

preparer · PREPARE INVOICE

- 1 Search for invoices with a status of Entered. Using the left hand results panel, click on supplier to expand list of invoices, click on invoice to view.
- 2 Review invoice document by clicking on the attachments button.
- 3 Click Show Invoice Detail to view invoice tax details.
- 4 View comments and history if required.
- 5 Dispute invoice if necessary.
- 6 Redirect invoice to another preparer or back to the originator if necessary.
- 7 Click Add GL Line to start preparing the invoice.

1

INVOICING > search invoices

DOCUMENTS search results

INVOICE DOCUMENT SEARCH define your search criteria to be used

Invoice Documents

- Entered
 - 101692 - Joe Hunia Contractor
 - 10876 - Inv 9834562**
 - 102066 - Masterton United Tra
 - 102577 - Phoenix Travel Group

Document:

Document Status: Entered

Invoice No:

Document Type: Invoice

Supplier Number:

Originator:

Preparer:

Approver:

Invoice Amount (GST Incl): To

Viewer Group Search: No

Approver Manager Search: No

search reset save

F5N2023\richard.evans powered by Fusion5



INVOICING > search invoices

Doc 10955 created Thursday, 27 August 2009

Document Status: Draft // Entered // Prepared // Approved // Completed // Cancelled updated 27/08/2009 10:20:53 a.m.

Document Ref#: 10955 Invoice Standard Urgent: No Scan Only: No Invoice Debtor: No

Company Code: 10 - Test Company One NZD Payee Code: 100409 Paperplus Gisborne

Supplier Number: 100409 Paperplus Gisborne Payment Terms: EM - end of month

Invoice Number: Inv45235 Payment Due Date: (d/mm/yyyy)

Invoice Date: 27/08/2009 (d/mm/yyyy) Invoice Currency: NZD - New Zealand, Dollars

Invoice Total: 652.00 Exchange Rate: 1.0000

Payment Remark: Invoice Total: 652.00

Preparer: Leonie Anderson Tax Amount: 72.44

Purchase Order Ref: Approval Route: Total Taxable: 579.56

GL Details

Account	Amount	Narration	Subledger	Asset No

Show Invoice Detail Add GL Line Cancel Invoice Redirect Dispute Send to Approver

click to save browser layout as default powered by Fusion5



preparer · PREPARE INVOICE

- 2 Review invoice document by clicking on the attachments button.
- a Click the paperclip icon next to the document you wish to view.
- b The document will load in a new window (you can leave this window open).
- c To return to the invoice screen click back to invoice document button.

Document Attachments
attach an image or a document

back to invoice document

Available attachments:

Delete View Edit

Invoice

Invoice Number: 9834562
Invoice Date: 02-14-03
Purchase Order No: 20031234-1
Sales Order Number: 154135798
Shipment Date: 02-14-03

To: Bills Microdevices
413 Spring St.
Elgin, Ill 60123

From: Joes Office Supply
32 W. Lakeshore Dr
Chicago, Ill 60022

Billing
Contact: Melanie Farber (312) 865-2199

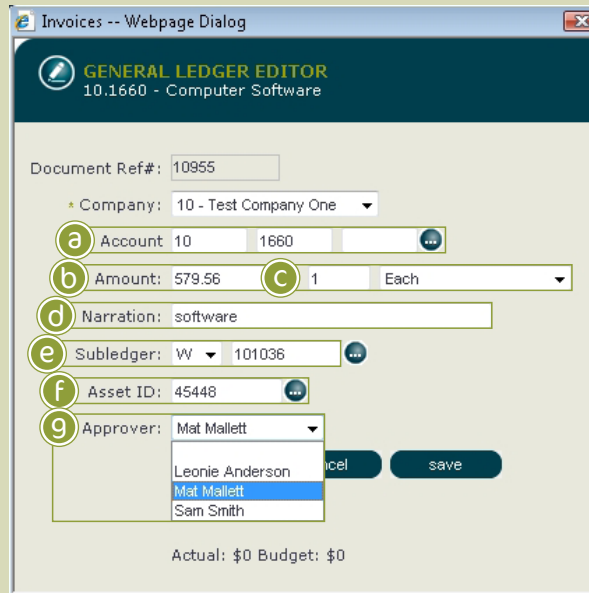
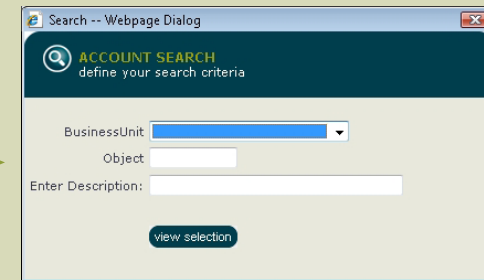
Shipped to: 413 N Spring St.
Elgin, Ill 60123

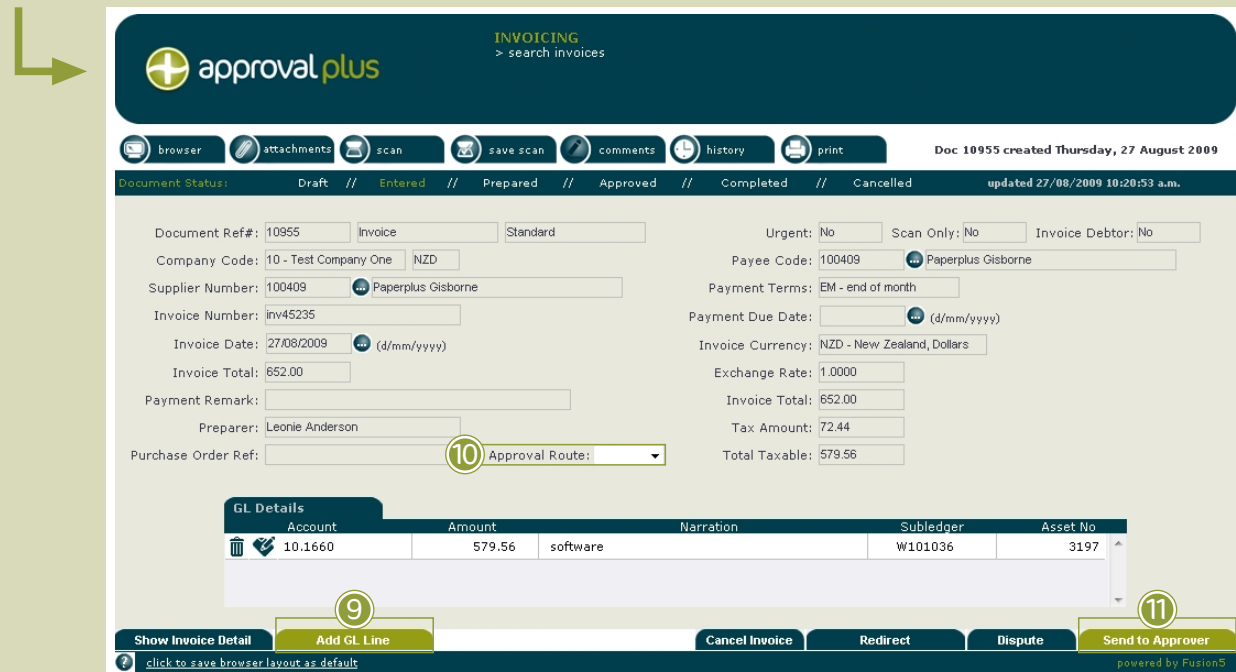
Line Num	Part Number	Description	Qty	Unit Price	Extended Amount
1	32145-12	Pencils, box #2 red	5	\$2.50	\$12.50
2	78-697-24	Xerox Paper- case	12	\$30.00	\$360.00
3	091356-3	Pens, box, blue finepoint	10	\$5.00	\$50.00
4	543-165-1	Tape, 1in case	3	\$12.50	\$37.50
5	984567-12	Staples, wire, box	10	\$1.00	\$10.00

Unknown Zone | Protected Mode: Off

preparer · PREPARE INVOICE

- 8 In the popup that loads:
 - a type the account information or use the search.
 - i. define search criteria
 - ii. select required account from results
 - b the full amount will automatically be displayed, change this if required.
 - c enter a qty and unit of measure if required.
 - d enter a narration if required.
 - e enter a sub ledger type and code if required.
 - f enter a asset if required.
 - g select an approver from the dropdown list provided.
- 9 Continue adding lines if necessary.
- 10 Select approval route / pre-approver if necessary.
- 11 Click Send to Approver when finished.



Account	Amount	Narration	Subledger	Asset No
10.1660	579.56	software	W101036	3197