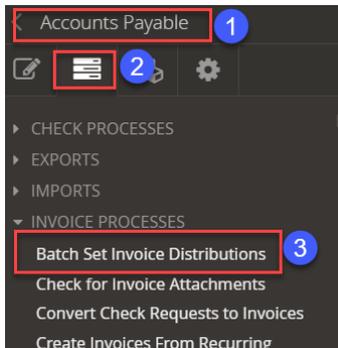


Set Invoice Distributions and Approval

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Set Invoice Distributions

1. Click on the 'Accounts Payable' Module in the Navigation Pane.
2. Click on the 'Tasks' Menu Item.
3. Click on 'Batch Set Invoice Distributions'.

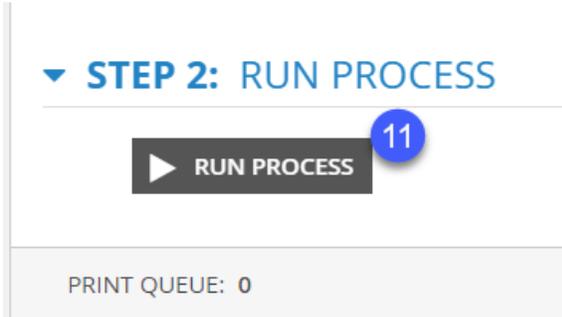


4. Click on one of the Invoices that are shown in the grid control.
5. Click the 'Add New Record' button.
6. Enter a General Ledger Number in the 'General Ledger' column.
 - a. NOTE: You can type in the description or a portion of the General Ledger Number into the column and it will search through the available general ledger numbers to find any matches.
7. Verify/Edit the 'Description' column.
8. Verify/Edit the 'Amount' column.
9. To add an additional General Ledger Number to the invoice, repeat steps 5-8. To move onto the next invoice, click on the next invoice that is shown in the grid control.
10. Repeat steps 5-8 for all Invoices that are shown in the grid control.

INVOICE	BANK CODE	VENDOR CODE	VENDOR NAME	DEPT	DESCRIPTION	AMOUNT
2342341413	COMER	OPFICDEP3	OFFICE DEPOT	CLERK	Office Supplies	150.00
435345345...	COMER	3RDRCRTO1	3RD CIRCUIT COURT	CLERK	Court Supplies	300.00
99893123	COMER	ALLIEBRO01	ALLIE BROTHERS, INC.	DPW.M...		1,200.00

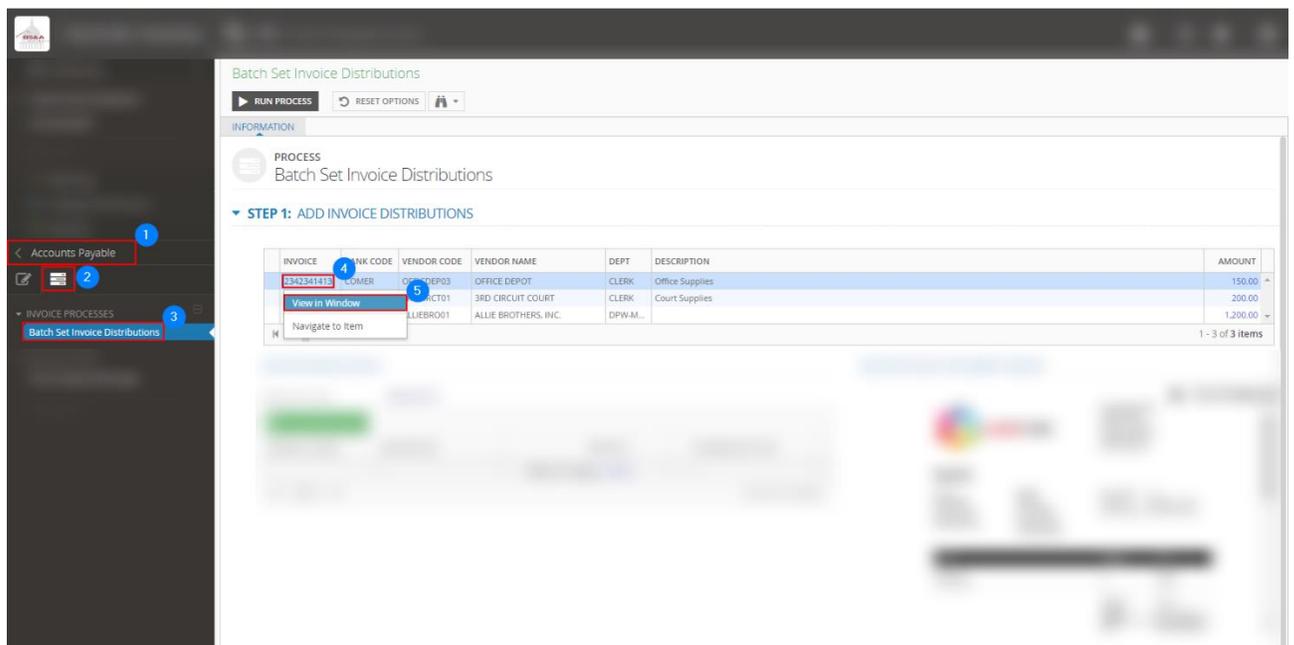
GENERAL LEDGER	DESCRIPTION	AMOUNT	DISTRIBUTION TYPE
	Office Supplies	150.00	
Balance To Apply: 0.00			

11. Once all Invoices in the grid control have the distributions set (identified by the "X" for each invoice in the grid control) click on the 'Run Process' button to update the invoices.



Editing the Invoice from the Set Invoice Distributions

1. Click on the 'Accounts Payable' Module in the Navigation Pane.
2. Click on the 'Tasks' Menu Item.
3. Click on 'Batch Set Invoice Distributions'.
4. Click on the blue hyperlink of the Invoice Number in the 'Invoice' column.
5. Click 'View in Window'.



6. Click Edit in the Toolbar.
7. Modify the fields/items you wish to edit.
8. Click the 'Save' Button in the Toolbar.

