SEDC

UC2016
Atlanta GA

Accounts Payable & Approvals

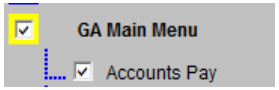
Tiffanie Bowens

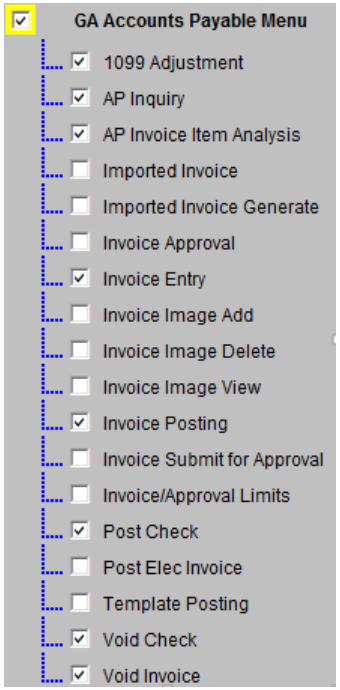
Wanda Evans

This Class Session will help you master the Accounts Payable process, from Invoice Entry to payment. We'll incorporate the AP Approval process as well, showing you how to set up the system in order to keep the entire process running as smoothly as possible.

Accounts Payable Set-Up

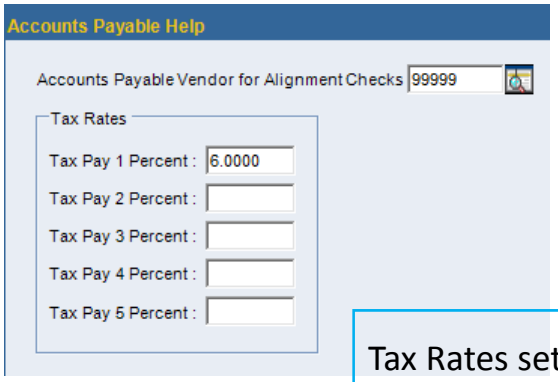
Class Maintenance: Grant Security as needed for access to the AP System.





Accounts Payable Set-Up Continued….

Control File > Accounts Payable: Tax Rate set-up as needed.



Tax Rates set up here will be available in the Usage Tax Box in Invoice Posting or Invoice Entry.

Accounts Payable Set-Up Continued….

Control File > Multi-Use > General:

Set the AP Signature Limit and the AP Reoccurring Invoice Batch Number

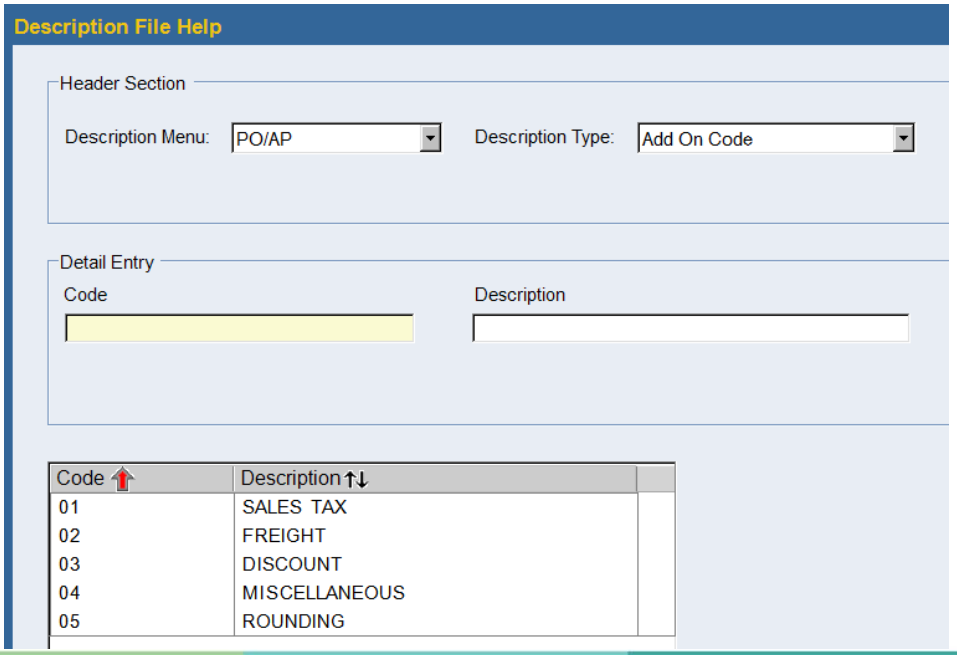
Signature Limits		Batch Numbers	
AP Signature Limit:	999,999,999.99	AP Reoccurring Invoice:	3737
Payroll Signature Limit:	999,999,999.99	AR Reoccurring Invoice:	1

Set the next available Vendor, ACH Transaction and Invoice

Vendor:		275
P.O:		284
Employee:		67
ACH Transaction:		623
Receiving Ticket:	A	000000029
Invoice:	SA	00000000000068

Accounts Payable Set-Up Continued….

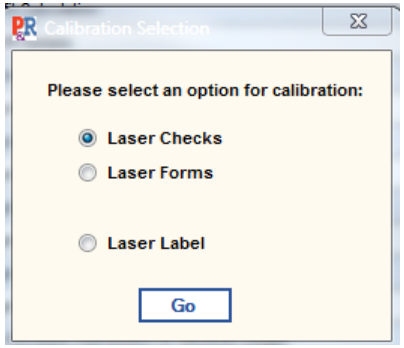
Description File > PO/AP > Add On Code – Set the codes here that will be used in Invoice Posting or Invoice Entry.



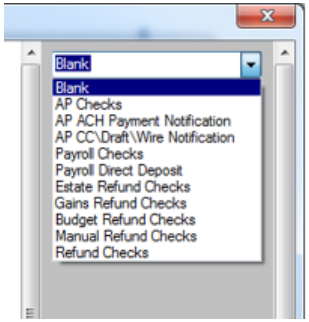
Accounts Payable Set-Up Continued….

Check Calibration – Calibrate the Accounts Payable Check. There are several parameters to set regarding check formats.

Batch Programs > Tools > Laser Calibration:

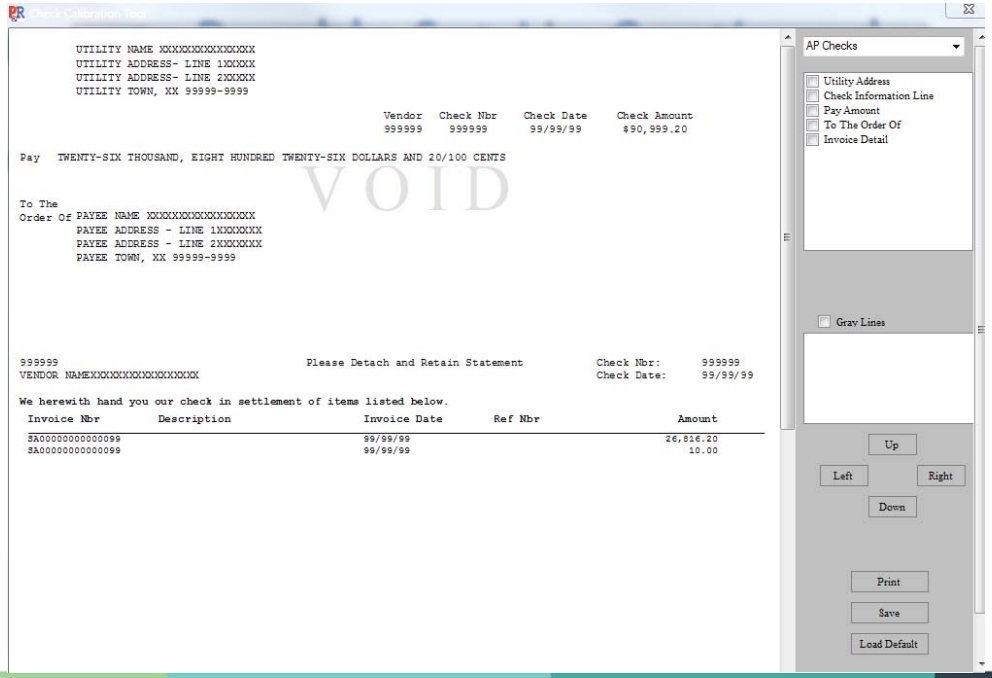


Choose the check that needs to be calibrated:



Accounts Payable Set-Up Continued….

The utility logo and signature file(s) can be saved and used in the AP Check calibration. The Utility name and address are pulled from the Control File > Multi Use > General section.



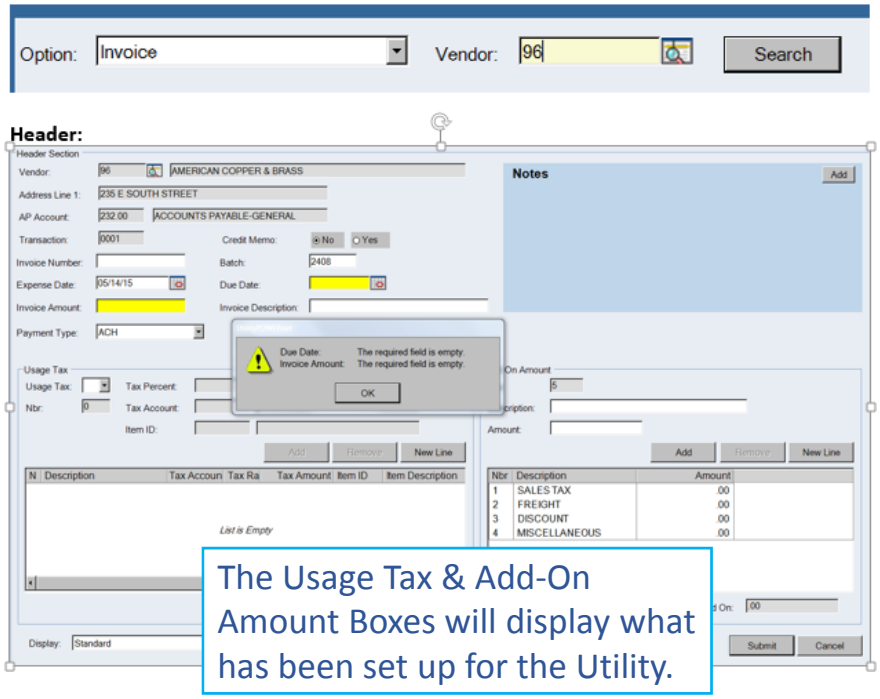
Invoice Posting – Add Invoice

To create a traditional invoice, select Invoice and choose a vendor by entering the vendor number or selecting from the finder (magnifying glass). Click Search.

The Due Date and Invoice Amount are Required Fields.

Note:
Invoice Number is not a required field, however using the vendor's invoice number will improve tracking and analysis.

Invoice Description is not a required field, however if used, this information will print on the detail of the AP check.



The Usage Tax & Add-On Amount Boxes will display what has been set up for the Utility.

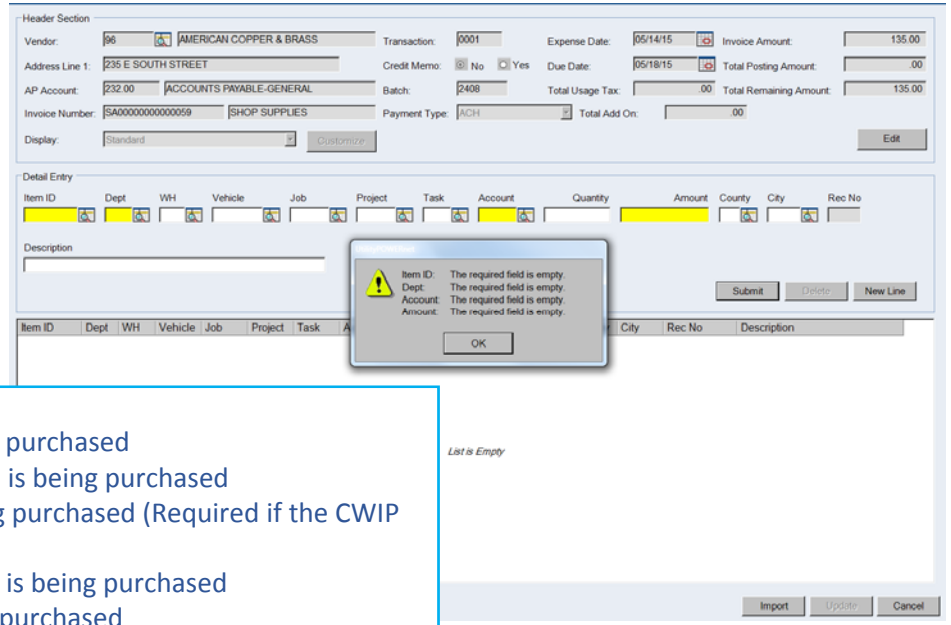
Invoice Posting – Add Invoice Continued….

Once the Header is completed, click Submit to open the Detail screen.

The Item Id, Dept, Account and Amount are Required Fields.

When the detail for the line is entered, click Submit to save the line.

Note:
Line Items entered in the detail section must equal the header total before it can be Updated.



Additional Optional Fields

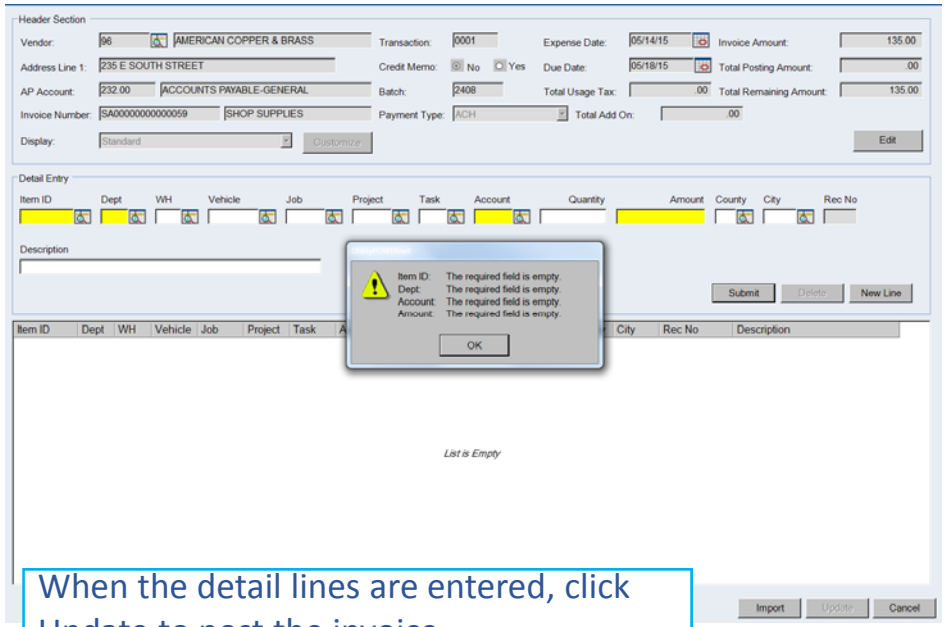
WH: The warehouse number for the inventory item being purchased
Vehicle: The vehicle number for which the detail line item is being purchased
Job: The job number for which the detail line item is being purchased (Required if the CWIP G/L acct is used)
Project: The project number for which the detail line item is being purchased
Task: The task code for which the detail line item is being purchased
Quantity: The quantity for the detail line item
Description: free-form detail description of item.

Invoice Posting – Add Invoice Continued….

Once the Header is completed, click Submit to open the Detail screen.

Note:

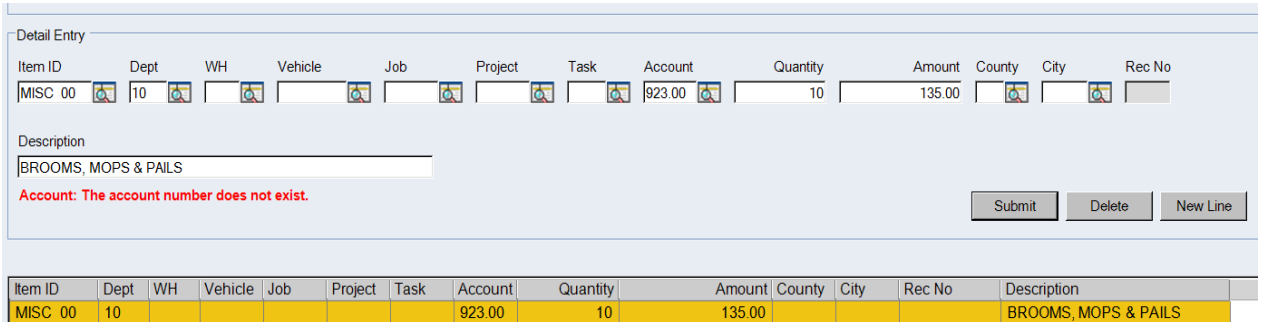
- *The item id and account number must be active in order to use.*
- *A record unit item id must be special equipment if used.*
- *If a vehicle part item id is used, the account must be the vehicle parts inventory account.*
- *If a material item id is used, the account must be the material parts inventory account.*
- *If a vehicle is used, the account must be the vehicle clearing account.*



When the detail lines are entered, click Update to post the invoice.

Invoice Posting – Edit Detail

Edit Detail: If there is a line item in the detail that needs to be edited, highlight the line and the information will populate the original detail fields. Edit as needed and click Submit to save the changes.

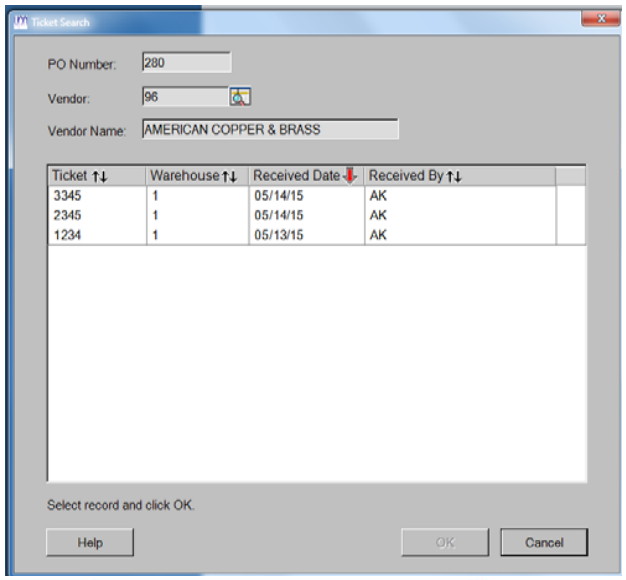


Invoice Posting – Add PO Invoice

To create a purchase order invoice, select Invoice for a Purchase Order and enter the Purchase Order Number or select from the finder (magnifying glass). Click Search. A list of open receiving tickets associated with the purchase order display. Select one or more as needed and click Ok.

Note: In order to create an invoice for a purchase order, the purchase order and receiving ticket must exist for the vendor.

The Header screen will be the same as a regular invoice, enter the required/necessary information and click Submit.



Invoice Posting – Add PO Invoice Continued….

- The Detail screen will prefill with the line detail based on the Purchase Order Receiving Ticket(s) chosen for this invoice.
- If there are no changes, click Update to post the invoice.

- Department, Account and Description can be changed at this point if needed. Changes cannot be made to the Item ID, Quantity or Amount through the AP invoice screen. Those adjustments would have to be made through the PO system.
- If an adjustment is needed to a PO – the receiving ticket must be deleted and the PO updated to reflect the changes. The item would then need to be re-received and invoiced.

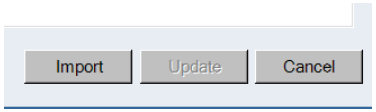
- After allowable changes are completed and the lines resubmitted, click Update to post the invoice.

Invoice Posting – Import Invoice

- Import Invoice – this option is available on multiple screens. The steps would be the same regardless of where you perform the import.
- Create a spreadsheet with the columns needed and save. Use header row(s) as needed. The ACCOUNT and AMOUNT columns need to have 2 decimal places. Leave any columns BLANK when not needed.

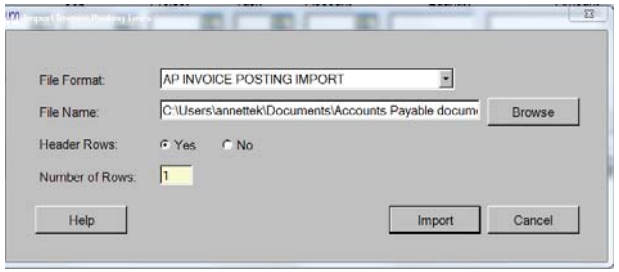
A	B	C	D	E	F	G	H	I	J	K	L	M	N
ITEMID	DEPT	WH	VEHICLE	JOB	PROJECT	TASK	ACCOUNT	QUANTITY	AMOUNT	LINEDESC - 32 characters	COUNTY	CITY	DIVISION
SUPP 01	10						583.00	5	10.00	PAPER TOWELS			
SUPP 01	10						583.00	2	25.32	BROOMS			
SUPP 01	10						583.00	5	36.55	CLEANER			
MISC 00	10						583.00	2	15.00	WIRE			
MISC 00	10						583.00	7	35.00	OIL			
MISC 00	10						583.00	1	3.13	HANGERS			

- After entering the Header information click Submit.
- At the bottom click Import



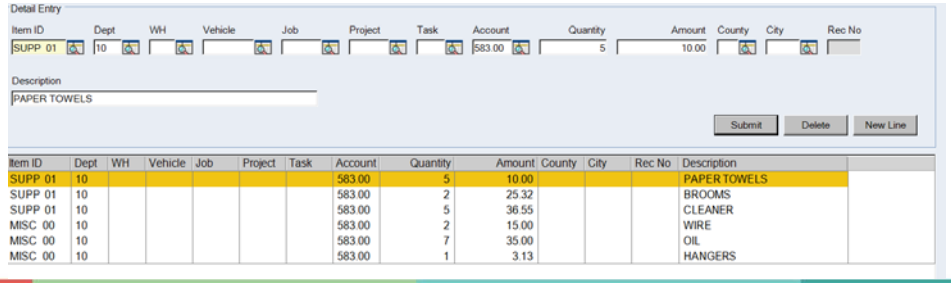
Invoice Posting – Import Invoice Continued….

- Browse to where the file is saved. Change header rows as needed and enter the number of header rows in the spreadsheet and click Import.



- When done the following message will appear:

- The Detail Section will display the lines imported:

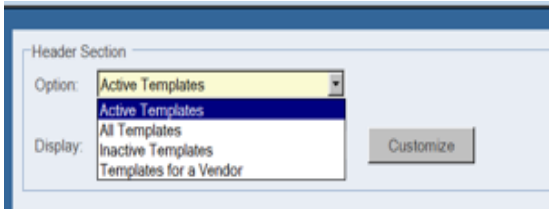


Item ID	Dept	WH	Vehicle	Job	Project	Task	Account	Quantity	Amount	County	City	Rec No	Description
SUPP 01	10						583.00	5	10.00				PAPER TOWELS
SUPP 01	10						583.00	2	25.32				BROOMS
SUPP 01	10						583.00	5	36.55				CLEANER
MISC 00	10						583.00	2	15.00				WIRE
MISC 00	10						583.00	7	35.00				OIL
MISC 00	10						583.00	1	3.13				HANGERS

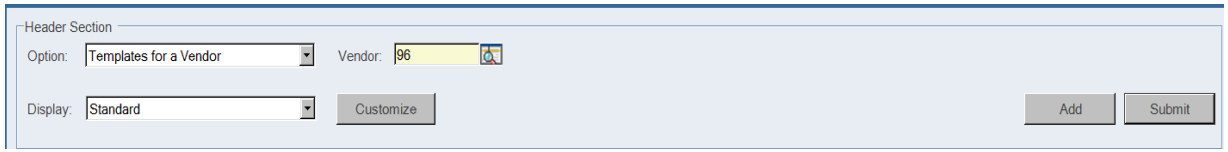
Reoccurring Invoices

To create a template navigate to Accounts Payable > Template Posting.

There are 4 options to search from for existing templates.

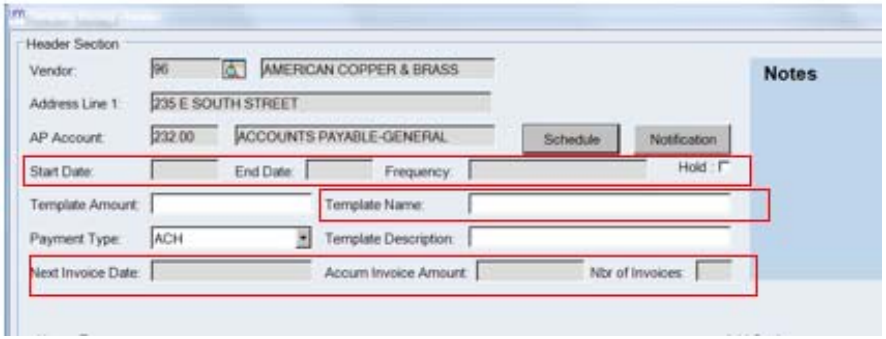


To Add a Template, the Option must be set to Templates for a Vendor. Enter the vendor number and click Add.



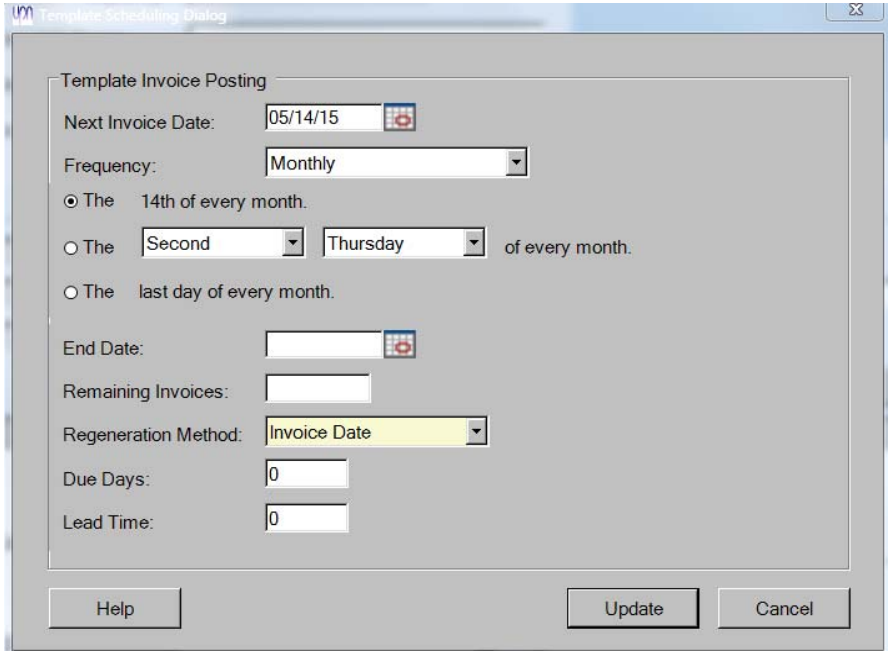
Reoccurring Invoices Continued….

The header information is similar to the Invoice Header screen with the addition of the Schedule and Notification buttons and the fields associated with a Template.



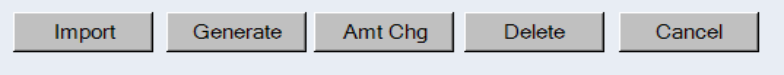
Reoccurring Invoices Continued….

Schedule Button – Determine the frequency which will provide other frequency fields to fill out based on choice.

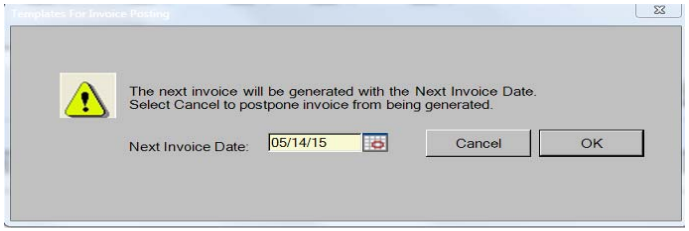


Reoccurring Invoices Continued….

- Notification button – This is optional. If used, every person in the notification group will receive an email when the invoice is generated.
- *Note: Notification Groups are set up through Control Options > Notification Groups and would have to be created by a user with the appropriate security.*
- Once the Header is complete, click the Submit button to go to the detail screen. Complete the detail screen and click Update.
- To put the Template into production based on the scheduling frequency – click the Generate button.



- Change date if needed. Click Ok to put into production.



Reoccurring Invoices Continued….

- Accounts Payable Listing (APLA) – invoices generated from templates will be included and will be coded as Template = Y.

```
CONSOLIDATED                                  ACCOUNTS PAYABLE LISTING        UNPAID INVOICES                    PAGE        2
PRG. ACTPAYLT                                FOR: 05/14/15  ACCOUNT  23200    DETAIL                RUN DATE 05/14/15  11:14 AM

                                                          TEMPL    AP       INVOICE        TAX  PMT     PAID  PAID/VOID  CHECK/
INVOICE            DATE     PO NBR DESCRIPTION             INV    DATE       AMOUNT      AMOUNT  TYP     AMOUNT    DATE  ACH SEQ

    VENDOR:          96  AMERICAN COPPER & BRASS

RENEW1            05/14/15         0 MONTHLY RENEWAL          Y  05/14/15     100.00          .00  ACH
        ITEMID   DEPT WH DESCRIPTION                     VEH     JOB     PRJ  TASK   ACCT    QUANTITY      AMOUNT
        DUES  01   10  0 MONTHLY MEMBERSHIP RENEWAL        0       0       0     0  93013           1      100.00
```

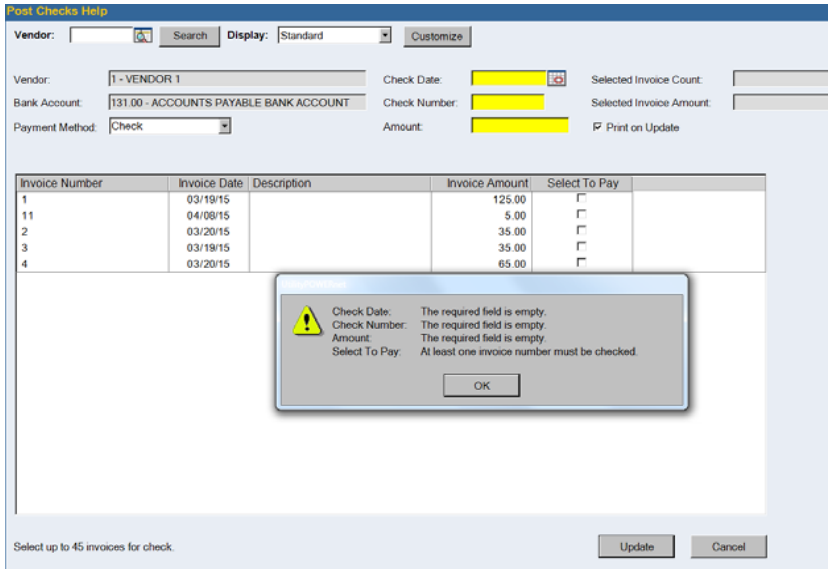
Edits to a Template

- To change an amount on a template find the template and open it. Click the AMT CHG button to change the amount. Click Update to save.
- To place a template on Hold find the template and open it. Edit the Header and check the Hold box.
- To delete a template find the template and open it. Click the Delete button and answer the confirmation change.

Post Checks (On Demand)

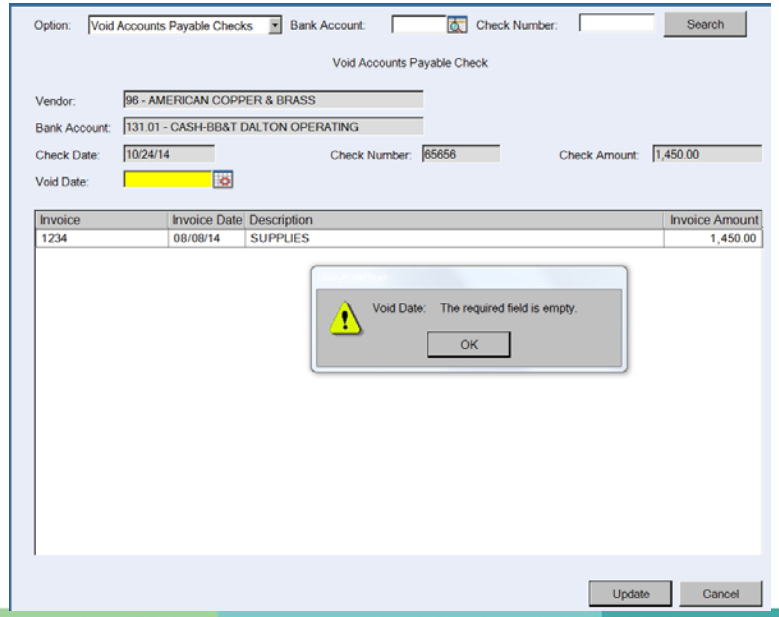
- An on-demand check or payment using Post Checks can be created provided there is a valid invoice(s) entered in the system. This process can also be used to post Wires and Drafts that have been paid.
- Enter in the vendor number or Search by Name. All open invoices will be returned for the vendor.

  - Check the box for Select to Pay for the invoices that are to be paid.
  - Check Date, Check Number and Amount are required fields.
  - Be sure the box is checked for "Print on Update".
  - Click Update and Batch Programs will open on the Laser tab to print the check that was produced.



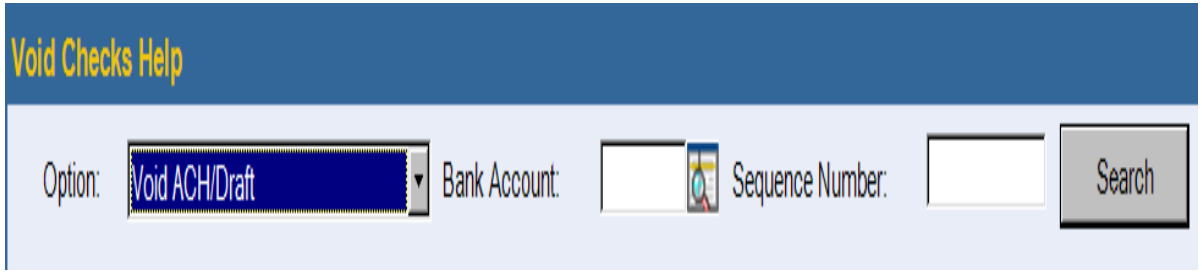
Void a Check

- Void Accounts Payable Checks: Allows you to void accounts payable checks using bank account number and the check number to retrieve the check's details.
- Enter the Void Date and Update.



Void a Check Continued….

- Void ACH/Draft: Allows you to void ACH and Draft payments, using the bank account number and ACH sequence number to retrieve the payment's details.



Void a Check Continued….

- *Note: The action of voiding a check re-opens the corresponding invoice. You may issue another check or other form of payment or you may void the invoice.*

  - The Check shows as Void:

Vendor | Invoice | Check | Purchase Order | Blanket Contract

CK Nbr	CK Date	Total Amount	Clear Date	Void Date	Vendor Nbr	Vendor Name	Tran Cd	Paym
	03/30/15	40,000.00	03/30/15		96	AMERICAN COPPER & BRASS	5	ACH
65656	10/24/14	1,450.00	05/15/15	05/15/15	96	AMERICAN COPPER & BRASS	2	Chec
1256	06/12/14	536.50			96	AMERICAN COPPER & BRASS	3	Chec

  - The Invoice that was on that check is now open:

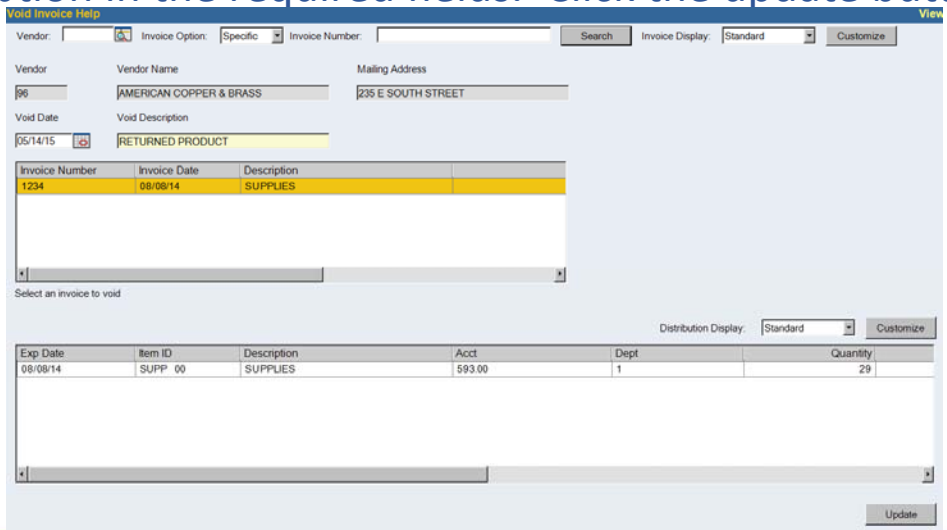
Vendor | Invoice | Check | Purchase Order | Blanket Contract

Invoice Number	Vendor Nbr	Inv Date	Inv Description	Due Date	CK Nbr	Check Date	Paid Amt	Inv
1234	96	08/08/14	SUPPLIES	08/08/14			0.00	
SA0000000000062	96	05/15/15	SHOP SUPPLIES	05/15/15			0.00	

Void an Invoice

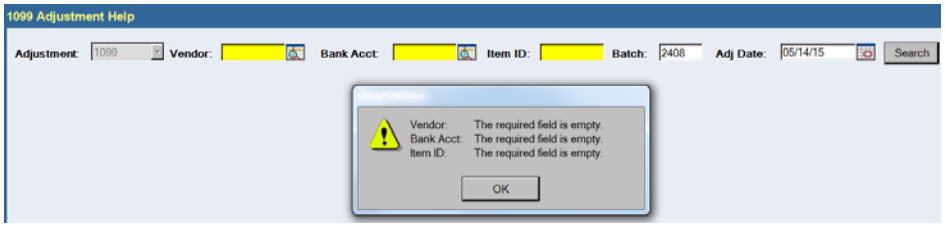
- Search for open invoices by specific invoice number or all open invoices for the vendor.

- Once you have selected the vendor and chosen the invoice, enter the void date and void description in the required fields. Click the update button to complete.



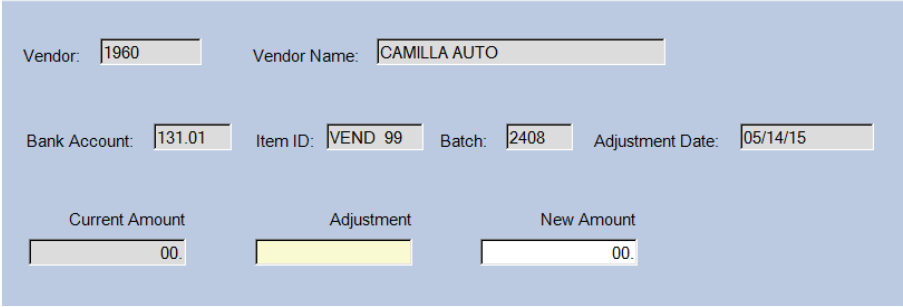
1099 Adjustments

- To adjust a 1099, the specific vendor must be selected along with the Bank Acct and Item ID. Change the adjustment date as needed.



- Enter the adjustment as needed and click the Update button.

Note: Only Vendors with a Company Type of 2 can be adjusted.



Using Credit Cards in AP

Set-Up

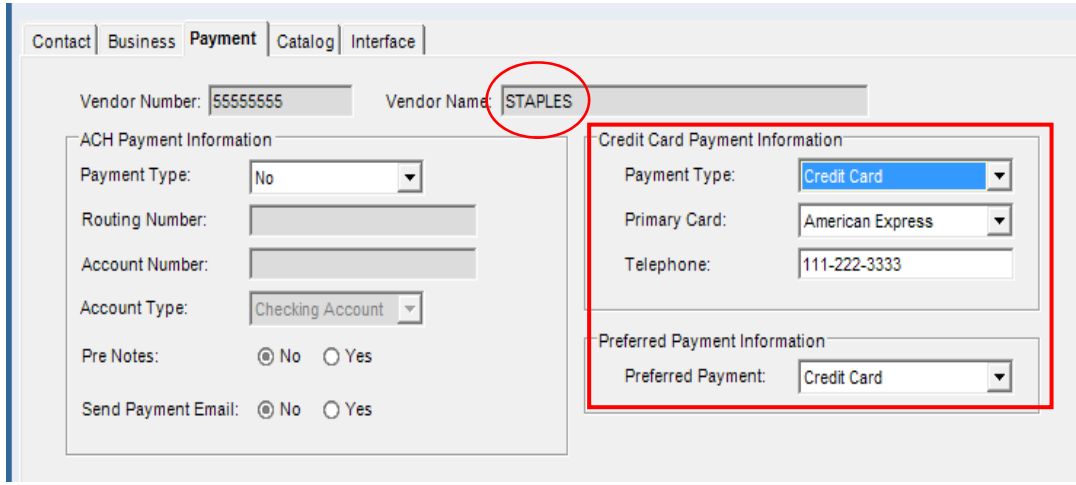
Parameter 192 needs to be set.

Control File > Multi-Use > Accounts – enter an account under #82. This is the Holding Account for the credit card payment

Using Credit Cards in AP Continued….

Set-Up

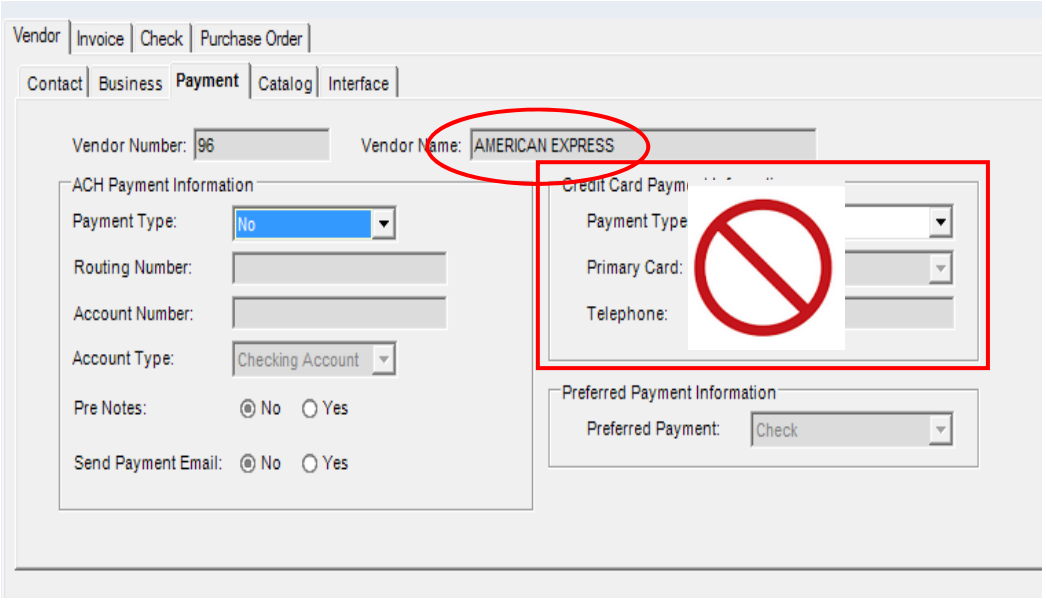
Create the "credit card" vendor(s) and fill in the information on the Payment tab. Be sure to change the Preferred Payment field. (*These vendors are where the purchases are made from using the credit card.)*



Using Credit Cards in AP Continued….

Set-Up

Create the "credit card COMPANY" vendor. Do not enter any credit card payment information.



Using Credit Cards in AP Continued….

Scenario: Credit card is used to purchase from vendor:

- Create an invoice for the vendor. Following journal entry will be made:

  Debit : Expense Account *(entered by user)*

  Credit : AP Account (232.xx)

- The invoice is "paid" using either the normal AP run (APCA / APPA / APJA) or by using Post Checks. Following journal entry will be made:

  Debit : AP Account (232.xx)

  Credit : HOLDING ACCOUNT (*as set up by Variable Account #82)*

Using Credit Cards in AP Continued….

Scenario: Bill arrives from the credit card company:

- Create an invoice for the credit card company vendor. The expense account must be the HOLDING ACCOUNT. Following journal entry will be made:

  Debit : HOLDING ACCOUNT *(entered by user)*

  Credit : AP Account (232.xx)

- Pay the invoice using either the normal AP run (APCA / APPA / APJA) or by using Post Checks. Following journal entry will be made:

  Debit : AP Account (232.xx)

  Credit : AP Bank Account (131.xx)

Using ACH in AP

Set-Up

Parameters 174, 175, 177 and 254 set as needed

Class Maintenance – Choose to NOT mask the Vendor ACH bank information for those that need to enter the vendor ACH information.

Using ACH in AP Continued….

Set-Up

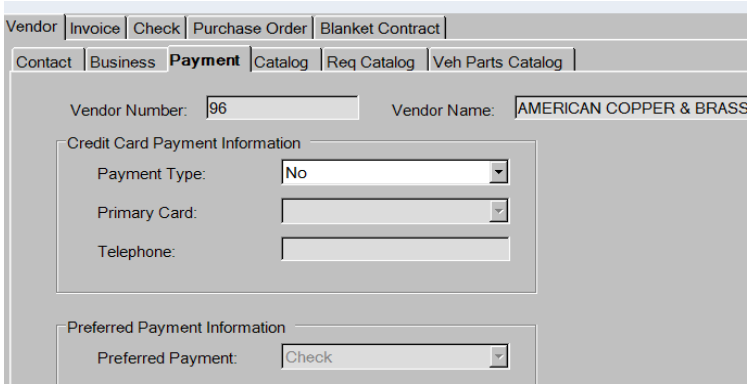
Control File > Multi-Use > General Tab: Set the next available ACH Trans on the Next Available Tab. (Enter a number greater than 0)

Control File > Multi-Use > Disk File: Find the File Type of ACH-AP. There is a system defined File called ACH-AP. If the system defined file will not work, copy it and modify as needed. This should be set up and tested with the bank prior to using the ACH option. Call Product Support if help is needed.

Using ACH in AP Continued….

Vendor Inquiry Screen Differences:

With parameter 174 set to No the ACH fields do not show:



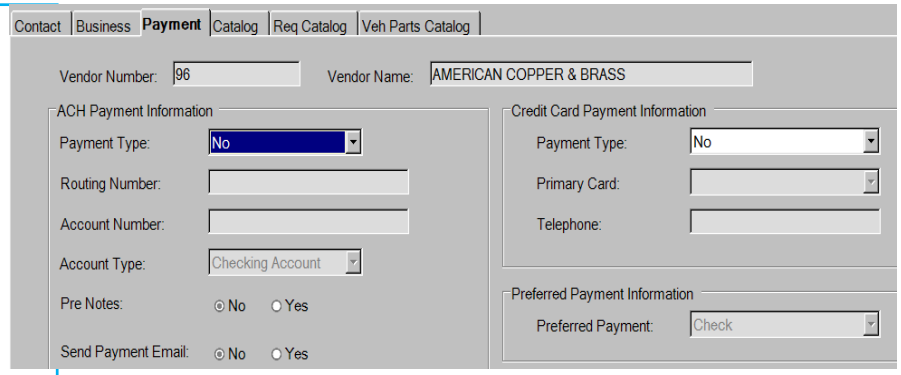
Using ACH in AP Continued….

Vendor Inquiry Screen Differences:

With parameter 174 set to Yes the ACH fields will show:

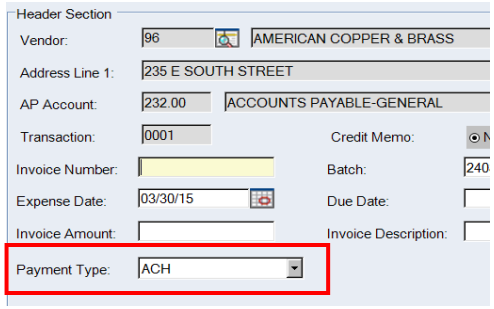
The new fields are:

- Payment type: ACH and Draft, ACH Only, ACH, Draft and Wire, Draft Only, No, Wire Only
- Routing Number: Vendor's bank routing number
- Account Number: Vendor's bank account number
- Pre Notes: Default is No, change to Yes as needed.
- Send Payment Email: Default is No, change to Yes if Payment email address is provided on the Contact tab.
- Preferred Payment: The default payment type for the vendor. Choices provided are based on what was chosen in the ACH Payment Type field.

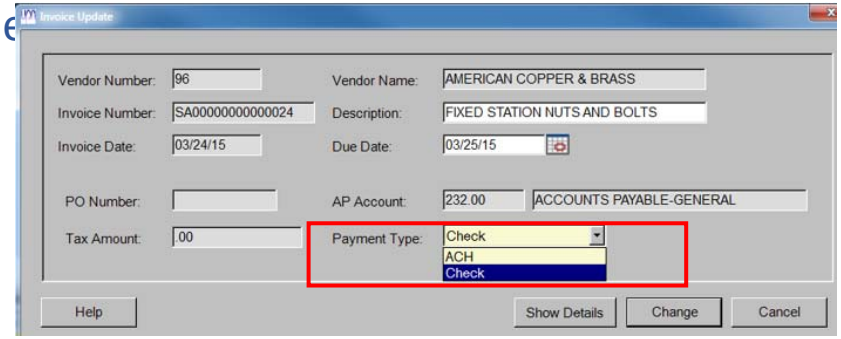


Using ACH in AP Continued….

When entering an invoice the Payment Type defaults to the Vendor setting. It can be changed if needed.



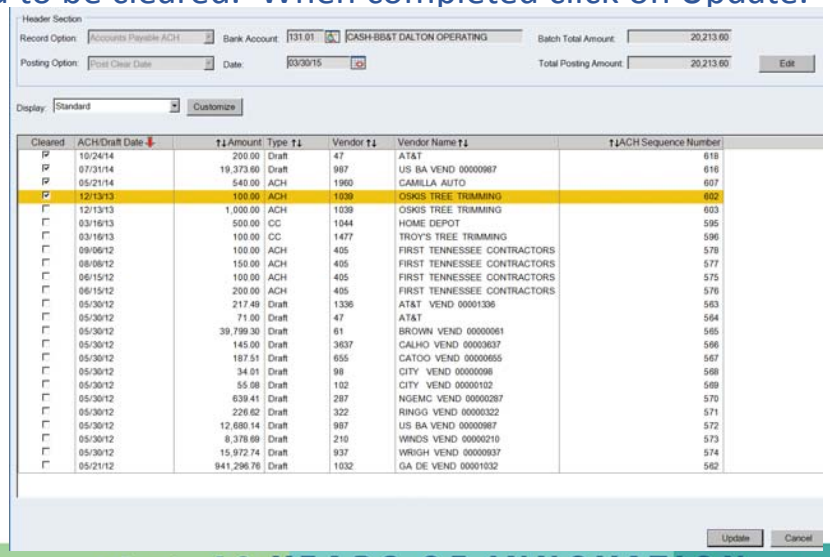
When in Invoice Update, if the invoice has not been paid yet, the Payment Type can be changed if neede



Using ACH in AP Continued….

Clearing ACH Sequence Numbers:

- If Parameter 175=0- then the ACH sequence numbers will have to be manually cleared.
- General Ledger > Bank Reconciliation > Clear Records. Choose the Record Option Accounts Payable ACH and Posting Option Post Clear Date. Enter the necessary header information and click on submit. The numbers that have not been cleared will appear. Click in the Cleared box on the lines that need to be cleared. When completed click on Update.

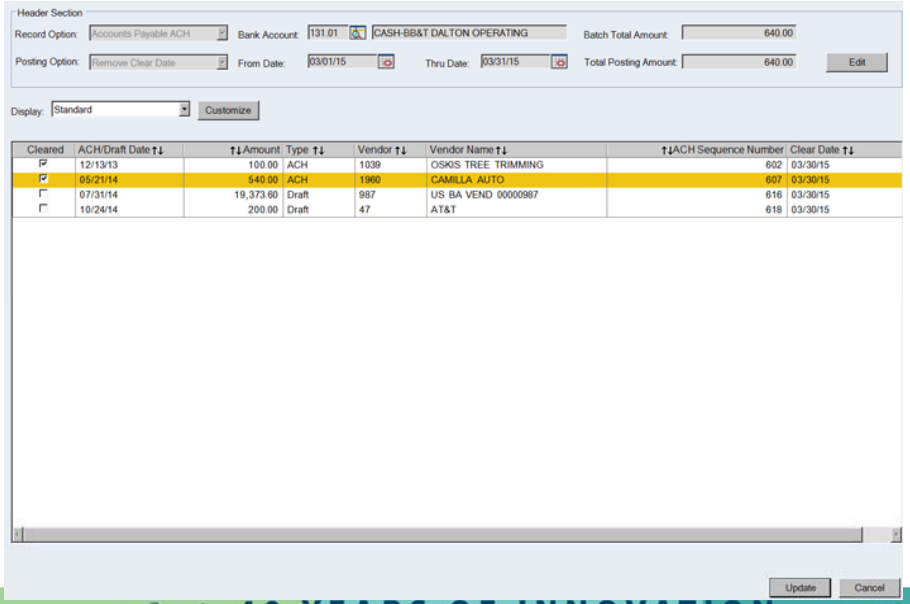


Cleared	ACH/Draft Date	Amount	Type	Vendor	Vendor Name	ACH Sequence Number
☑	10/24/14	200.00	Draft	47	AT&T	618
☑	07/31/14	19,373.60	Draft	987	US BA VEND 00000987	616
☑	05/21/14	540.00	ACH	1960	CAMILLA AUTO	607
☑	12/13/13	100.00	ACH	1039	OSKIS TREE TRIMMING	602
☐	12/13/13	1,000.00	ACH	1039	OSKIS TREE TRIMMING	603
☐	03/16/13	500.00	CC	1044	HOME DEPOT	595
☐	03/16/13	100.00	CC	1477	TROY'S TREE TRIMMING	596
☐	09/06/12	100.00	ACH	405	FIRST TENNESSEE CONTRACTORS	578
☐	08/08/12	150.00	ACH	405	FIRST TENNESSEE CONTRACTORS	577
☐	06/15/12	100.00	ACH	405	FIRST TENNESSEE CONTRACTORS	575
☐	06/15/12	200.00	ACH	405	FIRST TENNESSEE CONTRACTORS	576
☐	05/30/12	217.49	Draft	1336	AT&T VEND 00001336	563
☐	05/30/12	71.00	Draft	47	AT&T	564
☐	05/30/12	39,799.30	Draft	61	BROWN VEND 00000061	565
☐	05/30/12	145.00	Draft	3637	CALHO VEND 00003637	566
☐	05/30/12	187.51	Draft	655	CATOO VEND 00000655	567
☐	05/30/12	34.01	Draft	98	CITY VEND 00000098	568
☐	05/30/12	55.08	Draft	102	CITY VEND 00000102	569
☐	05/30/12	639.41	Draft	287	NGEMC VEND 00000287	570
☐	05/30/12	226.62	Draft	322	RINGG VEND 00000322	571
☐	05/30/12	12,680.14	Draft	987	US BA VEND 00000987	572
☐	05/30/12	8,378.69	Draft	210	WINDS VEND 00000210	573
☐	05/30/12	15,972.74	Draft	937	WRIGH VEND 00000937	574
☐	05/21/12	941,296.76	Draft	1032	GA DE VEND 00001032	562

Using ACH in AP Continued….

Removing the ACH Sequence Numbers Clear Date:

- General Ledger > Bank Reconciliation > Clear Records. Choose the Record Option Accounts Payable ACH and Posting Option Remove Clear Date. Enter the necessary header information and click on submit. The numbers that have been cleared within the specified date range will appear. Click in the Cleared box on the lines that need to show as not cleared. When completed click on Update.

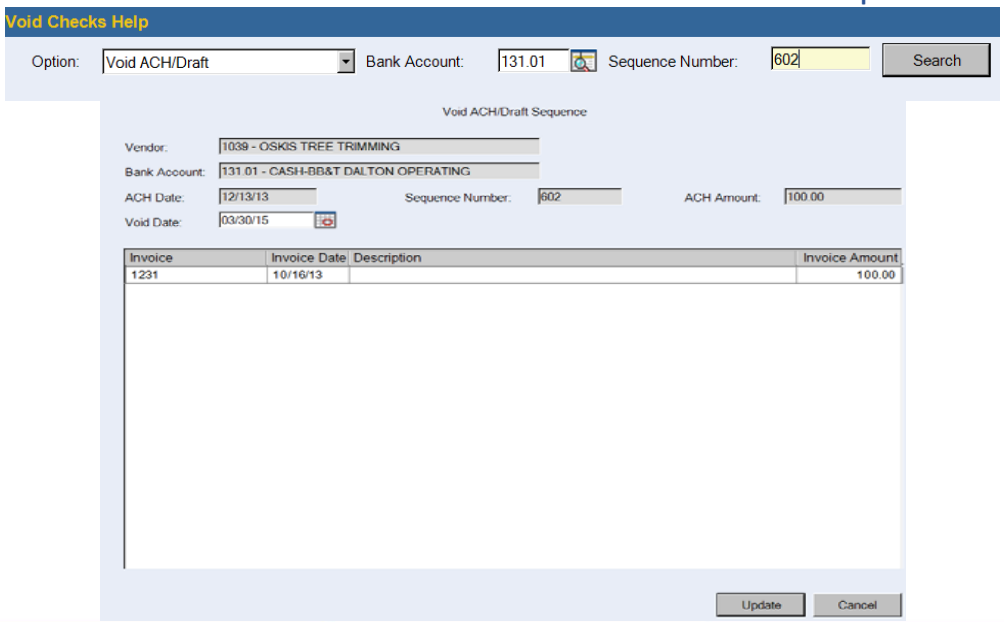


Using ACH in AP Continued….

Void ACH/Draft:

Accounts Payable > Void Checks

- Choose the option Void ACH/Draft. Enter the Bank account number and sequence number that needs to be voided and click on Search. Enter a Void Date and click Update.



Using ACH in AP Continued….

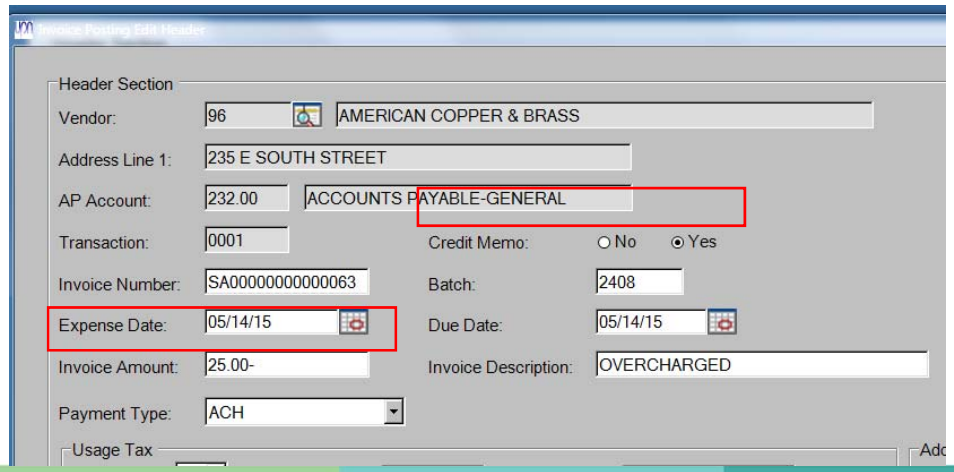
Batch Programs reflective of ACH:

- Accounts Payable Listing (APLA) - Payment type reflects ACH
- Accounts Payable Check Calculation (APCA) - Will show if the invoice is going to be a CHECK, ACH, or DRAFT and Grand Totals reflect total by payment method.
- Accounts Payable Checking Printing (APPA) – AP ACH Payment Notifications will be generated to mail to the vendor.
- Account Payable Journal Entry (APJA) - Will Create the ACH file and will update the sequence numbers for the ACH invoices.
- Account Payable AP ACH Payment Extract File (ACXA) – Creates the ACH File for the date range needed. The file is saved to the Workfile. Use WinSCP to find the file in the Workfile folder and copy to designated folder to transfer to the bank.
- Vendor Analysis Report (VALA) – Will show the ACH sequence number if ACH was processed for the vendor.
- Vendor Master File Listing (VMLA) – Will display the ACH information per vendor if entered.

Credit Memo Process

If a vendor issues a credit memo, it can be handled through the Invoice Posting screen.

- Enter normal header information however check Yes for Credit Memo and enter the amount as a negative.



Credit Memo Process Continued….

- Enter the amount on the Detail screen as a negative.

Ideally when processing a credit memo, the detail fields should match where the payment was processed to in order for the original expense detail fields to be correctly offset.

Detail Entry

Item ID	Dept	WH	Vehicle	Job	Project	Task	Account	Quantity	Amount	County	City	Rec No
MISC 00	10						926.00		25.00-			

Description

OVERCHARGED ON BOLTS

Submit Delete New Line

Item ID	Dept	WH	Vehicle	Job	Project	Task	Account	Quantity	Amount	County	City	Rec No	Description
MISC 00	10						926.00		25.00-				MISCELLANEOUS

Invoice Update

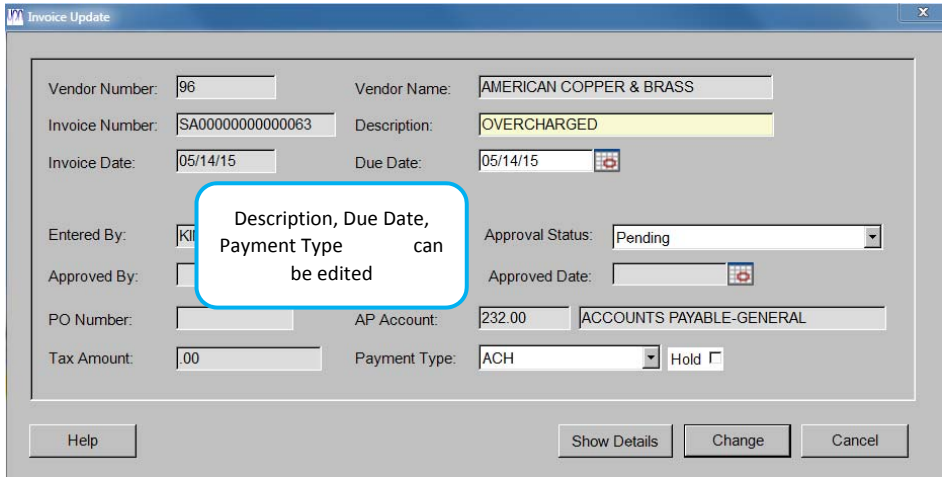
Once an invoice is created (and has not been paid), the only fields available for modification are Description, Due Date and Payment Type. If there are other errors that need to be corrected, the invoice must be voided and re-created.

To update an invoice, there are a number of ways to find it.

- Go to Vendors and find the vendor and then click on the Invoice Tab.
- Go to Invoices and find the vendor and then highlight and search – when new screen loads, click on the Invoice Tab.

Invoice Update Continued….

Whichever method is used to get to the invoice, once found, double click on the invoice to open in Update Invoice screen.



Description, Due Date, Payment Type can be edited

Copy Invoice

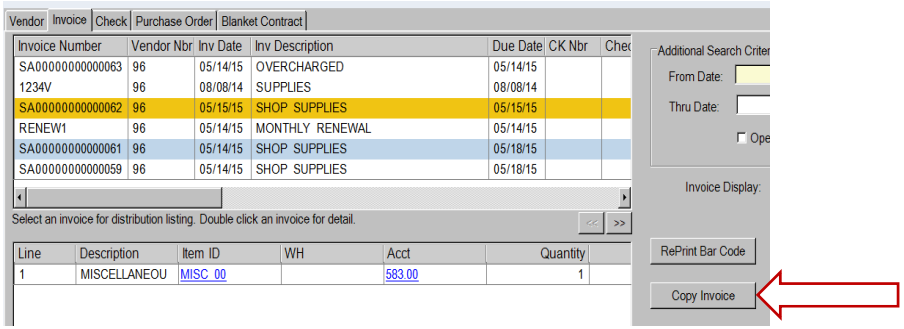
An existing invoice can also be copied and modifications made.

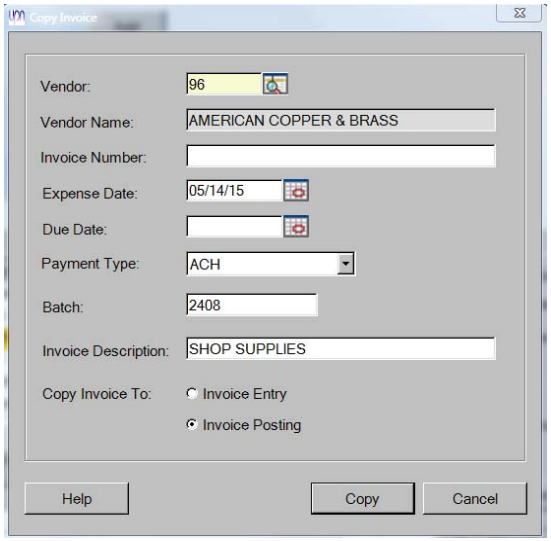
To copy an invoice, there are a number of ways to find it first.

- Go to Vendors and find the vendor and then click on the Invoice Tab.
- Go to Invoices and find the vendor and then highlight and search – when new screen loads, click on the Invoice Tab.

Copy Invoice Continued….

Whichever method is used to get to the invoice, once found, highlight the invoice and click the Copy Invoice button.



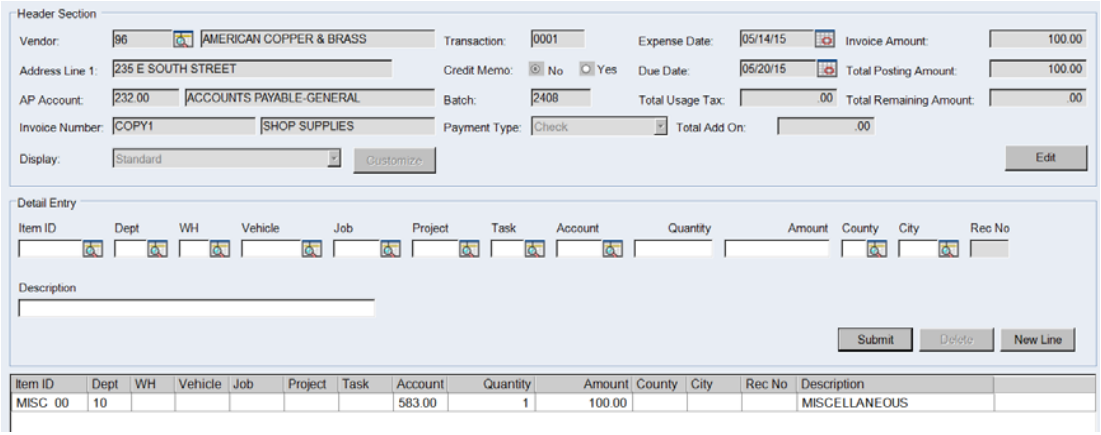


A new dialogue box opens which allows you to edit as needed: Vendor, Invoice Number, Expense Date, Due Date, Payment Type, Invoice Description.

Choose option to Copy Invoice to Invoice Entry or Invoice Posting. Click Copy.

Copy Invoice Continued….

Based on your Copy Invoice To choice, the new window will open with the prepopulated information:



Make changes, if necessary, and click Update.

Check & Journal Entry Process

Note: All programs must be run by the same user.

- Accounts Payable Listing (APLA)
- Accounts Payable Calculation (APCA)
- Accounts Payable Check Printing (APPA)
  - Up to this point the system does not recognize any of the checks yet. If a correction needs to be made, it could be done and then start over with the APCA
- Accounts Payable Journal Entries (APJA)
  - This step finalizes the AP Process

Invoice Approval Set-Up

Class Maintenance – Set according to the User's need:

- [x] GA Main Menu
  - [x] Accounts Pay

- [x] GA Accounts Payable Menu
  - [x] 1099 Adjustment
  - [x] AP Inquiry
  - [x] AP Invoice Item Analysis
  - [x] Imported Invoice
  - [x] Imported Invoice Generate
  - [ ] Invoice Approval
  - [x] Invoice Entry
  - [ ] Invoice Image Add
  - [ ] Invoice Image Delete
  - [ ] Invoice Image View
  - [x] Invoice Posting
  - [x] Invoice Submit for Approval
  - [ ] Invoice/Approval Limits
  - [x] Post Check
  - [x] Post Elec Invoice
  - [x] Template Posting
  - [x] Void Check
  - [x] Void Invoice

- [x] GA Approval Menu
  - [x] Alternate Approval Administration
  - [x] Alternate Approval Maintenance
  - [x] Approval Path Add
  - [x] Approval Path Change
  - [x] Approval Path Delete
  - [x] Approval Path Inquiry
  - [x] Approval Request
  - [x] Approval Request Administration

Invoice Approval Set-Up Continued….

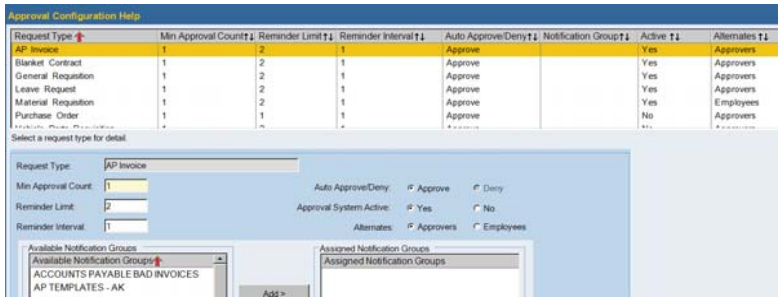
Parameter Settings:

Please contact Product Support for assistance in setting all parameters.

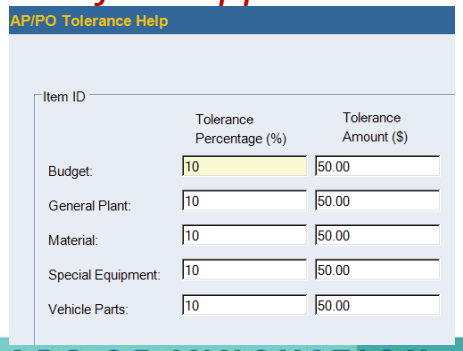
- Parameter 219 determines if approval system in use.
- Parameter 233 determines if invoice auto approval.
- Parameter 236 determines if approver can modify invoice details.

Invoice Approval Set-Up Continued….

Control File > Approvals > Approval Configuration – turn on AP Invoice by changing Approval System Active to Yes.

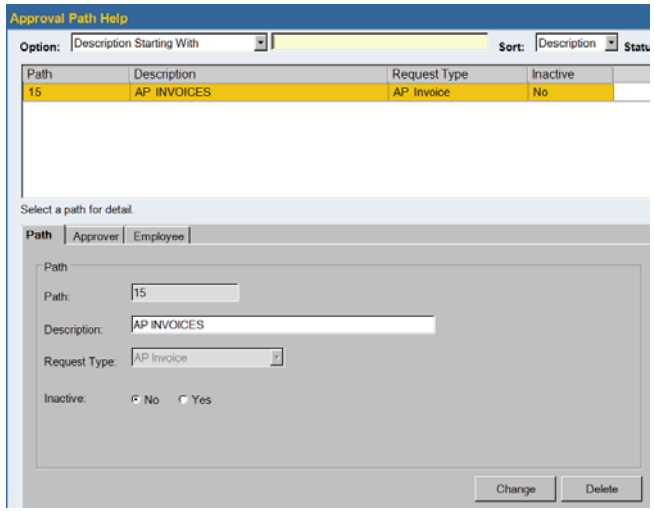


Control File > Approvals > AP/PO Tolerance – set the tolerance levels for the item ids as noted. *These are only effective if PO Approval is also used.*



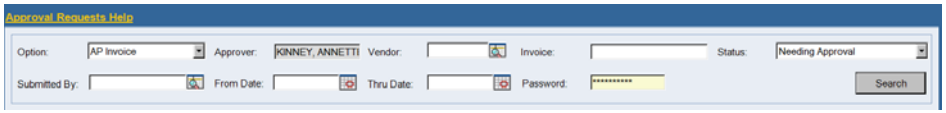
Invoice Approval Set-Up Continued….

Approval > Approval Path – set up the approval path needed for accounts payable invoices. Set Approvers as needed on the Approver tab.

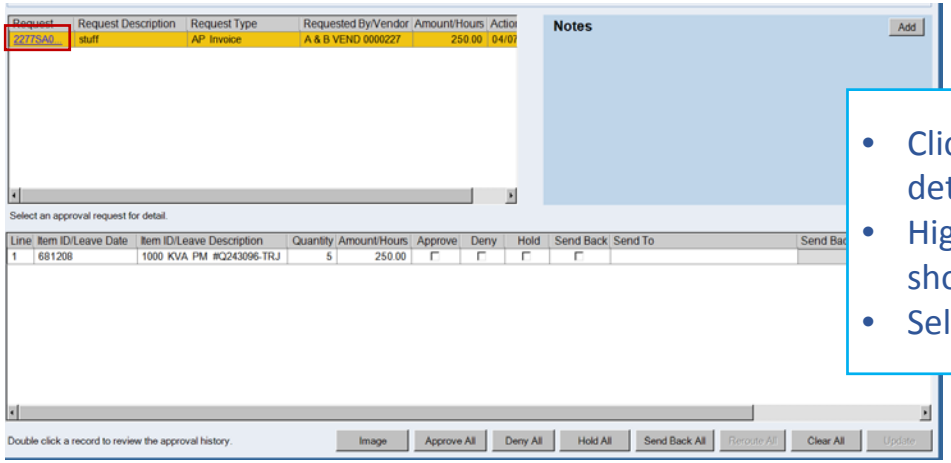


Approving an Invoice

Approvals > Approval Request – choose the Option(s) as needed, enter password and click Search.



Any invoices meeting the search criteria will be returned:

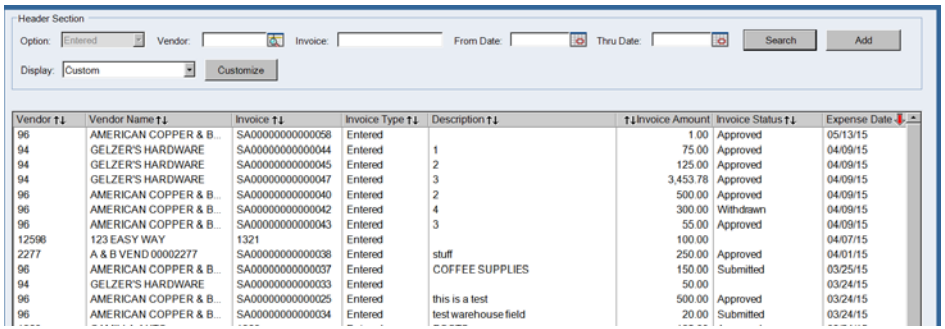


- Click the blue hyperlink to open the invoice detail.
- Highlight the invoice line and the detail will show at the bottom.
- Select the action as needed and click Update.

Invoice Entry

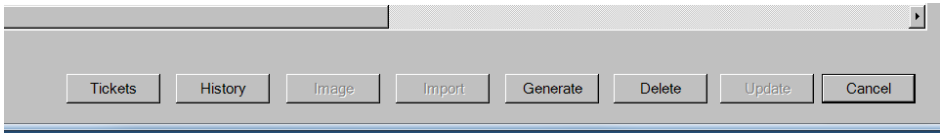
Accounts Payable > Invoice Entry > Search

Clicking Search will bring back all invoices that have been Updated but not Generated. The status column will show the current status. Clicking on the double arrows at the top of any column will re-sort the list.



Vendor	Vendor Name	Invoice	Invoice Type	Description	Invoice Amount	Invoice Status	Expense Date
96	AMERICAN COPPER & B...	SA00000000000058	Entered		1.00	Approved	05/13/15
94	GELZER'S HARDWARE	SA00000000000044	Entered	1	75.00	Approved	04/09/15
94	GELZER'S HARDWARE	SA00000000000045	Entered	2	125.00	Approved	04/09/15
94	GELZER'S HARDWARE	SA00000000000047	Entered	3	3,453.78	Approved	04/09/15
96	AMERICAN COPPER & B...	SA00000000000040	Entered	2	500.00	Approved	04/09/15
96	AMERICAN COPPER & B...	SA00000000000042	Entered	4	300.00	Withdrawn	04/09/15
96	AMERICAN COPPER & B...	SA00000000000043	Entered	3	55.00	Approved	04/09/15
12598	123 EASY WAY	1321	Entered		100.00		04/07/15
2277	A & B VEND 00002277	SA00000000000038	Entered	stuff	250.00	Approved	04/01/15
96	AMERICAN COPPER & B...	SA00000000000037	Entered	COFFEE SUPPLIES	150.00	Submitted	03/25/15
94	GELZER'S HARDWARE	SA00000000000033	Entered		50.00		03/24/15
96	AMERICAN COPPER & B...	SA00000000000025	Entered	this is a test	500.00	Approved	03/24/15
96	AMERICAN COPPER & B...	SA00000000000034	Entered	test warehouse field	20.00	Submitted	03/24/15

Any invoice that has been approved is ready to be generated. Double click to open the approved invoice. Click Generate at the bottom of the invoice detail to post the invoice.

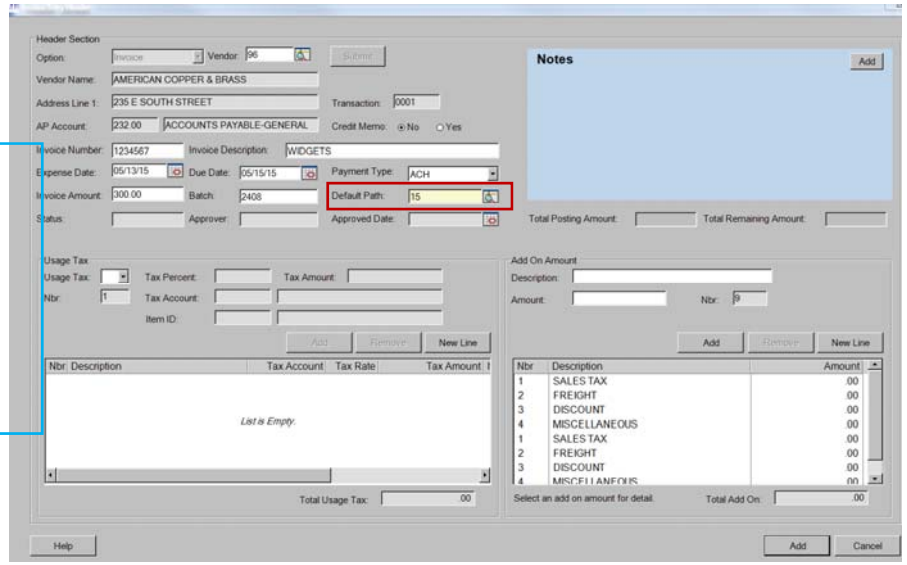


Invoice Entry Continued….

Accounts Payable > Invoice Entry > Add

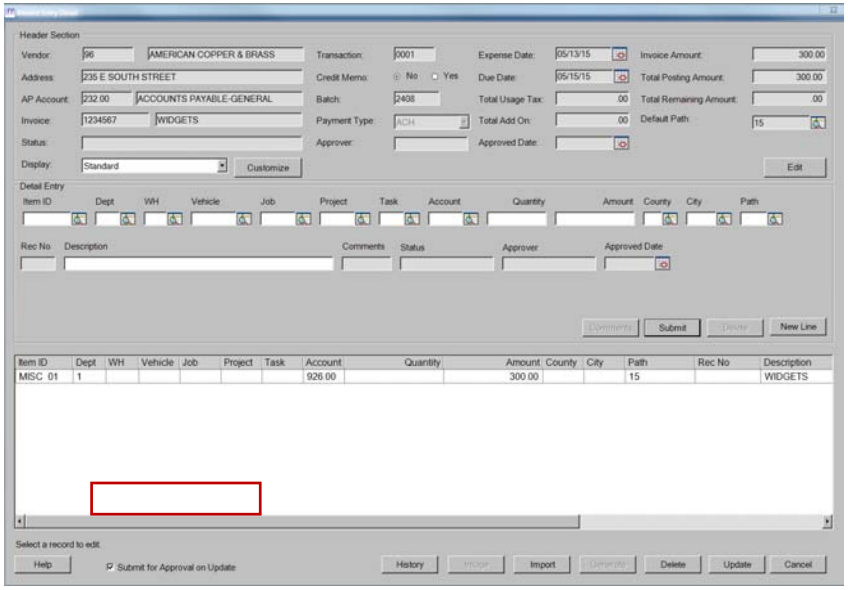
- Add Invoice
- Add Invoice For A PO
- Add Invoice and Import

The process of filling out the Header screen is the same as Invoice Posting with the addition of the Default Path that must also be identified. Click Add to launch the Detail Screen.

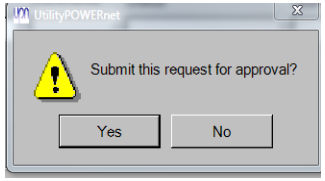


Invoice Entry Continued….

The detail lines are entered the same as in Invoice Posting. When the detail lines are all added. Check the box "Submit for Approval on Update" and click Update.

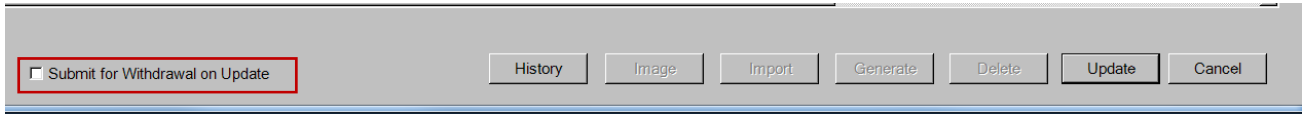


Answer the pop-up box:

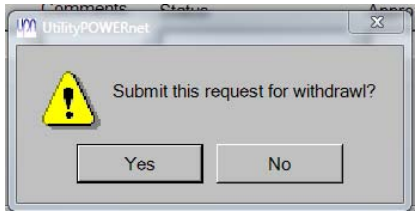


Invoice Entry Continued….

If changes need to be made to an invoice it can be withdrawn provided it has not been approved yet. Find the invoice in the list and double click to open. Check the box “Submit for Withdrawal on Update” and click Update.

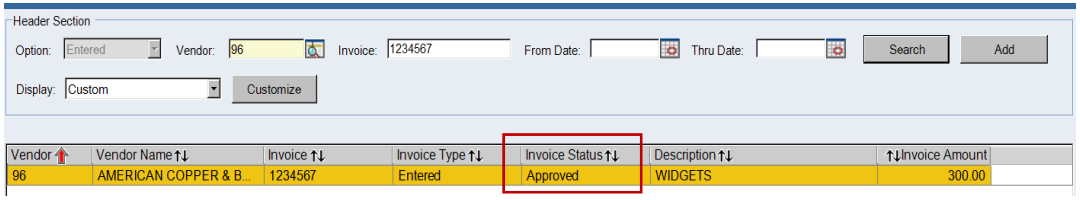


Answer the pop-up box:



Invoice Entry Continued….

If the parameter to auto approve invoices is turned on, the invoice will show in the Search screen as Approved.



Double click to open the Invoice detail and click Generate.

Note: If the invoice has been Approved, it cannot be deleted. The Invoice would have to be Generated and the invoice voided.

ANY
QUESTIONS
?

Contact Information:

Accounting Product Support (APS)
770-414-4357 Option 2