

- ii. Then enter the Receiver Number (these can be printed from the PC menu #4) if you don't have the receiver in front of you. After entering the Receiver Number, hit enter as shown:

```

ENTER NEW A/P INVOICES      A/P Type: REGULAR      Period: 202001
                          Bank Acct: CO BANK CHECKING
Vendor: 241      A AND M FLYING SERVICE, INC.  Inv #: 12345
(Remit P O BOX 418      PO #: test
Addr)  CARLISLE AR 72024      Date: 02/28/20
                                      Due: 03/19/20 Amt:      483.08
                                      Disc:      Amt:      0.00
Why:                                     Total Due: 483.08
  
```

Acct	Description	Receiver	Site	Amount	Page 1 Balance
201101	RECEIVED NOT INVOICED	000939	1	<input type="text"/>	

Hit ENTER to fill with Receiver Balance of: 483.08

- iii. Looking at the bottom of the screen, you see the message "Hit ENTER to fill with the Receiver Balance of 483.08 (the balance of this receiver example). Hitting enter results in this:

```

ENTER NEW A/P INVOICES      A/P Type: REGULAR      Period: 202001
                          Bank Acct: CO BANK CHECKING
Vendor: 241      A AND M FLYING SERVICE, INC.  Inv #: 12345
(Remit P O BOX 418      PO #: test
Addr)  CARLISLE AR 72024      Date: 02/28/20
                                      Due: 03/19/20 Amt:      483.08
                                      Disc:      Amt:      0.00
Why:                                     Total Due: 483.08
  
```

Acct	Description	Receiver	Site	Amount	Page 1 Balance
201101	RECEIVED NOT INVOICED	000939	1	483.08	0.00

Enter G/L Acct; 'R' to enter Receiver # (Esc to Finish)

- iv. Again, looking at the bottom, you'll see the option to enter a G/L account, another Receiver or Esc to Finish. You can do multiple receivers if the invoice is for multiple ones. Or if part of the invoice is not from a receiver, you can enter to G/L for expensing any amount needed (if you

want to use a G/L account, simple enter it without typing an R. Hitting Esc results in this:

```

ENTER NEW A/P INVOICES      A/P Type: REGULAR      Period: 202001
                             Bank Acct: CO BANK CHECKING
Vendor: 241  A AND M FLYING SERVICE, INC.  Inv #: 12345
(Remit P O BOX 418      PO #: test
Addr)  CARLISLE AR 72024      Date: 02/28/20
                             Due: 03/19/20  Amt:      483.08
                             Disc:          Amt:      0.00
why:                               Total Due: 483.08
    
```

Acct	Description	Receiver	Site	Amount	Page 1 Balance
201101	RECEIVED NOT INVOICED	000939	1	483.08	0.00

Accept Invoice? ('P'=Accept Invoice & Pay Now):

- v. If you plan on paying the invoice later, simply hit enter (Y is the default entry, so there is no reason to type Y) and you're done. If you want to pay the invoice immediately, type P and you'll see this:

```

ENTER NEW A/P INVOICES      A/P Type: REGULAR      Period: 202001
                             Bank Acct: CO BANK CHECKING
Vendor: 241  A AND M FLYING SERVICE, INC.  Inv #: 12345
(Remit P O BOX 418      PO #: test
Addr)  CARLISLE AR 72024      Date: 02/28/20
                             Due: 03/19/20  Amt:      483.08
                             Pay Invoice Now!  mt:      0.00
why:                               ue:      483.08
    
```

1. Print a Check Paying This Invoice

2. Mark Invoice Paid: Check, Draft, ACH or Credit Card (Number Must Be Entered)

Enter Choice:

Acct	Descrip	Amount	Page 1 Balance
201101	RECEIVE	483.08	0.00

Accept Invoice? ('P'=Accept Invoice & Pay Now): P

- vi. Here, if you select 1, you will be prompted to print a check for the vendor immediately. If you select 2, you'll see this:

```

ENTER NEW A/P INVOICES      A/P Type: REGULAR      Period: 202001
                             Bank Acct: CO BANK CHECKING
Vendor: 241  A AND M FLYING SERVICE, INC.  Inv #: 12345
(Remit P O BOX 418      PO #: test
Addr)  CARLISLE AR 72024      Date: 02/28/20
                             Needed Information  Amt:      483.08
                             Select A/P Pay Method  Amt:      0.00
why:                               Due:      483.08
    
```

1. Check

2. ACH

3. Credit Card

5. Auto Draft

Select A/P Payment Method:

Acct	Descript	Amount	Page 1 Balance
201101	RECEIVED	483.08	0.00

Accept Invoice? ('P'=Accept Invoice & Pay Now): P

- vii. You can select these alternative methods for how the invoice was or will be paid. After selecting a pay method, you'll be prompted to enter the date of the payment. If you choose "Check," you will also be prompted to enter a check number:

```

ENTER NEW A/P INVOICES      A/P Type: REGULAR      Period: 202001
                             Bank Acct: CO BANK CHECKING
Vendor: 241      A AND M FLYING SERVICE, INC.      Inv #: 12345
(Remit) P O BOX 418      PO #: test
Addr) CARLISLE AR 72024      Date: 02/28/20

```

Needed Information		Amt:	483.08
Why:	Payment Method: 2 ACH	Amt:	0.00
	ACH Payment Number: To Be Assigned	Due:	483.08
	Date: <input type="text"/>		

Acct	Descript	nt	Page 1 Balance
201101	RECEIVED	08	0.00

Accept Invoice? ('P'=Accept Invoice & Pay Now): P

- viii. Then you'll have one last chance to change your entries. Just hit enter to complete the payment.
- c. **Entering an A/P invoice that is different than the RNI amount (eg. the Receiver amount):**
- i. Sometimes there will be discrepancies between the invoice received from the vendor and the amount of the Receiver in RNI.
 1. If the vendor is in error, then you wait for a corrected invoice.
 2. If it was an error on the part of the employee entering the receiver, there are two scenarios:
 - a. Reverse the Receiver. If the errors on the original receiver were significant wrong in terms of dollar amounts or quantity, then reversing is often the only option. PO-6 lets you create a reversing receiver from the original receiver. "Receive and update" this reversing receiver and then create a new receiver that is done correctly. Double-check that the reversing receiver is an exact reverse of the original. **If it was been a while since the receiver was updated, it is not always advisable to reverse a receiver as this may cause average cost issues for the items on the receiver.**
 - b. Correct the issues by entering the invoice in AP-1 and manually correctly any problems with items on the Receiver. This is the best option for small variances in the dollar amount. Here's how to handle the difference in the RNI total & the Invoice:

Enter the Invoice with the RNI entry as shown above. But in this case, you will have dollars leftover from the difference. **It is almost always advisable to use the full RNI amount and booked the discrepancy to a Cost of Goods sold account or a purchase variance account.**

```

ENTER NEW A/P INVOICES      A/P Type: REGULAR      Period: 202001
                             Bank Acct: CO BANK CHECKING
Vendor: 72765 K & K VETERINARY SUPPLY, INC.  Inv #: 1234567
(Remit) P O BOX 1090      PO #:
(Addr)  TONTITOWN AR 72770-1090      Date: 03/01/20
                                           Due: 03/16/20  Amt: 2,170.00
                                           Disc:          Amt: 0.00
why:                                           Total Due: 2,170.00

```

Acct	Description	Receiver	Site	Amount	Page 1 Balance
201101	RECEIVED NOT INVOICED	00100000	1	2,168.79	1.21
570000	PURCHASE VARIANCES	n/a	1	1.21	0.00

Accept Invoice? ('P'=Accept Invoice & Pay Now):

After completing this AP entry, you might need to adjust the value of the item(s) from the Receiver. This can be done in IC-1 (please consult DDS personnel for instructions, if needed).

Paying A/P invoice that are not from a Receiver

1. Run AP-1 as above.
2. Enter the applicable information as above
3. In the entry table, you simply enter the G/L accounts applicable to the invoice (eg. Cell Phone expense) as shown here. Notice that you can expense the invoice to multiple accounts and/or sites as desired. Do not type R (as above) but simply enter the G/L account on each line:

```

ENTER NEW A/P INVOICES      A/P Type: REGULAR      Period: 202001
                             Bank Acct: CO BANK CHECKING
Vendor: 217 VERIZON WIRELESS      Inv #: 98765
(Remit) P.O. BOX 660108      PO #:
(Addr)  DALLAS TX 75266-0108      Date: 03/01/20
                                           Due: 03/31/20  Amt: 500.00
                                           Disc:          Amt: 0.00
why:                                           Total Due: 500.00

```

Acct	Description	Receiver	Site	Amount	Page 1 Balance
526000	TELEPHONE EXPENSE	n/a	1	300.00	200.00
526000	TELEPHONE EXPENSE	n/a	2	200.00	0.00

Accept Invoice? ('P'=Accept Invoice & Pay Now):

4. Refer to the instructions above for your options for completing the invoice entry.