**Short Instructions**

1. **Enter Customer**
2. Search to find: 7\*

If not there, add using next number in sequence

Customer group ZS

External ref = CGE + 7\* ID number

1. Enter Address – F11
2. Invoice and Payment = Default
3. Relation:

Custgr = ZS

CGEhome = NA (or…? Only takes NA)

CGEBill = see list of options

1. Save/F12
2. **Invoicing**
3. Enter ID
4. Enter invoice info
5. Use fee type only for Augsburg issuing 1098T
6. In details see note for options
7. Acct = 2120
8. Save/F12
9. **Trial Invoice**
10. Enter ID, Save/F12. Note Order number
11. Click on Report icon, then on order number when marked T
12. Print to RDF, review for accuracy
13. **Invoice**
14. Variable = Semester Invoicing
15. 15 = zCGE
16. 27 = F1 Free-Text AR Invoicing
17. 29 = Free-Text Invoicing
18. 30 = Free-Text Invoicing
19. Save/F12, note order number
20. Save GL to appropriate folder
21. Click on 101, print to RDF
22. Save as invoice