

AP INVOICE PROCESSING

INVOICE ENTRY

1

BATCH CONTROL PROCESSING

Batch ID: initials, batch #, bldg #
 Default Due Date: **Check date**
 Default Bank: As directed by Administrator

Note batch id is found on the AP Calendar. Add a letter for multiple batch entries for a check run (cb65160a)

F10 to add the batch and enter Batch Total
 Use the month the check is generated Post Month

2

Enter the vendor Check for correct vendor address or remit to address

Enter Invoice No.	Inv. Date	Amount	ASN No.	Amount	Description

note : the invoice number is important to prevent duplicate payments.



3

INVOICE EDIT - Remember to Love your edit

Review Post month, bank, vendor remit to address, invoice number and date, amount, and ASN. (if ASN overbudget complete a budget transfer form or JE)

Fixing an error after entry is made but not posted.

[AP Invoice Processing Menu Invoice changes](#)

Invoice Change/Delete

enter vendor # and select invoice to change
 F2 to change address (see bottom of the screen)
 F11 to delete the invoice.

Invoice Change vendor # /Invoice

enter your batch ID
 enter vendor # and select invoice # to change

Run another edit and review.

4

INVOICE POST TO OPEN ITEMS

Batch ID:
 Journal Description Date: Use the check run date

***If you receive a message out of balance use F18 Batch Header Maintenance to correct the total**

Correcting an Error after Posting

[AP Maintenance Menu](#)

A/P Maintenance Menu

Open Items Maintenance

Enter vendor #
 Select invoice Note all invoices in process for the vendor will populate.

Make all changes **with exception of vendor # and invoice #**

Tip: F23- Delete to remove an invoice

Open Items change Vendor #/Invoice

Enter your Batch ID
 Enter the vendor # and select invoice to change

An edit is not available. Add the change in the body of your email to acknowledge the change.

5

E-MAIL REPORTS

**** Subject Line **** Check Run 3-16-12 Batch CB65660 @ 1,214.15 Notes/Attachments

(only use **notes** if you're typing a message (i.e., send MISD check back to ad bldg)

Attachments only if there are attachments to be sent with the check

Attach the invoice edit CD0130 and the cash disbursement journal CD0140,
 and the cash disbursements due to/due from CD0141B (if generated) to the email

***If open items maintenance was used, remember to note the change.**