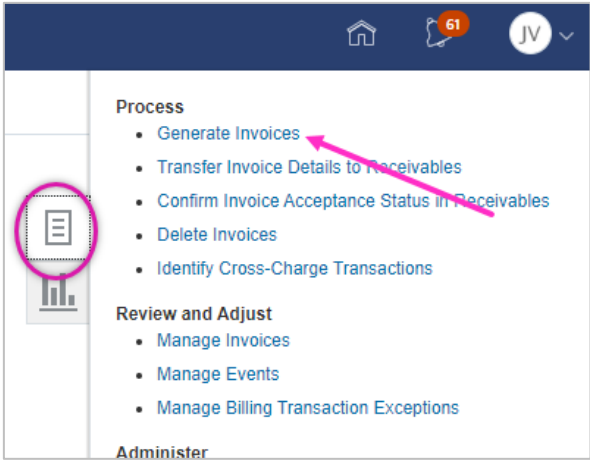


Process Name: Generate Invoices

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner</p>
2	<p>Click Contract Management from the scroll menu</p>
3	<p>Click the Invoices infotile</p>
4	<p>Click on the Generate Invoices in Task Library</p>



5

Enter Invoice Parameters as follows:
 (leave all other as defaults)
***Business Unit:** TCNJ
Contract Number: Enter your contract number
 Click **Submit** and **OK** in the confirmation pop-up.

6

Click **Manage Invoices** in the Task Library

- Process**
 - Generate Invoices
 - Transfer Invoice Details to Receivables
 - Confirm Invoice Acceptance Status in Receivables
 - Delete Invoices
 - Identify Cross-Charge Transactions
- Review and Adjust**
 - Manage Invoices
 - Manage Events
 - Manage Billing Transaction Exceptions
- Administer**
 - Manage Rate Schedules
 - Manage Invoice Formats
 - Manage Burden Schedules
 - Manage Transfer Price Rules

7

Enter the **Contract Number** and click **Search**

Manage Invoices Done

Search

Advanced Manage Watchlist Saved Search Recent Invoices ** At least one is required

** Business Unit Status

Contract Type Project Name

** Contract Number Date 08/31/2019

Billing Type Exception

Number LOC Number

Invoice Type Document Number

Search Reset Save...

8

Highlight the Invoice

ORACLE

Overview Manage Invoices x Done

Search

Advanced Manage Watchlist Saved Search Recent Invoices Bar Chart

Search Results

Actions View Review SF270 Detach

Number	Exception	Contract Number	Bill to Customer	Status	Date	Bill-Through Date	Amount In Invoice Currency	Receivables Number
1	FC201004	FC10004	United States Department of Edu...	Transfer rejected	10/30/2019	10/30/2019	17,225.00 USD	2
1	FC10008	FC10008	National Science Foundation	Draft	10/31/2019	10/31/2019	5,201.28 USD	
1	FC10009	FC10009	New Jersey Department of Huma...	Accepted	09/30/2019	09/30/2019	772,815.75 USD	3
1	FC10055	FC10055	Sustainable Jersey	Accepted	10/26/2019	10/26/2019	873,037.13 USD	1

9

Click **Actions** and choose **Submit**.

Manage Invoices

Search

Search Results

Actions View Review SF270 Detach

- Export to Excel
- Create Manual Invoice
- Generate Invoice
- Finalize Invoice Acceptance
- Delete
- Submit
- Approve
- Reject
- Release
- Release All