Solution-IV^{TM} Reprographics
Accounts Payable Invoice Entry
Getting Started Guide 8.70
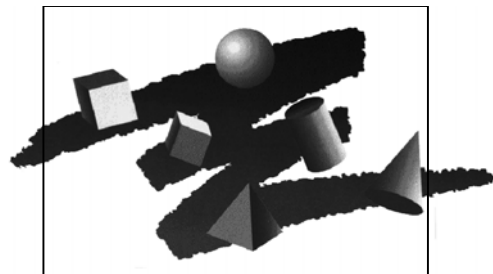
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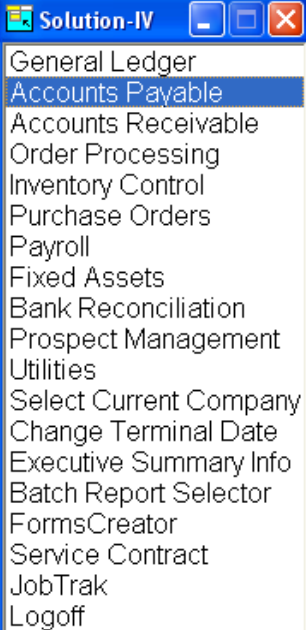LTD.Novell is a registered trademark of Novell, Inc.
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Invoice Entry

For help with any option or field please refer to the Accounts Payable Manual or press **F6** on your keyboard.

Begin from the Solution-IV Main Menu select **Accounts Payable.**	**Solution-IV** General Ledger Accounts Payable Accounts Receivable Order Processing Inventory Control Purchase Orders Payroll Fixed Assets Bank Reconciliation Prospect Management Utilities Select Current Company Change Terminal Date Executive Summary Info Batch Report Selector FormsCreator Service Contract JobTrak Logoff

From the Accounts Payable Main Menu, select **Invoice Entry.**	**Accounts Payable** Transaction Processing Invoice Entry Invoice Register & Update Manual Check Entry Manual Check Register & Update Recurring Invoice Entry Recurring Register & Update Check Printing Menu Masterfile Maintenance Vendor Maintenance Menu Vendor Inquiry Code File Maintenance Menu Reports Menu Period End Processing Maintain Cleared Checks Period End Update Status Change Update

Header Screen

Invoice Entry is used to enter vendor invoices or internal vouchers as well any credit memos or adjustments having to do with the vendor accounts.

Invoices must be entered here in order to print computerized checks, but handwritten (manual) checks may be written for invoices not entered in Invoice Entry.

Vendor Code
Press **F2** to lookup on Vendor, Invoice Entry, or Open Invoices

Invoice Number
Enter up to 15 characters of the invoice number found on the vendor's invoice

Invoice Date
Enter the date of the invoice from the vendor's invoice, CR to enter today's date

Total Invoice Amount
Enter the total amount of the invoice including freight and sales tax

Discount Based On
Enter the amount of the invoice that is used to calculated any terms discount

Freight Amount
If you would like freight to be distributed separately, enter the amount here

Sales Tax Amount
If you would like sales tax to be distributed separately, enter amount here

Invoice Ref
If you are not utilizing the voucher system then this field will be blank.

Purchase Order
This field is only used it you are not utilizing the Purchase Order Module

Payment Address
If you want the check to go to the main vendor address, leave this field blank

Payment Cycle
You may use the payment cycle to group invoices that you wish to select together when in Automatic Payment Selection.

Invoice Status
The invoice status may be as follows:
  <blank>   - This is a regular invoice with no restrictions
     H   - Hold this invoice and do not pay
     S   - Select this invoice for immediate payment

Posting Code
Enter up to 6 alphanumeric characters for the posting code

Add to 1099?
This field controls whether or not the invoice amount will be add to the vendor's "1099 Payments" amount, when this invoice is paid
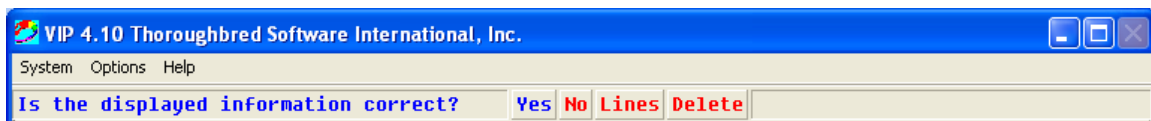
Terms Code
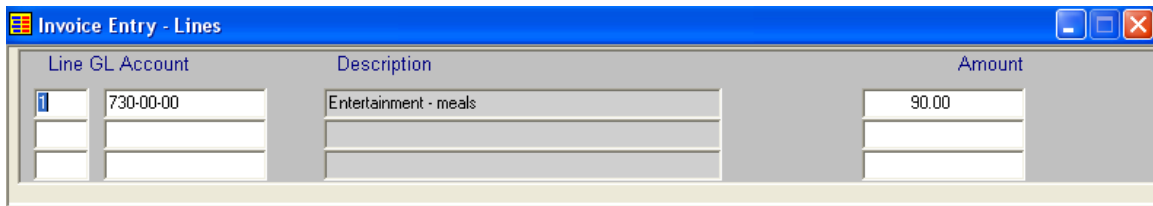Enter up to 2 alphanumeric characters for the terms code

Comment
Enter up to 35 alphanumeric characters to describe this invoice.

The system displays:

Select **Yes**.

Detail Entry

Line
If the line exists, pressing **Enter** allows you to modify it.
If the line is blank, pressing **Enter** will add a line.

Account Code
Enter up to 15 characters representing the General Ledger account

Amount
Enter the amount to be distributed to this particular account code
Debit amounts (the usual) will be entered as positive amounts and credit
amounts (the exception) will be entered as negative amounts.

Press **F4,** the system displays:

Select **Yes.**