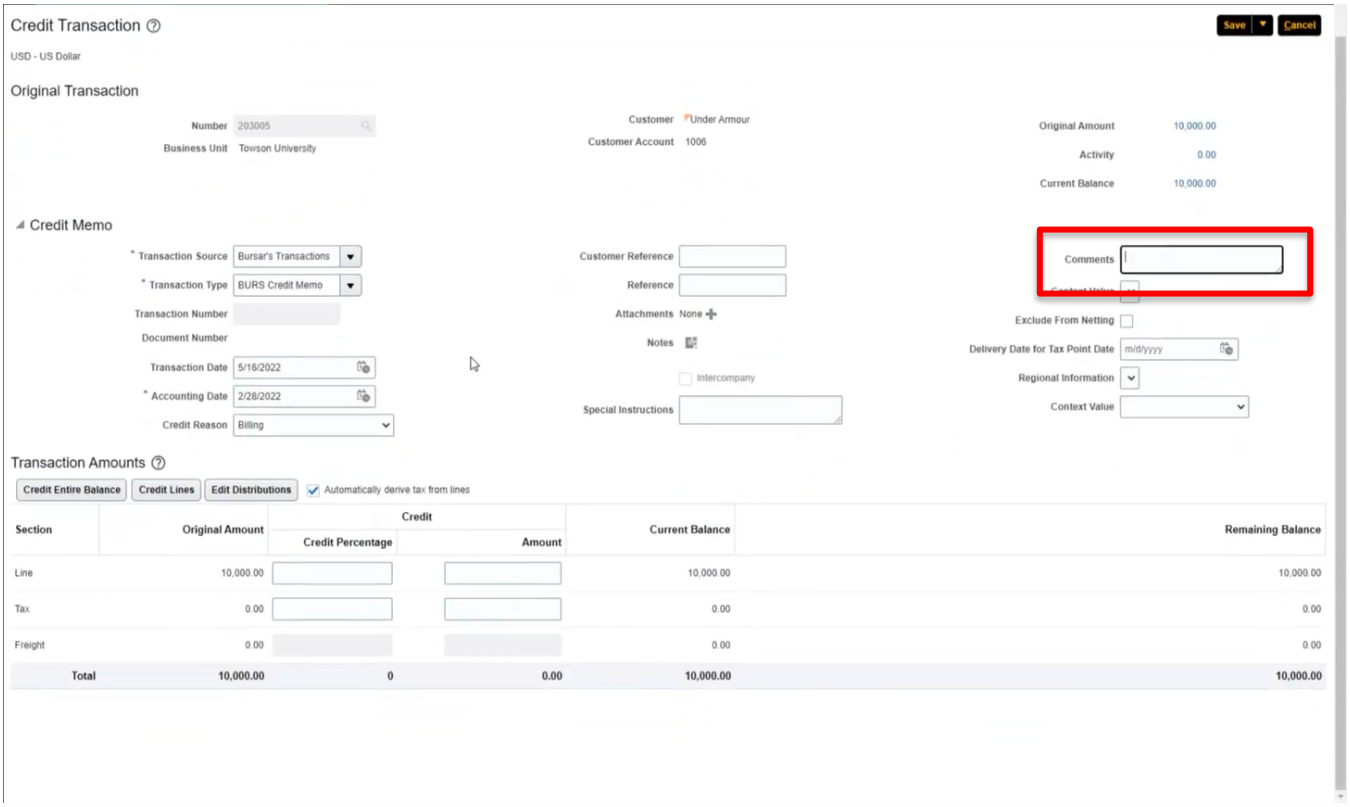
10. Click the **Actions** button, then select **Credit Transaction**.



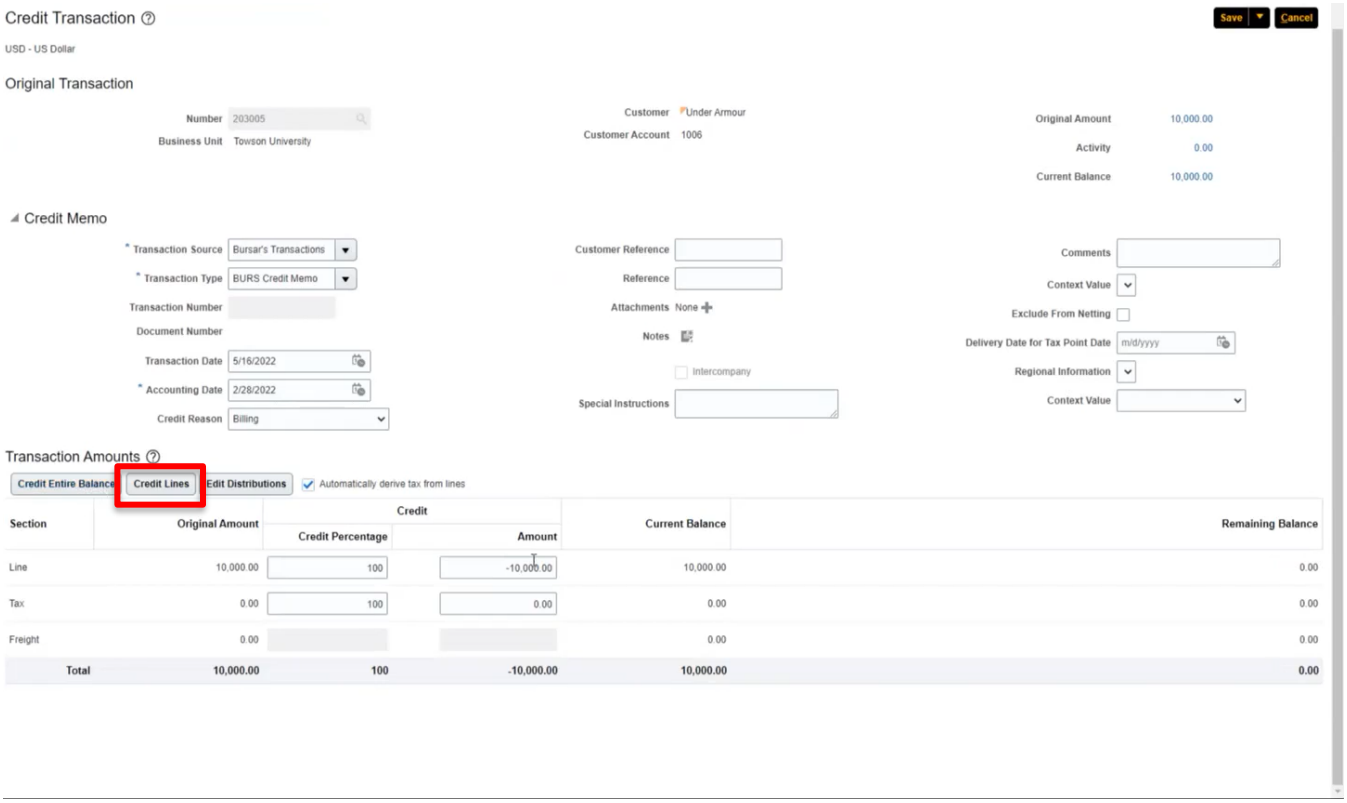
11. The information from the original invoice is populated. Under **Credit Reason**, select the dropdown and select a credit reason.



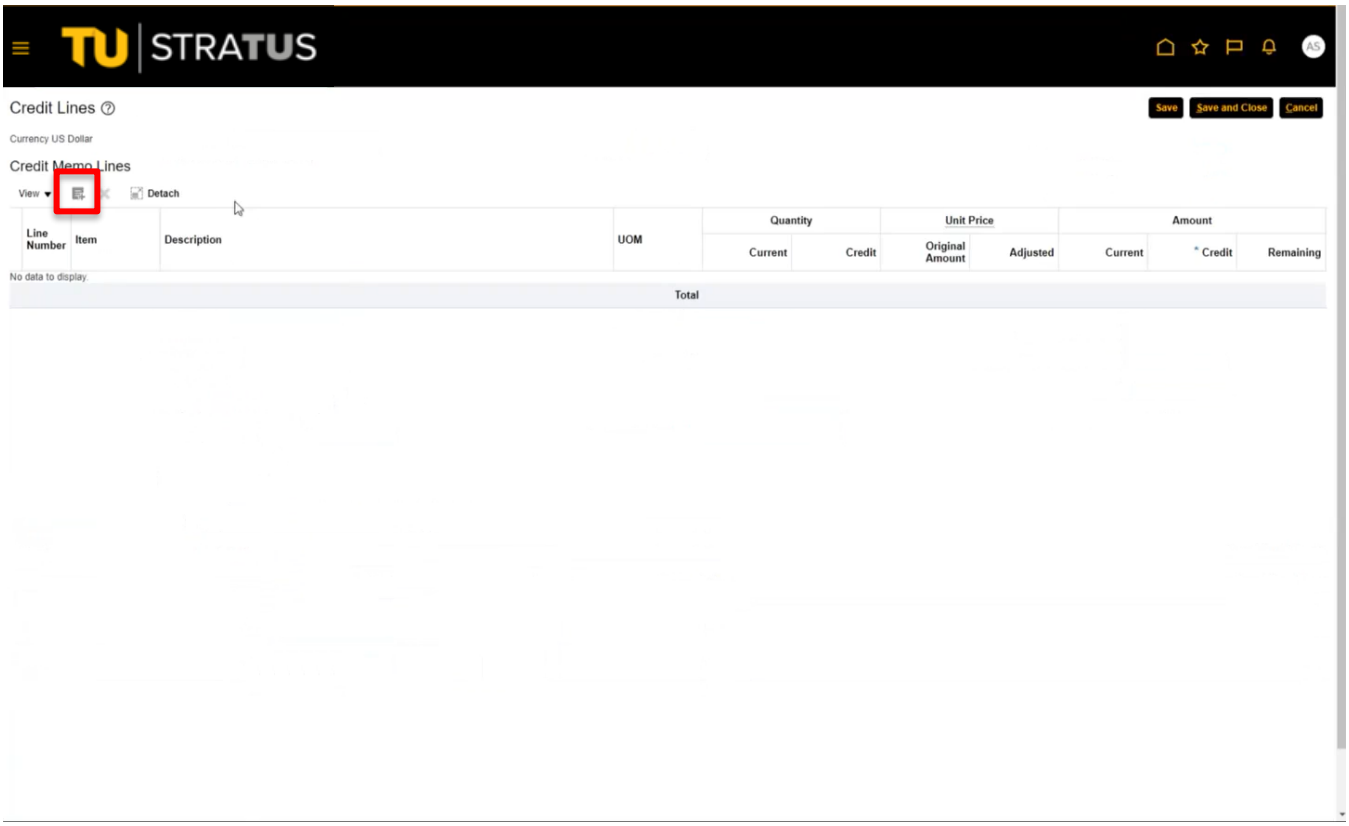
12. Enter a comment if necessary. This comment is internal and not viewable on the invoice.



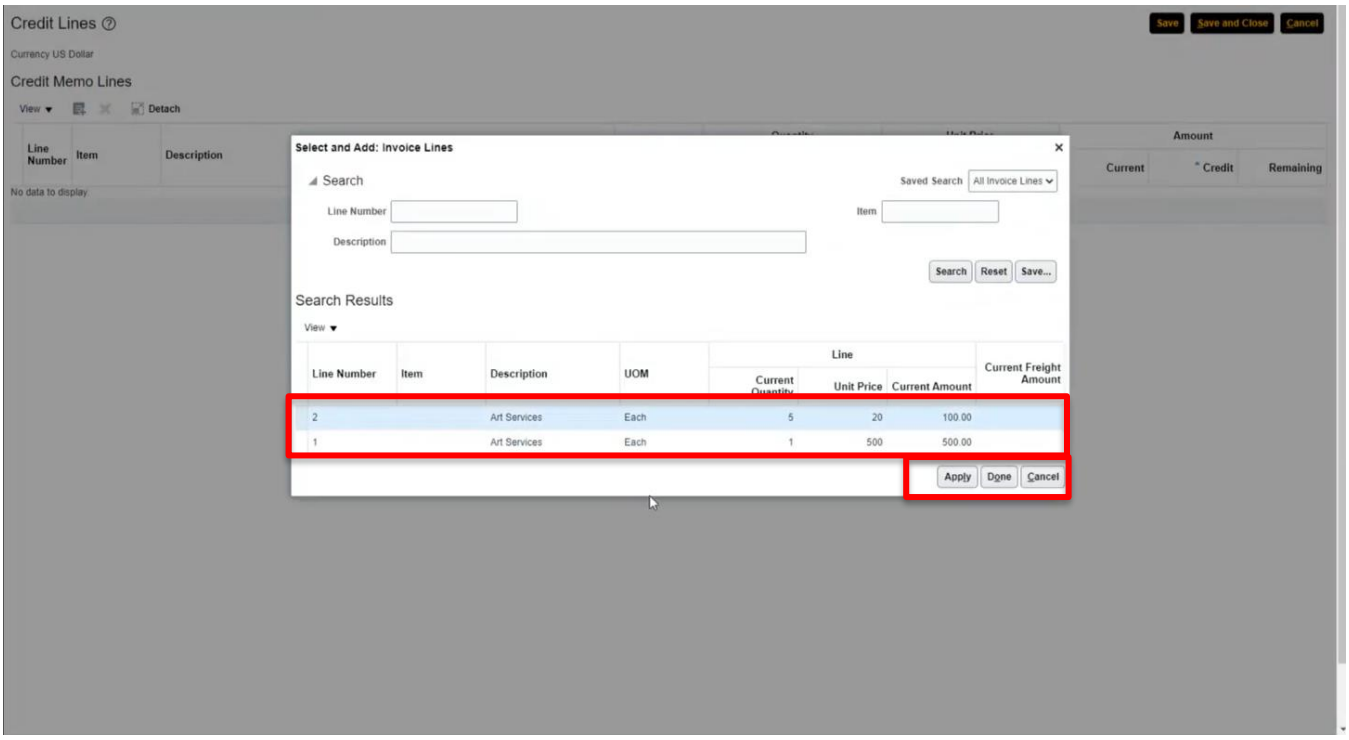
13. To credit an individual line, click Credit Line under Transaction Amounts.



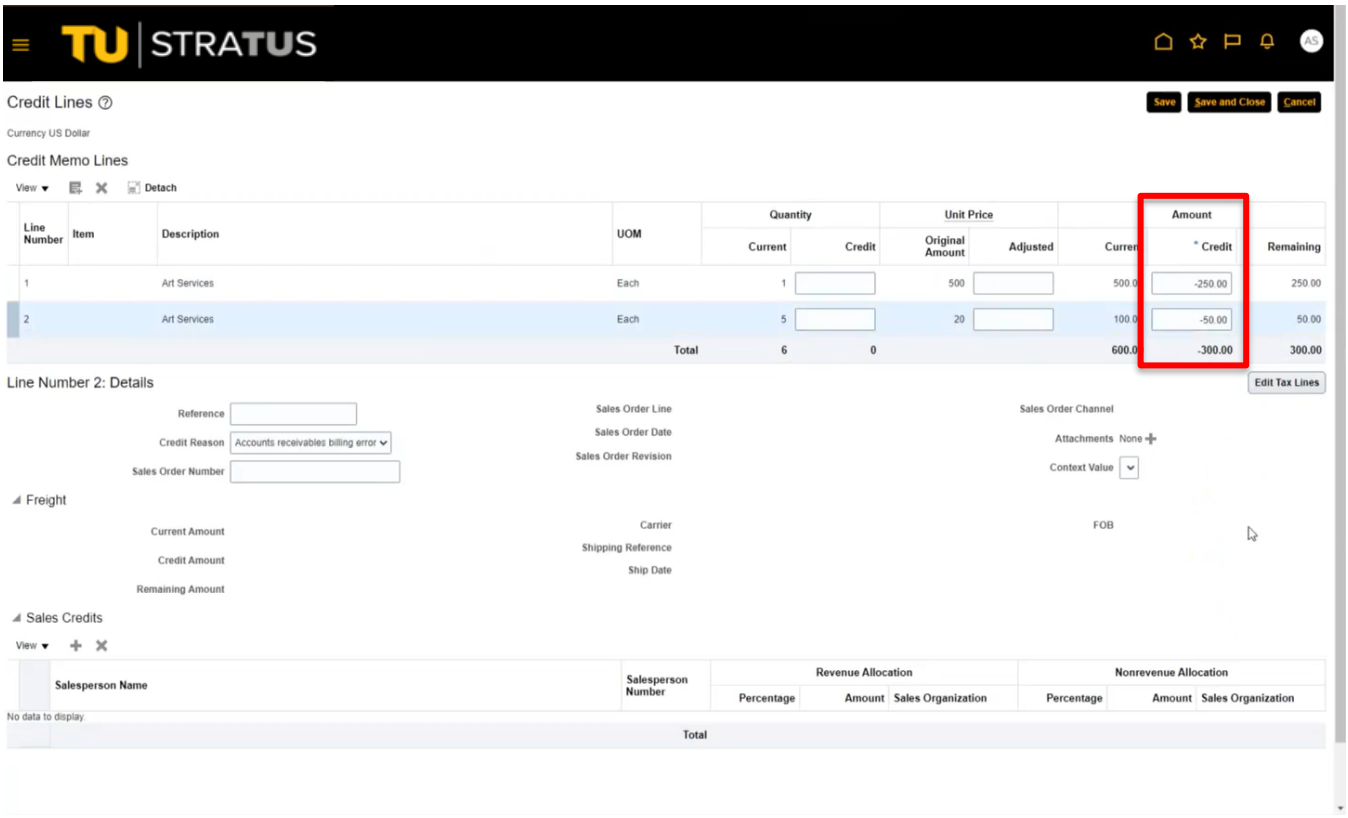
14. On the **Credit Lines** page, select the **Invoice Lines** icon.



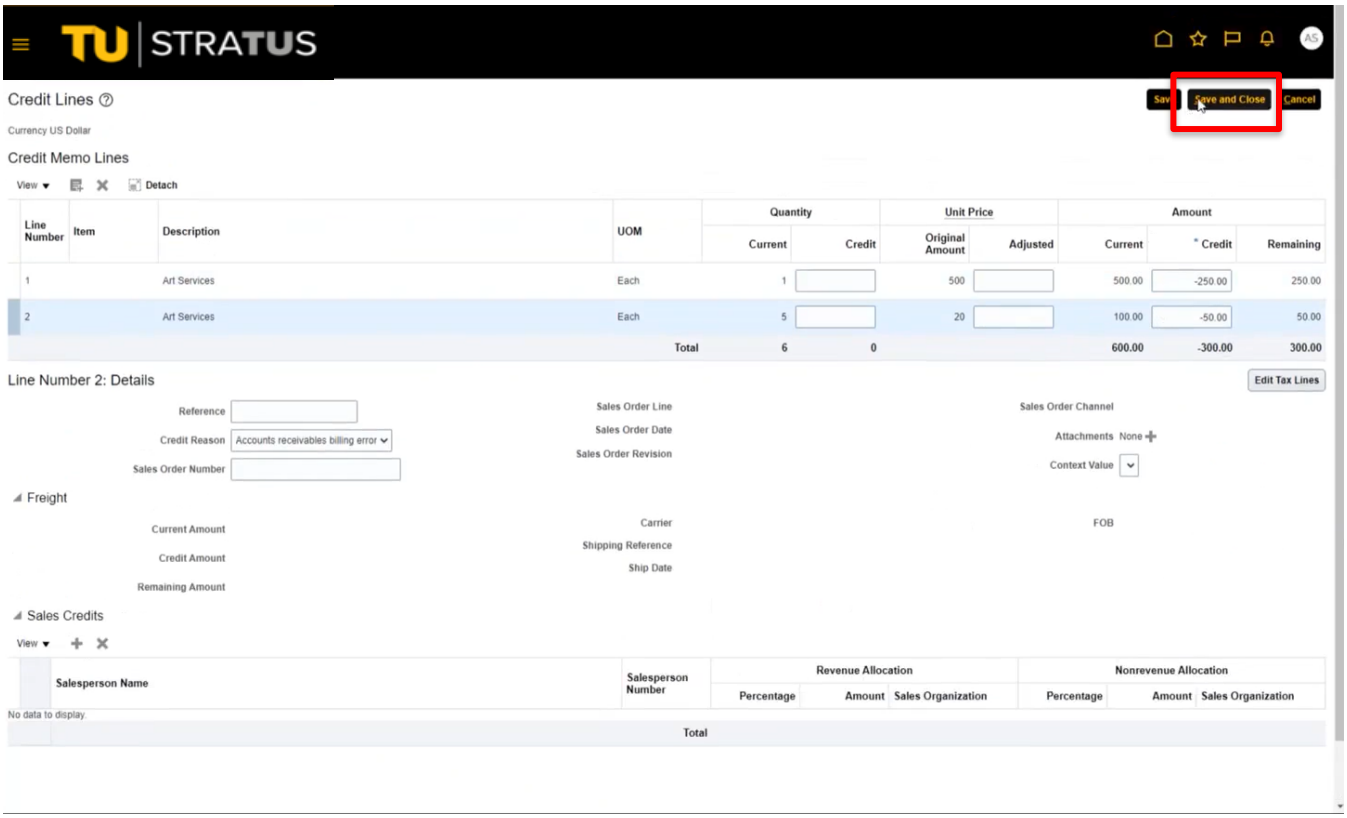
15. Select the invoice lines you wish to credit and click **Apply**. Add all appropriate lines and click **Done** when finished.



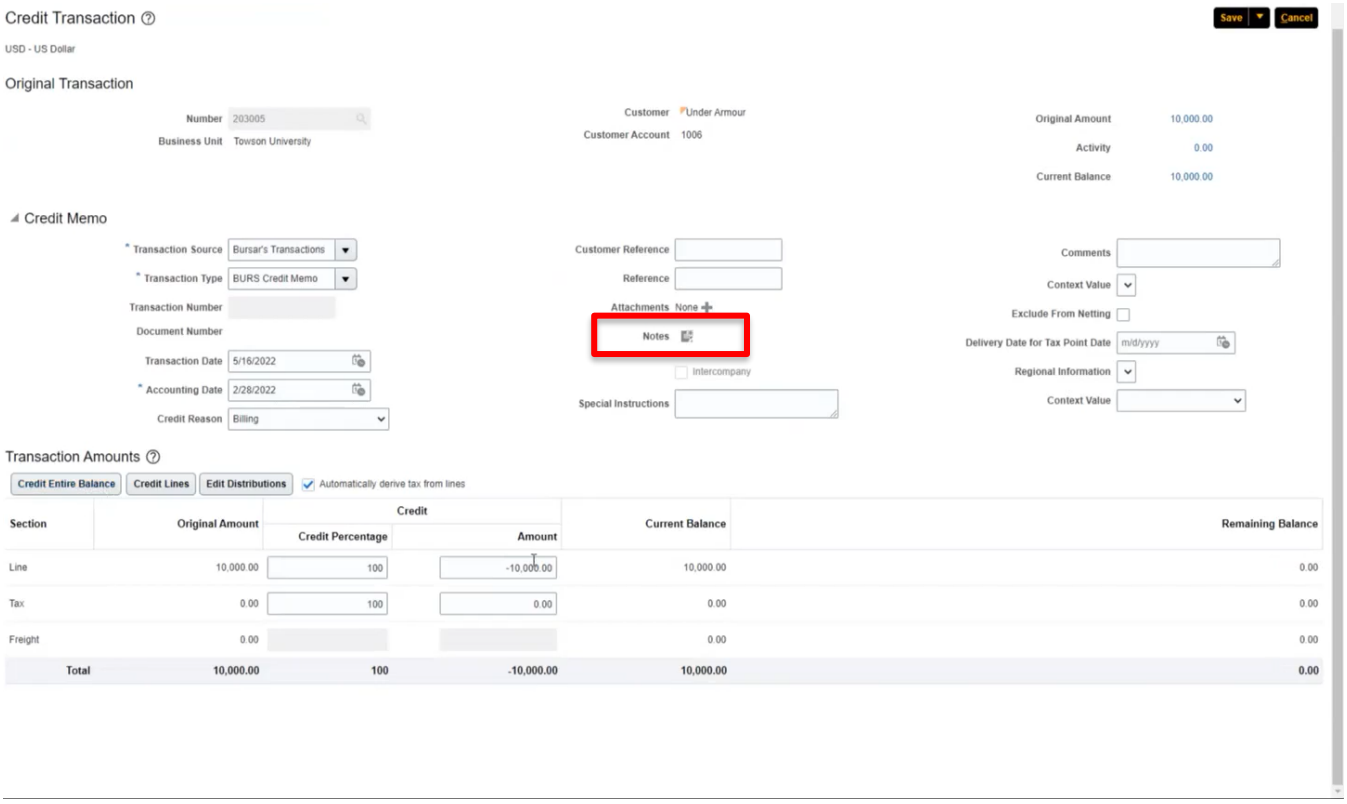
16. Under **Amount**, add the amount you wish to credit for each line by using a **negative (-) sign** and entering the dollar amount.



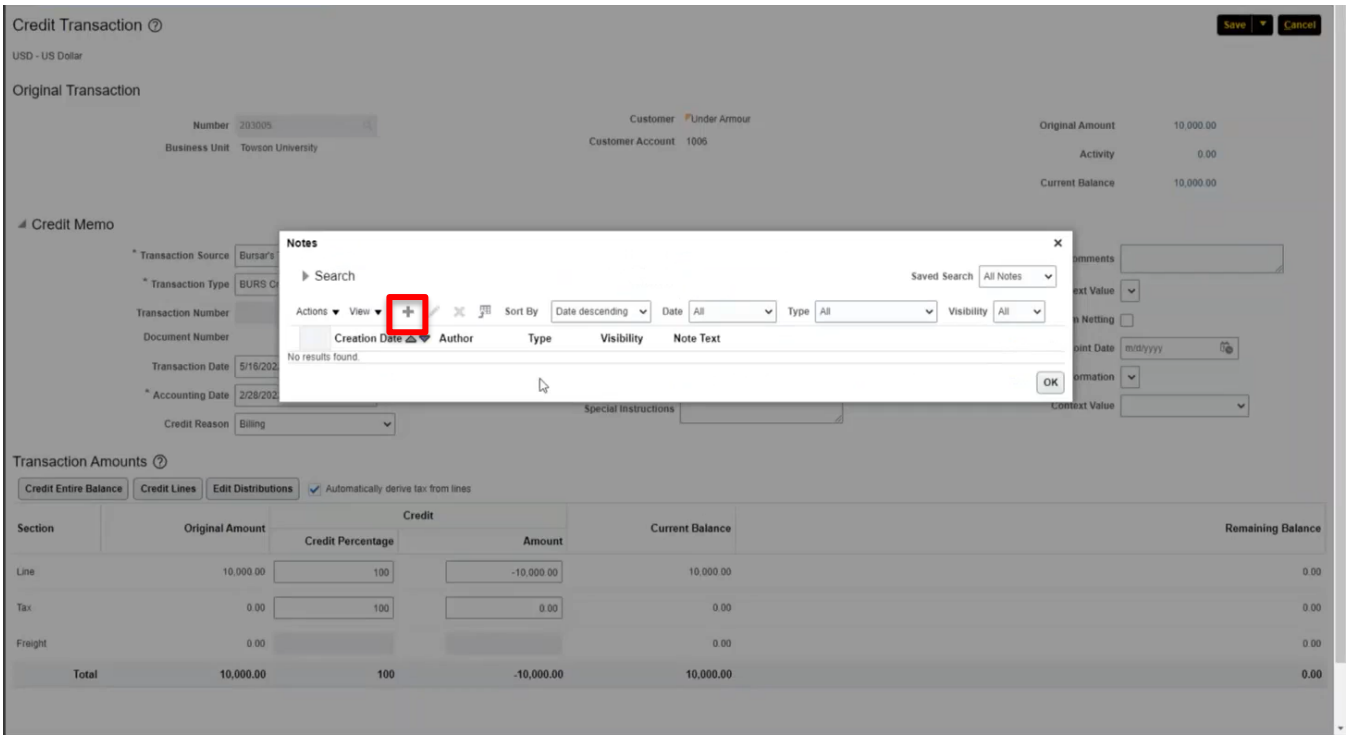
17. When finished, select **Save and Close** to return to the Credit Transaction page.

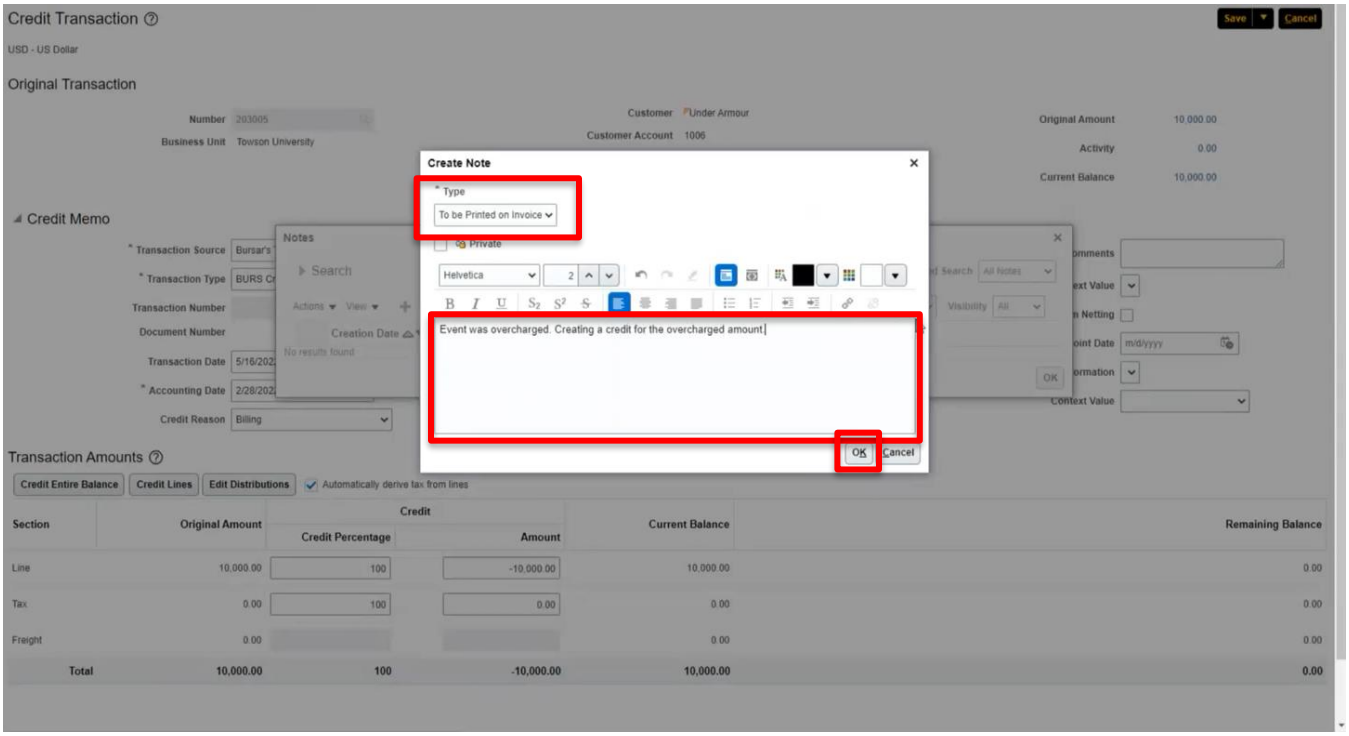


18. Select the **Notes icon** to be taken to the notes section.

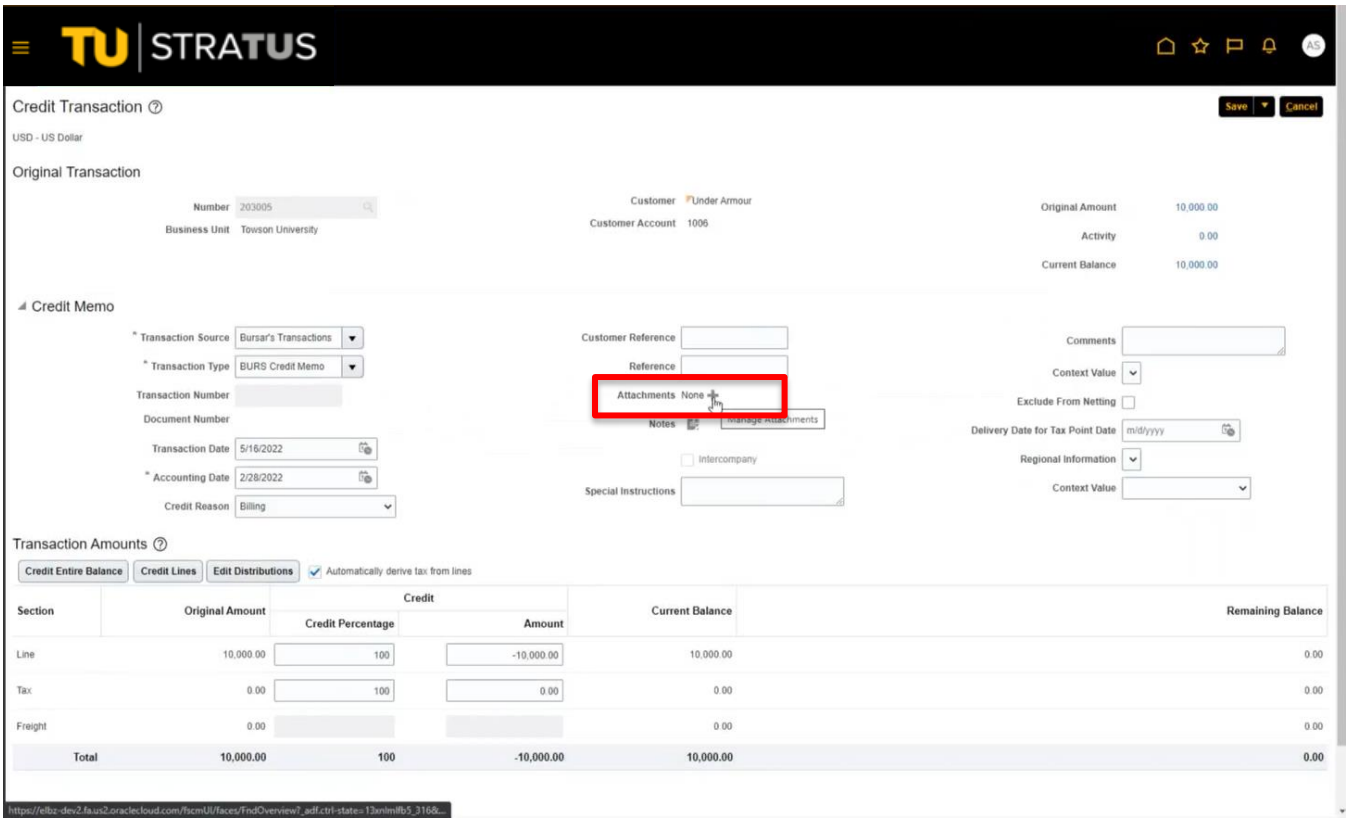


19. Click the **plus (+)** button to create a note. Confirm that Type field has auto populated with "To be printed on invoice". Click in the text box to add your note, adding as much detail as necessary to understand why this credit invoice is being created. Once your note is complete, click **OK**.

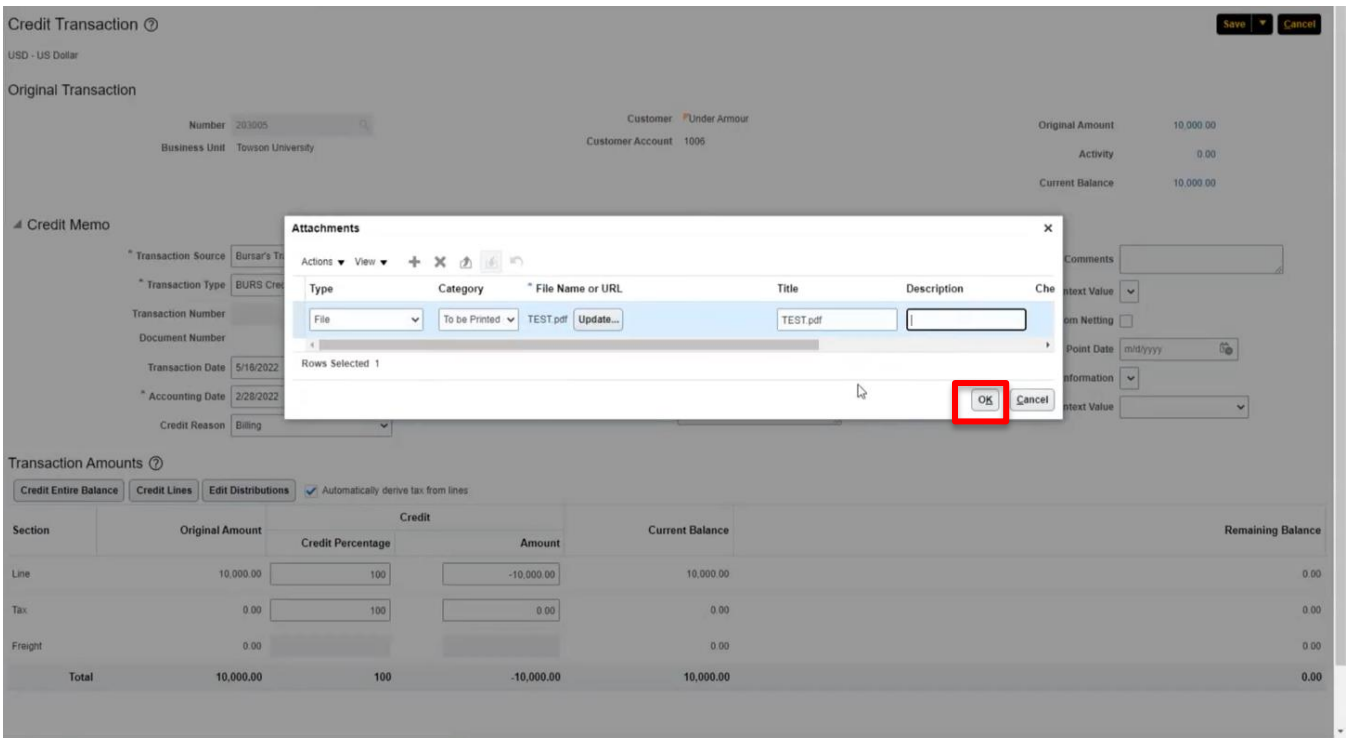




20. To include an attachment to the invoice, click the **plus (+)** sign next to attachments.

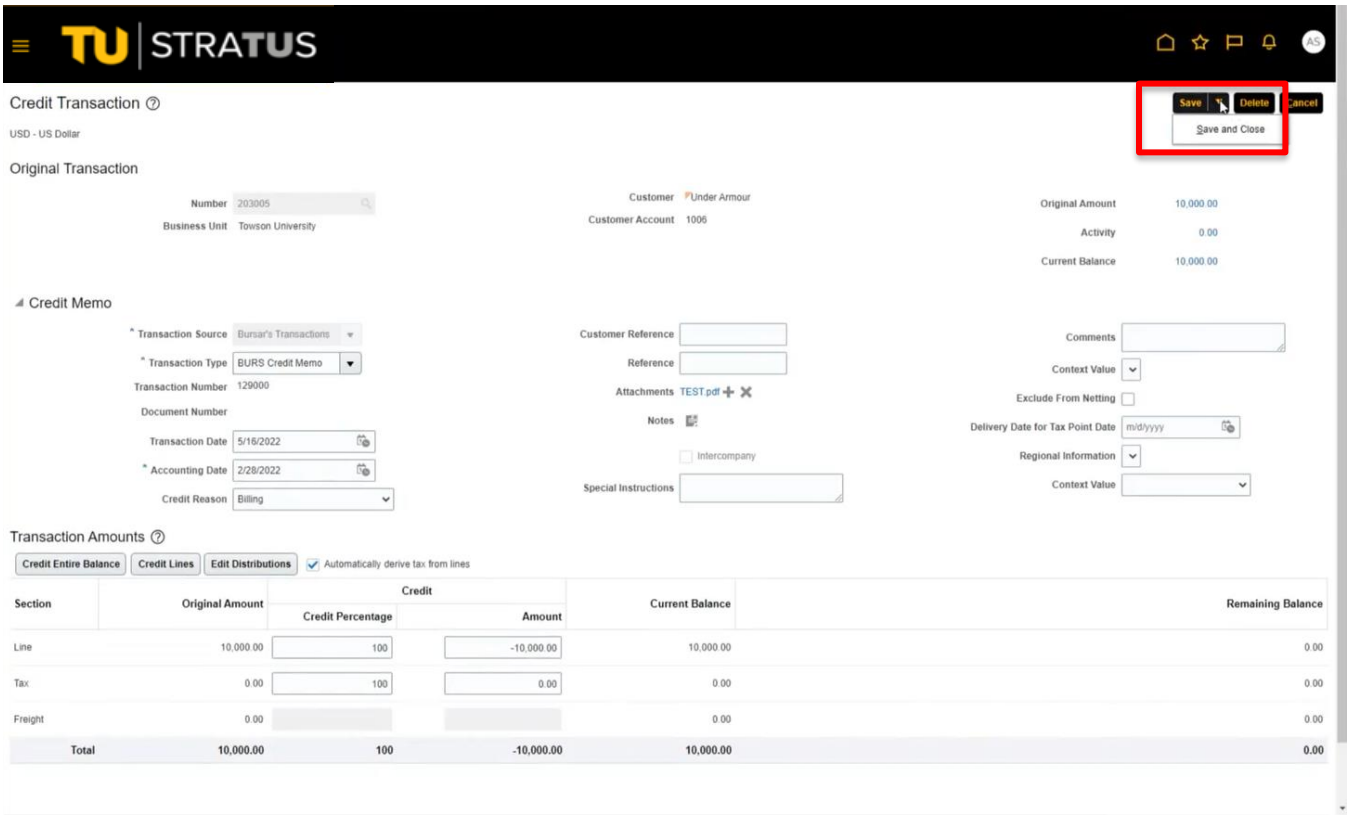
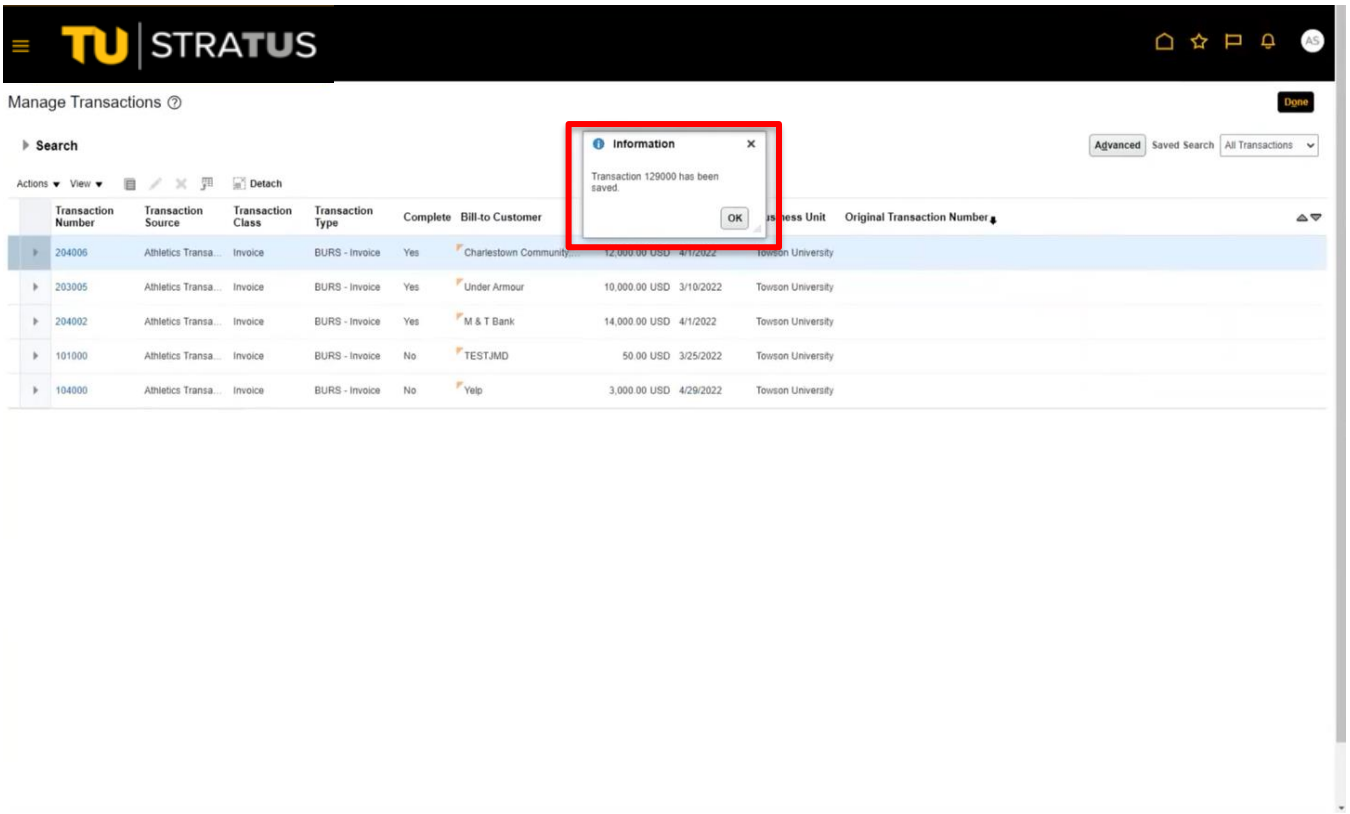


21. Click the **Choose File** button under file name or URL. Select your attachment. Click Okay to return to your invoice.



NOTE: To add additional attachments to your invoice, select the plus sign again and repeat steps 16 and 17.

22. When you are finished with your invoice, click the arrow button next to Save and select **Save and Close**.



23. The invoice will be created. You will receive a confirmation message with the invoice number.