

Hall Tournation Bar 15500 19-

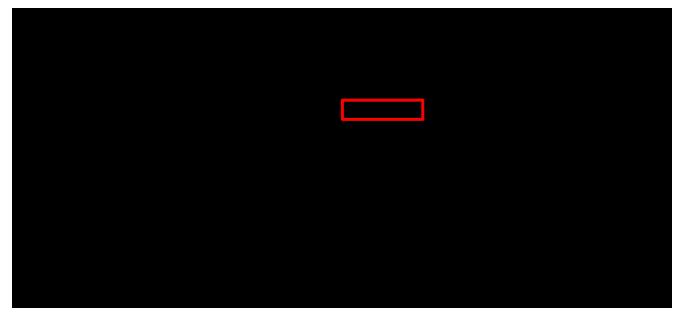
5. From the Transaction Source dropdown, select your department. Transaction type will then autopopulate.

and states		
		 In the second sec
	The second secon	The second secon

6. Click the magnifying glass icon next to Bill-to-Name.

	□. <i>I™n.</i>			
Bileany	Create Transaction: Invai	e Ø		- Generalla somell Genlevelt- Etill der
			O	e 1
Currency USD US Dollar V	nsaction Class Invoice V	Maria Contartifica	wash and a	** Al level ours is
	A Prostance Units and a second s	(anteractura-modu)	*	
	Tax00	* Transaction Type _ Bur	sar Invoice	
Number		Freight	0.00	* Transaction
Number	Search Reset Add Fields v Reord	Charges	0.00	Document
$= \frac{1}{2} \sum_{i=1}^{n-1} \frac{1}{2} \sum_{i=1}^{n$	And the second s	And in the		
Payment Terms	No rave to	Bill-to Name		
OK. Cancel Due Date				
~	Invoice Lines			
			testeres	Family Sales Larence .
	9+(+			

9. In the Name field, enter



10. Click Search. Select the organization you to bill. Click Okay to return to the invoice.

13. Repeat the above steps for additional memo lines. Once you have added all



		æ			*	
				<u> </u>		4
	ತ್ತಿ ಎರ್.ಜಾ.ಹೆ.ಎಸ್. ಸಮೋಜ ಸಹ. ಸ	the last of the				seet-1
	General Information					
······································	000:00	Business Unit and a second			/ 358 4	
		* Transaction Type B	25 1,00	0.00	* Transaction Source	
	0.00		In The second se			
B					e terrar, sQ.PDe.a.	
			- Contradimentantica			
suit Salae Cradite		- • • • • • • • • • • • • • • • • • • •			- 📽 🖾 Dottoch - Edit Erolaht	Edit Dof
		Line Information Tax Determinant	s Revenue Scheduling			
	Tay Dotorminanto	and the second s			Line Information	

15. To include an attachment, click the plus (+) sign next to attachments.

		······································			
		to Transaction Invoice			
Ceneral Information:	1 35 91 Show More				
y USD US Dollar v	Transaction Clas	s Invoice V	Tra	ansaction Date 5/5/22	Currence * Currence
Statistic and Social	· · · · ·				
- · ·	na name na 💊		1 000,00	*+ ···	
e	Invoicing Rule	~	Tax	0.00	* Transaction Type Bursar Invoic
			-		
	0.00	an en tres Sen al Section			
<u>e 178</u>			P		
	Customer				Pavment ", "
Payment Terms Due 30th +1Mo	•	* Bill-to Name Jakes NY Deli	٩	Ship-to Name Jakes NY Deli	٩ *
Due Date 6/30/22		Rill_to Site 2032	T	Shin-to Site 22302	
		Invoice Lines			
	- In the second states of the second				
2.2.90.					
	Line Information Tax D	eterminants Revenue Scheduling			
Tax Determinants	l ina Itam	* Description		Line Information	

16. Click the Choose File button under file name or URL. Select your attachment. Click Okay to return to your invoice.