Quick Reference Guide

ESP Financials – Create an Invoice

March 2016
Create an Invoice

1. Billing General
   Enter the Bill Type (mandatory), Bill Source (optional) and Customer Id.
   There is only one Bill Type of ‘SD’ to select. Bill Source values correspond to individual business units and default through information specific to that business unit (i.e. contact phone number).

2. Click on to proceed to the next page in the series
   Clicking on the next or prev buttons will take you to the previous/next page in a pre-defined series of pages. The idea being that you will be taken only to the important pages within the bill entry page group.

3. Line – VAT Info Page
   Click Get VAT Defaults to return the GST default settings for the customer. If GST applies to this bill line, the VAT Code should be ‘GST’. If GST does not apply to this bill line, the VAT Code should be ‘ZER’.
   Note: You must enter GST information for each bill line. Click Next

   Enter the Chartfield Codes. The following Codes can be entered:
   - Account - Mandatory
   - Fund – Mandatory
   - Department – Mandatory
   - Project – Optional

   Note: It is not possible to have multiple distributions for a single bill line.

5. Header – Note Page
   Enter additional comments to be sent to the Customer, if required. These comments will appear in the header of the invoice.

6. Line – Note Page
   Enter additional comments to be sent to the Customer, if required. These comments will appear underneath the specific bill line they have been entered against.

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The invoice is now ready to be approved

Approve

To approve the invoice, the approving officer selects menu items in the following order:

Billing, Maintain Bills Express Billing, Express Bill Entry – Find an Existing Value

Select the invoice to approve. Either by typing in the invoice number directly or by selecting a bill status of "Pending Approval" and clicking Search. Click OK.

Check invoice details and once satisfied select a Bill Status of 'RDY – Ready to Invoice'. Click Save. The invoice is now approved.

The invoice is now ready to be printed

Print Invoice (Optional Step)

At this point, you have the option of printing the invoice immediately or leaving it to print overnight in F&BS. Invoices printed in F&BS will be dispatched to the customer the following morning. To print the invoice immediately select menu items in the following order:

Billing, Generate Invoices, Non-Consolidated, Finalise and Print Invoices

Enter the invoice number and run the print process.
**Tips & Key Concepts**

**Invoice Creation**
Can be done by your Business Office or centrally, in F&BS.

**AR Control Account**
Each time an invoice is raised, funds are credited to the account specified on the Acctg – rev Distribution page. A corresponding debit is also processed to account 1770 using the same fund, department and project combination used on the invoice. This accounting treatment ensures that individual areas are not incorrectly stating their financial position whilst invoices are still outstanding. Once the invoice is paid a credit is made against the 1770 account to properly reflect the payment of the invoice.

**Outstanding Invoices**
Need to know the total number/value of outstanding invoices for your area? Run the Outstanding Invoices report by selecting menu items in the following order: Accounts Receivable, Receivables Analysis, Receivables Reports, Outstanding Invoices. This report can be printed or downloaded and returns information such as invoice number, customer details, due date and amount outstanding.

**Customers**
Before creating a new invoice, a customer record must exist within the system. Customer records can only be approved by F&BS. If a new customer needs to be created please contact the accounts receivable administrator within F&BS, [Debtors@anu.edu.au](mailto:Debtors@anu.edu.au).

**Calculating GST**
Invoice amounts must be entered as GST Exclusive when creating a new invoice. To see the amount of GST calculated by the system and the total GST Inclusive amount of the invoice, select menu items in the following order: Billing, Maintain Bills, Bill Summary, Bill Summary Info. Select the required invoice and click [Calculate Taxes](#).

**AR (debtors) Receipting**
All AR receipting is done centrally in F&BS. General receipts MUST NOT be issued for AR invoices. A good way to recognise possible debtors funds is when an ANU invoice number is quoted on the documentation accompanying the cheque.

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**Need Help?**

**F&BS News and Tips & Techniques**
F&BS publish News and Tips & Techniques to communicate changes and the latest best practice in using the ESP system. Please visit these regularly to ensure that you have the most current information.


**Call the Help Desk:**
Monday to Thursday
9:00am-12:30pm and 1:30pm-5:00pm
Friday
9:00am-12:30pm and 1:30pm-4:00pm

**Phone:**
Ext. 54321 then follow the prompts for ESP, then for Financials.

**Email the Help Desk:**
[fbso-fbs@anu.edu.au](mailto:fbso-fbs@anu.edu.au)

**Training Documentation:**

*Note: This link can also be used to download the detailed training material attached to each training course.*

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