

Entering AP Invoices

Manage/Accounts Payable/Payments

1. Click Add
2. Minimally, enter Vendor number and Schedule.
 - a. Enter Remit if applicable
 - b. Typically if when you enter the schedule, the fund will also populate
3. Enter the invoice # or credit memo
4. Amount of the invoice
5. Description of the invoice

PO PAYMENT

Key in PO # and Expenditure

System will automatically place a check mark in the FINAL box. IF this is marked, the PO will be fully liquidated and closed.

If this is a partial payment, you will unclick Final and Click Blanket. This will change the liquidation amount to be the same as the expenditure amount.

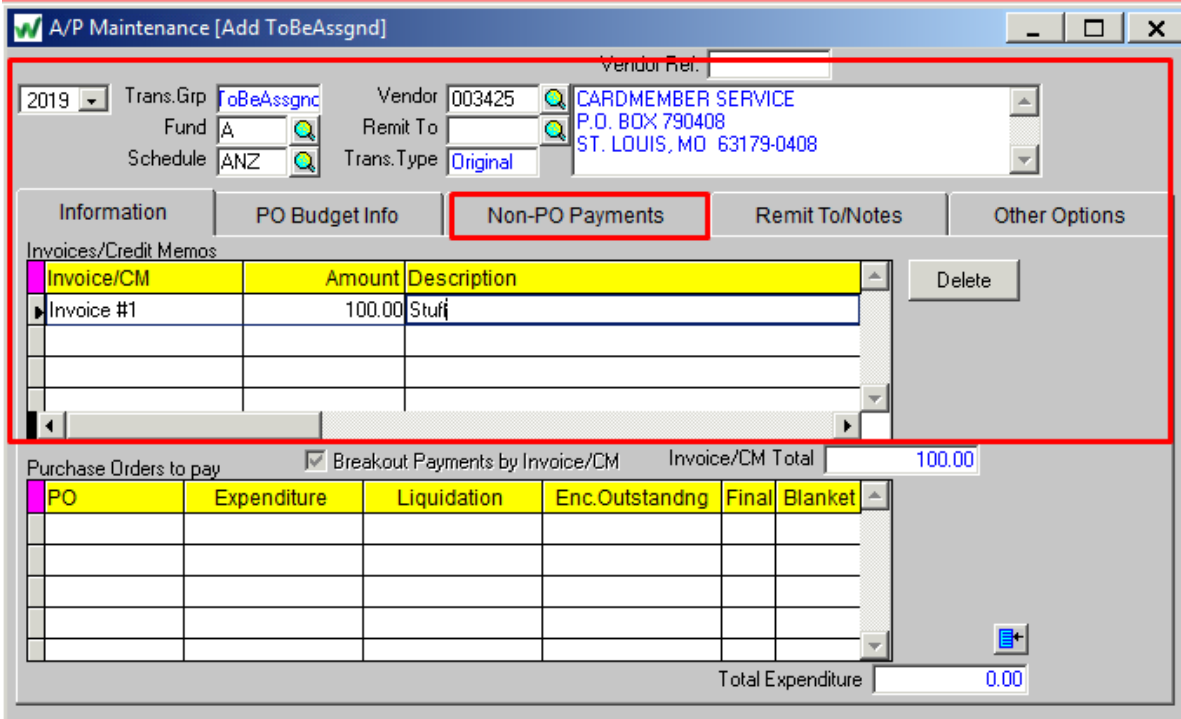
PO	Expenditure	Liquidation	Enc.Outstandng	Final	Blanke
19-00410	100.00	519.80	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NON-PO PAYMENT

Fill out the Information TAB when done Click on the NON-PO Payment TAB

You have to enter the GI account

The Invoice and Amount will auto populate from the Information Tab



To add budget code, you can manually type it in or click BOB to search for the account

