

AP Invoices

The final task in the Bistrack purchasing process is entering invoices from your supplier into Accounts Payable.

In this course we will enter a basic stock invoice.

We will also review the methods available for handling differences via the Hold options and the ability to prorate small discrepancies.

To start a new stock invoice, open the Accounts Payable tab.

Select the Stock Invoice option.

The New Supplier Invoice window opens.

Begin by entering the Purchase order number to invoice.

Use the Add button to search for the PO when you do not know the number.

The detail lines of the PO selected are shown.

The cursor moves to the next field to populate in the Register area.

Enter the Supp. ref/doc no which may be the supplier's invoice number.

Next, the cursor moves to enter the Invoice date.

You can either enter the date or select the date from the date picker drop down.

Upon pressing Enter, the Due date is automatically calculated using the Invoice date and the payment terms set in Supplier properties.

You can change the Due date shown if required.

Enter the Goods total as stated on your supplier's invoice.

The Total amount is calculated for you.

If the Goods total matches to the Expected Invoice Total select to Match & Approve the invoice.

The invoice is completed and exported to the financial package for payment.

You can proceed to enter the next AP invoice or click the Close button to exit the window.

There will be times when the supplier's invoice amount does not match the amount from the PO stock receipt.

When the cost discrepancy exceeds your company's threshold policy, you can select the button to put the invoice On Hold.

The Supplier Invoice On Hold window opens.

Best Practice is to send the invoice back to the buyer who can work with the supplier to resolve the issue.

Enter a Message to accompany the invoice details.

The To field defaults to the person that entered the PO. You can change or add to the recipient list as needed.

Click Ok to complete and send the message.

Once the buyer has resolved the issue, they will either update the stock receipt or provide you with instructions to finish the supplier invoice.

To finish the invoice, select the Browser option from the Accounts Payable tab.

Set the Filter to Invoices on Hold.

You can also enter additional search criteria such as the supplier's partial name and the invoice date.

Select the invoice from the search results.

Then click the Off Hold button found on the toolbar.

Confirm the message advising that the supplier invoice is being taken off hold.

Double-click on it to open invoice.

Depending on the instructions provided from the buyer, you can change the Goods total, the line Invoice Unit Cost or the line Invoice Goods Total.

Select to Match & Approve the invoice.

A message is displayed advising of the cost difference. You can select Yes to continue and accept the difference.

The invoice is completed and exported to the financial package for payment.

You can also select to have BisTrack fix a discrepancy during the Match & Approve process.

Best Practice is to use this method when the discrepancy is for a small amount and within your company's threshold.

In this example, a new AP invoice has been entered with a PO selected, a Supp. ref/doc no and Goods Total entered.

There is a small discrepancy between the Goods Total and Expected total .

When you select to Match & Approve a detailed message is displayed.

Your choices are to let the software automatically prorate the difference over the invoice lines OR change the values yourself.

Click Yes to have the system prorate the difference.

The invoice is completed and exported to the financial package for payment.

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