

## Accounting Core: Accounts Payable – Create New Invoice

### Introduction

The Accounts Payable module enables users to create and modify vendors and invoices. It's crucial to determine the access level being utilized when adding new vendors and invoices, as they are subject to security restrictions. Vendors or invoices generated at the Company level are not visible to users selected on the Property level. Conversely, vendors or invoices generated at the Property level are visible across both the Property and Company levels. The following will walk the user through creating a new Accounts Payable Invoice.

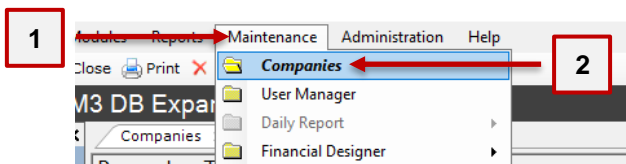
### Objective

Learn how to navigate the invoice creation interface. Demonstrate the ability to accurately enter invoice information into the system, ensuring accuracy and completeness.

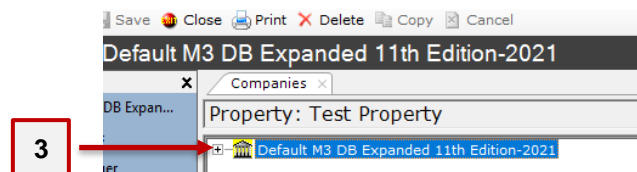
### Steps

Follow the steps below to create a new invoice in Accounts Payable.

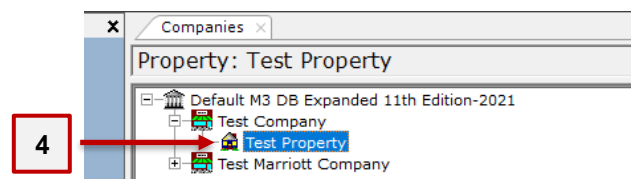
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



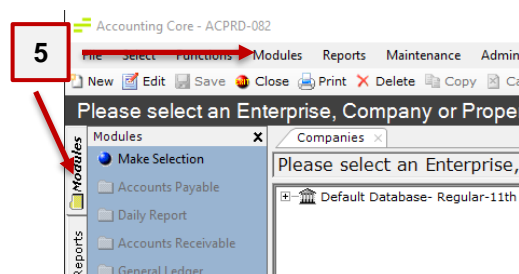
3. Expand the company / property tree by clicking on the (+) symbol.



4. Click on the **desired property**.

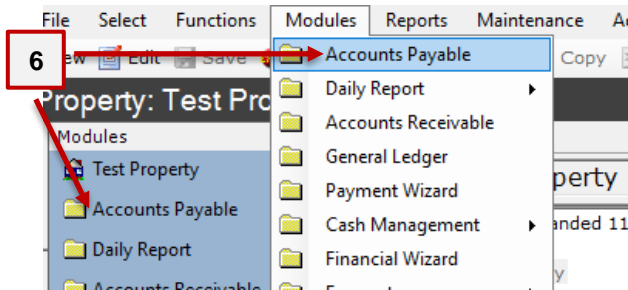


5. Click **Modules**.

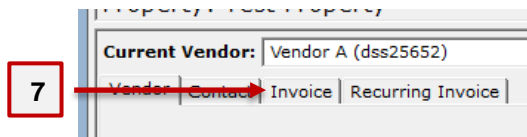


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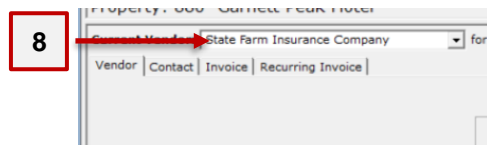
6. Click **Accounts Payable**.



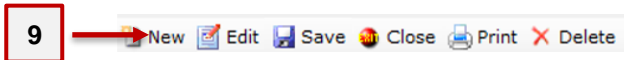
7. Select the **Invoice** tab.



8. Select the **vendor** from the Current Vendor drop-down at the top of the screen.



9. Click on **New**.



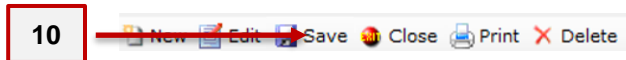
- Enter **Invoice #**, a required field. Note: If the invoice number has already been used, the invoice number will appear in red.
- In the Amount field, enter the **total amount** of the invoice.
- Enter a **Purchase Order #** in the PO# field. Note: Purchase Order #'s are not required.
- Enter the **Accounting period date** by typing it in or using the drop-down box (will default to today's date). Note: The Accounting Period Date will serve as the posting date for the invoice. It also dictates the availability of the invoice for payment processing, as no payment can be issued before this date.
- Enter the **Invoice date**.
- The **Due on Date** will populate per the terms entered for the vendor and can be keyed over if needed. Note: The Due on Date determines when the check will be pulled in Payment Wizard module.
- Information will default in the **Description Box** if set up on the vendor, however information can be keyed in. Note: Info in the Description box will print on the on the check stub.
- Select desired **Payment Method** from the drop-down box. Note: This will default to what is set up on the vendor. Use Regular if user wishes to have a live check to be printed from the Payment wizard. Use ACH, ePay or VCC to capture electronic paid invoices (processing through Payment Wizard). Select Manual or Manual (Non-Check) to capture invoices already paid outside the system. When selected, enter the bank account and enter the correct check # (the next check in sequence will populate automatically). If "Manual" options are selected, once saved the invoice will be posted and paid.

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- i. In the Ledger Accounts section, enter the **account number** to code the invoice with the associated **dollar amount** for each GL account. Note: The description field next to the account number is for internal purposes and will display on general ledger reports. This info will not print on the check.
- j. If Taxes are set up in the Tax Setup, select the desired **Tax** to apply to the invoice.

Account	Description	Amount	Tax Amount	Tax Grp/Code	Tax
...	...				...

10. Click Save.



Note: To create a Credit Memo, follow the above step, however, enter the invoice amount in as a negative number. The credit memo can be used/added to invoice payment from the Payment Wizard module.