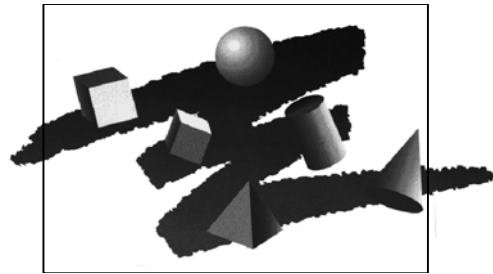


Solution-IV™ Reprographics Accounts Payable Invoice Entry Getting Started Guide



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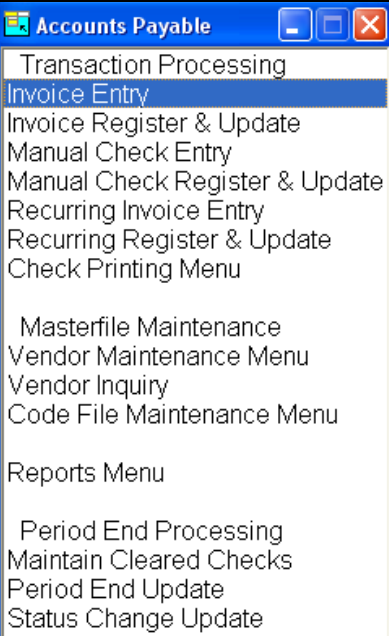
Thoroughbred Basic, TS Environment, T-WEB, Script-IV, Report-IV, Query-IV, Source-IV, TS Network DataServer, TS ODBC DataServer, TS ODBC R/W DataServer, TS ORACLE DataServer, TS DataServer, TS XML DataServer, GWW, Gateway for Windows™, TS ChartServer, TS ReportServer, TS WebServer, TbredComm, WorkStation Manager, Solution-IV Reprographics, Solution-IV ezRepro, TS/Xpress, and DataSafeGuard are trademarks of Thoroughbred Software International, Inc.

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Invoice Entry

For help with any option or field please refer to the Accounts Payable Manual or press **F6** on your keyboard.

<p>Begin from the Solution-IV Main Menu select Accounts Payable.</p>	 <p>The screenshot shows a window titled "Solution-IV" with a list of menu items. "Accounts Payable" is highlighted in blue. The items listed are: General Ledger, Accounts Payable, Accounts Receivable, Order Processing, Inventory Control, Purchase Orders, Payroll, Fixed Assets, Bank Reconciliation, Prospect Management, Utilities, Select Current Company, Change Terminal Date, Executive Summary Info, Batch Report Selector, FormsCreator, Service Contract, JobTrak, and Logoff.</p>
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<p>From the Accounts Payable Main Menu, select Invoice Entry.</p>	 <p>The screenshot shows a window titled "Accounts Payable" with a list of menu items. "Invoice Entry" is highlighted in blue. The items listed are: Transaction Processing, Invoice Entry, Invoice Register & Update, Manual Check Entry, Manual Check Register & Update, Recurring Invoice Entry, Recurring Register & Update, Check Printing Menu, Masterfile Maintenance, Vendor Maintenance Menu, Vendor Inquiry, Code File Maintenance Menu, Reports Menu, Period End Processing, Maintain Cleared Checks, Period End Update, and Status Change Update.</p>
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Header Screen

Invoice Entry is used to enter vendor invoices or internal vouchers as well any credit memos or adjustments having to do with the vendor accounts.

Invoices must be entered here in order to print computerized checks, but handwritten (manual) checks may be written for invoices not entered in Invoice Entry.

Vendor Code	0000000123	Name	123 Party Supply Outlet		
Invoice/Voucher No	12323333				
Invoice Date	11/01/06	Invoice Ref			
Total Invoice Amt	100.00	Purchase Order			
Discount Based On	90.00	Payment Address			
Freight Amount	5.00	Payment Cycle		Invoice Status	
Sales Tax Amount	5.00	Posting Code	000001	Add to 1099?	Y
Terms	30 Net 30 Days				
Invoice Due	12/01/06	Discount Due		Amount	.00
Comment				Distr	.00

Vendor Code

Press **F2** to lookup on Vendor, Invoice Entry, or Open Invoices

Invoice Number

Enter up to 15 characters of the invoice number found on the vendor's invoice

Invoice Date

Enter the date of the invoice from the vendor's invoice, CR to enter today's date

Total Invoice Amount

Enter the total amount of the invoice including freight and sales tax

Discount Based On

Enter the amount of the invoice that is used to calculate any terms discount

Freight Amount

If you would like freight to be distributed separately, enter the amount here

Sales Tax Amount

If you would like sales tax to be distributed separately, enter amount here

Invoice Ref

If you are not utilizing the voucher system then this field will be blank.

Purchase Order

This field is only used if you are not utilizing the Purchase Order Module

Payment Address

If you want the check to go to the main vendor address, leave this field blank

Payment Cycle

You may use the payment cycle to group invoices that you wish to select together when in Automatic Payment Selection.

Invoice Status

The invoice status may be as follows:

- <blank>** - This is a regular invoice with no restrictions
- H** - Hold this invoice and do not pay
- S** - Select this invoice for immediate payment

Posting Code

Enter up to 6 alphanumeric characters for the posting code

Add to 1099?

This field controls whether or not the invoice amount will be add to the vendor’s “1099 Payments” amount, when this invoice is paid

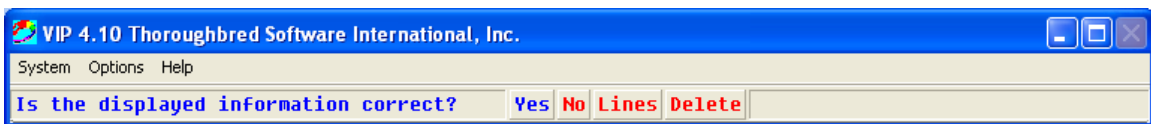
Terms Code

Enter up to 2 alphanumeric characters for the terms code

Comment

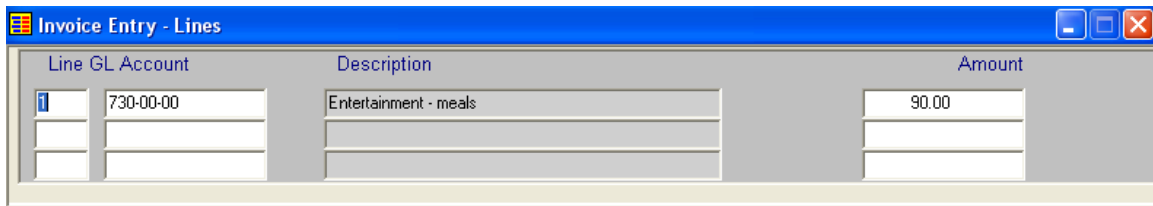
Enter up to 35 alphanumeric characters to describe this invoice.

The system displays:



Select **Yes**.

Detail Entry



Line	GL Account	Description	Amount
1	730-00-00	Entertainment - meals	90.00

Line

If the line exists, pressing **Enter** allows you to modify it.
If the line is blank, pressing **Enter** will add a line.

Account Code

Enter up to 15 characters representing the General Ledger account

Amount

Enter the amount to be distributed to this particular account code
Debit amounts (the usual) will be entered as positive amounts and credit amounts (the exception) will be entered as negative amounts.

Press **F4**, the system displays:



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System Options Help

Is the displayed information correct?

Select **Yes**.