

# Invoice Entry and Change

## Entering and Editing Invoices

**T** This option is used to enter or edit invoices from your accounts payable in order to allow APPAK to control your payables.

To reach this screen, open up AIMPAKS program, go to *File*, and then choose APPAK from the pull down menu. This will bring you to the *APPAK Master Menu*. As a default the cursor will be placed under *New Invoice Entry* (See illustration above).

**Entry #:** This is a number assigned by Appak automatically when you enter and save an invoice. If you wish to access an existing invoice, enter the Entry Number and press *Page Down*. APPAK displays “>>editing an old entry<<” and displays information for this existing entry (Account, Company, Terms, Invoice #, etc.). You may change information as required. In the remaining fields described below, information is displayed for an existing entry. Instructions are given for new entries.

If you wish to create a new entry, press <ENTER>. APPAK displays “>>starting a new entry<<” and assigns the Entry Number when you have completed and <SAVED> the screen. If by accident you force a Zero entry and it says 0 >>editing an old entry, just push <F6> function key and delete the entry. This will remove the 0 as an entry. Take note that if there is any information entered, you must re-enter that invoice again since the 0 entry will be deleted.

APPAK - INVOICES		Company A/M	01/06/1998	Opid 1
Entry #	_____	Last Entry Number		_____
Account	_____	Tms		_____
Notes	_____			
Invoice #	Description _____			
Issued	_____	Full Invoice Amount		_____
Received	_____	Ledger Control Account		_____
Due	_____	Discount Amount		_____
Discount Available Until	_____			
Distribution: Account / Amount	Purchase Order #		_____	
1) _____	Source Module/Entry		_____	
2) _____	Amount To Pay		_____	
3) _____	Balance Remaining		_____	
4) _____	Last Payment Date		_____	
5) _____	Last Payment Check		_____	
ESC=Close, F3=Vehicles, F7=Accounts Scan, F8=Checks, F10=Save.				

Note: **DO NOT** delete or edit an invoice once that entry is included in the End-of-Month Process.

**Last Entry Number:** APPAK displays the entry number for the last invoice created (regardless of whether it was for this account). The operator does not have access to this field.

**Account:** For an account that you have previously entered, enter the first two or three letters and push page down to display the account's code and name. For a new account, push **F7 Function key** to enter the *Appak – Account Records* – which displays the *Company Account Master Record*. You may browse through the list of vendor, once a vendor's name is found push **ESC**, and the vendor's name will be seeded in Appak. You may also create a new vendor account and enter the information in this screen.

**Note:** *The Account Code field also displays the corresponding company name adjacent to its screen display.*

**Tms or Terms:** APPAK displays the terms from the Account Master Record. This is the terms of payment that is usually set when you enter all the information about the account. E.g. COD, net 20<sup>th</sup>.

**Notes:** This field is automatically seeded by the system. Any notes that you put in the account record will be shown here.

**Invoice #:** Enter the account payable invoice number. This field allows up to 16 alphanumeric characters and gives you a cross-reference between the *Entry Number* in APPAK and the actual invoice. If the field is left blank, an invoice number is generated by Aimpaks.

**Description:** Enter a description, notes and comments of this invoice. This field allows up to 30 alphanumeric characters for any desired title describing this invoice. You may also leave this blank.

**Issued:** Enter the date the invoice was issued. The creditor often refers this to as the "Billing Date".

**Received:** Enter the date you received the invoice. This is seeded to real date by default, but limited within the "current month"

**Due:** APPAK calculates this date as 30 days from the "Issued" date and displays the date in this field. You may change this date, if desired. . If you enter a payment term such as net 15<sup>th</sup>, the due date will automatically be entered based on the date issued. You can manually overwrite the date, or if you did not enter anything, the date received will be seeded on this field.

**Note:** *The due date can be set automatically when you initially set up the Account Master Record under Terms.*

**Discount Available Until:** Enter the date by which payment must be made in order to take advantage of any discount offered by the vendor. APPAK requires this date to prepare the "Discounts Available Report".

**Full Invoice Amount:** Enter the balance due or total amount on the invoice.

**Ledger Control Account:** This is the control account number in your General Ledger that holds *Accounts Payable*. APPAK seeds this account from the *Company Setup or Account Master Record* (Defaults) table. You may change this account number if desired.

- For example:
- 2110.0000 – normal A/P control account
  - 2112.0102 - Master card
  - 2112.0102 - Visa card
  - 2112.0103 - Discover card
  - 2111.0000 - Kathy’s reimbursable
  - 2113.0000 – David’s reimbursable

What happen here is when you print out the checks, 2110.0000 will print the exact name of the vendor where the bill is going. 2112.0102 will print the master card’s name and address on the check. 2112.0102 will print out the visa card’s name and address. 2111.0000 will print out Kathy’s name so she can cash the check as reimbursement for out pocket expenses, and so on.

**Discount Amount:** If a discount applies to this account for timely payment, enter the amount of the discount preceded by a NEGATIVE sign. APPAK uses this amount to calculate the payment if made prior to the date entered in the “Discount Available Until” field, described above.

**Distribution:** The primary account number to which this invoice is to be credited is automatically seeded by APPAK from the Account Master Record in the first field along with the “Full Invoice Amount” from above. If this invoice is to be allocated completely to this distribution account, press <ENTER> to accept the entries.

*Note: Allocations can be distributed among up to five accounts, however. This allows you to separate taxes, freight, etc. from the principal allocation. Enter the Ledger Account number from which the allocation is to be made and the dollar amount to be allocated from that account. Once the total of the individual amounts entered equals the “Full Invoice Amount”, APPAK automatically moves to the next field. For example, if the “Full Invoice Amount” is \$200 and you enter \$180 in the first distribution account and \$20 in the second, APPAK skips the remaining distribution account fields (since the total entered in the two accounts equals the full amount).*

APPAK - INVOICES		Company AIM	02/24/2001	Optd 1
Entry # 8352			Last Entry Number	
Account CARMANTENAN	car maintenance-general	Tms C.O.D.		
Notes				
Invoice # +8352	Description wax & cleaner-supply			
	Issued 01/29/2001	Full Invoice Amount 28.59		
	Received 01/29/2001	Ledger Control Account 2112.0106		
	Due 02/15/2001	Discount Amount 0.00		
Discount Available Until				
Distribution: Account / Amount		Purchase Order #		
1)	6150.0000 26.97	Source-Module/Entry 0		
2)	5120.0000 1.62	Amount To Pay 0.00		
3)	0.000000 0.00	Balance Remaining 28.59		
4)	0.000000 0.00	Last Payment Date		
5)	0.000000 0.00	Last Payment Check 0		
ESC=Close, F3=Vehicles, F7=Accounts Scan, F8=Checks, F10=Save.				

Sometimes an invoice is billed for supplies and shipping. So you need to break down the distribution to two separate ledger account. (See Appendix 1 for chart of Accounts sample).

- E.g. 6350.0000 – equipment
- 5120.0000 - shipping

In this example, total amount = 28.59;  
 Cost of material (6350.0000 = 26.97);  
 Shipping (5120.0000 =1.62). See illustration or sample screen.

**Purchase Order #:** This field accepts up to 10 alphanumeric characters and gives a cross reference between your purchase order number, the vendor's Invoice Number (entered above) and the Invoice Entry Number. Leave this blank if it does not apply.

*NOTE: The operator does not have access to the remaining fields. The information displayed in these fields is provided for reference purposes only.*

**Source Module/Entry:** Note: The Operator does not have access to this field. If this invoice is automatically made up by another AIMPAK (such as PROPAK - Professional Billing), APPAK seeds the two-letter designator for this PAK in this field. The operator does not have access to this field, but the information is supplied as a cross-reference. For entries made by a Source Module. APPAK supplies the entry number from the Source Module as a cross-reference.

**Amount to Pay:** If this invoice has been selected for payment, APPAK displays the amount to be paid in this field. If a zero (0) appears in this field, this invoice is not selected for payment. NOTE: Do not alter or change. The operator does not have access to this field entry.

*ADDITIONAL NOTE: Once the amount to pay is entered, push <ENTER>, you will be given three choices (see illustration):*

1. **N** -normal save (default) saves your invoice entry to be paid later.
2. **S**-elect for payment. This will save your invoice and at the same time will be marked or tagged to be paid after exiting the APPAK. When you exit the program, you will be asked if you want to print the check to pay the invoice entries you marked as **S**.
3. **eX**-post facto means after the fact. If you have entered and paid the invoice already and just want to enter the check number and the date or alter any changes with the invoice entry, you choose **X**. This will save any changes you made with the entry.

APPAK - INVOICES		Company AIM	02/19/1998	Opid 1								
Entry # 0	>> starting a new entry <<		Last Entry Number 4828									
Account VOIDS	Void	Tms										
Notes												
Invoice #	Description											
	Issued 02/19/1998	Full Invoice Amount 23.00										
	Received 01/31/1998	Ledger Control Account 2110.0000										
	Due 01/31/1998	Discount Amount 0.00										
Discount Available Until												
Distribution: Account / Amount	Purchase Order #											
1) 0.000000 23.00	<table border="1"> <tr> <td>"SAVE MODE" --</td> <td>Normal Save</td> </tr> <tr> <td></td> <td>Select to Pay</td> </tr> <tr> <td></td> <td>eX Post Facto</td> </tr> <tr> <td>Your Choice? :</td> <td></td> </tr> </table>				"SAVE MODE" --	Normal Save		Select to Pay		eX Post Facto	Your Choice? :	
"SAVE MODE" --					Normal Save							
					Select to Pay							
					eX Post Facto							
Your Choice? :												
2) _____												
3) _____												
4) _____												
5) _____												
ESC=Close, F3=Vehicles, F7=Accounts Scan, F8=Checks, F10=Save.												
Thursday, 02/19/1998 12:1:16 -0P.1												

**Balance Remaining:** APPAK displays the balance remaining by subtracting amounts paid from the "Full Invoice Amount". The operator does not have access to this field, (unless you choose eX post facto when saving the entry).

**Last Payment Date:** APPAK displays the date the last payment was made. The operator does not have access to this field, unless you do an ex-post facto save mode.

**Last Payment Check:** APPAK displays the check number for the last payment made for this invoice. The operator does not have access to this field, unless you do an ex-post facto save mode.

### **DELETING AN INVOICE ENTRY**

If you wish to delete an Invoice or an entry, enter the *entry number*, and press <ENTER>. If you don't know the entire entry number, you can put two or three numbers and press <PAGE DOWN> to display the invoice to be deleted. Then press **F6** <DELETE RECORD> Function Key. You can also delete invoices at End-of-Month Process (**discussed later in this manual**).

**Note:** The entry number is seeded from the Invoice Entry and Change screen you were on when you pressed enter or <page down>. The Account Number, Company, Terms, Invoice Number, and Description are also displayed.

After pressing **F6** Function Key, you are asked to verify the invoice to be deleted. The entry number and other information (the record which was displayed when you pressed this function key) are seeded by APPAK on this screen. You will be asked:

Please verify that this is the invoice you wish to delete by checking the information displayed.

If you wish to delete this invoice, answer Y (yes) and press <ENTER>. The invoice and any entries linked to this invoice are DELETED from the system. Once the invoice is deleted, it can only be recovered through your backup files. You are returned to the Invoice Entry and Change screen.

APPAK - INVOICES		Company AIM	01/07/1998	Opid 1
Entry # 4750	>> editing an old entry <<		Last Entry Number 4750	
Account ZWIREN	Howard Zwiren USN (RET)	Tms C.O.D.		
Notes				
Invoice # +4750	Description Monitor Repair			
ARE YOU SURE THAT YOU WANT TO DELETE THIS INVOICE (Y/N)? _				

If, after checking the information displayed, you do not wish to delete this invoice, answer N (no) and press <ENTER>. No action is taken by APPAK. You are returned to the Invoice Entry and Change screen.

**NOTE: We recommend that you delete an invoice entry if entered by mistake. DO NOT DO THIS IF NOT IN THE CURRENT MONTH, SINCE GENERAL LEDGER WILL HAVE ALREADY BEEN POSTED AND THE BOOKS ARE CLOSED.**