



BOISE STATE UNIVERSITY

Accounts Receivable Invoice Template Instructions

The Accounts receivable invoice template has a few sample lines, please delete them and enter your information. You should place a yellow row between invoices, as this will help to make sure we get multiple lines on one invoice, if that is the case. You can enter as many invoices as you have for the time period on one spreadsheet. Once you have entered all of the necessary information, please name the spreadsheet something that will help you know what week and/or month that it pertains to and maybe your department (i.e. 03202017-Athletics). We ask that you email the spreadsheet to accountsreceivable@boisestate.edu for processing. Once we have processed the invoice(s) we will email you back your spreadsheet, it will contain the invoice numbers that were mailed out.

We will send a Boise State University printed invoice via mail to your customer(s). All payments for these invoices should be processed by us so we can clear AR and post the revenue to your account.

During the first 10 days of the month you will receive an aging report, showing all invoices that are still outstanding, so you can follow up with any customers that have not paid.