



Invoice Checks

Property Management Solutions for Over 30 Years

Overview

Invoices can be entered as received. When they are due they can be paid using <<AP, Scheduled Payables, Invoices>>. You can consolidate an unlimited number of invoices on a single check, or print one check per invoice. That choice is made in the VENDOR PROFILE, [Check Limit] field. Leaving the field blank will cause the program to put 10 invoices per check. Entering a 1 will cause a check to be printed for each invoice.

To edit the bill to or payable code on an invoice after it has been posted see the last page.

The screenshot shows the 'LANDSCAPE CREATIONS, LLC [Vendor]' profile window. The 'Invoices' section contains fields for 'Check Memo' and 'Check Limit'. A red arrow points from the text above to the 'Check Limit' field, which is currently empty. Other visible fields include 'Mailing Address' (containing 'LANDSCAPE CREATIONS, LLC P.O. BOX 0466 WHITE PLAINS, NY 10605'), 'Phone Numbers' (containing 'Day 941-504-0169'), 'Taxpayer Name' and 'Taxpayer ID' (both empty), 'Work Orders' (containing 'Work Order Style Standard', 'Workman's Comp 15', and 'Liability Insurance 15'), 'Discounts' (containing 'Percentage', 'Flat Amount', 'Days', and 'Day of Month' checkboxes), and an 'EMail Address' field with a 'Send' button. Navigation tabs at the bottom include '1 Vendor Information' and '2 Categories'. Action buttons at the bottom right include '?', 'Save', and 'Close'.

There is only room on the check stub to print details for 10 invoices. If you choose to consolidate more than ten invoices on one check, the last line on the stub will list the total for the remaining invoices.

Entering the Invoice Information

1. Go to <>AP, Invoices>>

The screenshot shows the 'Invoice' window in the PROMAS Landlord Software. The top section contains fields for 'Invoice #' (disabled), 'Payee' (dropdown), 'Payee Name' (disabled), 'Invoice Date' (set to 6/3/2019), 'Due Date' (disabled), 'Priority' (set to Normal), and 'Work Order' (disabled). To the right of these are 'Discount' fields for 'Discount (%)' (disabled) and 'Discount (\$)' (disabled), along with a 'Last Day' field (disabled). Below this is a tabbed area with '1. Invoice' selected, showing 'Bill To' (FIRST LIDO: FIRST LIDO [Association]), 'Code' (disabled), and 'Amount' (disabled). A checkbox for 'Split Charge with Association' is also present. At the bottom are buttons for '?', 'New', 'Post', and 'Cancel'.

2. Enter an [Invoice Number].
3. Select the [Payee] from the drop down list
4. Enter a [Due Date] if different from the invoice date
5. Select the [Bill To] (the association) and the Bill Code
6. Enter the [Amount]
7. Put in additional line items by clicking in the open area below the previous line item.

Paying the Invoices

- ## 1. Go to <<AP Scheduled Payables>>

Scheduled Payables

Invoice Checks
 Recurring Checks
 Recurring Checks as Payables

Scheduled Through

Limit to Schedule

Restrict Payer to Unit

Restrict Payee to Vendor

  

 Compile  Cancel

2. Click the <Invoices> radio button.
 3. Set the [Date] through which you want to pay invoices.
 4. Click <Compile>

A list of invoice checks will display. Those that are due but can't be paid because the association doesn't have enough money will be marked Skip.

Due Date	Payer	Payee	Amount	
1/31/2019	FIRST LIDO: FIRST LIDO	BIG JOHN'S DRAIN CLEANING	\$175.00	<input type="checkbox"/> Skip
2/1/2019	19 FIRST LIDO: FIRST LIDO	PESTSHIELD	\$1,701.00	<input type="checkbox"/> Skip
Invoice	INVOICE #85966	Ledger	FIRST LIDO: FIRST LIDO	
Code	TERM PEST: TERMITE & PE:	Unit		
Available	\$36,240.64	Owed	\$1,701.00	Priority <input type="button" value="▼"/> <input type="checkbox"/> Hold
Reserve	\$0.00	Discount		Before Check \$36,065.64 <input checked="" type="checkbox"/> Separate
Minimum	\$5,000.00	Discount Ends	19	After Check \$34,364.64 <input type="checkbox"/> Discounted

Sort by Payer Sort by Payee

[All Payables](#) / [Selected Payables](#) / [Selected Payables Below Minimum](#) / [Missed Discounts](#) / [Skipped Payables](#)

Post Report Cancel Calculate Skip All

5. Review the invoices and make appropriate changes.
 6. Click <Post>.
 7. Click <Yes> to print the checks now or <No> to print them later through <<AP, Print Check>> function.

Edit Invoice

When an invoice is posted to the wrong association, or using the wrong payable code, and you don't discover it until the check has been printed, or if the invoice has multiple line items and voiding it is too much trouble, follow the steps below.

1. Go into Invoice History and use the <Filter> button to find the invoice.
2. With it highlighted, click on <Edit>.
3. Find the line item that is wrong and highlight it.
4. On the right, a <Change Billing Info> button will display. Click on it.
5. That will bring up a screen that allows you to change the Bill To and/or the Payable Code. Then <Post>.

The screenshot shows the 'Edit Invoice' dialog box. At the top left is the invoice number 'INVOICE #85966'. To its right are checkboxes for 'Hold' and 'Separate Check'. On the right side of the header are status fields: Control (5,378), Status, Entered (MM 1/28/2019, 2:37 pm), Modified, Printed, Discount (%), Discount (\$), and Last Day (19). Below the header is a table with columns: Date, Type, Description, Amount, Unpaid, and Memo. Two rows are visible: one for an invoice and one for a payable. A red arrow points from the 'Payable' row towards the 'General Ledger' button. On the right side of the dialog, there is a 'General Ledger' button with a ledger icon, and below it are 'Change Billing Info' and 'Release Invoice' buttons. At the bottom are standard dialog buttons: '?', 'Print', 'Post' (with a blue checkmark), and 'Cancel'.

Date	Type	Description	Amount	Unpaid	Memo
2/1/2019	Invoice	Invoice	\$1,701.00	\$1,701.00	- QUARTE
► 2/1/2019	Payable	TERMITE & PEST CONTROL	\$1,701.00	\$1,701.00	- QUARTE