

A. Vendor Invoice Entering

Using the **Dynamics SL** Accounting System, payable invoices are input creating an accounts payable liability reported on the financial statements. The following steps are used in completing an accounts payable invoice entry:

a. Match all invoices with purchase requisition form and delivery ticket (if applicable).

Note: Monthly re-occurring charges will not have purchase requisition forms (example; phone, electricity, water, etc.)

b. Verify that purchase requisition has been signed off by member of Management and President & CEO.

c. Code invoices using Chart of Accounts listing.

d. Put Vendor ID number on invoice in RED ink (near vendor name and address), use Vendor listing report.

e. Verify total of invoice is correct, place red check mark by total indicating verification.

Note: All purchases are tax exempt. Please delete tax from total and send tax certificate to vendor with payment.

f. Forward invoice to ordering Manager for approval.

g. Enter **Dynamics SL**.

h. Select Module and Accounts Payable.

i. Select Voucher and Adjustment.

j. Batch number is given automatically. Check period to post and verify that it is the correct period. Hold invoices. Enter Control Total (total of all invoices for batch).

k. Reference number is given automatically.

l. Choose type: (Voucher is Invoice; Debit Memo will reduce the amount in Vendor account.)

m. Enter Vendor number (f3 and highlight name and type in name to find vendor by name).

n. Enter invoice number (see Note 1 and Note 2)

o. Enter date of invoice.

p. Terms: Net 30. Amount: Enter total amount of invoice. Enter on all other fields.

q. Enter Chart of Account, quantity and unit price. (Must repeat this step of more than one COA for invoice). NO for billable.

r. Enter description of items on invoice – be specific as possible.

s. Save invoice. Stamp invoice with POSTED stamp.

t. Repeat steps m-s for entire batch.

u. When batch is complete, batch total and control total should match. Go back to section 1 of form and change Status from HOLD to RELEASE NOW. The batch report will generate at this time and will be filed in blue binder.

v. File posted and unpaid invoices in Accounts Payable folder.

Note 1: The invoice number might be larger than the space provided, if this occurs enter as many characters as possible.

Note 2: For expense reports use EXP1/30 for expense reports turned in for the 30th of the first month Accounts Payable run and EXP1/15 for the 15th of the first month Accounts Payable run. For invoices that do not have numbers, use the date on the invoice as the number.