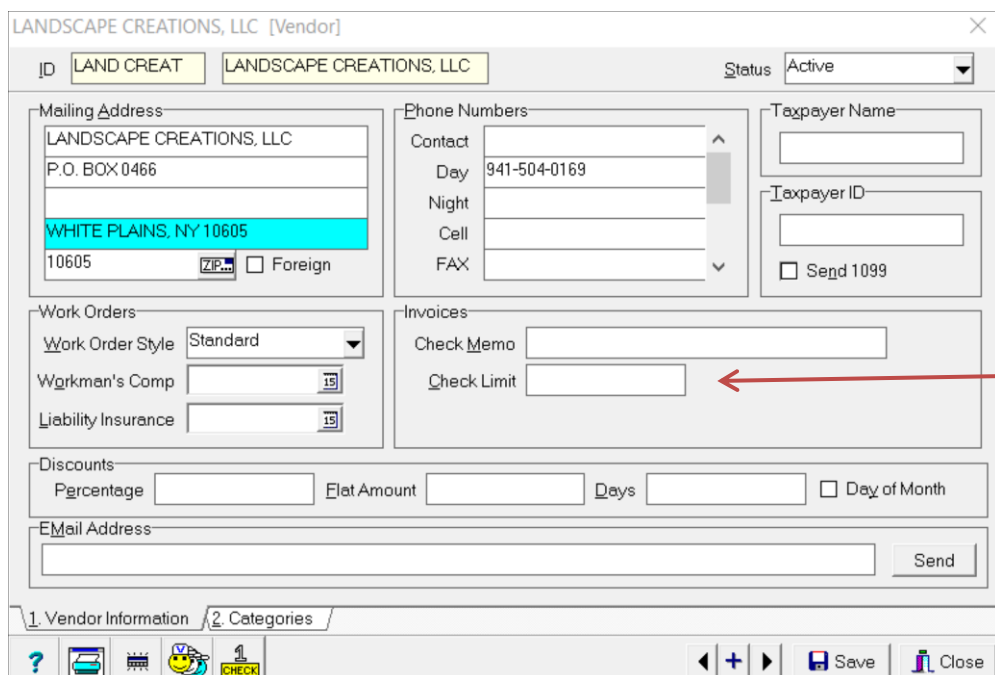


Overview

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.



LANDSCAPE CREATIONS, LLC [Vendor]

ID LAND CREAT LANDSCAPE CREATIONS, LLC Status Active

Mailing Address: LANDSCAPE CREATIONS, LLC
P.O. BOX 0466
WHITE PLAINS, NY 10605
10605 ZIP Foreign

Phone Numbers: Contact 941-504-0169
Day Night Cell FAX

Taxpayer Name
Taxpayer ID
Send 1099

Work Orders: Work Order Style Standard
Workman's Comp Liability Insurance

Invoices: Check Memo
Check Limit

Discounts: Percentage Flat Amount Days Day of Month

EMail Address

1. Vendor Information 2. Categories

? [Icons] Save 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>>

invoice

Invoice # Hold Separate Check Copy Information

Payee Vendor

Payee Name

Invoice Date 6/3/2019

Due Date

Priority Normal

Work Order

Discount

Discount (%)

Discount (\$)

Last Day

1. Invoice / 2. Payee Address and Memos

Bill To FIRST LIDO: FIRST LIDO [Association] Association

Code

Amount Split Charge with Association

Undiscounted Total Total Discount Discounted Total

? + New Post 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: 6/3/2019

Limit to Schedule: [Dropdown]

Restrict Payer to: [Field] [Unit: [Dropdown]]

Restrict Payee to: [Field] [Vendor: [Dropdown]]

[?] [Print] [Calendar] [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.

Invoice Checks

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	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: [Dropdown]

Available: \$36,240.64 Owed: \$1,701.00 Priority: Normal Hold

Reserve: \$0.00 Discount: Before Check: \$36,065.64 Separate

Minimum: \$5,000.00 Discount Ends: After Check: \$34,364.64 Discounted

Sort by Payer Sort by Payee

All Payables / Selected Payables / Selected Payables Below Minimum / Missed Discounts / Skipped Payables

[?] [Print] [Calendar] [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>.

Invoice # INVOICE #85966 Hold Separate Check Control 5.378

Invoice Date 2/1/2019 Status

Due Date 2/1/2019 Void Date Entered MM: 1/28/2019, 2:37 pm

Amount \$1,701.00 Modified

Payee PESTSHIELD Printed

Priority Normal Discount (%)

Memo -QUARTERLY SERVICE (1ST QTR) Discount (\$) Last Day

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

General Ledger

Change Billing Info

Release Invoice

Post Cancel