ACCOUNTS PAYABLE – ADD INVOICE
UPDATED SEPTEMBER 2025

TOOL #998 (WORK WITH OUTSTANDING INVOICES)

CLICK "ADD INVOICES" BUTTON ON BOTTOM LEFT.
CHOOSE APPROPRIATE VENDOR. IF VENDOR IS NOT LISTED, IT WILL NEED TO BE ADDED BEFORE ENTERING INVOICE. SEE "PROCEDURE TO ADD VENDOR" ON INTRANET.

ENTER INVOICE DATE. IF NO DATE, USE METER OR STATEMENT DATE.
ENTER INVOICE NUMBER. IF NO NUMBER, USE METER OR STATEMENT DATE.
HIT ENTER (THIS LOOKS FOR DUPLICATES)

DUE DATE IS TODAY'S DATE.

IF ONLY ONE G/L IS BEING DEBITED:
- ENTER VENDOR NAME IN DESCRIPTION
- ENTER INVOICE AMOUNT
- VERIFY WHETHER "BRANCH" SHOULD BE "01" OR "02"
- ENTER INVOICE TOTAL INTO "DEBIT G/L AMOUNT"
- VERIFY THE "TO G/L ACCOUNT" IS CORRECT
- ENTER

IF MULTIPLE G/L'S ARE BEING DEBITED/CREDITED:
- AFTER ENTERING THE "INVOICE INFORMATION" SECTION.
- ENTER VENDOR NAME/AMOUNT/BRANCH & DEBIT G/L IN FIRST LINE.
- ENTER VENDOR NAME/AMOUNT/BRANCH & ***CREDIT*** G/L IN SECOND LINE.
- ERASE THE DEBIT GL ACCOUNT BOX AND CLICK THE CREDIT BOX.
- HIT "ENTER AND VERIFY THE TOTAL AT BOTTOM BALANCES WITH THE INVOICE AMOUNT.
- PRESS "ENTER"
- ENTER THE NEXT AMOUNT & G/L TO BE POSTED & HIT "ENTER" UNTIL ALL ARE IN.
- "INVOICE(S) TOTAL" AT THE BOTTOM OF THE SCREEN SHOULD MATCH THE TOTAL OF THE INVOICE.
- BACK OUT OF SCREEN USING F7 OR UP ARROW. *(DO NOT PRESS ENTER, THIS WILL CREATE A NEW LINE ITEM!)*

CLICK "SAVE/NEXT INVOICES IF YOU HAVE MORE FOR THAT VENDOR. OTHERWISE, CLICK "DONE/NEXT VENDOR."

WHEN ALL INVOICES ARE ENTERED, CLICK "DONE/EXIT."

BEFORE AN INVOICE CAN BE PAID IT MUST BE APPROVED BY A DESIGNATED PERSON.
LET TONI KNOW THAT ALL INVOICES ARE ENTERED.
BECAUSE ALL VENDORS HAVE A DEFAULT APPROVER CODE OF 12 (TONI), SHE IS THE ONLY ONE THAT CAN SEE THE ENTERED INVOICES.

IF TONI IS NOT IN THE OFFICE, ALL INVOICE APPR CODES HAVE TO BE CHANGED TO 29 (NIKKI). THIS IS DONE IN TOOL 1910. SELECT AN INVOICE AND CLICK "ASSIGN APPROVER" AND MAKE THE CHANGE.

ONCE APPROVED, THE INVOICES MUST BE TURNED INTO VOUCHERS:
- OPEN **TOOL #1910** (ORGANIZE INVOICES FOR APPROVAL/PAYMENT)
- CLICK "SELECT THESE ITEMS" AT THE BOTTOM.
- *NOTE: ONCE THE INVOICE IS TURNED INTO A VOUCHER, IT CANNOT BE CHANGED BACK INTO AN INVOICE.*
- ONCE YOUR INVOICES HAVE BEEN CHECKED, CLICK THE "SAVE/PREPARE TO PAY" BUTTON. CONFIRM. ONCE CLICKED, THE INVOICES CAN BE SEEN IN TOOL #1961.
- GIVE THE CORRESPONDING A/P FILE CONTENTS/INVOICES TO CHECK PREPARER ON THAT WEDNESDAY (OR LAST DAY OF MONTH IF THERE ARE ANY DUE AT THAT TIME).