Posting Budget Billing Memo Invoices

Last Modified on 09/10/2024 11:50 am CDT

Post Memo Invoices for Budget Billing Tanks.

1. Navigate to Energy / Equal Bills / Posting.

Note: Memo billing is a request for a monthly payment.

2. Select the Cycle and Location from the Filter section. Enter the Invoice Date, Due Date, and Location.

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3. Choose the Bills to be posted by selecting each Post checkbox on the appropriate bill line in the grid or by

selecting Tag All.

4. Select OK.

Note: Memo Invoices are not posted to the G/L, but Payments are posted to the G/L.