



**Brief description of Non-Student Accounts Receivable Image Workflow queues:**

NAME OF IMAGE QUEUE	DESCRIPTION OF IMAGE QUEUE
EXTERNAL INVOICE RECEIVING	Invoice has been received by the Billing department but processing has not yet begun
AP CUSTOMER SETUP	Invoice requires a new customer set up in Banner by the Accounts Payable department
ACCT CUSTOMER SETUP	Customer has been setup in FTMVEND by AP but needs to be setup in Banner Non-Student by the Billing department
BANNER ENTRY	The invoice is ready to be entered into Banner Non-Student by the Billing department
PROCESS INVOICE	The invoice has been entered in Banner Non-Student and the Banner assigned invoice number & new Banner customer number (if applicable) will be added to the invoice in this queue. The invoice will also be signed and any corrections made if necessary.
BILLING REVIEW	The invoice is in this queue awaiting final approval.
COMPLETED INVOICE	The invoice is final and will be emailed to the customer and to the issuing department from this queue.
NOT YET PAID	The invoice has already been sent out & is awaiting payment.
PAID, WRITTEN OFF or VOIDED INVOICES	The invoice has been paid/voided and stays in this area for the 3 year record retention period.
NS COLLECTIONS	The invoice is in the collections process.