Printing AR Recipient Created Tax Invoices (RCTI)

Once you have created an AR RCTI (in exactly the same way that you create any other AR Invoice) you need to print it. The instructions for printing an RCTI are slightly different to other AR Debtor Invoices.

Printing the AR Recipient Created Tax Invoice.

Responsibility: Any with AR Invoice in the title.
Prerequisite: Create an AR Recipient Created Tax Invoice.


2. (B) OK.
3. Name = Invoice Print Selected Invoice.

4. Transaction Number Low = <type in the invoice number>.

5. Transaction Number High = <type in the invoice number>.
6. Open Invoices Only = No.
7. (B) OK.

8. (B) Options.
9. Delete the existing Template Name and click the List of Values (LOV) icon.
10. Select 'ECU Invoice Print Select Invoices (RCTI)'.
11. (B) OK.
12. (B) OK.
13. Submit.
14. When the concurrent request has completed, click the View output button.

15. The differences between an AR RCTI and a standard AR Invoice is that on the RCTI we display the Customer ABN (where available), and indicate that it is a Recipient Created Tax Invoice.

! IMPORTANT!
It is an Australian Taxation Office requirement that all Recipient Created Tax Invoices include the Customer ABN (as well as our own).

If you create an RCTI please check to confirm the Customer ABN is displayed. If it is not, please contact the Revenue Accounting team in Finance and Business Services to have it included, then re-print the invoice.

Process Complete