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A/P Invoice

Daily > A/P Invoice Batch List

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 8 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

To enter A/P invoices, the menu option is *Daily > A/P Invoice Batch List*. Any invoice batches that have not yet been posted will be displayed on this screen. See Invoice Batches for more options. You can double-click on a batch to review, edit, or add more invoices to this batch. If you prefer to enter invoices into a new batch, click New Batch.

Vendor ID: Must be an active vendor. You can also click the vendor ID label to add a new vendor or access vendor maintenance. The cursor defaults to the vendor name field, where you can begin keying in the vendor name for selection. Alternatively, you may enter the vendor number or click the search icon to select the vendor from your vendor list.

Address ID: This specifies the address to which the check will be mailed. To add a new mailing address on the fly, click the Vendor ID label to edit the vendor. Click Save and return to the invoice entry screen, where you may now select the appropriate remittance address.

Requested by (if using approvals): The user name field is enabled to reference the user responsible for the invoice. This field may be added to the approval table conditions.

Group (if using approvals): Approval table selected (displayed as Approval Group ID – Approval Group Name – (Approval Table name).

PO Number (if using approvals): You may enter the PO# or click the search icon to browse open POs for this vendor. Select the appropriate PO# for this invoice.

- **PO Lines:** Use All if the invoice includes all lines on the PO, or click the search icon to select the appropriate lines for this invoice.
- **PO Close:**
    - **Full Close -** Generates PO closing entry(ies) for the remaining balance of the selected line(s) regardless of the invoice amount. This ensures that no additional invoices may be applied to the selected PO line(s).

        - When PO lines with open balances are not selected, and the Full Close PO Close method is chosen, the user will be prompted to confirm whether they intend to close:
            - **Selected PO Lines:** When the invoice is saved, closing entries are generated for only the PO lines associated with the invoice, and the remaining PO lines are left open for future invoice entry.
            - **Entire PO:** When the invoice is saved, closing entries are generated for the remaining balances of all open PO lines, and the PO is closed to future invoice entry.
    - **Partial Close:** Generates PO closing entry(ies) for the selected PO line(s) for the associated invoice amount(s). This reduces the outstanding amount(s) of the selected PO line(s), leaving a remaining balance for future invoice applications.

Invoice#: This is the vendor's invoice#, which allows for alpha or numeric characters. *Settings > Accounts Payable > Entry Options* has a setting to require an invoice number or not, to warn if an invoice number already exists for the vendor, or to not allow duplicate invoice numbers.

Invoice Date: Records the date the invoice was issued. The invoice date and invoice number will be printed on the check stub. This can be the actual invoice date, as it will not determine where the entry is posted to the general ledger.

Due Date: This is an optional date used to easily tag a group of invoices up through a specified due date for payment. Entry of the due date is optional and may be edited at any time. To edit after posting, edit the date from the Vendor History Browse screen.

Batch#: Every invoice is entered into a batch. This is the batch# for this batch of invoices.

Batch Total: Displays a summary of the total amount for all invoices in this batch.

Invoice ID: This is a unique number assigned by the computer when an invoice is created. Therefore, it will appear blank until the invoice is created.

Period: The accounting period, which reflects the month and year the invoice is posted to the general ledger. *Settings > Accounts Payable > Entry Options* controls how many months forward/back invoices may be entered and may be changed at any time. Note that once overridden, the period will remain the same until you change it back or exit the screen. You can have invoices with different accounting periods within the same batch.

1099 Code: This is defaulted from the vendor maintenance screen but may be overridden here. You may designate a code if this invoice amount will be reportable on a 1099 at year-end. Even if a code is left blank during invoice entry, you may later (at year-end) include this payment for 1099 reporting. Designating payments for 1099 reporting during invoice entry is not required, but it makes year-end 1099 work easier.

ACH Type: A field made available when the invoice being entered is for an EFT-Individual payment method vendor. If a selection is made, when the invoice is paid, the selected type is assigned to the invoice amount in the system-generated ACH file, allowing for compensation-type payments to be identified as "PAYROLL" when necessary, satisfying the NACHA requirements effective March 20, 2026.

Hold: Stops this invoice from being tagged for payment until the hold is removed.

Separate payment: Typically, if multiple invoices are tagged for payment to a vendor, they are combined into a single payment. If checked, this will create a separate payment or check when this invoice is paid. This box defaults to the vendor maintenance screen.

Payment Card/Vendor: If payment is to be made to a credit card vendor instead of directly to the vendor, assign the appropriate payment card here. This allows invoices to be entered to the purchasing vendor (for invoice history purposes), but payment is made to the credit card company. See payment cards for more info.

Description: Interoffice comments regarding this invoice (optional).

To prohibit a PO (or invoice) due to insufficient budget:

- ***Users > Permissions*.** Select the application Accounts Payable. Click Options at the top of this window. The task is **Force Budget Amount in Invoice Entry for General Ledger**. Select Yes if you do not want to allow the budget to be exceeded; select No to allow the budget to be exceeded; or select Warn to warn that the budget will be exceeded, but allow entry to continue.
- **To change the option for all users, select a user** application, Accounts Payable. Click Options at the top of this window. Select the appropriate Access Level. At the top of this screen, select **Clone selected to** and select All Users. Click the Apply button.
- **To change the option for selected users:** Right-click on this task's row and select Options for all Users. You may change the Access Level for selected users.

Distributions

Distribution Method: Typically, invoice rows are entered under an account number; however, alternative distribution methods are available if you use object tracking.

- When set to Account, it will default to the Object assigned to the Account (if any).
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Transaction Code: When clicked, select the appropriate transaction code and enter the invoice total amount, along with a comment. The entered comment will be applied to all distributions created through the transaction code process. Click "OK" to run the Transaction Code process and create the required distributions for the invoice entry, as specified in the Transaction Code setup.

To view the distributions prior to creation, click "Preview". The Transaction Code setup will be presented with proposed distributions to be created. Modify amounts and/or GL accounts as necessary and click "OK" to complete the process. "Update Original" may be clicked to save the Transaction Code setup with the modified amounts/% splits.

If multiple transaction codes are necessary to apply to multiple amounts, use the "Multiple Amount Split" from the drop-down menu.

Note: Before using Transaction Codes in an entry, they must first be added under *Settings > General Ledger > Transaction Codes*. This setup defines the split percentage (or flat amount) and the G/L accounts to which they should be applied. See Help for Transaction Codes.

Amount: You may enter a positive or negative number for the invoice amount. In *Users > User Options*, you can allow, warn, or force the invoice amount to be within the budget amount for both GL and Object Tracking. In *Settings> Accounts Payable > Purchasing Options,* you can disallow the invoice to exceed the PO amount by $# of dollars or a percentage. If a PO# is entered, you can force the PO amount to close on a full close in PO options.

If a PO# is entered without a line number, the full PO amount is forced.

Account#: The G/L Account number to charge. You may key the account number or click the search icon (or hotkey F4 for search). There is an option to force the account# to be the same as the PO account# in the A/P options.

Comments: All comments entered here will be printed on the check stub, check registers, etc. There is an option to require comments in the A/P options.

1099 Code: You can assign a 1099 code to a distribution row by selecting it from the dropdown.

Object Type (if using Object Tracking): Object type of Object # selected.

Object#: If using object tracking, this is the object# to charge.

Budget Remaining: Upon entering the amount, the remaining annual budget/forecast will be displayed for the G/L account. *Settings > Accounts Payable > Entry Options* controls whether the remaining amount is calculated based on budget or forecast.

PO Info: If a PO is designated on this invoice, the resulting PO balance (after this invoice) is displayed. PO IDs may be manually keyed or selected by clicking the magnifying glass to view the Purchase Order.

To add an additional line of distribution, tab down to the next line and enter the amount, account number, etc. When you're finished entering this invoice, hit Enter (or click Save). You may now begin entering the next invoice by selecting the vendor.

Buttons

Save: Adds the invoice and clears everything on the screen to allow entry of the next invoice. If editing an invoice, this will save any changes that have been made to the invoice and exit. The **ENTER** key is the same as clicking Save.

If using Approvals, then the following options will be available under the Approvals Drop-Down Menu:

- **Prior to Submission:**
  - **Send to Reviewer (if activated in Approval Type set-up):** This allows the invoice to be assigned to a system user for review prior to Submission. The reviewer may change any/all invoice information as needed.
  - **Submit:** Begins the approval process.
  - **Log:** Displays all approval activity for the selected invoice.
  - **Preview Approval Table:** Allows the creating user to see the prospective approval

table prior to submitting.
    - **Add Approvers (if activated in Approval Type set-up):** Allows the creating user to add approvers to the invoice's approval table created by the system at Submit.
- **After Submission:**
    - **Approve:** Approve the invoice and move it to the next step in the workflow.
    - **Disapprove:**
        - **Disapprove:** Disapproves the invoice and returns it to the submitting user with the Disapprover's commentary (entered via a prompt).
        - **Disapprove and resubmit:** Disapproves the invoice and opens it in edit mode for the Disapprover to make changes. The Disapprover is now the Reviewer and is considered the Submitting user when the invoice is subsequently submitted for approval.

- **Log:** Displays all approval activity for the selected invoice.

- **Approval Table:** Displays the approval table for the selected invoice with the current **Waiting on** user indicated.

- **Remove Approver:** After submission, a user can remove an approver from the workflow after the current waiting on user ONLY.

Delete: An invoice cannot be deleted once it has been submitted for approval or posted. If it has been posted and you need to delete it, you must void the invoice instead.

Attachments: Documents associated with the PO (Microsoft accepted file format). Attachments can be added at the time of invoice entry or later from the vendor transaction history screen. Select the invoice to add/edit attachments.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Clone:

- **Clone:** This allows you to clone a prior invoice for this vendor, including all distribution lines.
    - This saves valuable keying time if this current invoice is similar to a prior invoice.
    - Invoices for this vendor will be displayed based on the filter selection at the top of the screen, Vendor Summary Transactions.
    - Double-click an invoice line.
    - The prior invoice information will be displayed on the invoice entry screen. Any changes may be made, as well as distribution lines added or deleted. Save when entry is complete.
    - If you have selected the wrong invoice to clone, simply exit the screen without saving.

- **Clone-Append Distributions:** This allows you to clone the distributions solely from a prior invoice for this vendor. They may be appended, added to the current distributions displayed, or replaced, overlaid over the current distributions displayed.

Forms: Print, Preview, or export invoice to Word.

Payment Drop-Down Menu/Manual Check: This will not issue a physical (printed) check, but record a payment for this invoice for the vendor. It is used if a check was handwritten and now needs to be recorded in the system.

- Click the Manual check button and enter the payment information.
- Check number is a numeric entry.
- The accounting period is when the payment entry hits the cash account in the General Ledger.
- Date is the date of payment.
- The invoice and payment will be posted automatically upon clicking OK.

If an invoice has already been posted, you may record a manual check with the menu option *Daily > Manual payment*. A manual payment option is also available on the vendor transaction browse screen.

Payment Drop-Down Menu/EFT: This will not issue a payment, but will record an EFT payment (automatic withdrawal from a bank account) for this invoice for the vendor.

- Enter the invoice information and click EFT to enter the payment information.
- The EFT field allows you to record any meaningful notation of payment, and can be alpha/numeric characters.
- The accounting period is when the payment entry hits the cash account in the General Ledger. *Date is the date of payment.
- The invoice and payment will be posted automatically upon clicking OK.

Purchase Order:

- **View PO:** Opens the associated Purchase Order in a new browser window.
- **View PO Attachments:** Presents the attachments menu for the associated purchase order, allowing attachments to be viewed/downloaded.

If an invoice has already been posted, you can record the EFT payment using the menu option *Daily > Manual payment*.

A manual payment option is also available on the Vendor Transaction Browse screen.

Audit: Allows users to search all audit records specific to an individual invoice entry.

Show Image: Toggle on-screen display of invoice attachment(s) on/off

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Shortcuts

Use tab key: The invoice entry screen is designed so you can tab through the entry fields without needing to reach for the mouse.

Easy Vendor search: Key the first few characters of the vendor name and use the up/down

arrows on the keyboard to locate the appropriate vendor.

Add a vendor on the fly: Click on the word “Vendor” to add/edit a vendor during invoice entry.

Using a PO#: When assigning a PO # to an invoice, you don't have to select the vendor. Simply enter the PO#, and the system will locate the vendor.

PO Full/Partial: If entering a PO# for an invoice, press the Tab key and then press F (Full) or P (Partial) instead of reaching for the mouse.

F4 Search for vendor, PO#, or account number: To search, hit F4 on your keyboard instead of reaching for the mouse.

Save: When invoice entry is complete, hit the Enter key instead of reaching for the mouse and clicking Save.

Editing

While in batch mode, an invoice can be edited or deleted. On the Invoice Batch screen, simply double-click an invoice line to edit. Any field may be edited, and distribution lines may be added or deleted. Be sure to click Save to hold any changes. Once an invoice is posted, if the user's permission allows, anything except the account and amount may be changed. For details on how to correct an invoice, see Post AP Batch

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Partial Payment of an Invoice

Settings > Accounts Payable > Payables Imports

If an invoice is to be paid in partial payments, it must be added as separate invoice lines, as the payment will be made accordingly. When tagging invoices for payment, the payment amount will be the total of the invoice line (s) selected. You may split an invoice into multiple lines to make a partial payment. See Split Invoice under Vendor Detail Transactions.

Importing Invoices

The import format must be in place before you can actually import the invoices.

- Click Import.
- Select the Import name.
- Click on the Connection string Edit button to select the path and filename to import.
- Select the accounting period for the invoices to be imported.

You may click Validate to see if any errors are found. If the import finds any errors, corrections must be made on the format setup and/or the spreadsheet before the spreadsheet can be imported.

- Click the Import button when ready to import.

The invoice batch can now be posted, and more invoices can be added, edited, or deleted, etc.