

Invoice flow chart from start to finish:

1. Department receives a payment

- a. Is this a Direct Payment?
 - i. No, go to step 4.
 - ii. Yes, go to step 3.

2. Department needs to invoice a customer

- a. Is this a Direct Pay Sponsor (Customer)?
 - i. No, go to step 4.
 - ii. Yes, go to step 3.

3. Yes, check for a Billing Plan

- a. If there is a Billing Plan
 - i. Check the Bill Date column to see when the invoice will post.
 - ii. Check the BillST column
 1. If the value is A it has not posted, contact the AR Shared Service Center
 2. If the value is C it has posted, use the FBL5N transaction – Customer Line Item Display to find and record the invoice number. Go to step 5.

4. Complete the FV70 transaction – Enter an outgoing invoice.

- a. Record your document number.
- b. Fax, email or attach a copy of the original invoice that went to the customer. This is required backup documentation in the event of an audit – your invoice will not be posted until this is received.

5. Complete for Cash Accounting

- a. Deposit Transmittal form - http://finance.jhu.edu/forms_library/forms/deposit_transmittal.pdf
- b. Fax or email the completed Deposit Transmittal form, deposit ticket and check copy to Cash Accounting.