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.
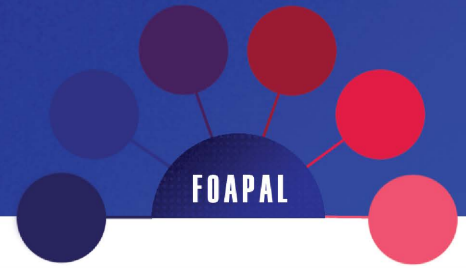

Figure 1: Invoice overview (old)

Figure 2: Invoice overview (new)

For questions please contact Office of Student Accounts at 937-229-4111.

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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.

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.

Figure 4: Invoice (new), FOAPAL information input

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