

Managing and Entering Vendor Invoices

2016 - Summer Edition

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Overview

The Manage Vendor Invoice tool allows users to access, manage, create, edit, and delete vendor invoices. The grid can be customized to include the check number, and can then be used to see all outstanding invoices, or to see what invoices were paid with a particular check. It is also the tool used to enter new invoices.

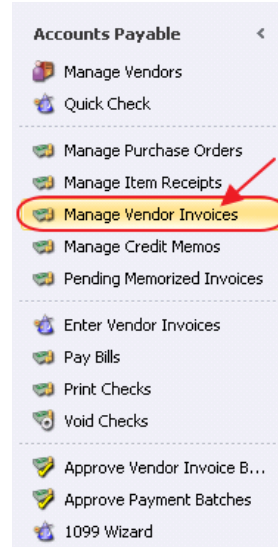
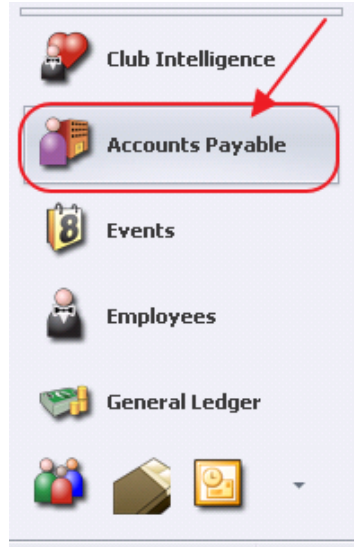
Use Case(s)

- Enter an Invoice into the system
- Determine the check that paid an invoice

Accessing the Tool

To access the Manage Vendor Invoices Screen:

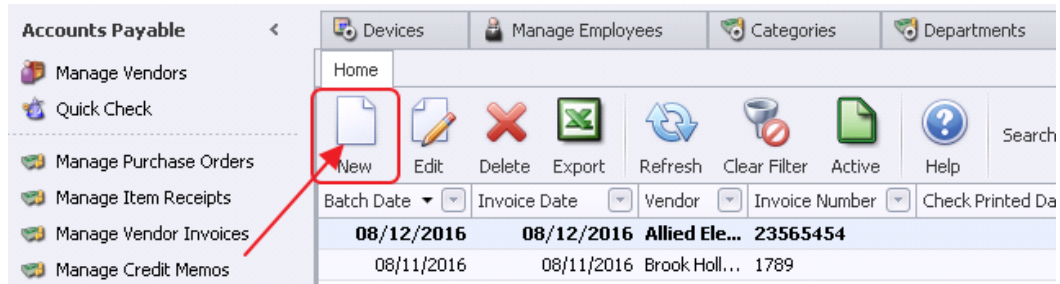
- 1) Click on **Accounts Payable**
- 2) Then, click **Manage Vendor Invoices**



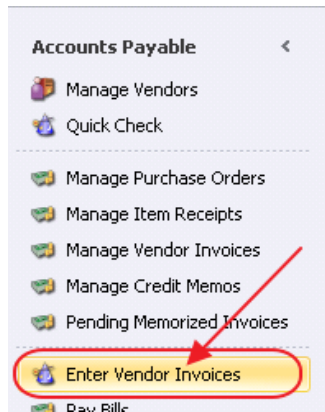
Standard Invoice Entry

To enter an invoice into the system:

Click the **New** icon on the **Manage Vendor** Screen.

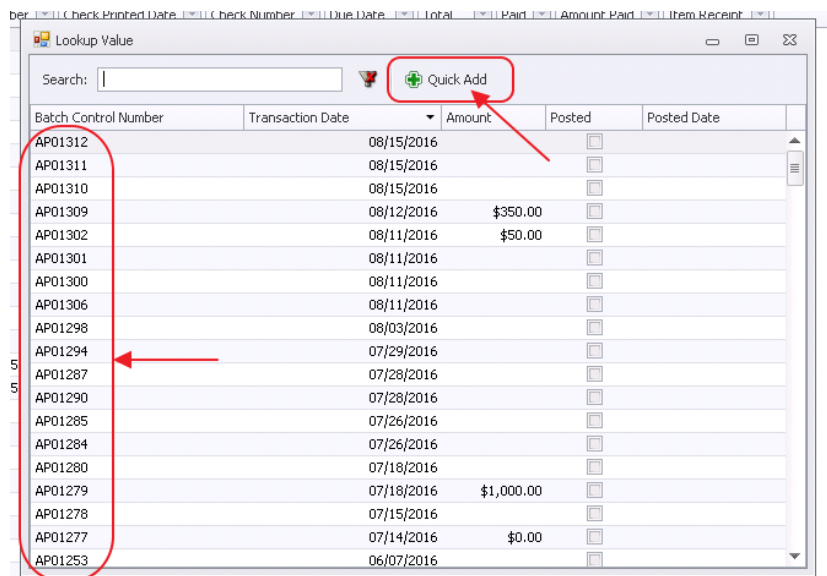


Or, select **Enter Vendor Invoices** directly from the user menu.



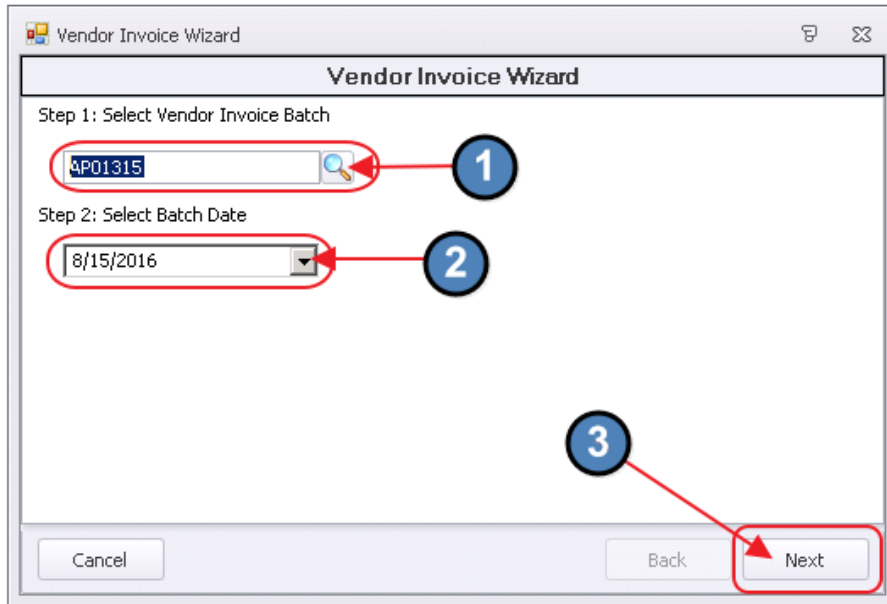
The Lookup Value screen will appear to assist with locating a specific batch, amount, or other filter as specified, or to begin a new batch.

To begin a new batch, click the **Quick Add** button, or to add an invoice to an existing batch, select the batch from the list by double-clicking on it.



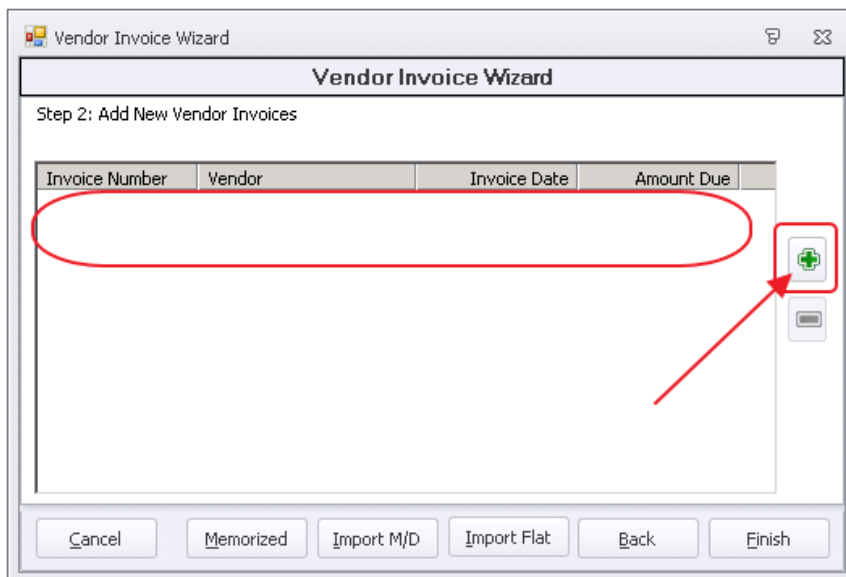
The Vendor Invoice Wizard screen will load.

The **Vendor Invoice Batch** number will load (based on either the batch selected, or based on the auto-generated number for the new batch). The **Batch Date** will default to today's date for new batches, and will have already been assigned to previous batches. This is the date the batch will post to the General Ledger. Click **Next** to proceed.

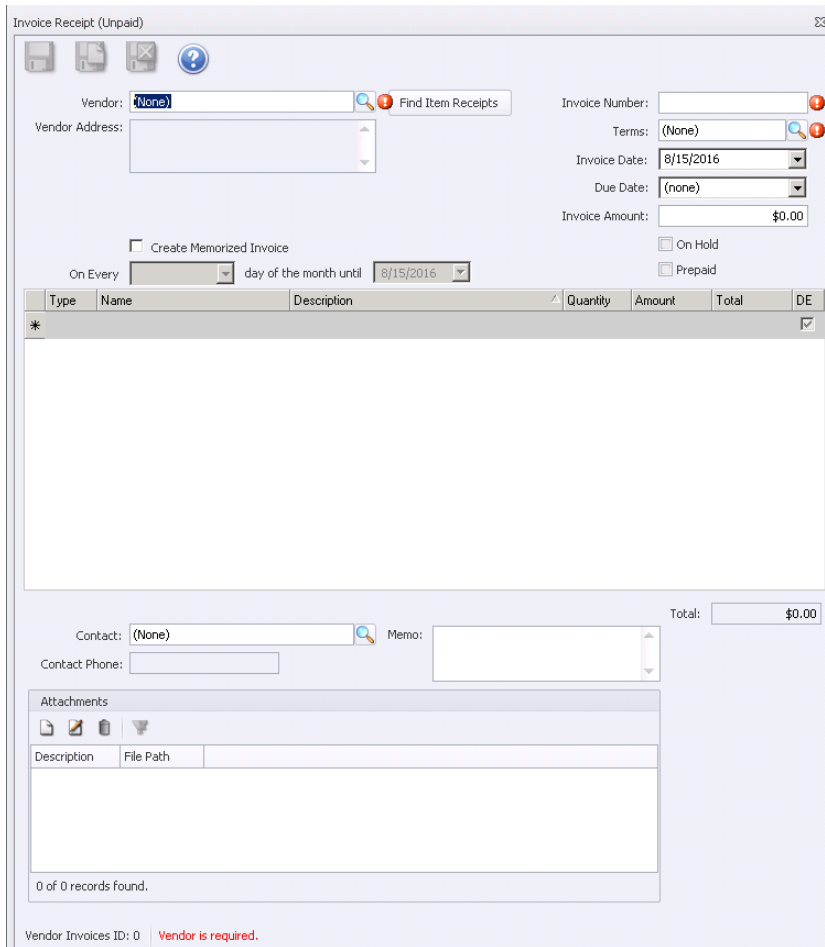


For existing batches with already existing invoices, invoices will be displayed in the grid.

To add a new Invoice to the batch, click the green plus button.



Invoice Receipt (Unpaid) screen will display.



Invoice Receipt (Unpaid)

Vendor: (None) Find Item Receipts

Vendor Address:

Invoice Number:

Terms: (None)

Invoice Date: 8/15/2016

Due Date: (none)

Invoice Amount: \$0.00

Create Memorized Invoice

On Every: day of the month until 8/15/2016

On Hold

Prepaid

Type	Name	Description	Quantity	Amount	Total	DE
*						<input checked="" type="checkbox"/>

Contact: (None) Memo:

Contact Phone:

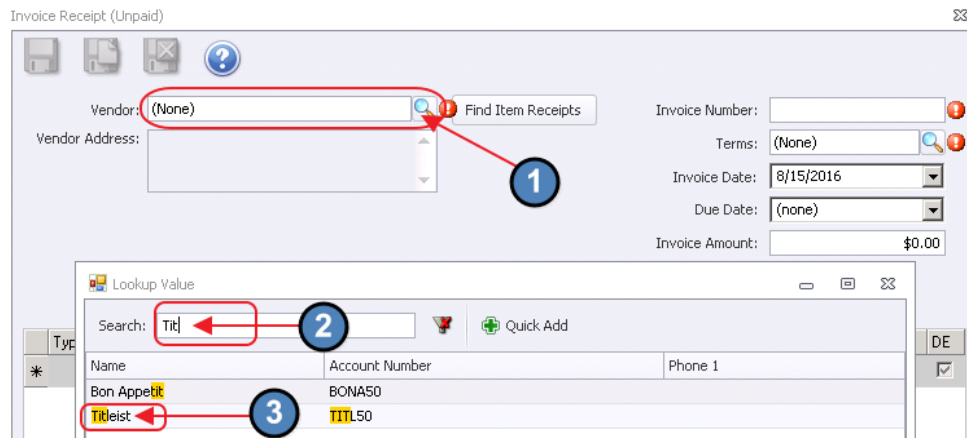
Attachments

Description	File Path
0 of 0 records found.	

Total: \$0.00

Vendor Invoices ID: 0 Vendor is required.

Select the **Vendor**. Start typing the name of the vendor or click on the Lookup icon to launch the Lookup screen. Once Vendor appears in the list, select the Vendor to populate the Vendor field by double-clicking on it.



Invoice Receipt (Unpaid)

Vendor: (None) Find Item Receipts

Vendor Address:

Invoice Number:

Terms: (None)

Invoice Date: 8/15/2016

Due Date: (none)

Invoice Amount: \$0.00

Lookup Value

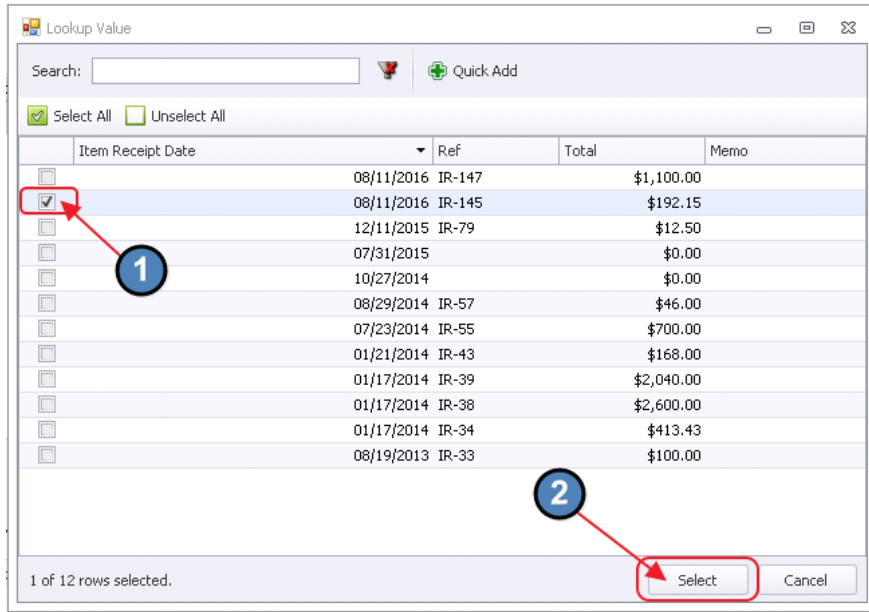
Search: TIT

Name	Account Number	Phone 1
Bon Appetit	BONA50	
TITL50	TITL50	

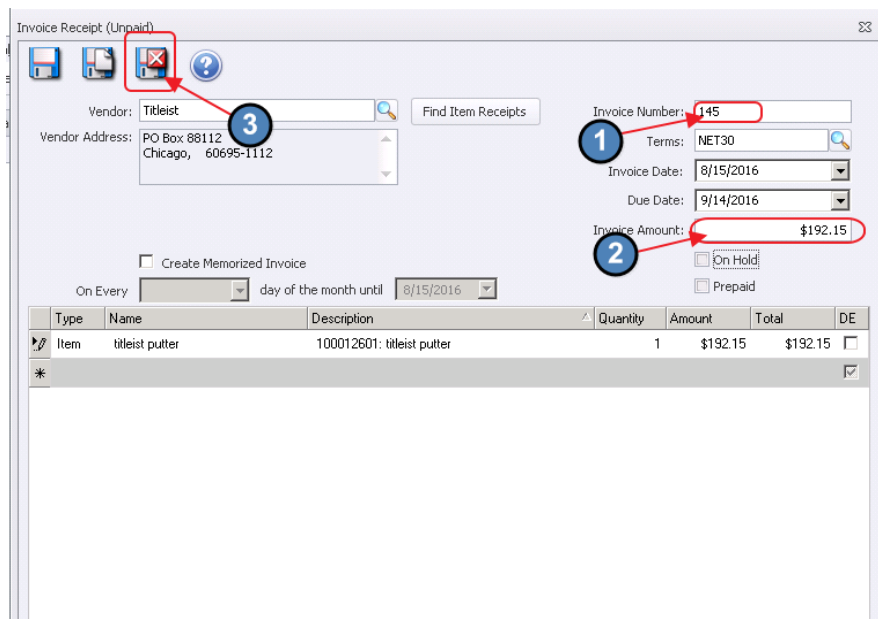
Using an Item Receipt

Once Vendor is selected, the Open Receipts screen for the selected Vendor will appear.

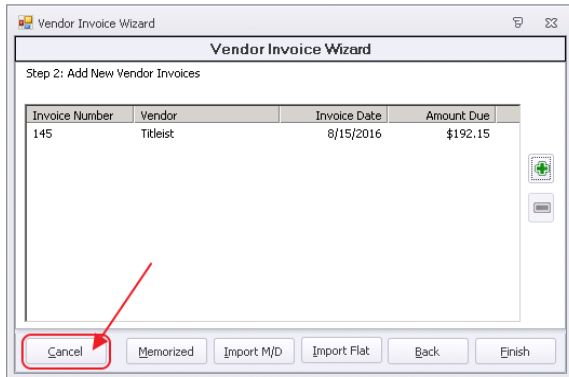
To create an invoice using Open Item Receipts, click to select the Item receipts(s) that apply. Then, click, **Select**.



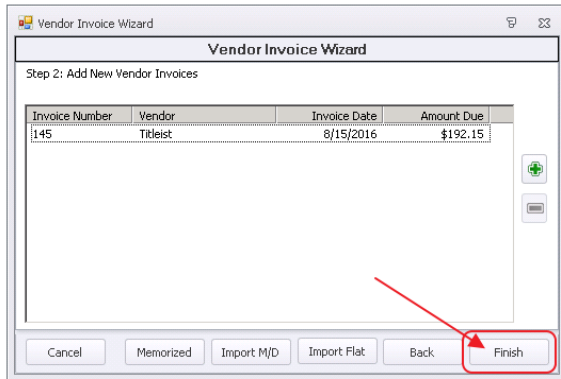
Complete Invoice Receipt screen by populating the Invoice Number, Amount, and any additional items as needed. Click, **Save and Close** when complete to return to the Vendor Invoice Wizard screen.



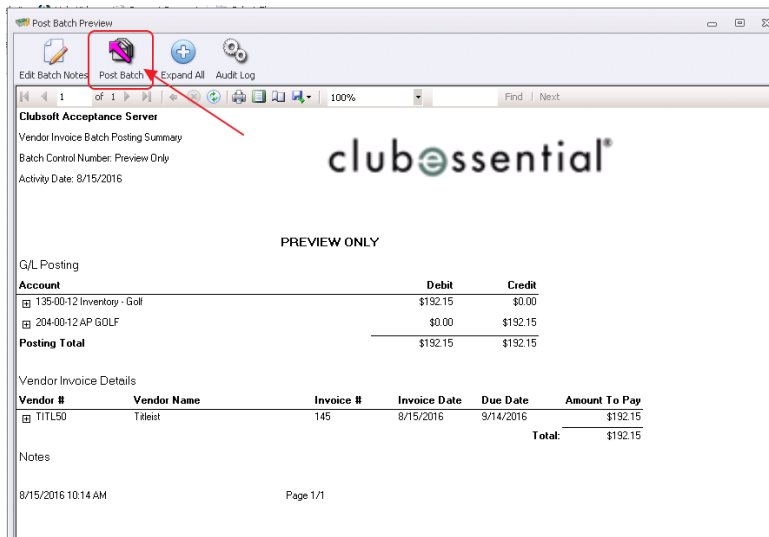
The batch can be left open to add to later or it can be posted. To leave the batch open, click, **Cancel**.



To Post the batch, click **Finish**.

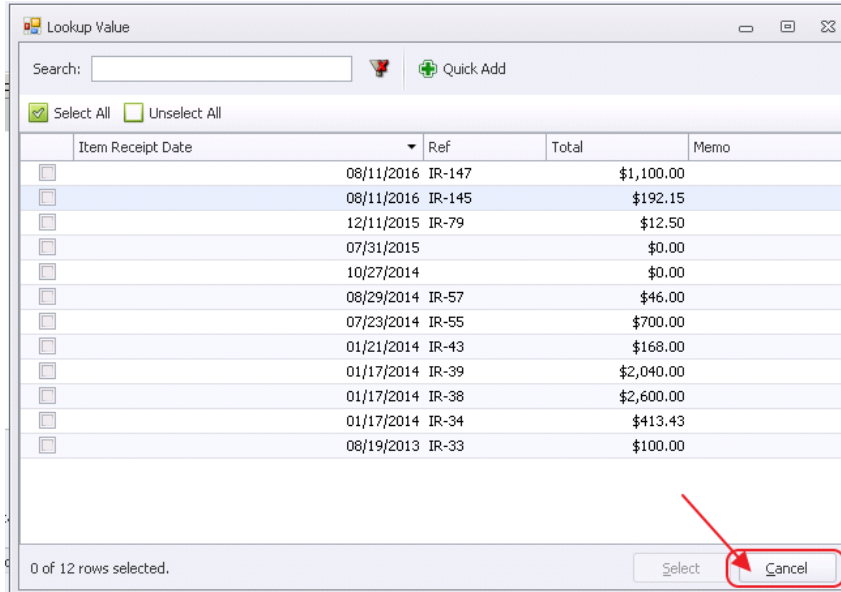


The Post Batch Preview screen will appear. Review the batch, and when ready, click **Post Batch**.

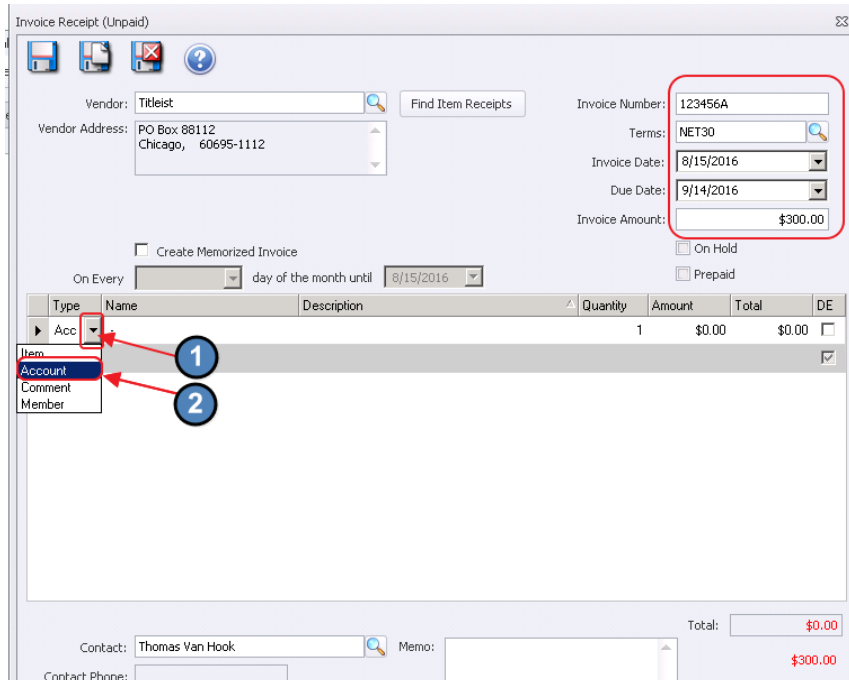


Without Using an Item Receipt

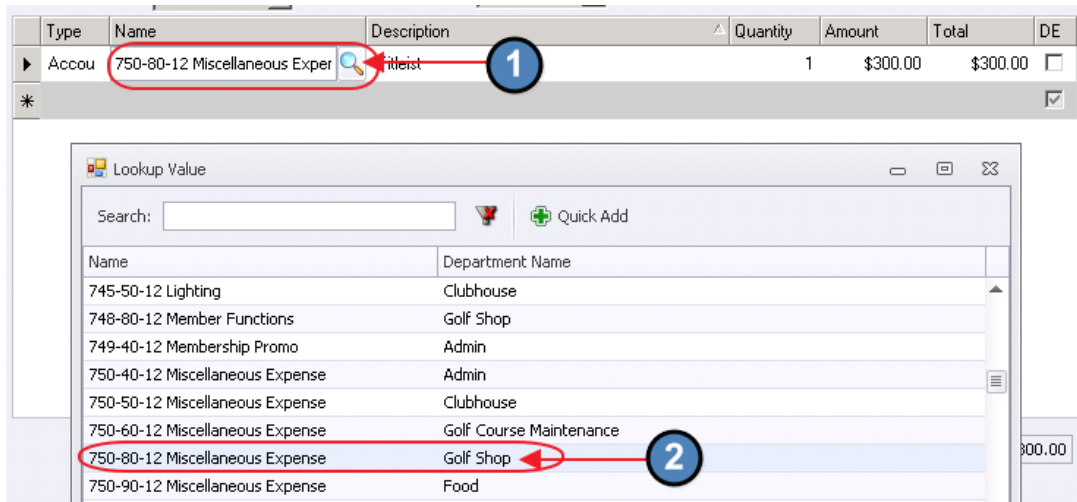
To create an invoice without using an Item Receipt, leave all item receipts unchecked. Then, click **Cancel**.



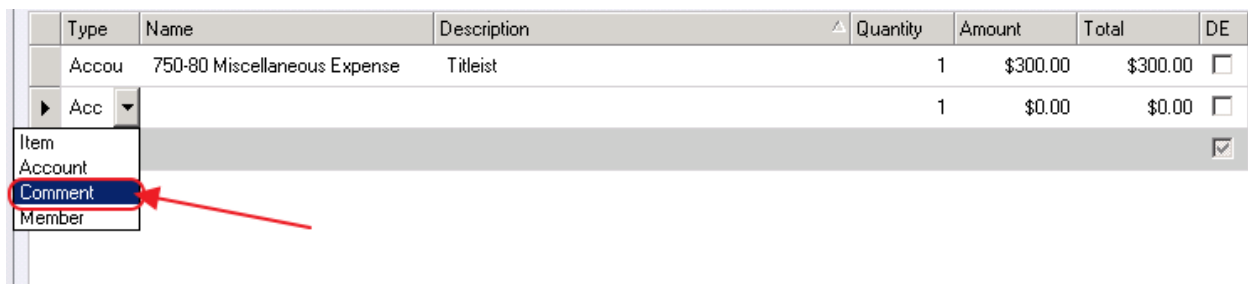
Next, complete the Invoice Receipt screen beginning with the Invoice Header info including the Invoice Number and Invoice Amount. Then, create a line on the invoice to apply the invoice amount to the appropriate General Ledger account(s). To create a line, click on the drop-down in the Type column, and then select Account.



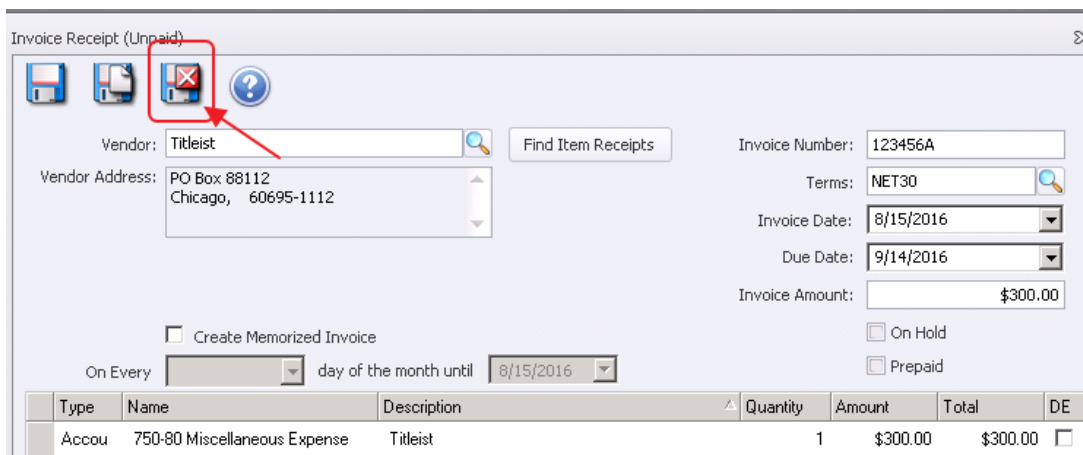
Populate the Number or Name of the G/L account to apply the invoice amount. More than one account line may be added if necessary, and amount on each line may be adjusted accordingly.



To enter an additional Comment that will show in the G/L, add an additional line(s) to the invoice by selecting the appropriate **Comment** designation.



When complete, click **Save and Close**.



Entering a Reciprocal Charge

The reciprocal charge feature enables a user to enter an invoice for a reciprocal club and create the charge for the member at the same time. Once the invoice batch is posted, the system will create a charge batch under Approve Charge Batches in Membership, which can be posted to charge the member's account.

Note: Once the Vendor Invoice Batch is posted and the membership batch is created, there is no longer a connection between the two batches. Changes to the membership batch will not affect Accounts Payable. Any service fees charged to the members for processing reciprocal charges would be done through the Membership module as a separate Member Charge.

To Create a Reciprocal Charge:

Access the Invoice Receipt screen (The invoice entry screen) – follow instructions for Standard Invoice Entry. Complete the heading of the Invoice Receipt Screen.

Under Type option, select, **Member**.

Invoice Receipt (Unpaid)

Vendor: Brook Hollow Golf Club Find Item Receipts

Vendor Address: 8301 Harry Hines Blvd.
Dallas, MN 75235-

Invoice Number: 5012
Terms: NET30
Invoice Date: 8/15/2016
Due Date: 9/14/2016
Invoice Amount: \$153.85

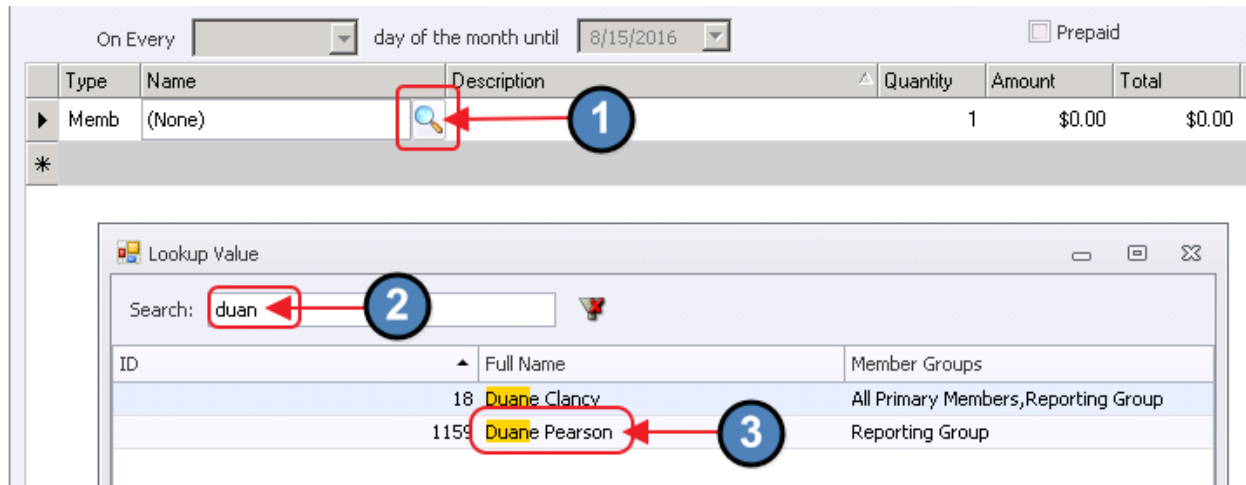
Create Memorized Invoice
On Every [] day of the month until 8/15/2016

On Hold
 Prepaid

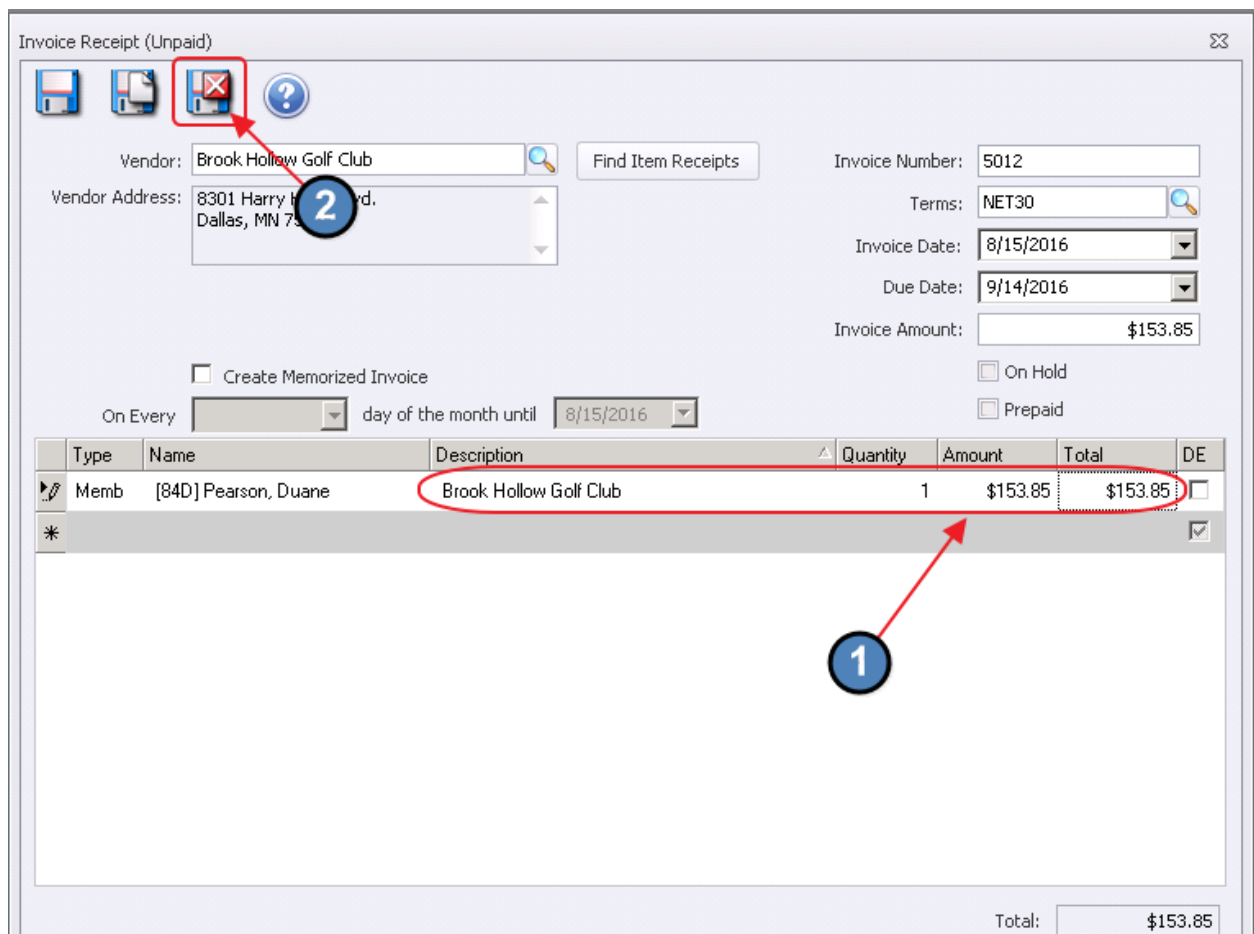
Type	Name	Description	Quantity	Amount	Total	DE
Me	-	-	1	\$0.00	\$0.00	<input type="checkbox"/>

Item
Account
Comment
Member

Then, in the name section, select the member to be charged. Use the lookup feature for assistance. Once Member is located, double-click to select and populate the **Name** field.



The **Description** will default to Vendor Name. This will display on the member statement, and can be adjusted if necessary. Leave **Quantity** at the Default. Enter the **Amount** of the Charge, and click, **Save and Close**.



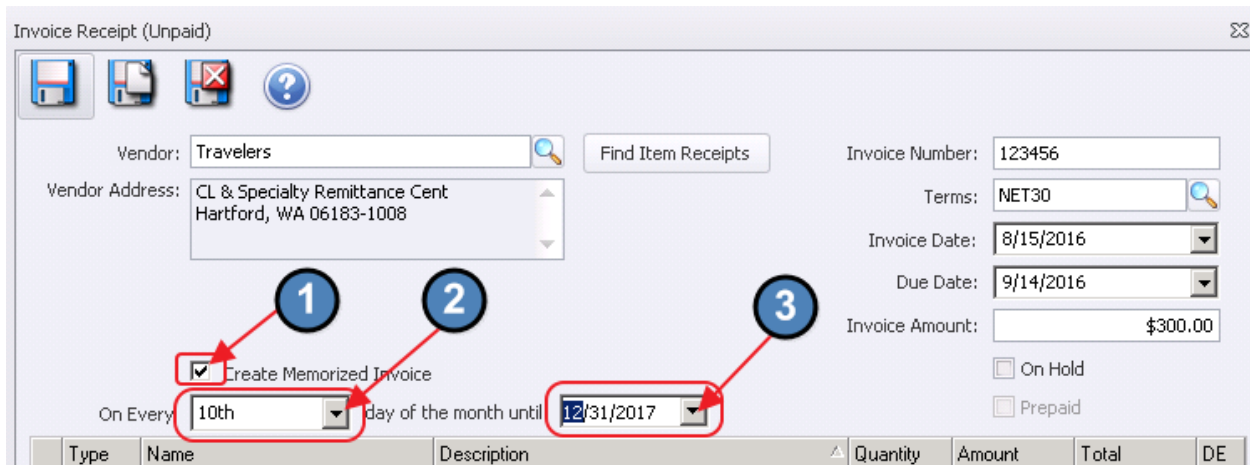
Memorized Invoices

Memorized invoices are created to minimize invoice entry for repeat monthly expenses. The invoice is created, and configured to be memorized. Then, monthly, a copy of that invoice is pulled into a Vendor Batch to be process.

Creating Memorized Invoices

Access the Invoice Receipt screen (the invoice entry screen) – follow instructions for Standard Invoice Entry.

In the header section, select Create memorized Invoice. Once selected, the two date fields will open for population. The **On Every** Date should be set to the day of the month the Memorized Invoices should be set to auto-create the bill. The **Until** date should be set to the end date of the Memorized Invoice.

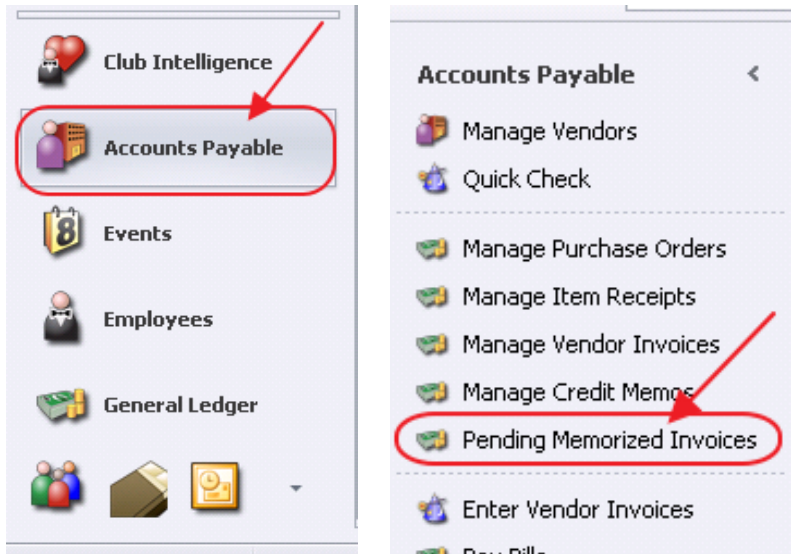


After the Memorized Invoice settings are complete, finalize the invoice entry process, and save and close when finished.

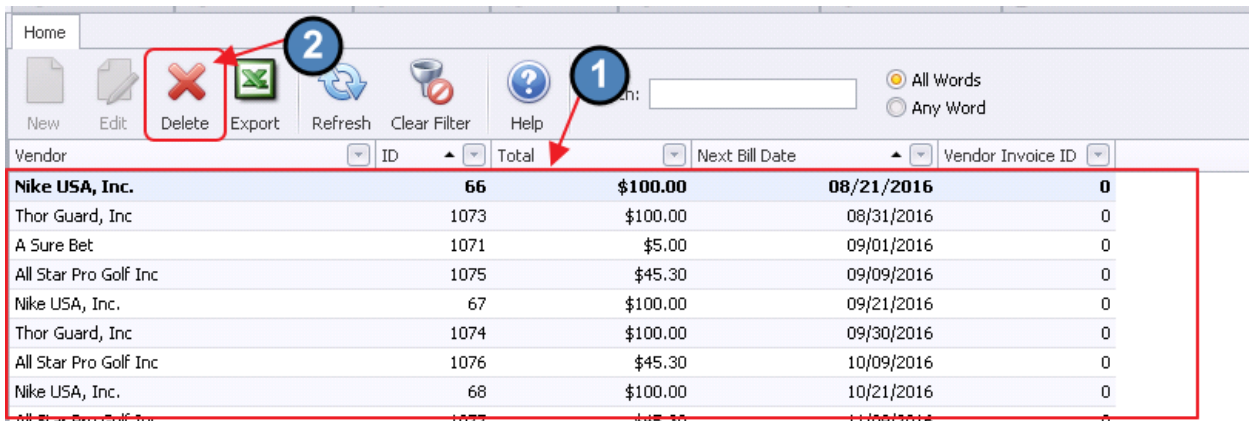
Once the invoice configured to create the memorized invoices is posted, a memorized invoice is created for each month until the end date specified. The invoices will be listed on the Pending Memorized Invoices Screen. PLEASE NOTE: Memorized Invoices can only be deleted from this screen. They cannot be created or edited.

Deleting Memorized Invoices

To delete memorized Invoices, click on **Accounts Payable**, and then click, **Pending Memorized Invoices**.



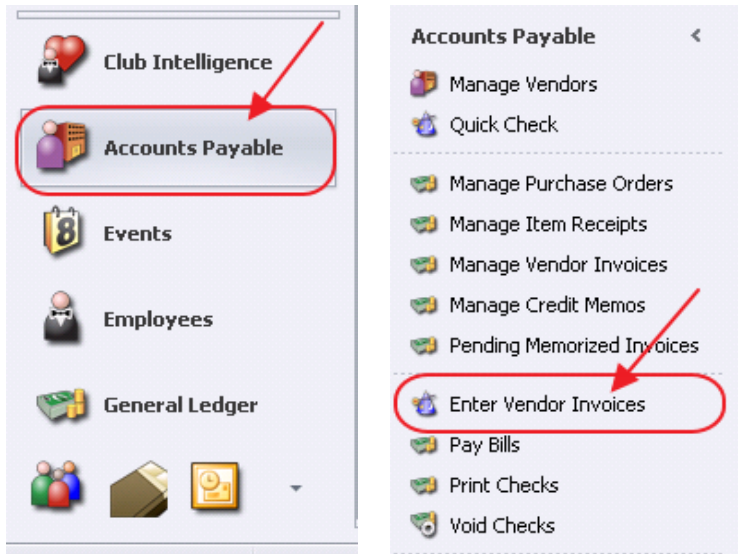
Select the Invoice to delete from the Invoice Grid by clicking on it (highlighting it), and then click, the **Delete** button.



Retrieving Memorized Invoices for Processing

Memorized Invoices are created with a Next Bill Date, which is set based on the **On Every** day of the month entry during the creation of the initial invoice. When a Vendor Invoice Batch is created with a batch date on or after the next bill date of the Memorized Invoice, the system will prompt the user asking if they would like to process that memorized invoice.

To retrieve Memorized Invoices, click on **Accounts Payable**, and then, click **Pending Memorized Invoices**.



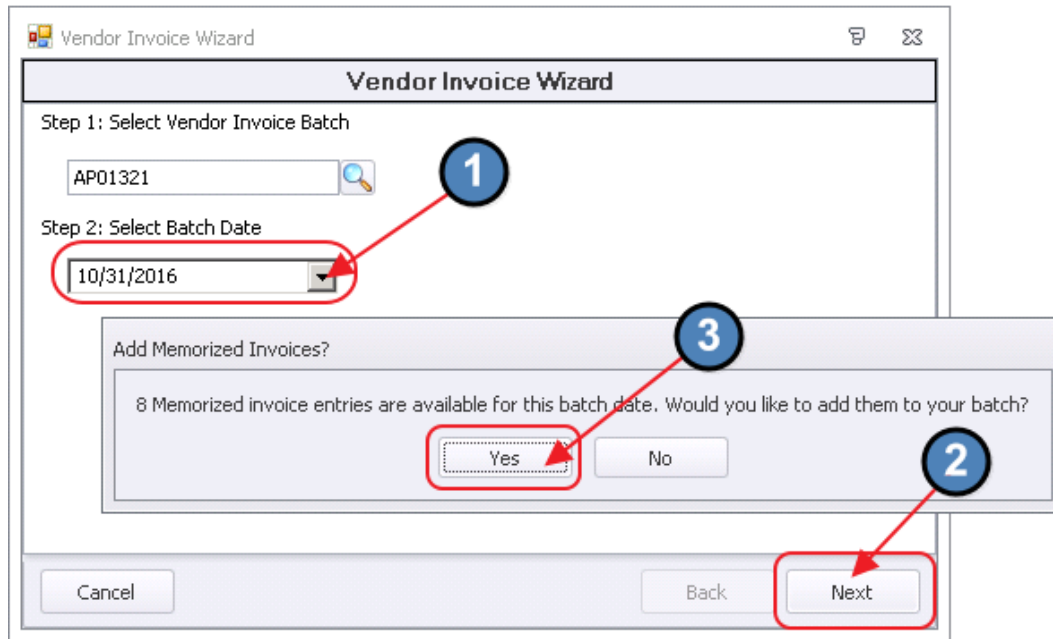
When the open batch screen appears, click **Quick Add**.

Batch Control Number	Transaction Date	Amount	Posted	Posted Date
AP01320	08/15/2016	\$18.25	<input type="checkbox"/>	
AP01319	08/15/2016		<input type="checkbox"/>	
AP01317	08/15/2016		<input type="checkbox"/>	
AP01315	08/15/2016	\$0.00	<input type="checkbox"/>	
AP01314	08/15/2016	\$0.00	<input type="checkbox"/>	
AP01313	08/15/2016		<input type="checkbox"/>	
AP01312	08/15/2016	(\$15.00)	<input type="checkbox"/>	
AP01311	08/15/2016		<input type="checkbox"/>	
AP01310	08/15/2016		<input type="checkbox"/>	
AP01318	08/15/2016	\$3.25	<input type="checkbox"/>	
AP01309	08/12/2016	\$350.00	<input type="checkbox"/>	
AP01302	08/11/2016	\$50.00	<input type="checkbox"/>	
AP01301	08/11/2016		<input type="checkbox"/>	
AP01300	08/11/2016		<input type="checkbox"/>	
AP01306	08/11/2016		<input type="checkbox"/>	
AP01298	08/03/2016		<input type="checkbox"/>	
AP01294	07/29/2016		<input type="checkbox"/>	
AP01287	07/28/2016		<input type="checkbox"/>	
AP01290	07/28/2016		<input type="checkbox"/>	

Then, select the **Batch Date** equal to or after the Next Bill date of the memorized Invoice.

Click **Next**.

A prompt will display stating how many memorized invoices are available for that batch date, and would you like to add them to your batch. Clicking, **Yes** will add the memorized invoices to the batch. Clicking, **No** will not add the memorized invoices to the batch. When selecting **No**, the user will continue to receive the prompt each time a new vendor invoice batch is created or until the memorized invoice is deleted.

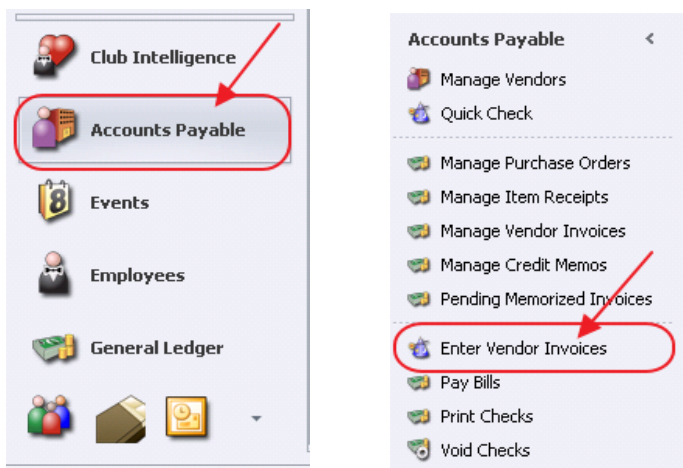


NOTE: Memorized invoices added to a batch by accident can be deleted out of the batch, and the system will prompt the user again to add them when the next vendor invoice batch is created that matched the next bill date.

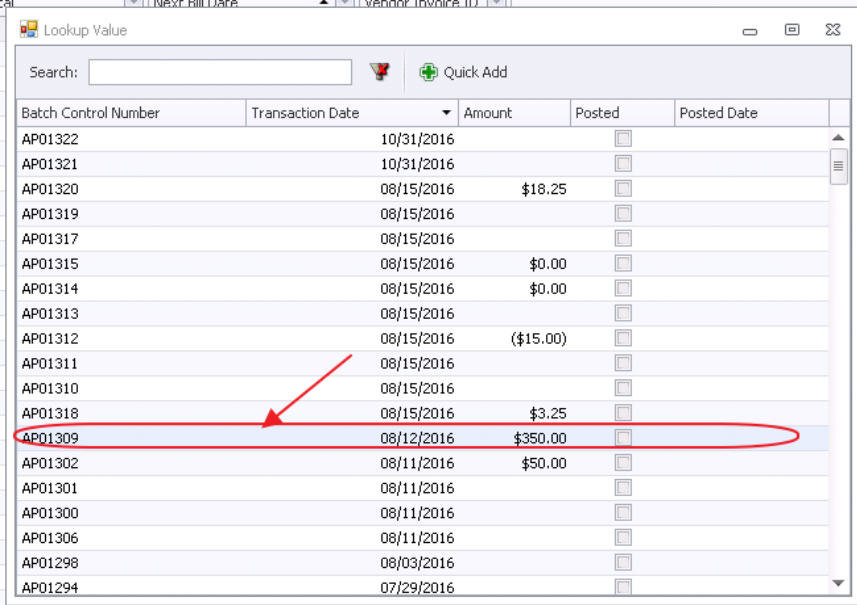
Editing an Invoice

The Vendor Invoice can be edited until the Vendor Invoice Batch has been posted. Once the Vendor Invoice Batch has been posted all corrections related to the general ledger posting would need to be corrected using either negative invoices, or journal entries.

To Edit an Invoice, click **Accounts Payable**, and select **Enter Vendor Invoices**.

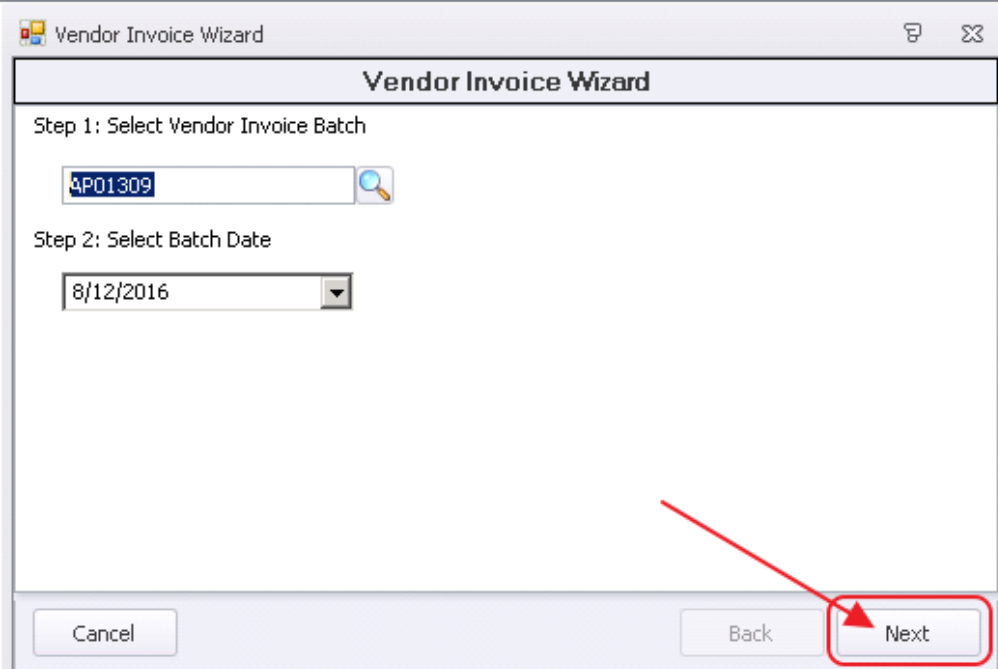


From the batch lookup window, double-click on the batch the invoice is in to open it.



Batch Control Number	Transaction Date	Amount	Posted	Posted Date
AP01322	10/31/2016		<input type="checkbox"/>	
AP01321	10/31/2016		<input type="checkbox"/>	
AP01320	08/15/2016	\$18.25	<input type="checkbox"/>	
AP01319	08/15/2016		<input type="checkbox"/>	
AP01317	08/15/2016		<input type="checkbox"/>	
AP01315	08/15/2016	\$0.00	<input type="checkbox"/>	
AP01314	08/15/2016	\$0.00	<input type="checkbox"/>	
AP01313	08/15/2016		<input type="checkbox"/>	
AP01312	08/15/2016	(\$15.00)	<input type="checkbox"/>	
AP01311	08/15/2016		<input type="checkbox"/>	
AP01310	08/15/2016		<input type="checkbox"/>	
AP01318	08/15/2016	\$3.25	<input type="checkbox"/>	
AP01309	08/12/2016	\$350.00	<input type="checkbox"/>	
AP01302	08/11/2016	\$50.00	<input type="checkbox"/>	
AP01301	08/11/2016		<input type="checkbox"/>	
AP01300	08/11/2016		<input type="checkbox"/>	
AP01306	08/11/2016		<input type="checkbox"/>	
AP01298	08/03/2016		<input type="checkbox"/>	
AP01294	07/29/2016		<input type="checkbox"/>	

Batch number and date will auto-populate. Click, **Next** to continue.



Vendor Invoice Wizard

Step 1: Select Vendor Invoice Batch

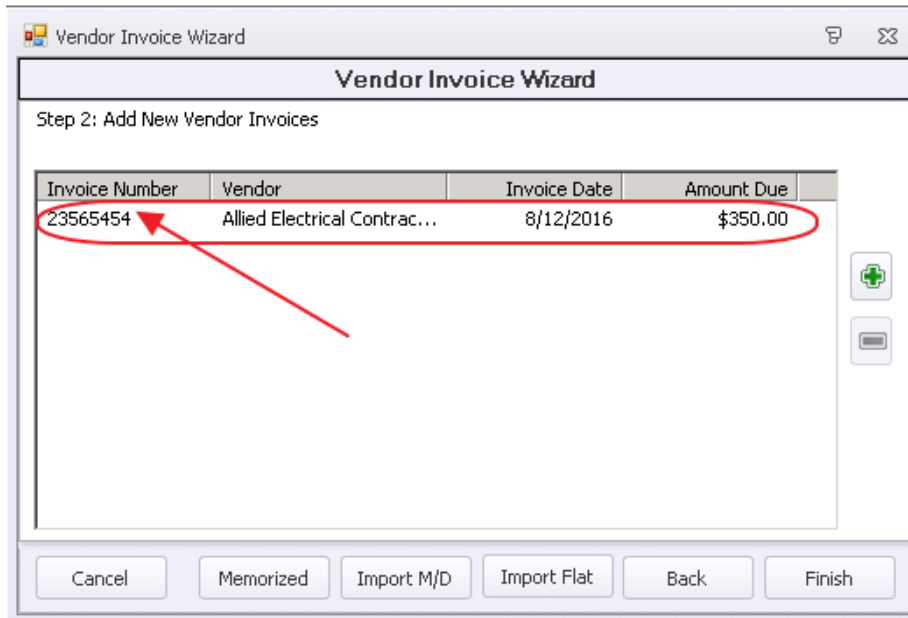
AP01309

Step 2: Select Batch Date

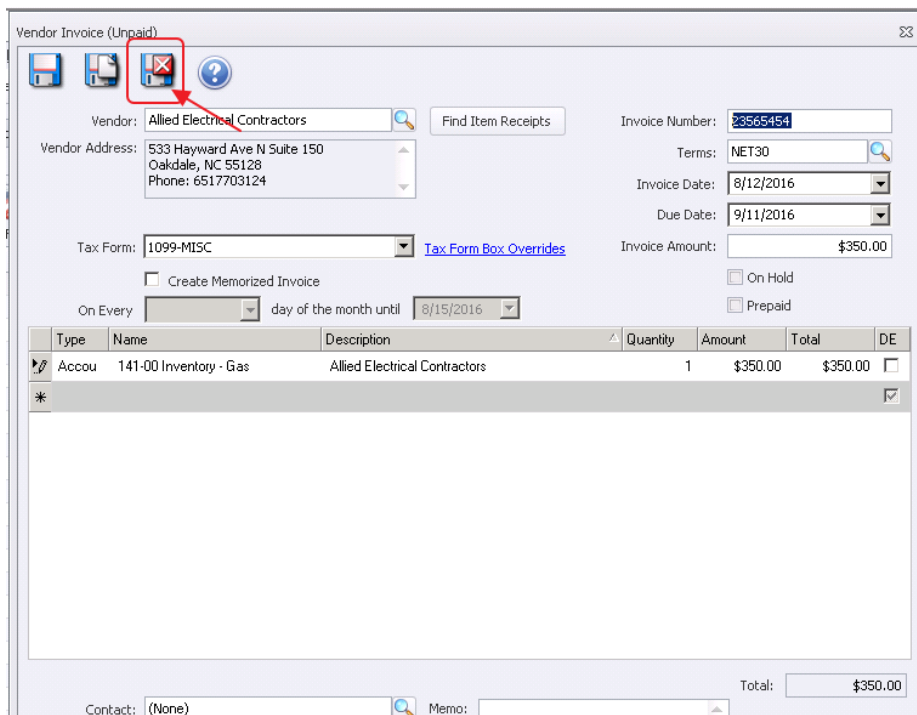
8/12/2016

Cancel Back **Next**

The **Vendor Invoice Wizard** screen will appear, and will display all invoices in the batch. Double click on the invoice to open it.



Vendor Invoice screen will appear. Edit invoice, and when complete, click **Save and Close**.

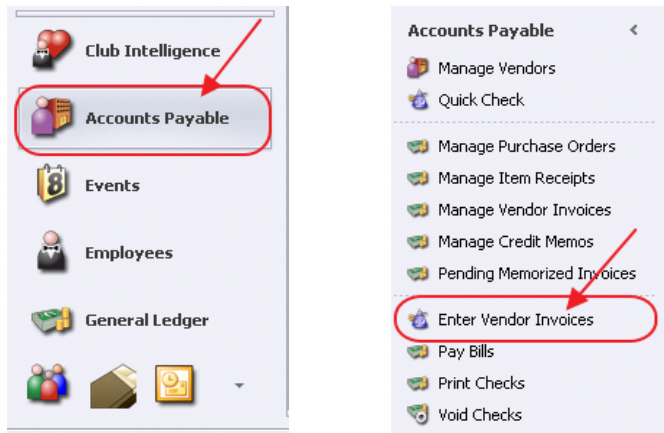


Proceed as previously demonstrated.

Deleting an Invoice

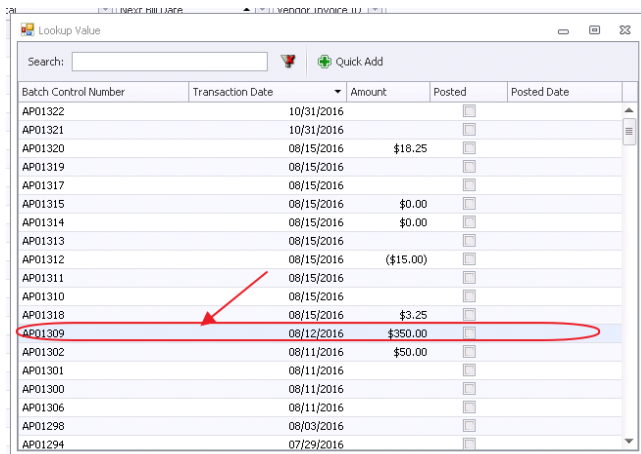
Once the Vendor Invoice Batch has been posted, all corrections related to the general ledger posting would need to be made using either negative invoices, or journal entries.

To Delete an Invoice, click **Accounts Payable**, and select **Enter Vendor Invoices**.



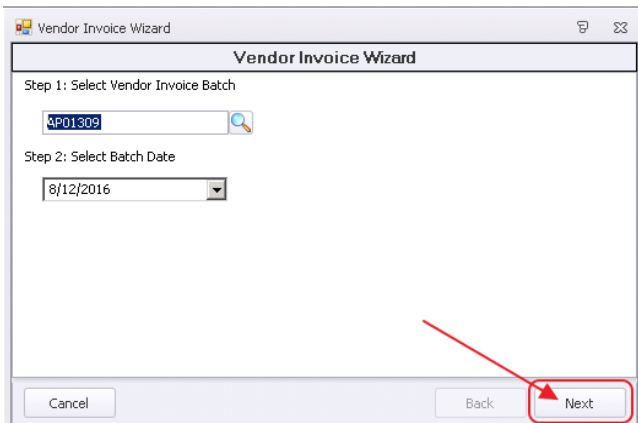
The Open Vendor Invoice Batch screen will load.

Click the batch the invoice is in to select.



Batch Control Number	Transaction Date	Amount	Posted	Posted Date
AP01322	10/31/2016		<input type="checkbox"/>	
AP01321	10/31/2016		<input type="checkbox"/>	
AP01320	08/15/2016	\$18.25	<input type="checkbox"/>	
AP01319	08/15/2016		<input type="checkbox"/>	
AP01317	08/15/2016		<input type="checkbox"/>	
AP01315	08/15/2016	\$0.00	<input type="checkbox"/>	
AP01314	08/15/2016	\$0.00	<input type="checkbox"/>	
AP01313	08/15/2016		<input type="checkbox"/>	
AP01312	08/15/2016	(\$15.00)	<input type="checkbox"/>	
AP01311	08/15/2016		<input type="checkbox"/>	
AP01310	08/15/2016		<input type="checkbox"/>	
AP01318	08/15/2016	\$3.25	<input type="checkbox"/>	
AP01309	08/12/2016	\$350.00	<input type="checkbox"/>	
AP01302	08/11/2016	\$50.00	<input type="checkbox"/>	
AP01301	08/11/2016		<input type="checkbox"/>	
AP01300	08/11/2016		<input type="checkbox"/>	
AP01306	08/11/2016		<input type="checkbox"/>	
AP01298	08/03/2016		<input type="checkbox"/>	
AP01294	07/29/2016		<input type="checkbox"/>	

Batch number and date will auto-populate. Click, **Next** to continue.



Vendor Invoice Wizard

Step 1: Select Vendor Invoice Batch

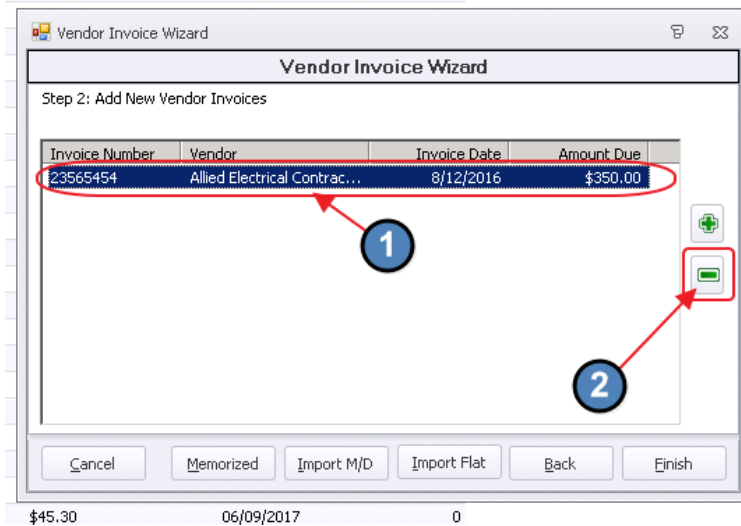
AP01309

Step 2: Select Batch Date

8/12/2016

Cancel Back Next

The **Vendor Invoice Wizard** screen will load listing all invoices in the batch. Click on the invoice to select, and then, click the Green Minus sign to delete the invoice.



Common Questions and Concerns

Can the Manage Vendor Invoices screen be used to reconcile A/P to the General Ledger?

The Manage Vendor Invoices screen does not include Credit Memos and therefore, cannot be used to reconcile A/P to the General Ledger.

Best Practices

Use Memorized Invoices to assist with repeat monthly expenses.