

EXTERNAL INVOICE FORM INSTRUCTIONS

1. External Invoice training is available through the Finance Training program. To register for the external invoicing class (ACT 107) go to <http://www.uncw.edu/financetraining> Click on “Register for Training”, click on “here”, Log In with your username and password, choose “Enroll in a Course”, select “Finance Level 1” and click on “Enroll” next to ACT107

FORM INSTRUCTIONS:

2. Go to the Office of Controller website <http://www.uncw.edu/controller/>
 - Select “Forms” on the left
 - Click on the External Invoice form link
3. Filling out the External Invoice Form:
 - Enter Invoice Date
 - DO NOT enter an Invoice No. (Billing will assign this #)
 - Enter Customer ID # (This is the Banner ID # ex. 85xxxxxx). Banner screen FTIIDEN can be used to find this number, as well as the SSRS report “Non-Student Customer Name & ID Report”
 - Enter Customer Name
 - Enter Billing Address
 - Enter Customer Contact Person (individual to receive invoice and to contact in Collection events)
 - Enter Customer Contact E-mail (bill will be e-mailed to)
 - Enter Customer Contact Phone #
 - Enter Description of services or goods provided including Quantity & Rate
 - Select Issuing Department from drop-down list
 - Enter Department Contact Name (person issuing the invoice)
 - Enter Department Contact E-mail (individual copied on bill e-mailed to customer)
 - Enter Department Telephone
 - Enter 4-digit Detail Code (starts with an “X”) (to look up detail codes, use the SSRS report “Non-Student Detail Codes” and use the FIND option)
 - Enter 6-digit Banner Fund #
 - Enter 6-digit Account #
 - Enter Amount of Invoice assigned to Detail Code (this is the accounting distribution)
 - E-mail External Invoice Form (both pages) to Budget Authority for Review
 - Budget Authority is to Review (signature not required)
 - Budget Authority Submits to Billing by using the SUBMIT button on the form

IMPORTANT – PAYMENTS ON EXTERNAL INVOICES MUST BE DELIVERED TO THE CONTROLLER’S OFFICE TO BE CERTAIN THAT CUSTOMER PAYMENTS ARE APPLIED TO THE INVOICE CORRECTLY IN BANNER (IF PAYMENT IS DEPOSITED IN ERROR BY DEPARTMENT, INTEREST & PENALTY COULD BE CHARGED TO CUSTOMER IN ERROR)