

# Invoice



FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

## USE

Request payment for services or goods rendered.

## FOAPAL RELATED CHANGES

Invoice Functions	FOAPAL Change
1. Split Payments Option	Table for multiple FOAPAL string input

Differences between the old and new templates are largely cosmetic, although the Account/FOAPAL sections at the bottom of the forms have changed.

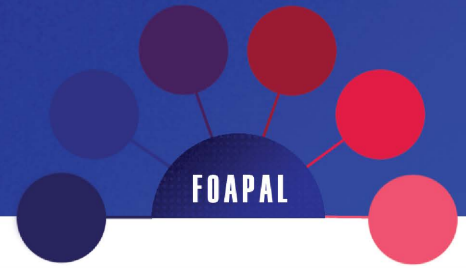
The old invoice form is a standard grid-based form. At the top, it displays 'UNIVERSITY OF DAYTON INVOICE 9' and '300 COLLEGE PARK DAYTON, OH 45469'. Below this, there are fields for 'INVOICE TO:', 'DATE OF CHARGE:', 'PURCHASE ORDER NO.', and 'COMPLETE ADDRESS MUST BE SHOWN FOR MAILING'. The main body of the form is a table with columns for 'QUANTITY', 'DESCRIPTION', 'UNIT PRICE', and 'EXTENSION'. At the bottom, there is a section for 'PAYABLE UPON RECEIPT' with instructions on how to make credit card or check payments, and a note to include the invoice number on all payments.

Figure 1: Invoice overview (old)

The new invoice form is a more modern, web-based interface. It features the University of Dayton logo and the title 'Invoice'. Fields for 'Invoice #' and 'Date' are prominently displayed. Below these are 'Bill to:' fields. The main table has a header with columns for 'Quantity', 'Description', 'Unit Price', and 'Amount'. The form is clean and uses a color-coded header for the table.

Figure 2: Invoice overview (new)

# Invoice



## SPLIT PAYMENTS OPTION

The Account/FOAPAL sections reflect the Chart of Accounts changes. The old Invoice contained cells for "Account No." input for both Charge and Credit options.

<input type="checkbox"/>	DIRECT BILLING:	Make Credit Card Payment at: <a href="http://go.udayton.edu/invoice">go.udayton.edu/invoice</a>			
		Make Check Payable to the University of Dayton and mail to:		UNIVERSITY OF DAYTON	
		Please include Invoice Number on your Credit Card and Check Payment		OFF OF STUDENT ACCTS	
				300 COLLEGE PARK	
				DAYTON, OH 45469-1600	
<input type="checkbox"/>	CHARGE:	ACCOUNT NO.	\$		
		ACCOUNT NO.	\$		
		ACCOUNT NO.	\$		INVOICE 9-
		ACCOUNT NO.	\$		
		ACCOUNT NO.	\$		
<input checked="" type="checkbox"/>	CREDIT:	ACCOUNT NO.	\$		
		ACCOUNT NO.	\$		
		ACCOUNT NO.	\$		
		ACCOUNT NO.	\$		
		ACCOUNT NO.	\$		APPROVED:

(1) Customer; (1) Contoller +1662 (1) Department

Figure 3: Invoice (old), account information input

The new Invoice contains cells for FOAPAL input with a split payments option. Additional rows can be added if necessary.

**PLEASE INCLUDE INVOICE NUMBER ON ALL PAYMENTS**

For questions, please call the Office of Student Accounts at 937-229-4141 or email at [fss@udayton.edu](mailto:fss@udayton.edu).

**Thank You For Your Business**

OFFICE OF STUDENT ACCOUNTS USE ONLY							
Fund	Organization	Account	Program	Activity	Location	%	Subtotal
						0%	0

Figure 4: Invoice (new), FOAPAL information input