



DEPT OF ADMINISTRATIVE SERVICES (107)  
OPS - ACCOUNTING SERVICES  
155 COTTAGE ST NE U90  
SALEM, OR 97301-3972

INVOICE  
AS OF 02/04/14

DEPT OF RAIN  
PO BOX 2345  
SALEM, OR 97309-2245

CUSTOMER NO.: 0000123456 000

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INVOICE NO      DOC DATE      DUE DATE      DISC DATE      %      AMOUNT DUE  
AR005341      01/28/14      02/27/14                529,490.63  
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MM/DD/YY ----- NARRATIVE -----      QTY      UNIT COST      EXTENSION  
01/28/14 SERIES M INTEREST- 2010      1      137,800.00      137,800.00  
01/28/14 SERIES M INTEREST- 2011      1      67,806.25      67,806.25  
01/28/14 SERIES M INTEREST- 2012      1      121,378.13      121,378.13  
AR005341 001 TOTAL                326,984.38  
  
12/17/13 SERIES N INTEREST - 2010      1      137,800.00      137,800.00  
12/17/13 SERIES N INTEREST - 2011      1      64,706.25      64,706.25  
AR005341 002 TOTAL                202,506.25  
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ADDITIONAL COMMENTS  
PAY WITH A TRANSFER USING T/CODES 760/761

PLEASE REFERENCE INVOICE NUMBER ON ALL REMITTANCE DOCUMENTS

**Example Invoice**

S515 UC: 01	STATE OF OREGON	02/10/14 09:14 AM
LINK TO:	INVOICE ENTRY	ACPT
BATCH- AGY: 107	DATE: 012814	TYPE: 2 NO: 107
AGY: MSG:		DOC NO/SFX: AR005341 001
MMDDYY	-----NARRATIVE-----	QTY UNIT COST EXTENSION
012814	SERIES M INTEREST- 2010	1 137800.00 137800.00
012814	SERIES M INTEREST- 2011	1 67806.25 67806.25
012814	SERIES M INTEREST- 2012	1 121378.13 121378.13
		TOTAL: 326984.38
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F2-MSG F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT		

S515 UC: 01	STATE OF OREGON	02/10/14 09:18 AM
LINK TO:	INVOICE ENTRY	ACPT
BATCH- AGY: 107	DATE: 012814	TYPE: 2 NO: 107
AGY: 107	MSG: INTEREST	DOC NO/SFX: AR005341 002
PAY WITH A TRANSFER USING T/CODES 760/761		
MMDDYY	-----NARRATIVE-----	QTY UNIT COST EXTENSION
121713	SERIES N INTEREST - 2010	1 137800.00 137800.00
121713	SERIES N INTEREST - 2011	1 64706.25 64706.25
		TOTAL: 202506.25
Z07 NEXT RECORD SUCCESSFULLY READ		
F1-HELP F2-MSG F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT		

DAFR9800 456 ACC 01 CM RUN DATE: 12/31/13 TIME: 19:06 44 R\*STARS  
 CYCLE: 01/02/14 18:49 9649 CFY: 14 CFM: 06 LCY: 12 LCM: 11  
 DEPT OF WIND (456)  
 ACCOUNTING SERVICES  
 1880 Wind Tower Lane  
 SALEM, OR 97301-1800

INVOICE  
 AS OF 01/02/14

DEPT OF RAIN  
 PO BOX 2345  
 SALEM, OR 97309-2345

CUSTOMER NO.: 0000123456 000

PAGE: 1

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 INVOICE NO DOC DATE DUE DATE DISC DATE % AMOUNT DUE  
 AR005330 12/17/13 01/16/14 529,490.63  
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MM/DD/YY	NARRATIVE	QTY	UNIT COST	EXTENSION
12/17/13	SERIES M INTEREST - 2010	1	137,800.00	137,800.00
12/17/13	SERIES M INTEREST - 2011	1	67,806.25	67,806.25
12/17/13	SERIES M INTEREST - 2012	1	121,378.13	121,378.13
AR005330	001 TOTAL			326,984.38
12/17/13	SERIES N INTEREST - 2010	1	137,800.00	137,800.00
12/17/13	SERIES N INTEREST - 2011	1	64,706.25	64,706.25
AR005330	002 TOTAL			202,506.25

ADDITIONAL COMMENTS  
 PAY WITH A TRANSFER USING T/CODES 760/761

PLEASE REFERENCE INVOICE NUMBER ON ALL REMITTANCE DOCUMENTS

## SYSTEM-GENERATED ACCOUNTS RECEIVABLE INVOICES (DAFR9800)

A straight forward process can be a joy to use. After entering an accounts receivable transaction into R\*STARS, you can create an invoice with additional detail that the system can print on State of Oregon letterhead ready to mail out to customers.

Your customers can easily find the document number and multiple suffix numbers with corresponding totals by suffix. SFMS is pleased to announce changes made to the DAFR9800 Invoices that enable the system to bring in several document suffixes into one invoice with totals by suffix. A user can add additional detail to the 115 Invoice Entry screen by suffix. Agencies that tried the invoices in the past may want to consider whether the invoices would now meet their needs, especially for interagency receivables. Two agencies are currently considering beginning to use the system-generated invoices.

There is a 94 Agency Message Profile used to attach standard messages to invoices that are sent to customers or vendors. Currently it is limited to 13 lines per page of up to a 79-character message. One challenge with several suffixes and a message is that if there isn't enough room for a potential 13 line message on the first page, the whole message area including "Additional Comments" is printed on the second page. More about the 94 screen can be found at [R\\*STARS Data Entry Guide Ch #6 Non-Descriptive Profiles](#).

When an accounts receivable document is created, a F2-Invoice option is available on the data entry screen to access the 515 Invoice Entry Screen. For transaction codes that have "Invoice" in the title (101, 102, 103, 109), the DAFR9800 report prints accounts receivable invoices.

In order for print plant to print your invoices on State of Oregon letterhead, you will need to set up a 95 profile for DAFR9800 with Media Type SPL4 and a 91 Report Request Profile for the DAFR9800 with a frequency date for a Friday. For more information about the DAFR9800 Invoices Report, see the Report Guide at [Online Report Guide DAFR9800](#).

When using these system-generated Accounts Receivable Invoices, it doesn't make business sense to enter more than one vendor/mail code per Document number. However, agencies accidentally do this. There are two scenarios that can be problematic when more than one vendor/mail code is entered per Document number.

- When there is more than one Vendor/Mail Code on a Document, the Document Total will match the "Amount Due" on the invoice when the 515 Invoice Entry screen is entered CORRECTLY by Document Suffix amount. Invoices will page break by vendor creating a new page/invoice for the various vendors.
- When there is more than one Vendor/Mail Code on a Document, the Document suffix totals will NOT match the "Amount Due" on the invoice when the Invoice 515 screen is entered INCORRECTLY by Document Suffix amount.
- When there is more than one Vendor/Mail Code on the Document suffixes and a 515 invoice is created for only one Document suffix in the amount of the full Document, only one Invoice will be created for one vendor/mail code.