# Entering an AP Invoice

When doing business, you buy things and pay for them. AP invoices define the conditions of deals you make. You need to meet your terms with your suppliers, get discounts, and keep track of these transactions.

In this course we will discuss how to create AP Invoices.

First, we'll create an invoice group with an invoice. After that, we'll match the invoice to a supplier PO and add miscellaneous charges to it.

We'll finish the course by printing the group edit list and posting our invoice.

Select an option to learn more about creating an AP invoice.

## Objectives

- Entering Groups
- Receiving Invoices
- Completing Header Info
- Printing the Group Edit List
- Posting AP Invoices

## Entering Groups

You received ordered goods and the supplier sent you an invoice for them. You need to enter and post the AP invoice into the system.

First create groups, also known as batches. The invoice group is a temporary holding place for invoices you deal with at one time.

You can place different types of invoices within a single group or create separate groups for multiple invoice types or specific suppliers. You also might want to have separate groups for the projects.

Navigate to AP Invoice Entry. In the Groups card, tap Plus to create a group. Specify the group name in the right panel. Give it a name using any information that best works for you. Tap Save.

You can't have two open groups that have the same name in the same finance area at once. But when you post the group, the system deletes it, so you can use that name again.

## Receiving Invoices

The group exists, but it's empty. So next, add records you want to have in this group. In this case we will add a new invoice received from a supplier.

In the Invoices card, tap Plus to create a new miscellaneous invoice. Enter the supplier, invoice number, invoice date, terms, and amount. Tap Save.

Now add lines to the invoice. To do this, either expand the Invoice Lines card or from the Nav Tree, tap Invoice Lines.

Within regular invoices, assign each line to a specific type.

A Receipt line corresponds to items received through receipt entry. This is where you make the three-way match between a purchase order, the receipt, and the supplier's invoice.

Create a Miscellaneous line for anything that is not linked to either a purchase order or a job. For example, add a miscellaneous line for engineering charges or special handling.

Use Unreceived Billing to pay for a shipment or partial shipment that is sent but not yet received. For example, a container shipment from overseas is on its way but has not arrived. Enter an unreceived billing line for it.

Advanced Billing is payment in advance of shipment, specific to a line item on a purchase order. Your supplier requests that you pay a deposit or an advance before they ship, or even before they build something for you.

Use a Job Miscellaneous line to add miscellaneous charges for materials charged to a specific job.

Create Asset lines when you buy something considered an asset to your company. Assets include items such as a piece of equipment, a service van, or other goods used outside of the production process.

We want a Receipt line. In the Invoice Lines card, select the Overflow menu. Now from the drop-down list, select New Receipt Line.

You see any PO received from this supplier. Select an order for matching your invoice.

In the Lines card, select the checkbox for a PO line. The system moves the selected line to the Selected Receipt card.

If you want to select several lines at once, tap the Select All button. The Payment Method, Bank Remit and Terms default from the supplier. But you can change them on a specific invoice as you need.

Now tap Create Lines at the bottom.

## Completing Header Info

Back on the Invoice Detail card, you can see any applicable variance. The total dollar amount of the lines must equal the dollar amount of the invoice. Otherwise, you have a variance, and you cannot post the invoice.

After you select records, you may add additional information or add adjustments, changes, or miscellaneous charges. Miscellaneous charges can come from a PO or you can add them to account for Freight or other expediting charges.

The system defines the GL account for Miscellaneous Charges. But if you enter a miscellaneous invoice line, you have to manually find this information.

Since the supplier will charge for the rush delivery, the invoice amount is greater than the PO amount. Add this charge to the invoice.

Navigate to the Invoice Line Details card and enter the $50 Misc Charge (type Rush/Expedite Charge) on the PO. Tap Retrieve.

Expand the Invoice Detail card and look at the Variance field now. Since we added the rush charge to the invoice, the Variance is now zero.

Select the Ready To Calculate checkbox. It enables calculating taxes for the invoices. Otherwise, you won't be able to proceed.

An invoice, like many other records in the system, is made up of Header information and Line information. The header is the Who of the record. Who wants payment? A supplier.

The line information is the What of the record. What do they want to be paid for? Services, goods, and miscellaneous charges.

This information is all on the invoice, so you can see everything at a glance!

## Printing the Group Edit List

The invoice displays in the Group card. We could keep going and add more invoices, but for this example we will just add one.

On the AP Invoice Entry form, select the Overflow menu. Now tap Group and from the drop-down list, select Print Group Edit List. Accept the defaults and select Print Preview.

The Group Edit list simulates posting before writing the records to the database. In finance, just about everything you do is auditable. Once you post an invoice, you cannot delete it. If data is incorrect, make a record of the steps you took to correct the error. The edit list helps you document these errors.

The Group Edit List shows the entered transactions and the General Ledger accounts debited and credited. It helps catch mistakes before they save to your database.

Some AP teams process everything up to this point, print this list, and hand it off to a coworker or supervisor. But often one person to be complete the whole process as well. The Group Edit List shows a summary of the invoice, and the General Ledger account recap shows which accounts will be debited and credited.

## Posting AP Invoices

Body Posting adds the invoices permanently to the database. When everything posts successfully, the system deletes the group.
On the Group form, select the Overflow menu. Now tap Group and from the drop-down list, select Post.
Tap Process and close the Post Process dialog box. The system clears your invoice group.
If there are any problems, the group does not post until you resolve the issues. To help resolve issues, refer to the Group Edit List log.
You can't open a posted group, but you can always see your invoice in reports and trackers such as the AP Expense Distribution report and the GL distribution report.
The Supplier Tracker and the AP invoice Tracker can also help you manage AP invoices. Tap Search and locate your supplier. Look at the grid to find your invoice.

## Recap

In this course you learned how to create an AP Invoice.

First, we created an invoice group with an invoice. After that, we matched the invoice to a supplier PO and added miscellaneous charges.

To end the course, we printed the group edit list and posted our invoice.

To learn more about AP invoices, take more courses and review the online help.

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