WSU Departmental Instructions Accounts Receivable Invoicing

January 2018

Invoices will be originated by the individual departments by completing the Invoice Request Form from the Accounting Services webpage under the Accounting Forms link. The department will attach any backup documentation required for the requested invoice through this Invoice Request Form.
STEP BY STEP GUIDE:

Go to www.weber.edu

Log in when prompted with your eWeber username and password.

Select the A-Z Index in the upper left corner

Select ‘A’ from the Index and select Accounting Services
Select the Accounting Forms link on the Accounting Services webpage

From the Accounting Forms options, select *Invoice Request Form*

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Accounting Forms and Instructions

- Budget Transfers
- Bookstore Scholarship Fund Transfers - Excel Format
- Department Check Log
- Funds Transfer Lynx - Excel Format
- Funds Transfer Lynx
- Information Sheet for Income and Travel
- Invoice Request Form
- New Account Request & Change of Responsible Person Form
- ProCard Reallocation
- Scholarship Fellowship Internship Standards
- Waiver of Income Request and Transfer Form - Word Format
- Waiver of Income Request and Transfer Form
- Weber State University W-9
- WSU Departmental Monthly Account Reconciliation Guide
- Utah State Tax Exemption Certificate
The Invoice Request Form will be shown on screen. **All fields must be completed on the Invoice Request Form** (The W# Field is not required if not known)

The top portion of the Form is all the contact information of the department submitting the invoice request.

![Invoice Request Form](image)

The bottom portion of the Form will be all the vendor information and the reason/description for the invoice amount being requested, i.e. services performed, dates performed, etc. *Please attach the backup documentation if available.*

![Invoice Request Form](image)
Once all the boxes are filled in and an attachment for backup documentation has been chosen the ‘Submit’ box can be selected.

When submitted you will receive the following prompt, this will let you know the form has been submitted to Accounting Services.

![Image: portalapps-dev.weber.edu says: Form Submitted Successfully.]

Process after submission:

- When the Invoice Request Form has been submitted, the information will be input by Accounting Services into the Banner system using an assigned invoice number.

- The originating department will receive one copy of the invoice and it will be their responsibility to review the information on the invoice and mail the invoice to the customer.

- The Controller’s office will not mail the invoices to the customer, this is the responsibility of the originating department.
Argos Reports Finance-Invoice-Campus Access

Departments are available to view the Unpaid/Paid Invoices through the Argos reporting system.

To view this report please see the instructions below:

Go to https://report.weber.edu/argos/aw

Log in when prompted with your eWeber username and password.

Select the Finance – Invoice-Campus Access folder. The available reports will come up.
Select Unpaid//Paid Invoices
Select whether you wish to view the Unpaid or Paid invoices. And select your department area from the drop down box.

Notice: The Paid invoice option will be a larger report as it is going back for the full history of Banner.

For further information on the invoices unpaid from this report, please contact Accounting Services at ext. 6606.