**Processing Invoices for 22 accounts**

An invoice is processed based on a Purchase request submitted to Invoice Vendor.

Credit Invoices are rare, but can occur.  Department head approval is required before submitting; include Julie on the correspondence as she needs to be prepared to report to the Controller.

1. Login to ARIESweb with eID/password (Found on AAR, Search CSU, Resources, Faculty/Staff)
2. Go to General Tools, BANNER Administrative Pages
3. Sign in Colorado State University
4. Create an invoice
   1. Find Customer ID
      1. To look up a customer ID number, type in TWACUST
      2. Click the X by Colorado State University
      3. Type in company or last name, click Go
      4. Find the correct customer, make note of the 9 digit customer ID number (starts with 8)
      5. As you scroll down the full address will show in the section below to help find the correct address
      6. If it is not there, email Janet Fox, Subject: New Vendor Request, and provide her with the address phone and email.  If there is a company, be sure that is the first line, then the person’s name, address etc.  She will respond with an ID number.
      7. Click X to exit
   2. Once you have a customer number type in TWARBUS (same place you would have typed in TWACUST)
   3. Click New Batch
   4. Fill in the amount
   5. Go to Detail Code; select the appropriate account you are billing
      1. Note: for CNHP use WBOS invoice to a CO state customers and WBOM for all others note the description to use in the next section
   6. Click go
   7. Add Description (usually what is stated on the previous screen)
   8. Click the arrow down on the left side of the screen to get to the next section
   9. Add the customer number, tab, account number and object code (4700 for CO state; 4380 for all others); tab
   10. Save (located at the bottom right of the screen)
   11. X to exit this screen (at the top by Colorado State University)
5. View and Edit Invoice
   1. Click View Batches
   2. Then Tran Log; save with account number TRANS LOG and customer name
   3. Then Invoice; save with customer name Invoice
   4. Submit Batch
   5. Open the invoice to Edit and add the details from the purchase request and/or the word doc attached to the purchase request
6. Email to the recipient and copy the person who submitted the purchase request
7. Complete request on the WCNR list
8. For account back-up and entry; combine:
   1. Trans Log
   2. Invoice from the purchase request
   3. Invoice from TWARBUS
   4. Purchase request
9. Cut and paste to Entry on N:Administration/Fiscal-HR/Fiscal-DM/Entry