

**Section 10 Receipt, Invoice and Payment Processing**

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## **INTRODUCTION**

### **Purpose**

This section addresses receipt, invoice and payment records and processes. The purposes of Section 10 are:

- To provide a structured document to be used for processing receipt, invoice and payment.
- To provide concepts for processing receipt, invoice and payment.
- To provide procedures for processing receipt, invoice and payment.
- To provide data entry instruction by screen for processing receipt, invoice and payment.
- To provide documentation and instruction for processing of as required reports for receipt, invoice and payment.

All of the basic information required for processing receipt, invoice and payment is contained within this section.

### **Structure**

This section is comprised of a minimum of 4 chapters. Chapter 1 addresses Concepts, Chapter 2 addresses procedures, Chapter 4 addresses the documents (screens), and Chapter 6 addresses any applicable as required reports and processing procedures. Each chapter will contain a table of contents for that chapter for ease of reference and location of desired information.