Create an Advance Invoice

Use these instructions to create an invoice for advance payment from a sponsor.

Prerequisites

- You must have the following responsibility to create an advance invoice:
  - ORG AR Billing Specialist
- The award must exist in the business application.
- The award number must be known.

To create an advance invoice:

1. Navigate to **Transactions > Transactions** to open the **Transactions** form.

2. Click in the **Transaction** field to display the **Invoice Transaction Flexfield**.
3. In the **Source** field, select **Advances**.
4. Enter the **Award Number**.

5. Click **OK** to go back to the **Transactions** form.
6. In the **Source** field, Select **Advances**.
7. Press **Tab**. The **Class**, **Type**, and **GL Date** fields will automatically populate.
8. Click in the **Ship To Name** field and select the sponsor name from the list of values.
9. Press the **Enter** key to automatically fill in the address and other fields in both the **Ship To** and **Bill To** regions of the window.
10. Click **File > Save** to save your changes.
11. Click **Line Items** to open the **Lines** form.

12. In the Description field, select **Advance Memo Line** from the list of values.
13. Enter the **unit of measure** of the invoiced amount. For example, Dollar, in the **UOM** field.
14. Always **enter 1** in the **Quantity** field.
15. In the **Unit Price** field, enter the **amount** of the advance invoice.
16. Press the **Tab** key to automatically fill in the total **Amount.**
17. Select **File > Save** to save your changes.

18. Select **File > Close** to go back to the **Transactions** form.

Note: The **Number** field is a system-generated advance invoice number. You may want to write it down for future reference.

19. Click **Complete**.

.