Accounts Payable: Invoice Entry and Check Creation

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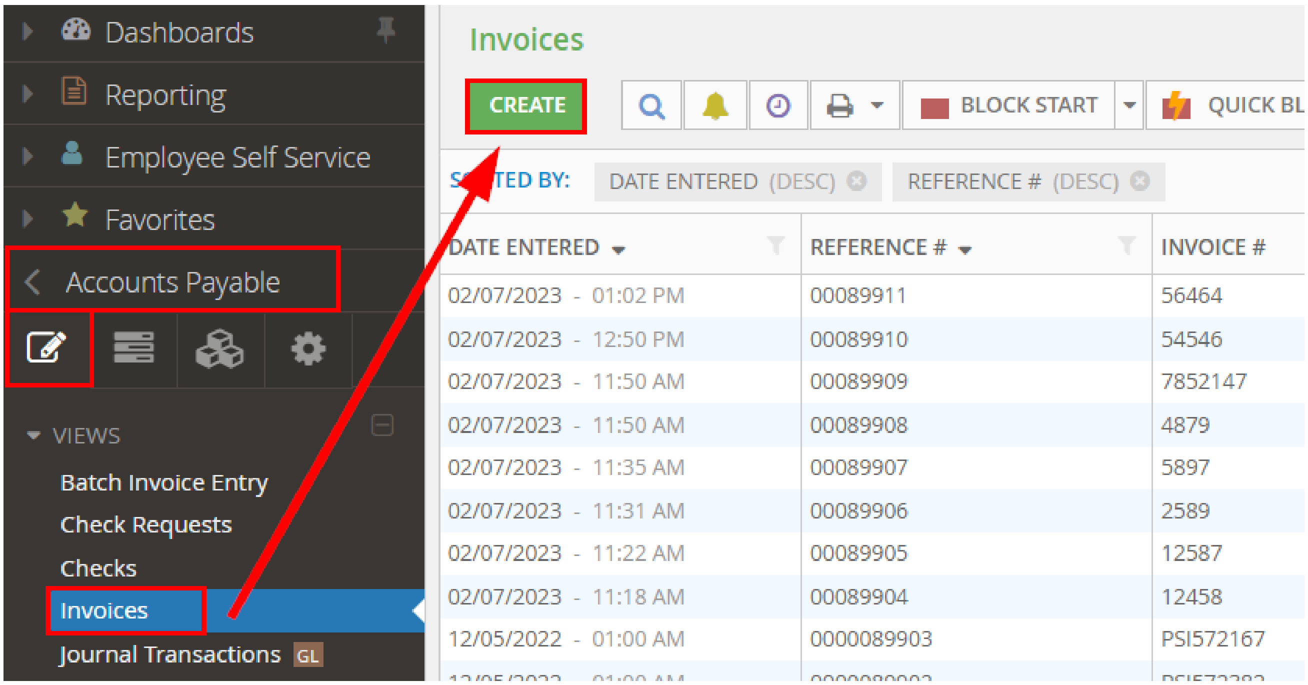
Entering an Invoice Tied to a Purchase Order

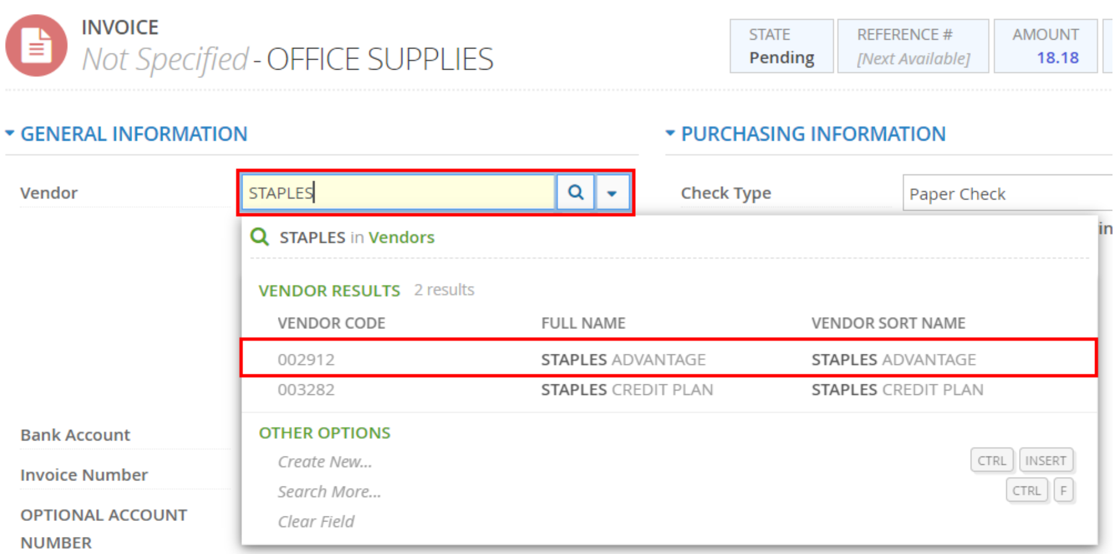
Select the Accounts Payable module from the Navigation Pane. Click the Views tab, under the Views menu select 'Invoices'.

To add a new invoice, click 'Create'.



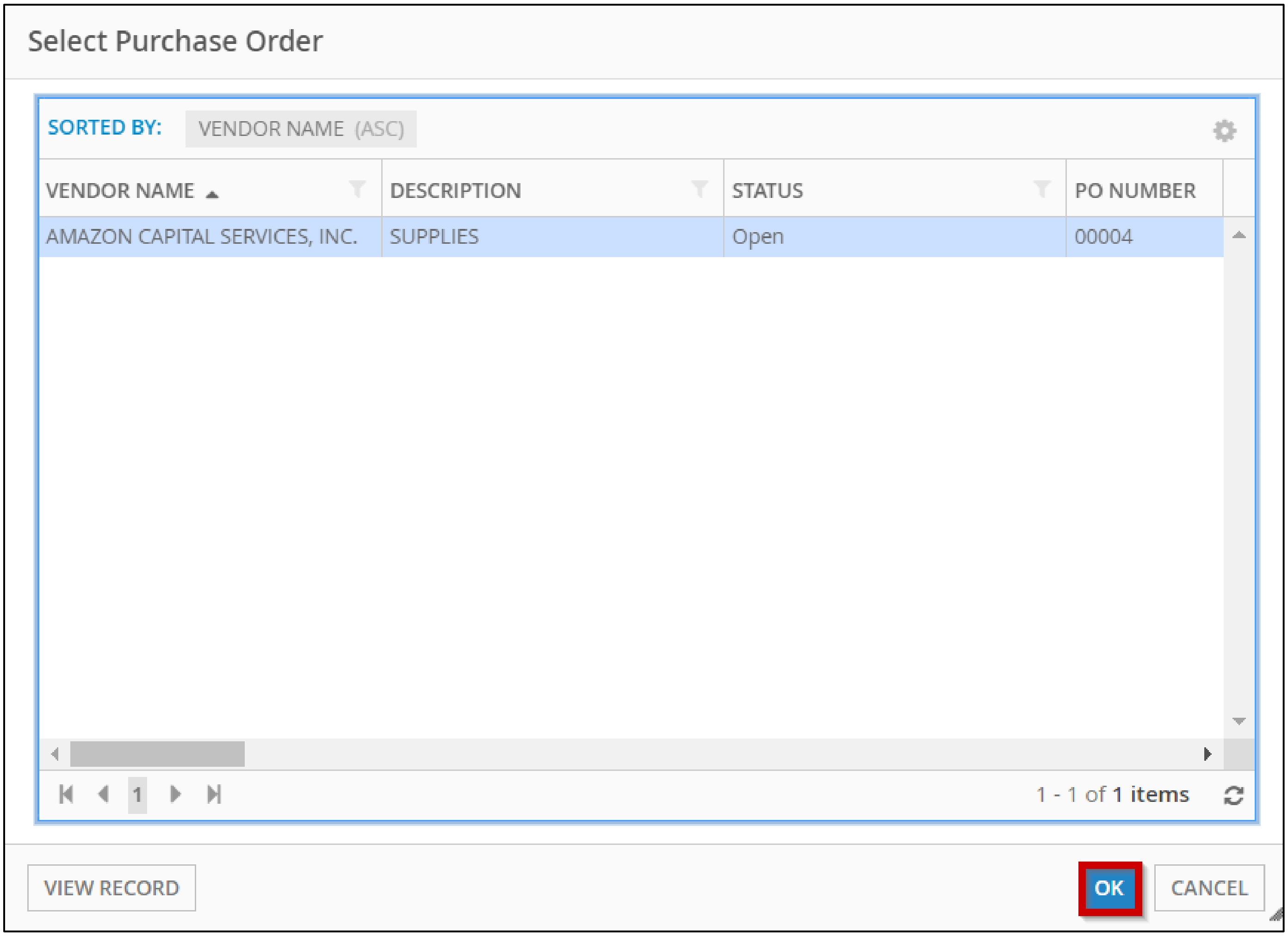
There are 2 different ways to invoice against a purchase order.

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.



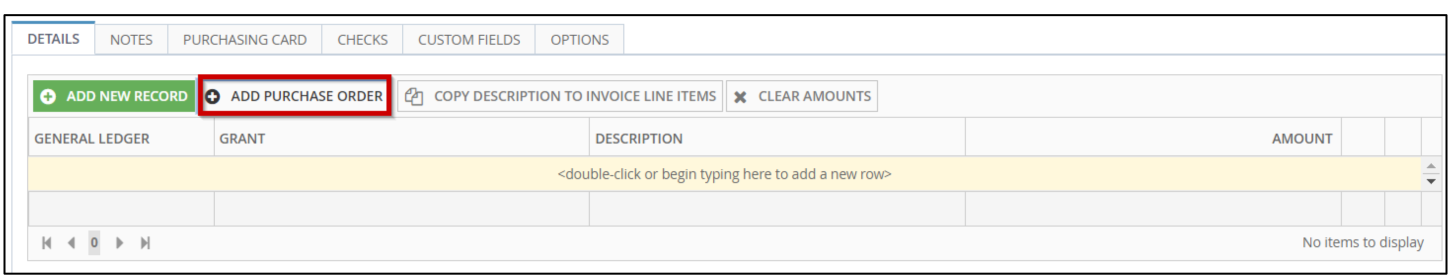
If a Vendor has multiple addresses, you may be prompted to select which address you would like to send a check for the invoice you are entering. Select the correct address and click 'OK'.

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.

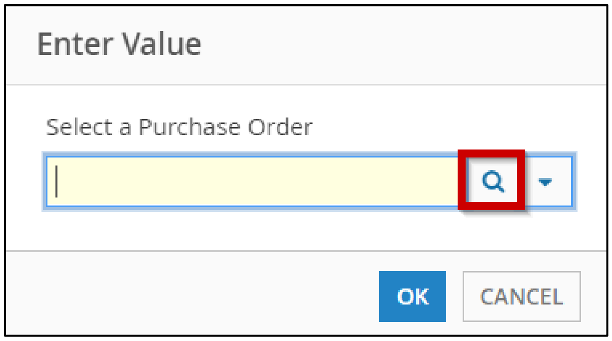


Double click the purchase order or click ok to select the purchase order. This will pull in the information entered into the invoice entry screen.

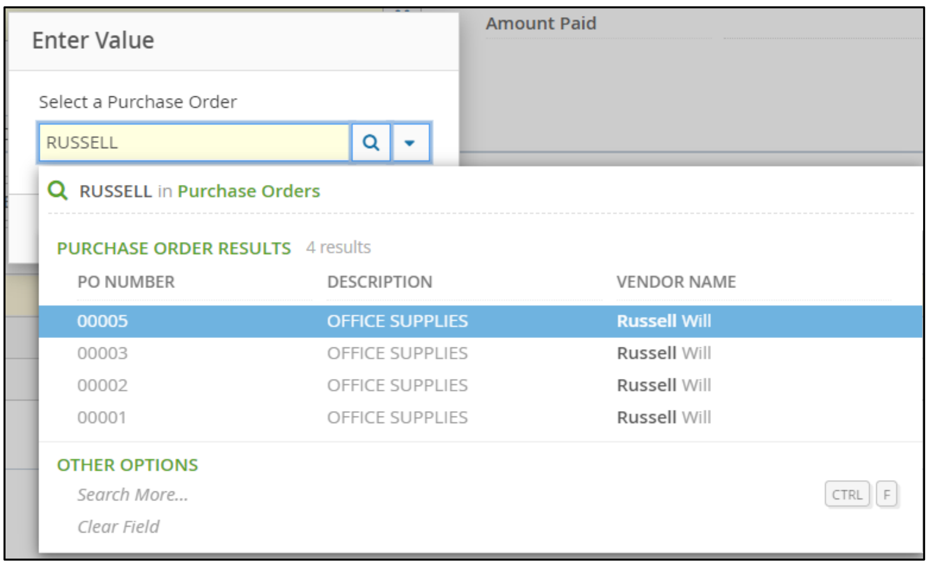
2. Another option you can use to locate a purchase order is to start entering at the bottom in the details tab. We will use the "Add Purchase Order" button.



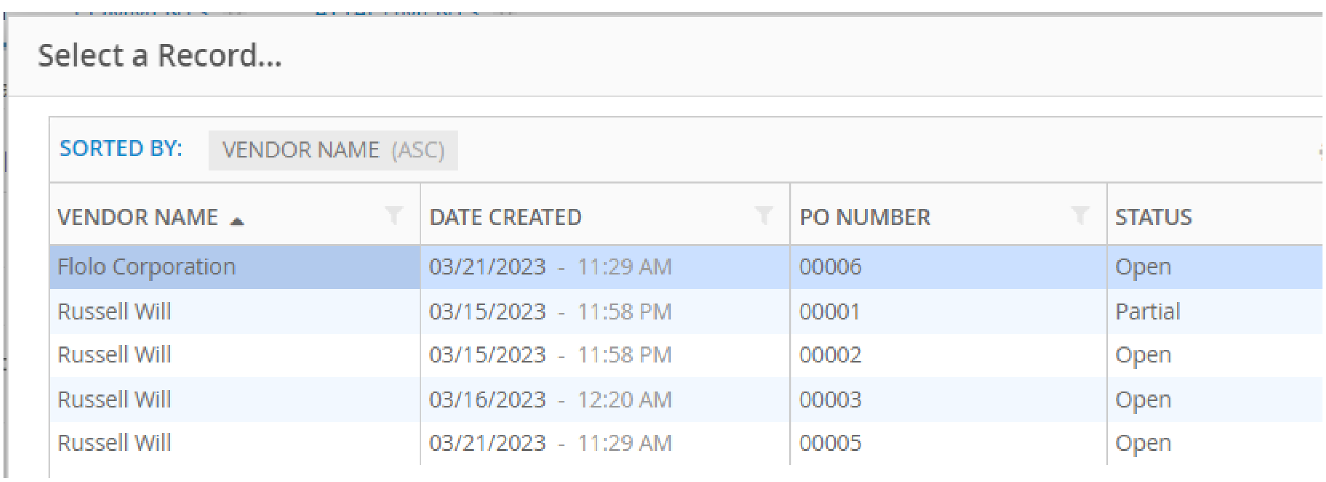
This will prompt you to select the purchase order



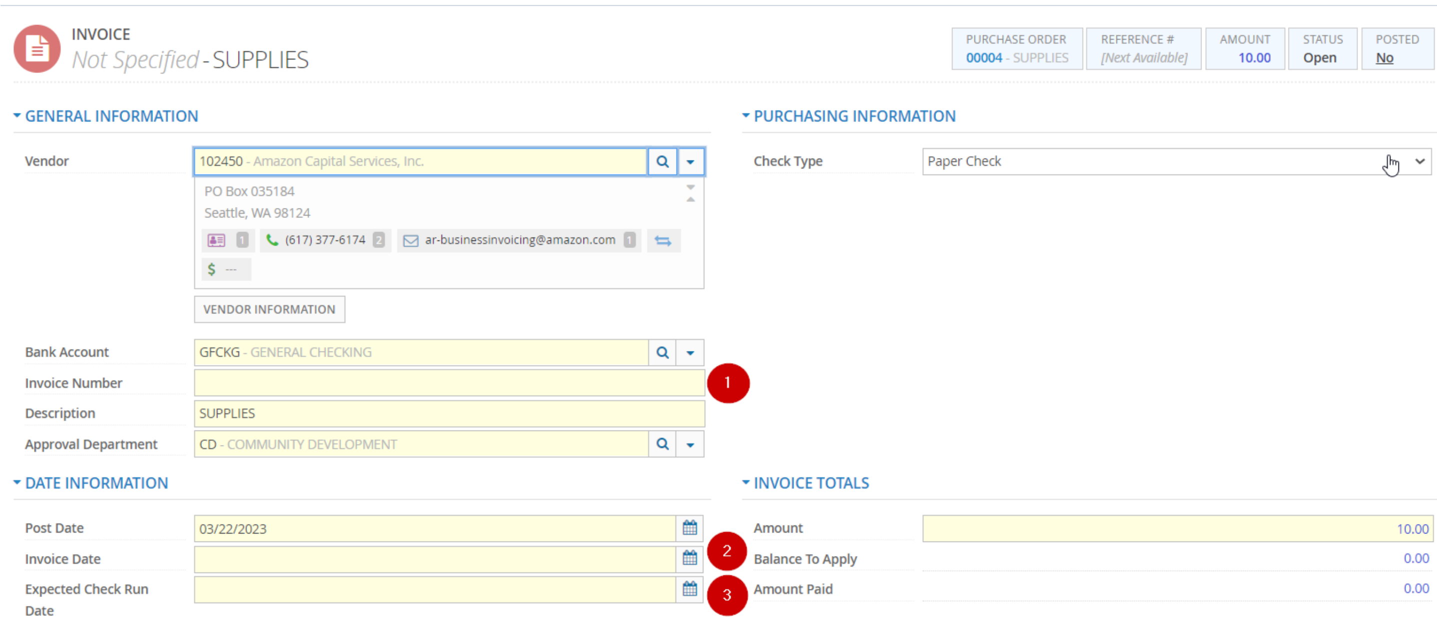
You may type the vendors name or the PO # in the search to see a list of available PO's for the vendor.



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



Select the purchase order you would like to invoice against.

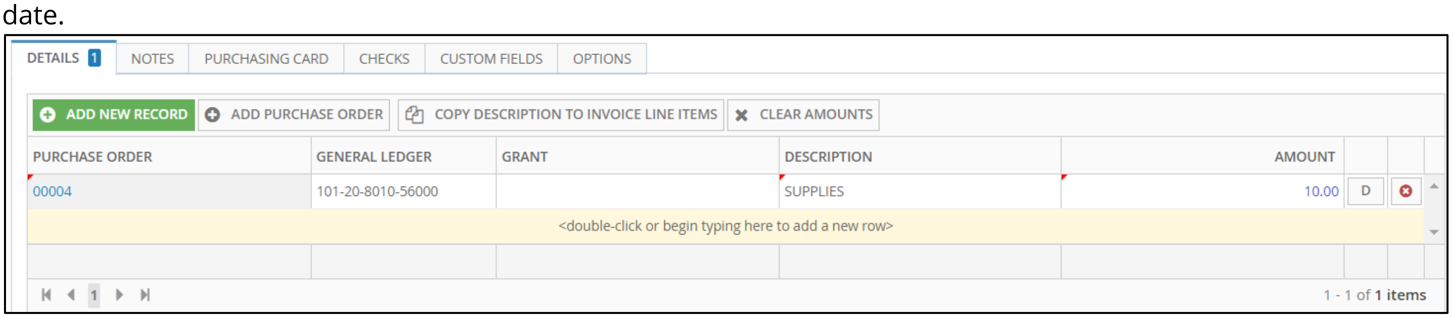


For both entry options, you will need to fill out the invoice number, invoice date, and expected check run date.

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.



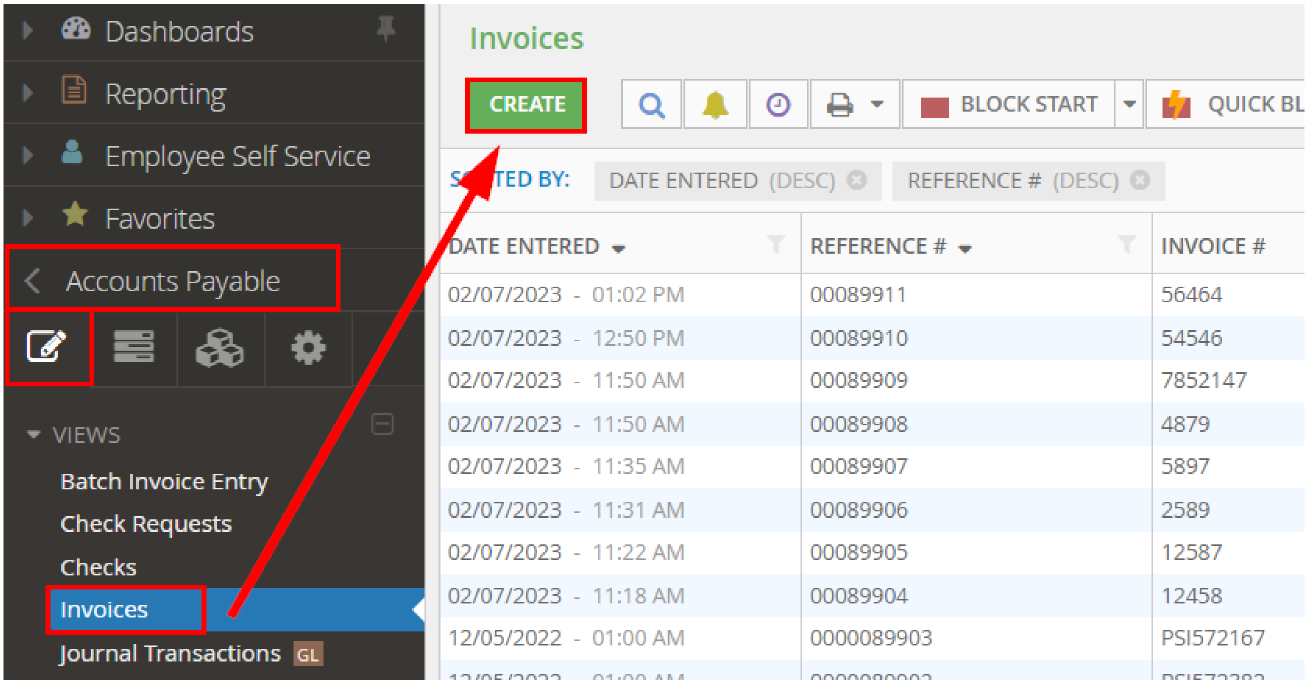
Verify the General Ledger information and amount that pulled in from the purchase order.

Save when finished. This will send the invoice onto its approval workflow.

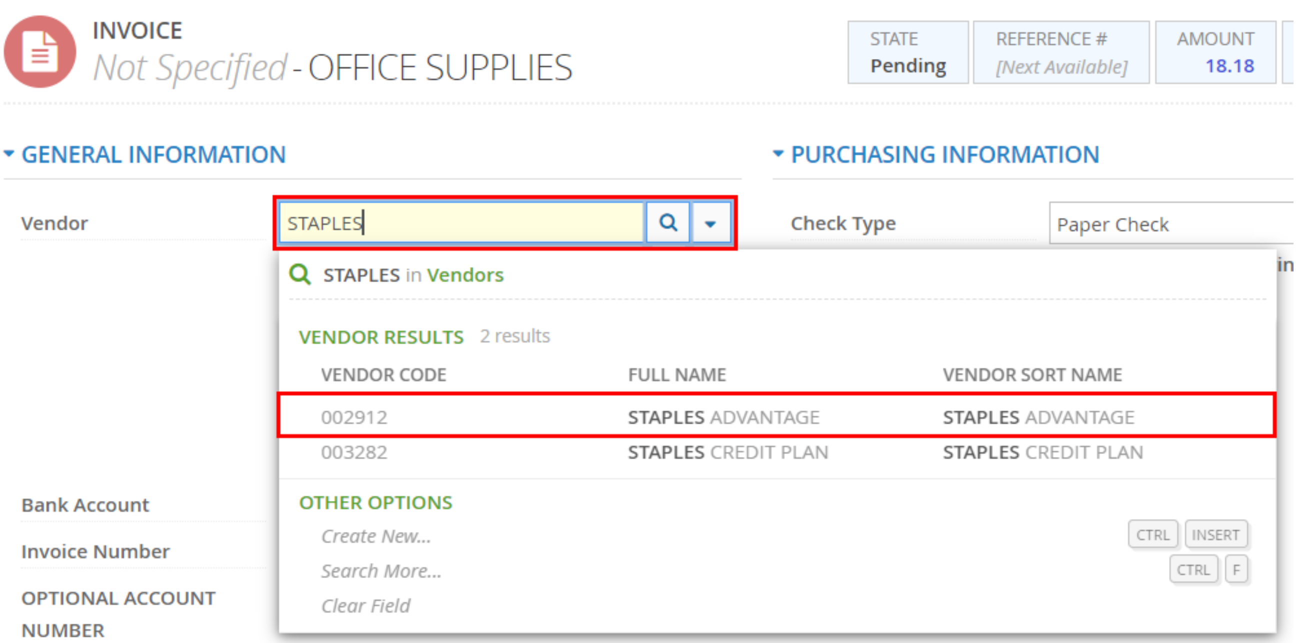
Entering a Single Invoice Without a Purchase Order

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

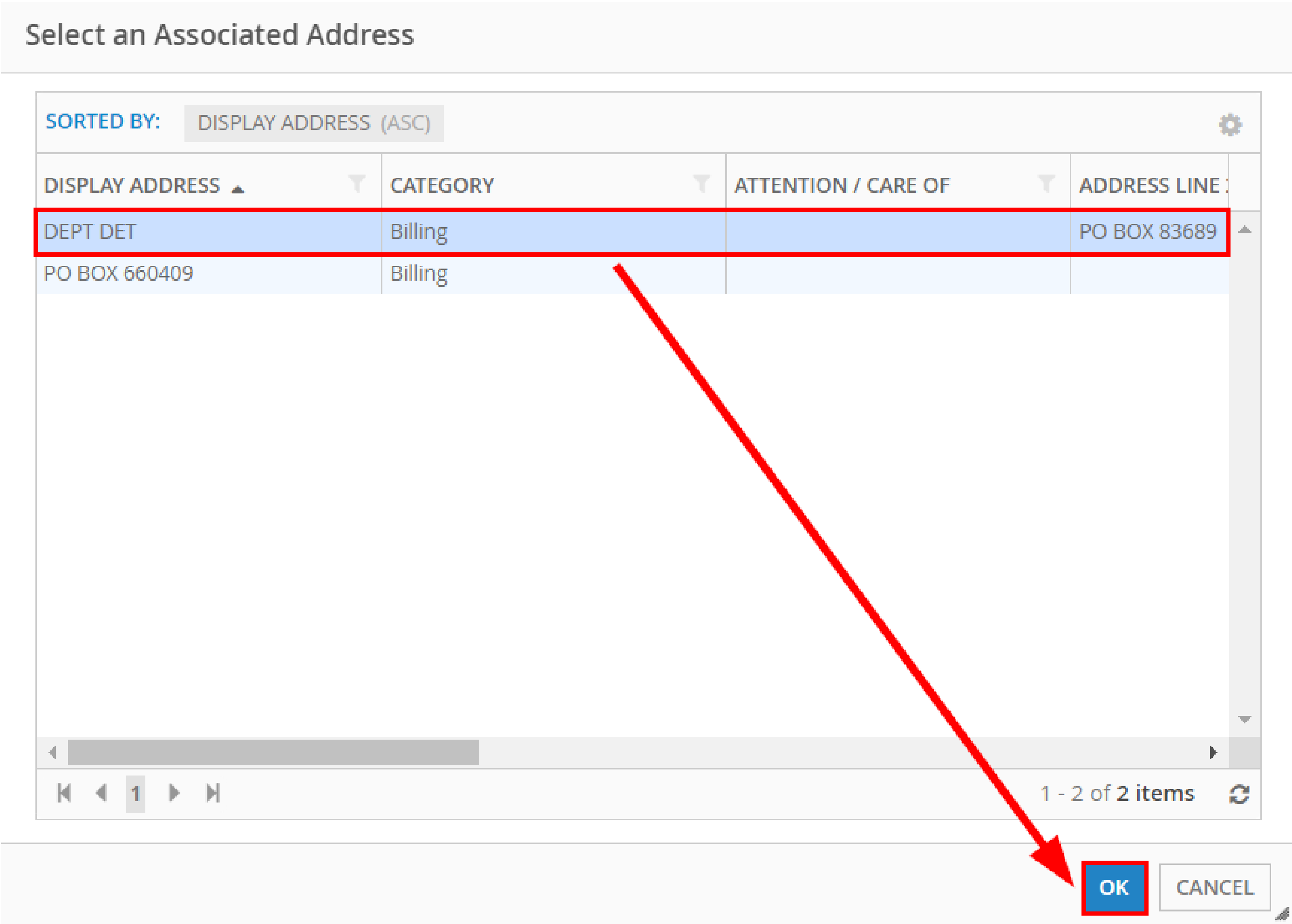
To add a new invoice, click 'Create'.



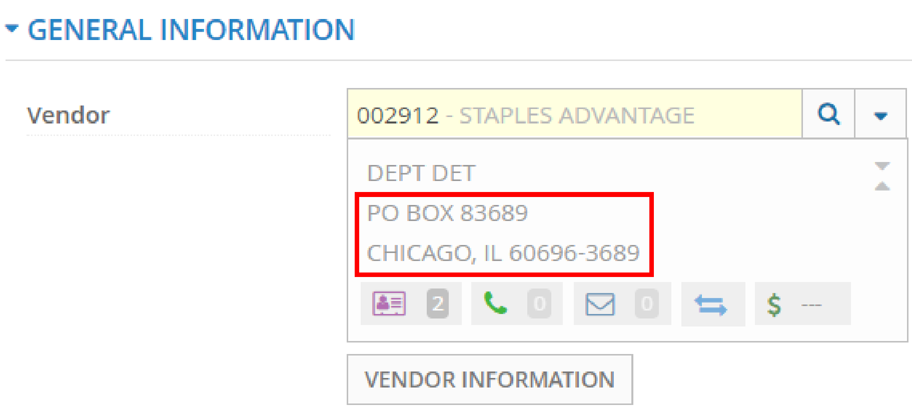
On the Invoice Entry screen, begin typing the Vendor Name into the vendor field. The system will search through a list of existing vendors in the system. Select the correct vendor. If a vendor doesn't exist, please contact the Finance Department to have the vendor created.



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'.

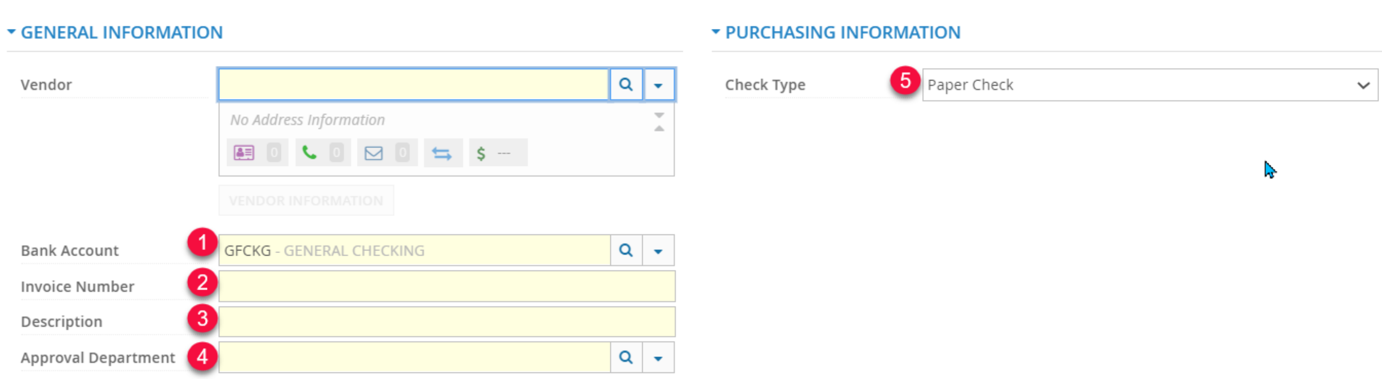


The address will populate below the Vendor Name.

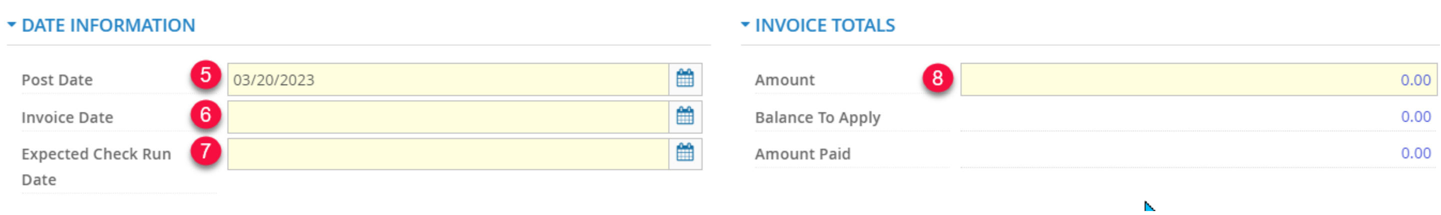


1. Enter the Bank Account (GFCKG) or click the magnifying glass to select it from a list. The bank code will prepopulate on all invoices after the bank code is selected initially.
2. BS&A requires an Invoice Number. This may be the invoice number from the vendor's invoice or an invoice number can be 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.

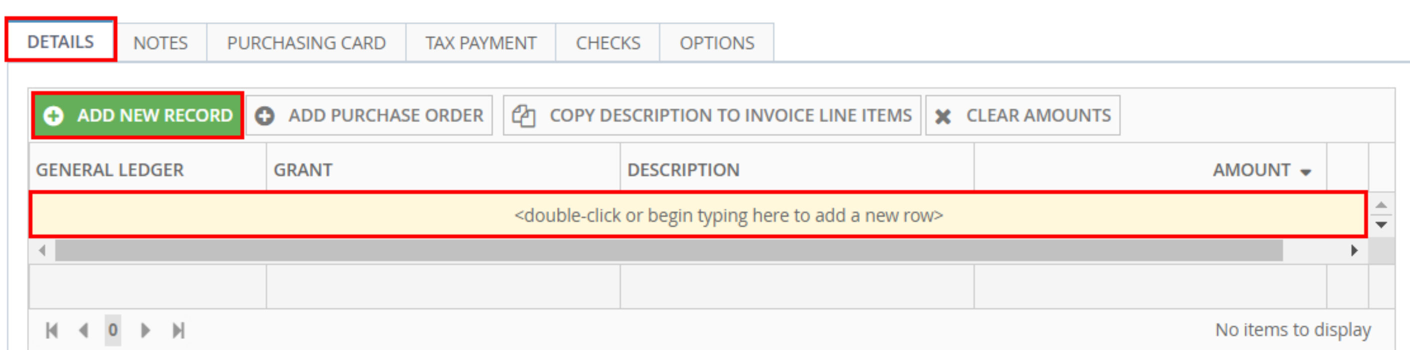
4. Enter the Approval Department or click the magnifying glass to select it from a list.
    a. If you will primarily be entering invoices for only one department, you can set your user preference to copy the approval department to new invoices. (See last page for instructions (A)).
5. The Check Type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



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.



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.



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)).

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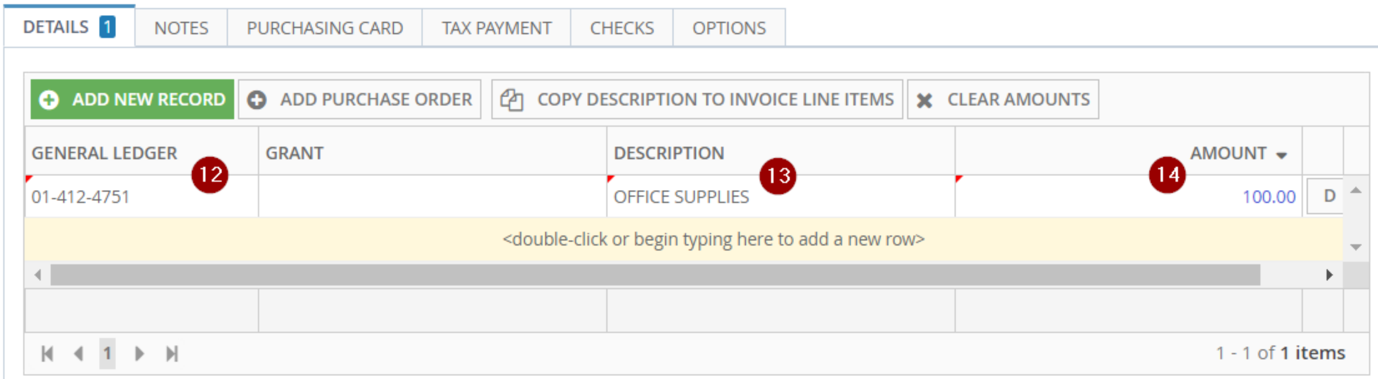
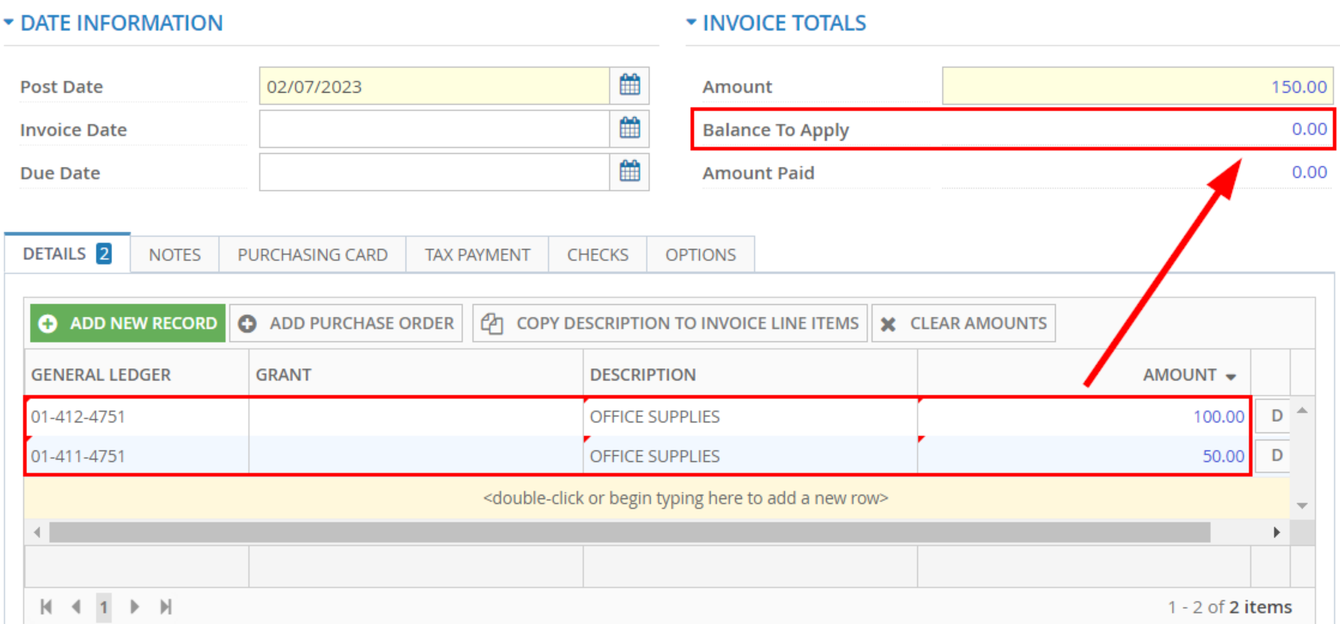
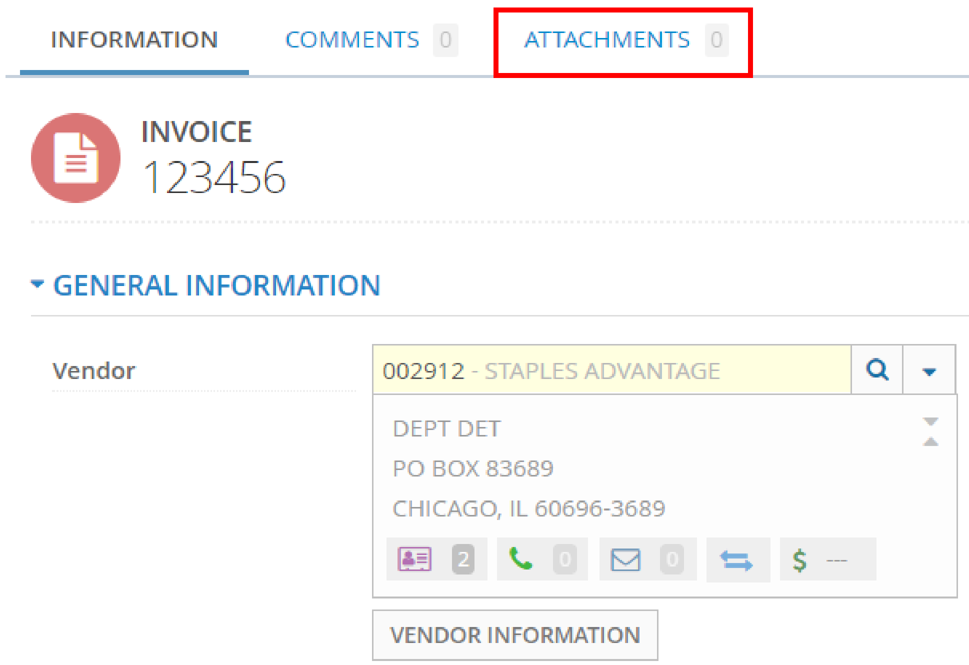


Enter any additional GL Numbers that need to be expensed with this invoice until the Balance to Apply equals $0.00. If the Balance to Apply is not $0.00, this means another GL line will need to be added, or the incorrect amount was entered on an existing one.

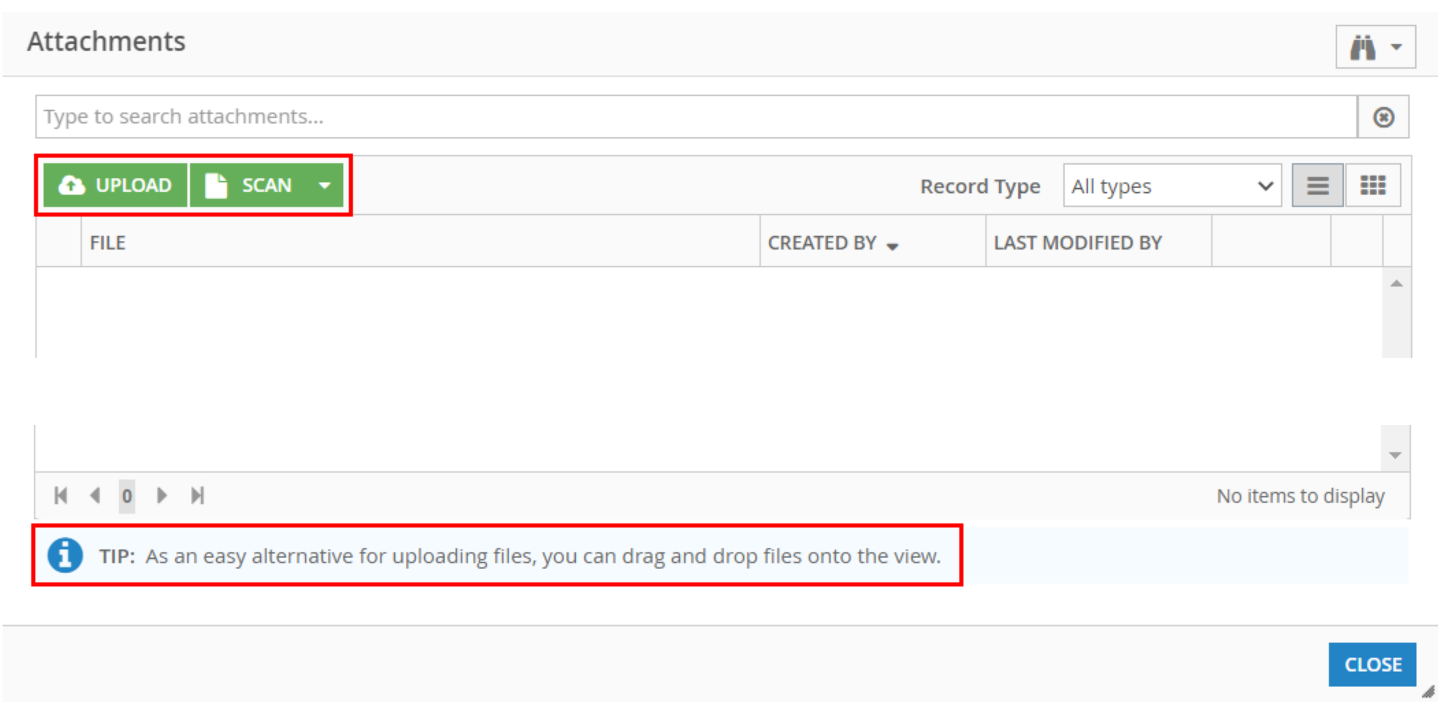


Next, to attach a scan of the actual invoice, click ‘Attachments’ at the top of the screen.

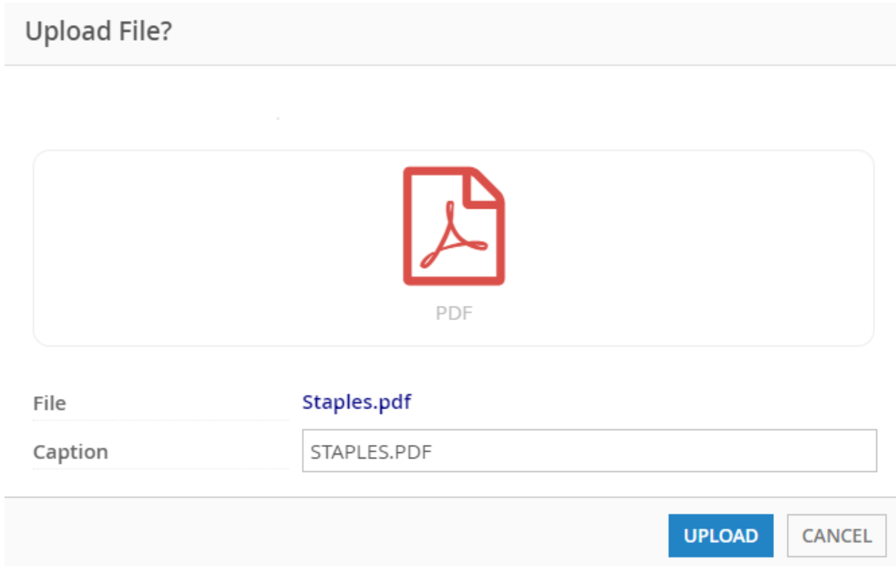


There are three ways to add an attachment:

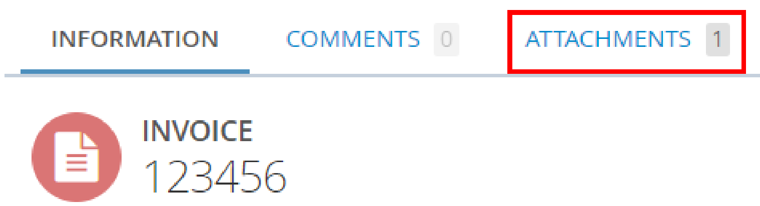
- Click ‘Add New Record’ to browse out to your computer files to select an attachment.
- Click ‘Scan’ to use a desktop scanner to scan directly into BS&A.
- Drag and Drop files onto the attachment view.



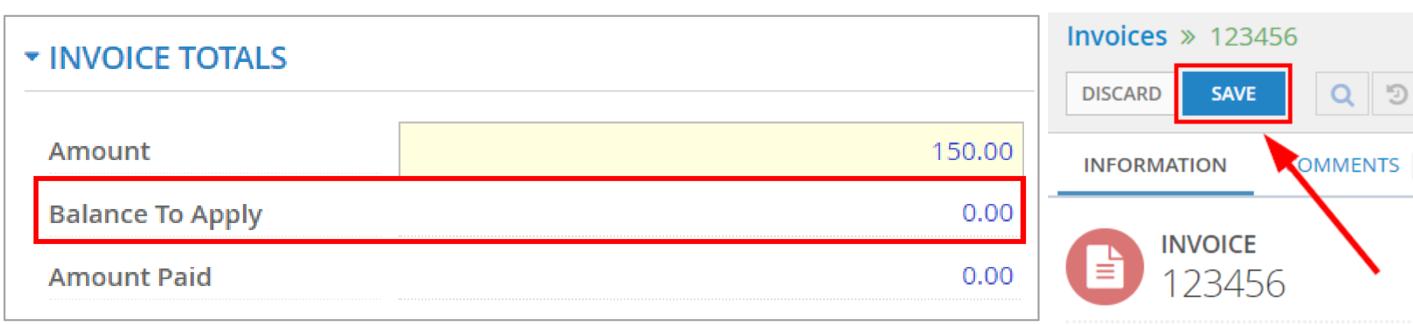
Enter a caption for the attachment and click 'Upload.'



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.

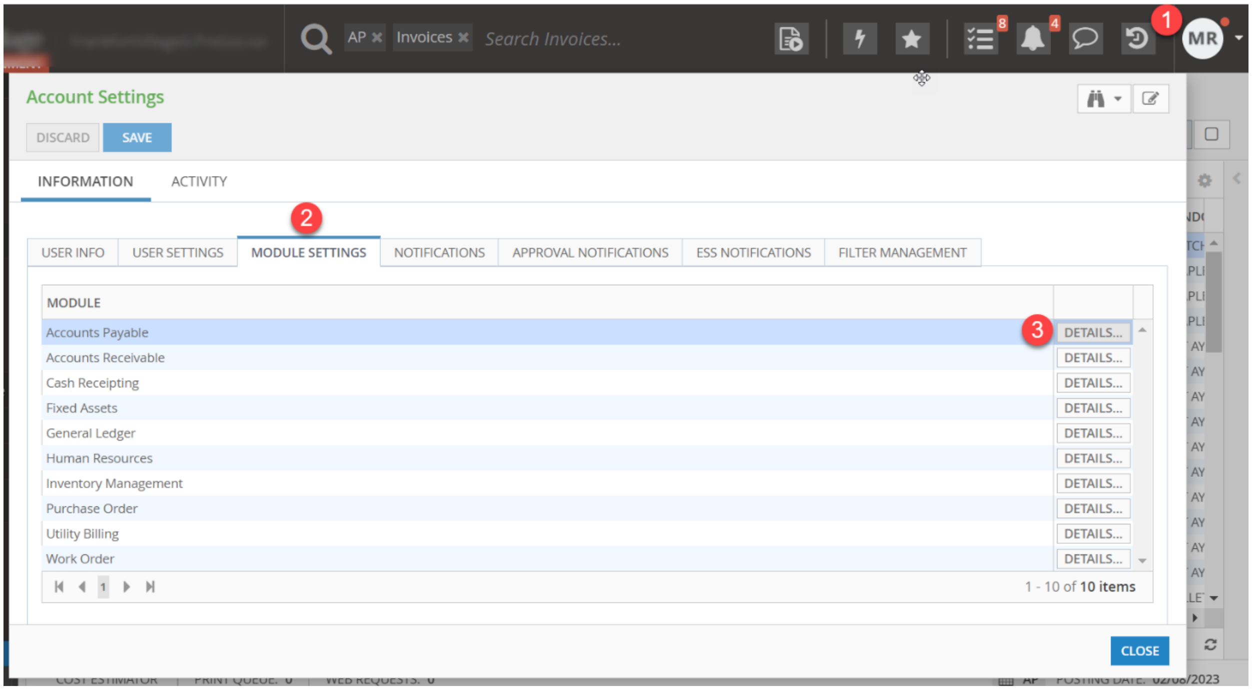


Once all invoice details have been entered, all GL Numbers have been expensed and the Balance to Apply is $0.00, click 'Save'.



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. Chose this option to automatically search for open purchase orders for the vendor