

Accounts Payable: Invoice Entry and Check Creation

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT

Entering an Invoice Tied to a Purchase Order

Select the Accounts Payable module from the Navigation Pane. Click the Views tab, under the Views menu select 'Invoices'.

To add a new invoice, click 'Create'.

DATE ENTERED	REFERENCE #	INVOICE #
02/07/2023 - 01:02 PM	00089911	56464
02/07/2023 - 12:50 PM	00089910	54546
02/07/2023 - 11:50 AM	00089909	7852147
02/07/2023 - 11:50 AM	00089908	4879
02/07/2023 - 11:35 AM	00089907	5897
02/07/2023 - 11:31 AM	00089906	2589
02/07/2023 - 11:22 AM	00089905	12587
02/07/2023 - 11:18 AM	00089904	12458
12/05/2022 - 01:00 AM	0000089903	PSI572167

There are 2 different ways to invoice against a purchase order.

1. On the Invoice Entry screen, begin typing the Vendor Name into the vendor field. The system will search through a list of existing vendors in the system. Select the correct vendor. If a vendor doesn't exist, please contact the Finance Department to have the vendor created.

INVOICE
Not Specified - OFFICE SUPPLIES

STATE: Pending | REFERENCE #: [Next Available] | AMOUNT: 18.18

GENERAL INFORMATION | PURCHASING INFORMATION

Vendor: STAPLES | Check Type: Paper Check

SEARCH RESULTS: STAPLES in Vendors

VENDOR CODE	FULL NAME	VENDOR SORT NAME
002912	STAPLES ADVANTAGE	STAPLES ADVANTAGE
003282	STAPLES CREDIT PLAN	STAPLES CREDIT PLAN

OTHER OPTIONS: Create New..., Search More..., Clear Field

If a Vendor has multiple addresses, you may be prompted to select which address you would like to send a check for the invoice you are entering. Select the correct address and click 'OK'.

You can set your user preference to automatically search for open purchase orders when loading vendors. (See last page for instructions (C)). If the vendor you have entered has any open purchase orders associated with it they will pull up here for you to select and invoice against.

Select Purchase Order

SORTED BY: VENDOR NAME (ASC)

VENDOR NAME ▲	DESCRIPTION ▼	STATUS ▼	PO NUMBER
AMAZON CAPITAL SERVICES, INC.	SUPPLIES	Open	00004

VIEW RECORD OK CANCEL

Double click the purchase order or click ok to select the purchase order. This will pull in the information entered into the invoice entry screen.

- Another option you can use to locate a purchase order is to start entering at the bottom in the details tab. We will use the "Add Purchase Order" button.

DETAILS NOTES PURCHASING CARD CHECKS CUSTOM FIELDS OPTIONS

ADD NEW RECORD ADD PURCHASE ORDER COPY DESCRIPTION TO INVOICE LINE ITEMS CLEAR AMOUNTS

GENERAL LEDGER	GRANT	DESCRIPTION	AMOUNT
<double-click or begin typing here to add a new row>			

No items to display

This will prompt you to select the purchase order

Enter Value

Select a Purchase Order

Q
▼

OK
CANCEL

You may type the vendors name or the PO # in the search to see a list of available PO's for the vendor.

Enter Value

Select a Purchase Order

Q
▼

Q RUSSELL in Purchase Orders

PURCHASE ORDER RESULTS 4 results

PO NUMBER	DESCRIPTION	VENDOR NAME
00005	OFFICE SUPPLIES	Russell Will
00003	OFFICE SUPPLIES	Russell Will
00002	OFFICE SUPPLIES	Russell Will
00001	OFFICE SUPPLIES	Russell Will

OTHER OPTIONS

Search More... CTRL F

Clear Field

Amount Paid

You can also use the magnifying glass to search out and see a full list of open purchase orders for all vendors.

Select a Record...

SORTED BY: VENDOR NAME (ASC)

VENDOR NAME ▲ ▼	DATE CREATED ▼	PO NUMBER ▼	STATUS
Flolo Corporation	03/21/2023 - 11:29 AM	00006	Open
Russell Will	03/15/2023 - 11:58 PM	00001	Partial
Russell Will	03/15/2023 - 11:58 PM	00002	Open
Russell Will	03/16/2023 - 12:20 AM	00003	Open
Russell Will	03/21/2023 - 11:29 AM	00005	Open

Select the purchase order you would like to invoice against.

GENERAL INFORMATION

Vendor: 102450 - Amazon Capital Services, Inc.
 PO Box 035184
 Seattle, WA 98124
 (617) 377-6174
 ar-businessinvoicing@amazon.com

Bank Account: GFCKG - GENERAL CHECKING

Invoice Number: [Red 1]

Description: SUPPLIES

Approval Department: CD - COMMUNITY DEVELOPMENT

PURCHASING INFORMATION

Check Type: Paper Check

DATE INFORMATION

Post Date: 03/22/2023

Invoice Date: [Red 2]

Expected Check Run Date: [Red 3]

INVOICE TOTALS

Amount	10.00
Balance To Apply	0.00
Amount Paid	0.00

For both entry options, you will need to fill out the invoice number, invoice date, and expected check run date. The invoice number should be the invoice number from the vendors invoice or an invoice number you create. The invoice date should be the date on the invoice. The expected check run date should be the next council meeting date. Ellen will continue to send an email with this date.

PURCHASE ORDER	GENERAL LEDGER	GRANT	DESCRIPTION	AMOUNT		
00004	101-20-8010-56000		SUPPLIES	10.00	D	[+]
<double-click or begin typing here to add a new row>						

1 - 1 of 1 items

Verify the General Ledger information and amount that pulled in from the purchase order. Save when finished. This will send the invoice onto its approval workflow.

Entering a Single Invoice Without a Purchase Order

Select the Accounts Payable module from the Navigation Pane. Click the Views tab, under the Views menu select 'Invoices'.

To add a new invoice, click 'Create'.

The screenshot shows the Accounts Payable navigation pane on the left. The 'Accounts Payable' menu item is highlighted in red. Under the 'VIEWS' section, the 'Invoices' option is also highlighted in red. A red arrow points from the 'Invoices' option to the 'CREATE' button in the top right of the Invoices list. The Invoices list shows columns for DATE ENTERED, REFERENCE #, and INVOICE #.

DATE ENTERED	REFERENCE #	INVOICE #
02/07/2023 - 01:02 PM	00089911	56464
02/07/2023 - 12:50 PM	00089910	54546
02/07/2023 - 11:50 AM	00089909	7852147
02/07/2023 - 11:50 AM	00089908	4879
02/07/2023 - 11:35 AM	00089907	5897
02/07/2023 - 11:31 AM	00089906	2589
02/07/2023 - 11:22 AM	00089905	12587
02/07/2023 - 11:18 AM	00089904	12458
12/05/2022 - 01:00 AM	0000089903	PSI572167


On the Invoice Entry screen, begin typing the Vendor Name into the vendor field. The system will search through a list of existing vendors in the system. Select the correct vendor. If a vendor doesn't exist, please contact the Finance Department to have the vendor created.

The screenshot shows the Invoice Entry screen. The 'Vendor' field contains 'STAPLES' and is highlighted in red. A search dropdown menu is open, showing 'STAPLES in Vendors' and 'VENDOR RESULTS 2 results'. The first result, '002912 STAPLES ADVANTAGE', is highlighted in red. The 'Check Type' is set to 'Paper Check'.


VENDOR CODE	FULL NAME	VENDOR SORT NAME
002912	STAPLES ADVANTAGE	STAPLES ADVANTAGE
003282	STAPLES CREDIT PLAN	STAPLES CREDIT PLAN

If a Vendor has multiple addresses, you may be prompted to select which address you would like to send a check for the invoice you are entering. Select the correct address and click 'OK'.

Select an Associated Address

SORTED BY: DISPLAY ADDRESS (ASC) 

DISPLAY ADDRESS ▲ ▼	CATEGORY ▼	ATTENTION / CARE OF ▼	ADDRESS LINE
DEPT DET	Billing		PO BOX 83689
PO BOX 660409	Billing		

1 - 2 of 2 items 


OK

CANCEL

The address will populate below the Vendor Name.

▼ GENERAL INFORMATION





Vendor

002912 - STAPLES ADVANTAGE  ▼

DEPT DET ▼

PO BOX 83689

CHICAGO, IL 60696-3689

 2  0  0  \$ --

VENDOR INFORMATION

1. Enter the Bank Account (GFCKG) or click the magnifying glass to select it from a list. The bank code will prepopulate on all invoices after the bank code is selected initially.
2. BS&A requires an Invoice Number. This may be the invoice number from the vendor's invoice or an invoice number can be created.
3. Enter a summary Description of the invoice. **This will be printed on the bill list.** Add any additional information to the notes tab located above the general ledger details entry.

4. Enter the Approval Department or click the magnifying glass to select it from a list.
 - a. If you will primarily be entering invoices for only one department, you can set your user preference to copy the approval department to new invoices. (See last page for instructions (A)).
5. The Check Type will populate based on the vendor setup.

GENERAL INFORMATION

Vendor

Bank Account **1**

Invoice Number **2**

Description **3**

Approval Department **4**

PURCHASING INFORMATION

Check Type **5**

5. The post date will default to the entry date.
 - a. At the end of the fiscal year, this date will be changed to the last date of the fiscal year if the expense should be posted back.
6. Enter the Invoice Date from the invoice.
7. Enter the Expected Check Run Date
 - a. This should be the next council meeting date. Ellen will still be emailing this date out.
8. Type in the total amount of the vendor invoice. Notice, when this is entered, the Balance to Apply changes to reflect the amount and will keep track of the amount due as expense lines are entered.

DATE INFORMATION

Post Date **5**

Invoice Date **6**

Expected Check Run Date **7**

INVOICE TOTALS

Amount **8** 0.00

Balance To Apply 0.00

Amount Paid 0.00

9. Within the Details section of the invoice, to add a GL Distribution, click 'Add New Record' or double-click or begin typing on the yellow line to add a new row.

DETAILS | NOTES | PURCHASING CARD | TAX PAYMENT | CHECKS | OPTIONS

ADD NEW RECORD | ADD PURCHASE ORDER | COPY DESCRIPTION TO INVOICE LINE ITEMS | CLEAR AMOUNTS

GENERAL LEDGER	GRANT	DESCRIPTION	AMOUNT
<double-click or begin typing here to add a new row>			

No items to display

10. Enter the General Ledger number to which you would like to expense some or all of this invoice.
11. Verify or Edit the Description that populates when the GL Number is selected.
12. Enter the Amount to be billed to this number.
 - a. If you would like the amount to auto-fill based on the total invoice amount from item 9 above, you can select this as a user preference. (See last page for instructions (B)).

DETAILS 1					NOTES	PURCHASING CARD	TAX PAYMENT	CHECKS	OPTIONS
+ ADD NEW RECORD + ADD PURCHASE ORDER COPY DESCRIPTION TO INVOICE LINE ITEMS X CLEAR AMOUNTS									
GENERAL LEDGER	GRANT	DESCRIPTION	AMOUNT						
01-412-4751		OFFICE SUPPLIES	100.00	D					
<double-click or begin typing here to add a new row>									
1 - 1 of 1 items									

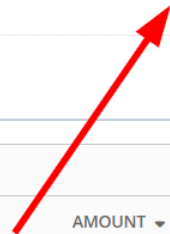
Enter any additional GL Numbers that need to be expensed with this invoice until the Balance to Apply equals \$0.00. If the Balance to Apply is not \$0.00, this means another GL line will need to be added, or the incorrect amount was entered on an existing one.

DATE INFORMATION

Post Date	02/07/2023	
Invoice Date		
Due Date		

INVOICE TOTALS


Amount	150.00
Balance To Apply	0.00
Amount Paid	0.00




DETAILS 2					NOTES	PURCHASING CARD	TAX PAYMENT	CHECKS	OPTIONS
+ ADD NEW RECORD + ADD PURCHASE ORDER COPY DESCRIPTION TO INVOICE LINE ITEMS X CLEAR AMOUNTS									
GENERAL LEDGER	GRANT	DESCRIPTION	AMOUNT						
01-412-4751		OFFICE SUPPLIES	100.00	D					
01-411-4751		OFFICE SUPPLIES	50.00	D					
<double-click or begin typing here to add a new row>									
1 - 2 of 2 items									

Next, to attach a scan of the actual invoice, click 'Attachments' at the top of the screen.

INFORMATION COMMENTS 0 **ATTACHMENTS 0**

 **INVOICE**
123456






▼ **GENERAL INFORMATION**

Vendor: 002912 - STAPLES ADVANTAGE  ▼

DEPT DET ▼

PO BOX 83689


CHICAGO, IL 60696-3689


 2  0  0   \$ --



VENDOR INFORMATION

There are three ways to add an attachment:


- Click 'Add New Record' to browse out to your computer files to select an attachment.
- Click 'Scan' to use a desktop scanner to scan directly into BS&A.
- Drag and Drop files onto the attachment view.

Attachments 

Type to search attachments... 

UPLOAD **SCAN** ▼ Record Type: All types ▼  


FILE	CREATED BY ▼	LAST MODIFIED BY		
No items to display				

 **TIP:** As an easy alternative for uploading files, you can drag and drop files onto the view.

CLOSE

Enter a caption for the attachment and click 'Upload.'

Upload File?


PDF


File **Staples.pdf**

Caption

UPLOAD CANCEL

The attachment is now listed in the Attachments window. You may add more items to the invoice or click close to return to the main invoice entry screen. Notice, once an attachment has been added, the number of attachments is indicated.

INFORMATION COMMENTS 0 **ATTACHMENTS 1**



 **INVOICE**
123456

Once all invoice details have been entered, all GL Numbers have been expensed and the Balance to Apply is \$0.00, click 'Save'.


INVOICE TOTALS


Amount	150.00
Balance To Apply	0.00
Amount Paid	0.00

Invoices » 123456

DISCARD **SAVE**  

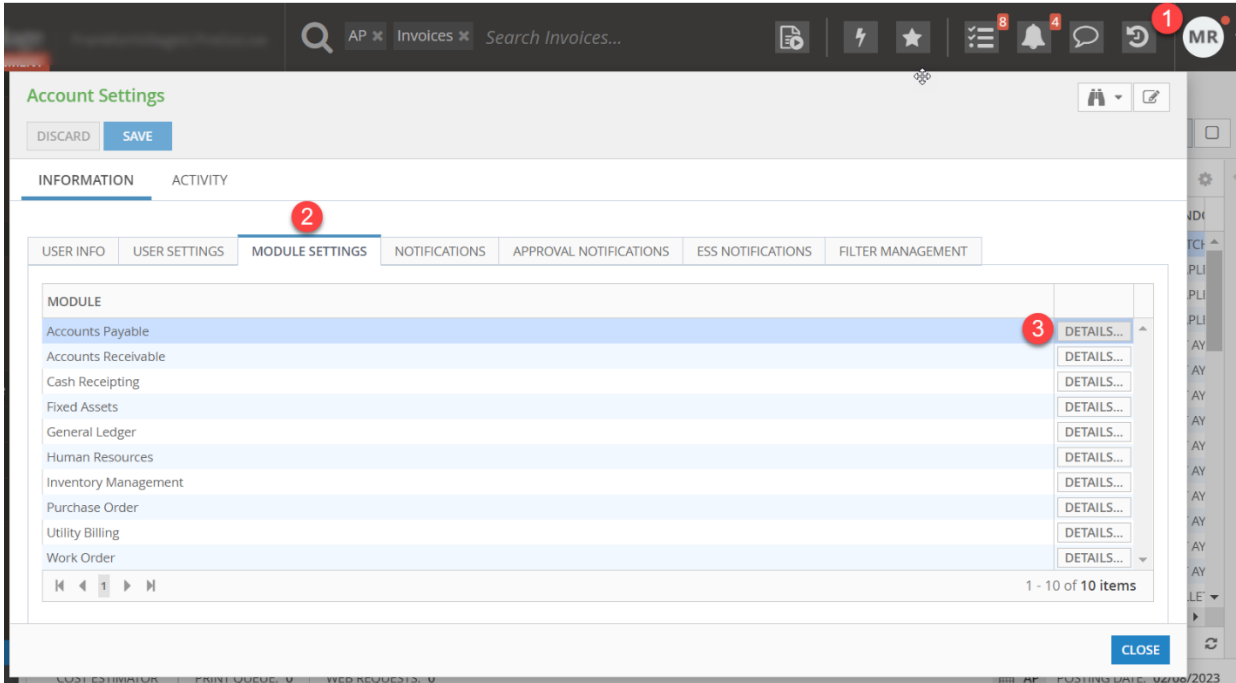
INFORMATION COMMENTS

 **INVOICE**
123456



Setting User Preferences

1. Click on your Avatar in the upper right corner
2. Choose Module Settings
3. Click on Details on the Accounts Payable line



- A. Choose this option to copy approval department from previous invoice
- B. Choose this option to copy the invoice amount to the Details
- C. Choose this option to automatically search for open purchase orders for the vendor

