PURPOSE:

Entering vendor invoices is a required step to pay a vendor invoice.

PROCESS:

The invoicing transaction may be accessed via two different methods. The first is via the Purchasing > Enter Vendor Invoices transaction located on the main purchasing menu. The second is by clicking the "Invoice/Pre-Pay" button during purchase order creation. Regardless of which method is used the processing of vendor invoices is the same.

<u>**Enter Vendor Invoices**</u>

1. Navigate to Purchasing > Invoice
2. Enter the purchase order number. If you don't know the purchase order, click show orders
3. Click Continue
4. Confirm system invoice date
5. Enter vendor invoice date
6. Enter vendor invoice number
7. Add any freight charges – optional
8. Add any adjustments – optional
9. If an adjustment was added; enter an account
10. Check print check now, if you wish to print the check
11. Click Apply

<u>**Enter Vendor Invoice from purchase order screen**</u>

1. Enter the purchase order following the new purchase order SOP
2. Check the Invoice/Pre-Pay box
3. Click Save
4. This will bring up the vendor invoice form
5. Confirm the dates on the screen
6. Enter the vendor invoice number
7. Make any adjustments if needed
8. If you want to print the check immediately; click print check now.
9. Click Apply.

<u>**Un-invoicing a Vendor Invoice**</u>

Only purchase orders that have not been paid may be un-invoiced. If necessary, purchase orders payments can be voided thus allowing orders to be un-invoiced. The voiding of purchase order payments should only be done in limited situations. Separate security exists to control access for voiding purchase order payments and the un-invoicing of purchase orders.

1. Navigate to Purchasing > Invoice.
2. Enter the purchase order number. If you don't know the purchase order, click show orders

3. Once the order to be un-invoiced has been identified click the "Un-invoice" button
4. Click "Yes" on the confirmation message that is displayed to complete the process.

REVISIONS

Rev	Date	Change
I/R	10/23/17	New
A	3/14/2018	Button names
B	10/30/20	Change to v16 Menu names