

Enter AP Invoice

AP, Enter AP Invoice

Enter a miscellaneous non-fuel invoice.

Step 1

1. Enter the purchase date from the invoice.
2. The system will create a batch number based on purchase date. You may change it if desired.
3. The system will create a GL Posting date based on purchase date. You may change it if desired.
4. Select the appropriate AP Link code.
5. Choose 'Y' or 'N' to have the vendor and date automatically default on every invoice for this batch.
6. Choose 'Y' or 'N' to have the system calculate a discount for early payment.
7. Enter 'Y' if everything is OK. Enter 'N' to change any of the data entered above.

Enter the default purchase date 07/15/2019 **1**

Enter batch number 20190715 **2**

Enter the default GL posting date 07/15/2019 **3**

Enter the AP link code for GL 1 **4**

Default vendor/date on every invoice? (Y/N) N **5**

Calculate discount due for prompt payment? (Y/N) N **6**

Is everything ok? (Y/N/P=Printer/Q=Quit) Y **7**

Step 2

1. Enter the vendor number.
2. Information about the vendor will display.
3. Vendor address will display.
4. Enter the vendor's invoice number. If they don't have an invoice number, create one (e.g. order date).
5. Enter the invoice date.
6. Optional: Enter a reference number. This can be any value that is pertinent to the purchase or invoice.
7. Enter a payment priority. The most common value is '2'. Enter 'M' if the invoice has already been paid with a manual check.
8. Due Days will populate from the vendor setup. Change this if needed.
9. Due Date will calculate from invoice date plus due days. Change this if needed.
10. Discount % will populate from vendor setup.
11. Discount Days will populate from vendor setup.
12. Discount Date will calculate from invoice date plus Disc Days. Change this if needed.
13. Enter the invoice amount.
14. Discount Due will calculate from Invoice Amount * Discount %.
15. Net Due is Invoice Amount less Discount Due.

Enter invoice to be paid:

Vendor Number / Q=Quit ELECT 1		Credit Limit 2	
Company City Electric Co.		99999.00	
Addr 1 1234 Utility Lane 3		YTD Purch 900.00	
Addr 2		Open Debits 0.00	
City San Antonio		Current Bal 650.00	
State TX Zip 78247		Lst Payment 07/21/2019	

InvNo (B=Back)	Inv Date	Ref	Priority	Store
1492 4	07/10/2019 5	July 6	2 7	
Due Days 8	Due Date	Discount % 10	Disc Days 11	Disc Date 12
10 8	07/20/2019 9	0.00%	30	08/10/2019
Inv Amt 13	Disc Due 14	Net Due 15	1099 Type 16	1099 Amt 17
500.00	0.00	500.00		0.00
Check No. 18	Chk. Date 19	Dis Amt 20	Cr. Card 21	Chk. Amt 22
0		0.00	0.00	0.00

Description: July Electricity **23**

E=Edit Invoice	L=GL Link Code	G=GL Distribution 25
D=Delete Invoice		Q=Quit
Ap Acc 20500-100 24	Chk Acc 10200-100	

Invoice you paid with a manual check:

Vendor Number / Q=Quit ELECT 1		Credit Limit 2	
Company City Electric Co.		99999.00	
Addr 1 1234 Utility Lane 3		YTD Purch 900.00	
Addr 2		Open Debits 0.00	
City San Antonio		Current Bal 650.00	
State TX Zip 78247		Lst Payment 07/21/2019	

InvNo (B=Back)	Inv Date	Ref	Priority	Store
1493 4	07/05/2019 5	July 6	M 7	
Due Days 8	Due Date	Discount % 10	Disc Days 11	Disc Date 12
30 8	08/04/2019 9	2.00%	10	07/15/2019
Inv Amt 13	Disc Due 14	Net Due 15	1099 Type 16	1099 Amt 17
555.00	11.10	543.90	M	555.00
Check No. 18	Chk. Date 19	Dis Amt 20	Cr. Card 21	Chk. Amt 22
9305	09/05/2019	11.10	50.00	543.90

Description: July Electricity **23**

E=Edit Invoice	L=GL Link Code	G=GL Distribution 25
D=Delete Invoice		Q=Quit
Ap Acc 20500-100 24	Chk Acc 10200-100	

16. If this is a 1099 invoice, enter the 1099 code (M, R, I) in 1099 Type field.
17. If this is a 1099 invoice, enter the 1099 amount. This field is skipped if you leave 1099 Type blank.
18. If Priority is 'M', enter the check number. The system will default next check number for you. Change it if needed. If you don't enter a check number, the system will assume this will be paid by EFT.
19. If Priority is 'M', enter the check date.
20. If Priority is 'M', enter the Discount Amount, if any.
21. If Priority is 'M', enter any amount that was paid by Credit Card.
22. Check Amount is calculated as Invoice Amount less Discount Amount less Credit Card Amount.
23. Enter an invoice description.
24. The AP Liability and Cash Accounts default from the Link Code you selected.
25. Press Enter to add a GL Distribution record (value 'G').

Other Functions:

- E - Edit data entered above.
- L - Change the Link Code if the AP Liability or Cash Accounts are wrong.
- D - Delete the invoice above.
- Q - Quit without saving.

Enter invoice to be paid:

Vendor Number / Q-Quit ELECT 1		Credit Limit 99999.00 2	
Company City Electric Co.		YTD Purch 900.00	
Addr 1 1234 Utility Lane 3		Open Debits 0.00	
Addr 2		Current Bal 650.00	
City San Antonio		Lst Payment 07/21/2019	
State TX Zip 78247			

InvNo (B=Back)	Inv Date	Ref	Priority	Store
1492 4	07/10/2019 5	July 6	2 7	
Due Days 8	Due Date 9	Discount % 10	Disc Days 11	Disc Date 12
10 8	07/20/2019 9	0.00% 10	30 11	08/10/2019 12
Inv Amt 13	Disc Due 14	Net Due 15	1099 Type 16	1099 Amt 17
500.00 13	0.00 14	500.00 15	M 16	0.00 17
Check No. 18	Chk. Date 19	Dis Amt 20	Cr. Card 21	Chk. Amt 22
0 18		0.00 20	0.00 21	0.00 22

Description: July Electricity **23**

E=Edit Invoice	L=GL Link Code	G=GL Distribution G 25
D=Delete Invoice		Q=Quit
Ap Acc 20500-100 24	Chk Acc 10200-100	

Invoice you paid with a manual check:

Vendor Number / Q-Quit ELECT 1		Credit Limit 99999.00 2	
Company City Electric Co.		YTD Purch 900.00	
Addr 1 1234 Utility Lane 3		Open Debits 0.00	
Addr 2		Current Bal 650.00	
City San Antonio		Lst Payment 07/21/2019	
State TX Zip 78247			

InvNo (B=Back)	Inv Date	Ref	Priority	Store
1493 4	07/05/2019 5	July 6	M 7	
Due Days 8	Due Date 9	Discount % 10	Disc Days 11	Disc Date 12
30 8	08/04/2019 9	2.00% 10	10 11	07/15/2019 12
Inv Amt 13	Disc Due 14	Net Due 15	1099 Type 16	1099 Amt 17
555.00 13	11.10 14	543.90 15	M 16	555.00 17
Check No. 18	Chk. Date 19	Dis Amt 20	Cr. Card 21	Chk. Amt 22
9305 18	09/05/2019 19	11.10 20	50.00 21	543.90 22

Description: July Electricity **23**

E=Edit Invoice	L=GL Link Code	G=GL Distribution G 25
D=Delete Invoice		Q=Quit
Ap Acc 20500-100 24	Chk Acc 10200-100	

Step 3

1. The system will add a blank line for the GL distribution. Press the F2 key to select a GL account number.
2. Select the appropriate GL number and press Enter.
3. Enter the amount. Continue adding records and amounts until proof is Zero. A zero proof means that all expenses match the total invoice amount that is coded to Accounts Payable.
4. Key 'Q' to Quit this screen.

Press F2 to view the GL account list:

Inv No	1492	Vendor	ELECT	City Electric Co.	500.00
Bank Acct.	10200-100	Cash in Bank - Jobber			Lines 1
Ln #	GL Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-500.00	0.00	Y
2	-		0.00	0.00	Y

GL Account	Account Description
10200-100	Cash in Bank - Jobber
10200-200	Store 1 - Cash in Bank
10200-300	Store 2 - Cash in Bank
10200-400	Store 3 - Cash in Bank
10200-500	Store 4 - Cash in Bank
11000-100	Accounts Receivable - Jobber
11000-200	Store 1 - Accounts Receivable
11000-300	Store 2 - Accounts Receivable
11000-400	Store 3 - Accounts Receivable
11000-500	Store 4 - Accounts Receivable

Inv No	1492	Vendor	ELECT	City Electric Co.	500.00
Bank Acct.	10200-100	Cash in Bank - Jobber			Lines 1
Ln #	GL Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-500.00	0.00	Y
2	74400-100	Utilities - Main Office	500.00	0.00	Y
3	-		0.00	0.00	Y

If the vendor has an Expense Account in their setup, the system will the GL Distribution automatically.

5. You can accept this single line or you can add more distribution lines.
6. After adding all lines, Proof should be zero.

Inv No	1492	Vendor	ELECT	City Electric Co.	500.00
Bank Acct.	10200-100	Cash in Bank - Jobber			Lines 2
Ln #	GL Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-500.00	0.00	Y
2	74400-100	Utilities - Main Office	500.00	0.00	Y

System automatically adds the expense account using the value in Vendor Setup.

Enter line # to change	N-Next page	A-Add line
H-Header	B-Bnk Acct.	D-Delete Dist
Proof		0.00

Step 4

1. Key 'S' to save the data.
2. If any of the distribution data is wrong, you can key the line number to change and then change the data.
3. You can also delete the entire distribution by keying 'D'.

After you Save the invoice, the system will be updated. No Pre-Post or Update is required.

You can now pay the invoice or record payment in the Vendor EFT module.

Inv No	52932A	Vendor	BRAND	Brand Fuels	250.00
Bank Acct.	10200-100	Cash in Bank	-	Jobber	Lines 2

In #	Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-250.00	250.00	Y
2	77828-	Network Fees	250.00	0.00	Y

Enter line # to change	N=Next page	A=Add line
H=Header	D=Delete Dist	S=Save S
	Proof 0.00	

Step 5

1. If you have no more invoices to key for this batch, key 'Q' in the Vendor field.
2. If you have more invoices to key, just enter the vendor number and repeat the invoice entry process.

Vendor Number / Q=Quit <input type="text" value="Q"/>	Credit Limit
Company	YTD Purch
Addr 1	Open Debits
Addr 2	Current Bal
City	Lst Payment
State	
Zip	

InvNo (B-Back)	Inv Date	Ref	Priority	Store
0	/ /		0	
Due Days	Due Date	Discount %	Disc Days	Disc Date
0		0.00%	0	
Inv Amt	Disc Due	Net Due	1099 Type	1099 Amt
0.00	0.00	0.00		0.00
Check No.	Chk. Date	Dis Amt	Cr. Card	Chk. Amt
0		0.00	0.00	0.00

Description: