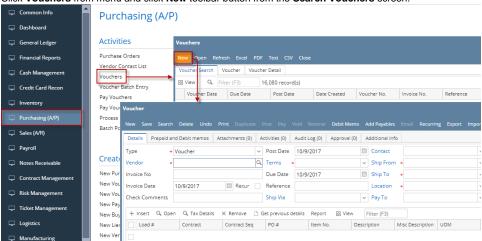
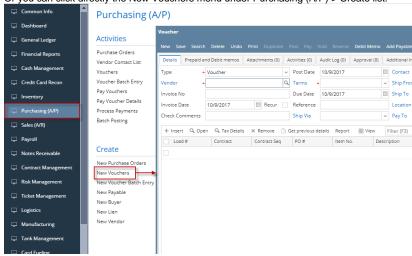
## **How To Create Vouchers**

Here are the steps on how to create Vouchers:

- 1. From the Main Menu, click Purchasing (A/P)
- 2. There are two ways to open blank Voucher screen for new record:
  - a. Click Vouchers from menu and click New toolbar button from the Search Vouchers screen.



b. Or you can click directly the New Vouchers menu under Purchasing (A/P) > Create list.



- 3. The following fields were automatically populated:
  - a. Transaction Type will default to Voucher
  - b. Invoice Date will default to today's date
  - c. Post Date will default to today's date
  - d. Due Date will default to today's date
  - e. Ship To will show the default Location set for the user that is currently logged in. Address is displayed on the Ship To Address field below the grid.
  - f. Ordered By will default to the user that is currently logged in
  - g. AP Account will default to the AP Account set for the default Company Location.
  - h. Currency will default to the Functional Currency set in System Manager > Company Configuration screen > System Manager tab.
  - i. Withheld Amount will default to 0.00
- 4. Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed.
  - a. If selected vendor has an existing payables, Add Payables screen will open.
  - b. Select the item/s from the transaction you want to add on your voucher and click **Add** button.
    - Selected item/s will be displayed on the grid together with the other details set for the item.
- After selecting Vendor: Terms, Contact, and Ship From, and Ship From fields will be automatically populated by the details entered in Vendor screen.
- 6. Due Date field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
- 7. Enter Invoice No.
- 8. Enter Reference if necessary.



For combo box fields, selecting different value is allowed if necessary.

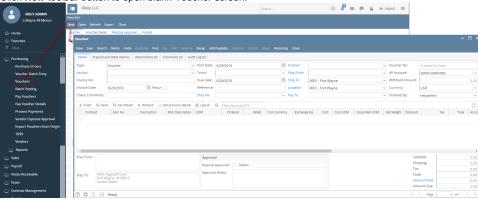
9. Except for the items added via Add Payables screen, you can still add miscelaneous details and other charges on the grid.



- i. Enter value on Misc Description field.
- ii. Enter quantity in Billed column. Any quantity entered in this field will also be displayed in Ordered column.
- iii. Enter amount in Cost column. This will update the Total column to Cost \* Billed.
- iv. Account ID column will be automatically populated by the GL Account set in Vendor screen.
- v. Enter comments, weight and volume if necessary.
- i. Click Item No combo box button.
- ii. Inventory Items with Services, Non-Inventory, Other Charges and Software type will be displayed on the combo box list. Select the items you want to add.
- iii. Selected item/s will be displayed on the grid.
- iv. Ordered and Billed quantity will default to 1. Change if necessary.
- v. Cost will default to the cost entered in Inventory Item screen. Total column will display Cost \* Billed.
- vi. Account ID column will be automatically populated by the General account set in the Item screen.
- vii. Enter comments, weight and volume if necessary.
- 10. At the bottom of the screen is the Subtotal field that displays the total before taxes (if there's any) from all the line items entered in the grid were applied.
- 11. The **Tax** field will display the calculated tax of all the details added on the grid.
- 12. The **Total** field will display the added amount of the <u>Subtotal</u> and <u>Tax</u> fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
- 13. Click Save button. Voucher No field will now be filled in with a unique, system-generated ID automatically.

Here are the steps on how to create Vouchers:

- 1. From the Main Menu, expand Purchasing and then click Vouchers to open Search Vouchers.
- 2. Click New toolbar button to open blank Voucher screen.



- 3. The following fields were automatically populated:
  - a. Transaction Type will default to Voucher
  - b. Invoice Date will default to today's date
  - c. Post Date will default to today's date
  - d. Due Date will default to today's date
  - e. Ship To will show the default Location set for the user that is currently logged in. Address is displayed on the Ship To Address field below the grid.
  - f. Ordered By will default to the user that is currently logged in
  - g. AP Account will default to the AP Account set for the default Company Location.
  - h. Currency will default to the currency set in Company Preference > Settings screen
  - i. Withheld Amount will default to 0.00
- 4. Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed.
  - a. If selected vendor has an existing Inventory Receipt, Add Inventory Receipt screen will open.
  - b. Select the item/s you want to add on your bill and click Add button.
  - c. Selected item/s will be displayed on the grid together with the other details set in the Inventory Item screen.
- After selecting Vendor: Terms, Contact, and Ship From, and Ship From Address fields will be automatically populated by the details entered in Vendor screen.
- 6. Due Date field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
- 7. Enter Invoice No.
- 8. Enter Reference if necessary.



For combo box fields, selecting different value is allowed if necessary.

- 9. Except for the items added via Add Inventory Receipt screen, you can still add details on the grid.
  - i. Enter Misc Description.
  - ii. Enter quantity in Billed column. Any quantity entered in this field will also be displayed in Ordered column.
  - iii. Enter Discount if necessary.
  - iv. Enter amount in Cost column. This will update the Total column to Cost \* Billed.
  - $\emph{v.}$  Account ID column will be automatically populated by the GL Account set in Vendor screen.
  - vi. Enter comments, weight and volume if necessary.
  - i. Click Item No combo box button.
  - ii. Inventory Items with Services, Non-Inventory, Other Charges and Software type will be displayed on the combo box list. Select the items you want to add.

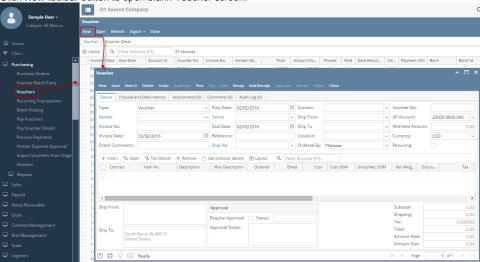
- iii. Selected item/s will be displayed on the grid.
- iv. Ordered and Billed quantity will default to 1. Change if necessary.
- v. Cost will default to the cost entered in Inventory Item screen. Total column will display Cost \* Billed.
- vi. Account ID column will be automatically populated by the General account set in the Item screen.
- vii. Enter comments, weight and volume if necessary.
- 10. At the bottom of the screen is the Subtotal field that displays the total before taxes (if there's any) from all the line items entered in the grid were applied
- 11. The **Tax** field will display the calculated tax of all the details added on the grid.
- 12. The **Total** field will display the added amount of the <u>Subtotal</u> and <u>Tax</u> fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
- 13. Click Save button. Voucher No field will now be filled in with a unique, system-generated ID automatically.



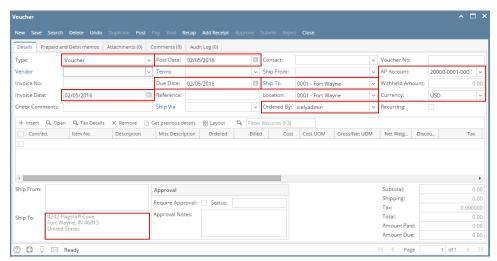
You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher)

Here are the steps on how to create Vouchers:

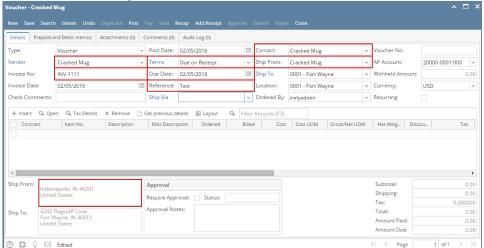
- 1. From the Main Menu, expand Purchasing and then click Vouchers to open Search Vouchers.
- 2. Click New toolbar button to open blank Voucher screen.



- 3. The following fields were automatically populated:
  - a. Transaction Type will default to Voucher
  - b. Invoice Date will default to today's date
  - c. **Post Date -** will default to today's date
  - d. Due Date will default to today's date
  - e. Ship To will show the default Location set for the user that is currently logged in. Address is displayed on the Ship To Address field below the grid.
  - f. Ordered By will default to the user that is currently logged in
  - g. AP Account will default to the AP Account set for the default Company Location.
  - h. Currency will default to the currency set in Company Preference > Settings screen
  - i. Withheld Amount will default to 0.00



- 4. Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed.
  - a. If selected vendor has an existing Inventory Receipt, Add Inventory Receipt screen will open.
  - b. Select the item/s you want to add on your bill and click Add button.
  - c. Selected item/s will be displayed on the grid together with the other details set in the Inventory Item screen.
- 5. After selecting Vendor: **Terms**, **Contact**, and **Ship From**, and **Ship From Address** fields will be automatically populated by the details entered in Vendor screen.
- 6. Due Date field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
- 7. Enter Invoice No.
- 8. Enter Reference if necessary.

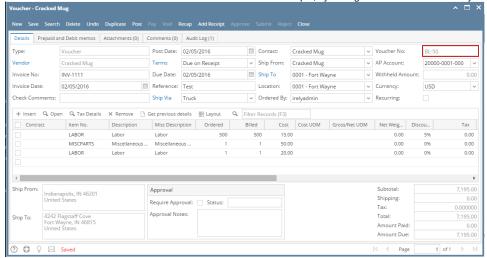




For combo box fields, selecting different value is allowed if necessary.

- 9. Except for the items added via Add Inventory Receipt screen, you can still add details on the grid.
  - a. i. Enter Misc Description.
    - ii. Enter quantity in Billed column. Any quantity entered in this field will also be displayed in Ordered column.
    - iii. Enter Discount if necessary.
    - iv. Enter amount in **Cost** column. This will update the **Total** column to **Cost** \* **Billed**.
    - v. Account ID column will be automatically populated by the GL Account set in Vendor screen.
    - vi. Enter comments, weight and volume if necessary.
  - a. i. Click **Item No** combo box button.
    - ii. Inventory Items with Services, Non-Inventory, Other Charges and Software type will be displayed on the combo box list. Select the items you want to add.
    - iii. Selected item/s will be displayed on the grid.
    - iv. Ordered and Billed quantity will default to 1. Change if necessary.
    - v. Cost will default to the cost entered in Inventory Item screen. Total column will display Cost \* Billed.
    - vi. Account ID column will be automatically populated by the General account set in the Item screen.
  - vii. Enter comments, weight and volume if necessary.
- 10. At the bottom of the screen is the Subtotal field that displays the total before sales tax of all the line items entered in the grid.
- 11. The **Shipping** field can be used to enter shipping costs for the transaction.
- 12. The Tax field will display the calculated tax of all the details added on the grid.
- 13. The Total field will display the added amount of the <u>Subtotal</u>, <u>Freight</u> and <u>Tax</u> fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.

14. Click Save button. Voucher No field will now be filled in with a unique, system-generated ID automatically.



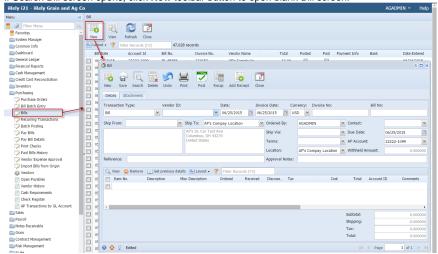
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You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher)

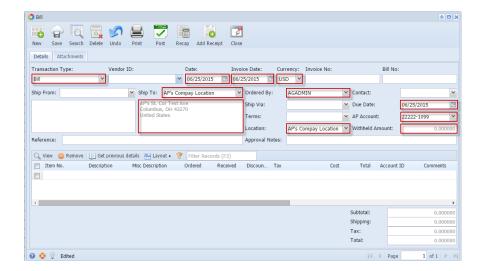
Here are the steps on how to create Bill Entry:

1. From the Main Menu, click Purchasing > Bills . If there's an existing record, docked Search Bill screen will open. Otherwise, blank Bill screen will open automatically.

2. If Search Bill screen opens, click New toolbar button to open blank Bill screen.



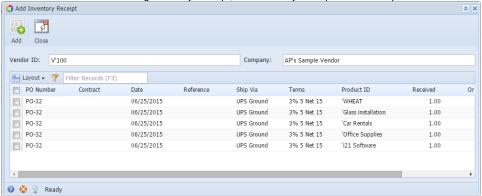
- 3. The following fields were automatically populated once you open a new Bill Entry screen:
  - a. Transaction Type will default to Bill
  - b. Date will default to today's date
  - c. Invoice Date will default to today's date
  - d. Currency will default to the currency set in Company Preference > Settings screen
  - e. Ship To will show the address name and address of the default Company Location.
  - f. Ordered By will default to the user that is currently logged in
  - g. Due Date will default to today's date
  - h. AP Account will default to the AP Account set in Company Preference > Accounts Payable screen
  - i. Location will show the address name and address of the default Company Location.
  - j. Withheld Amount will default to 0.00



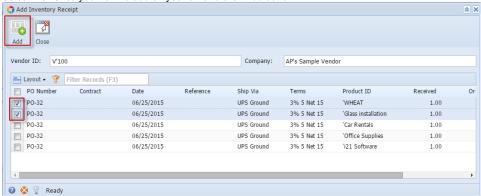
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For combo box fields, selecting different value is allowed if necessary.

- 4. Enter Invoice No.
- Click Vendor ID combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.
  - a. If selected vendor has an existing Inventory Receipt, Add Inventory Receipt screen will open.



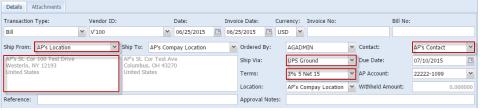
b. Select the item/s you want to add on your bill and click Add button.



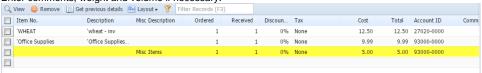
c. Selected item/s will be displayed on the grid together with the other details set in the Inventory Item screen.



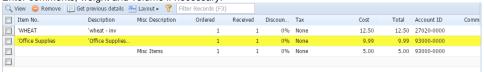
After selecting Vendor: Ship From, Contact, Ship Via, Terms and Contact fields will be automatically populated by the details entered in Vendor screen.



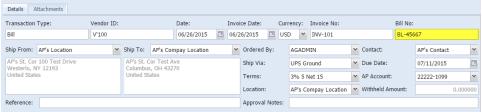
- 7. Due Date field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
- 8. Enter Reference if necessary.
- 9. Except for the items added via Add Inventory Receipt screen, you can still add details on the grid.
  - a. i. Enter Misc Description.
    - ii. Enter quantity in Qty Received column. Any quantity entered in this field will also be displayed in Qty Ordered column.
    - iii. Enter discount if necessary.
    - iv. Enter amount in Cost column. This will update the Total column to Cost \* Qty Received.
    - v. Account ID column will be automatically populated by the Expense ID account set in Vendor screen.
    - vi. Enter comments, weight and volume if necessary.



- a. i. Click **Item No** combo box button.
  - ii. Inventory Items with Services, Non-Inventory, Other Charges and Software type will be displayed on the combo box list. Select the items you want to add.
  - iii. Selected item/s will be displayed on the grid.
  - iv. Ordered and Received quantity will default to 1. Change if necessary.
  - v. Cost will default to the cost entered in Inventory Item screen. Total column will display Cost \* Qty Received.
  - vi. Account ID column will be automatically populated by the account Id set in Vendor Entity screen.
  - vii. Enter comments, weight and volume if necessary.



- 10. At the bottom of the screen is the Subtotal field that displays the total before sales tax of all the line items entered in the grid.
- 11. The **Shipping** field can be used to enter shipping costs for the transaction.
- 12. The Tax field will display the calculated tax for the Tax Code entered in the grid.
- 13. The Total field will display the added amount of the <u>Subtotal</u>, <u>Freight</u> and <u>Tax</u> fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
- 14. Click Save button. Bill No field will now be filled in with a unique, system-generated ID automatically.



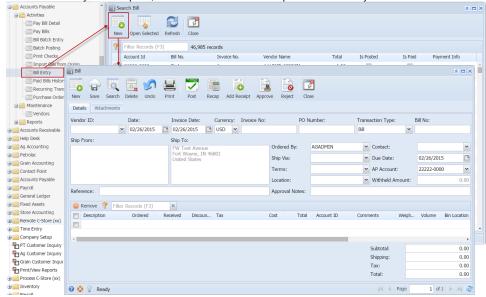


You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher)

Here are the steps on how to create Bill Entry:

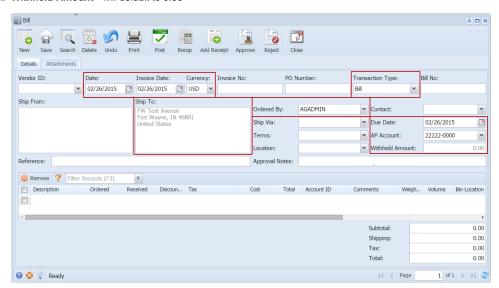
a. From the Main Menu, click Accounts Payable Activities > Bill Entry. If there's an existing record, Search Bill Entry screen will open. Otherwise, Bill Entry screen will open automatically.

b. If Search Bill Entry screen opens, click New toolbar button to open blank Bill Entry screen.



The following fields were automatically populated once you open a new Bill Entry screen:

- i. Date will default to today's date
- ii. Invoice Date will default to today's date
- iii. Currency will default to the currency set in Company Preference > Settings screen
- iv. Transaction Type will default to Bill
- v. Ship To will default to the address entered in the Common Info > Company Location
- vi. Ordered By will default to the user that is currently logged in
- vii. Due Date will default to today's date
- viii. AP Account will default to the AP Account set in Company Preference > Accounts Payable screen
- ix. Withheld Amount will default to 0.00

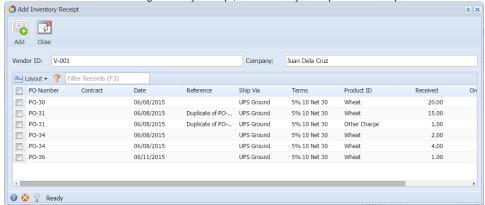


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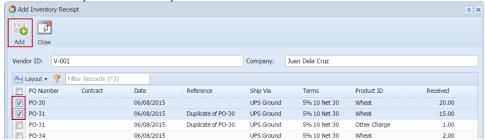
For combo box fields, selecting different value is allowed if necessary.

Click **Vendor ID** combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.

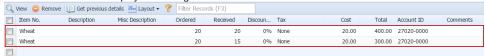
i. If selected vendor has an existing Inventory Receipt, Add Inventory Receipt screen will open.



ii. Select the details you want to add on your bill and click Add button.



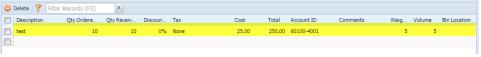
iii. Selected details will be displayed on the grid of the bill.



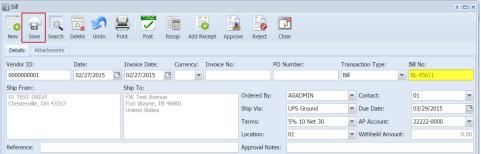
- e. After selecting Vendor: Ship From, Contact, Ship Via, Terms and Location fields will be automatically populated by the details entered in Vendor screen.
- f. Due Date field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
- g. Enter Reference if necessary.

Add details on the grid.

- i. Enter description.
- ii. Enter quantity in Qty Received column. Any quantity entered in this field will also be displayed in Qty Ordered column.
- iii. Enter discount if necessary.
- iv. Enter amount in Cost column. This will update the Total column to Cost \* Qty Received.
- v. Account ID column will be automatically populated by the Expense ID account set in Vendor screen.
- vi. Enter comments, weight and volume if necessary.



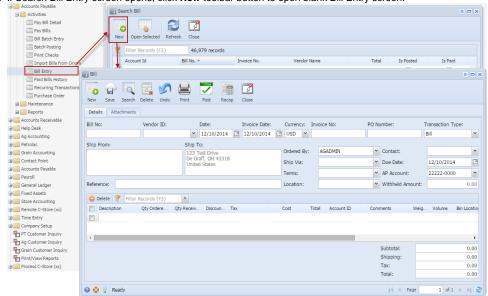
- i. At the bottom of the screen is the Subtotal field that displays the total before sales tax of all the line items entered in the grid.
- *j.* The **Shipping** field can be used to enter shipping costs for the transaction.
- k. The Tax field will display the calculated tax for the Tax Code entered in the grid.
- I. The Total field will display the added amount of the <u>Subtotal</u>, <u>Freight</u> and <u>Tax</u> fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
- m. Click Save button. Bill No field will now be filled in with a unique, system-generated ID automatically.





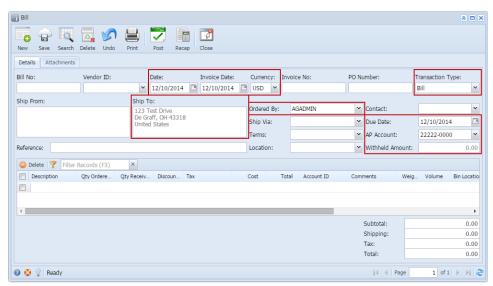
Here are the steps on how to create Bill Entry:

- a. From the Main Menu, click Accounts Payable Activities > Bill Entry. If there's an existing record, Search Bill Entry screen will open. Otherwise, Bill Entry screen will open automatically.
- b. If Search Bill Entry screen opens, click New toolbar button to open blank Bill Entry screen.



The following fields were automatically populated once you open a new Bill Entry screen:

- i. Date will default to today's date
- ii. Invoice Date will default to today's date
- iii. Currency will default to the currency set in Company Preference > Settings screen
- iv. Transaction Type will default to Bill
- v. Ship To will default to the address entered in the Common Info > Company Location
- vi. Ordered By will default to the user that is currently logged in
- vii. Due Date will default to today's date
- viii. AP Account will default to the AP Account set in Company Preference > Accounts Payable screen
- ix. Withheld Amount will default to 0.00

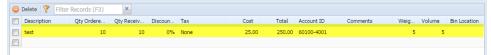




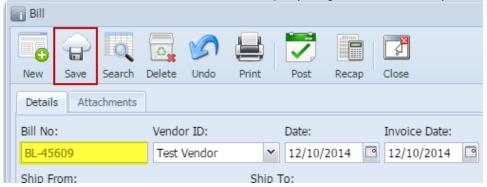
For combo box fields, selecting different value is allowed if necessary.

- d. Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.
- e. After selecting Vendor: Contact, Ship Via, Terms and Location fields will be automatically populated by the details entered in Vendor screen.
- f. Due Date field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
- g. Enter **Reference** if necessary.
  - Add details on the grid.
    - i. Enter description.

- ii. Enter quantity in Qty Received column. Any quantity entered in this field will also be displayed in Qty Ordered column.
- iii. Enter discount if necessary.
- iv. Enter amount in Cost column. This will update the Total column to Cost \* Qty Received.
- v. Account ID column will be automatically populated by the Expense ID account set in Vendor screen.
- vi. Enter comments, weight and volume if necessary.



- i. At the bottom of the screen is the Subtotal field that displays the total before sales tax of all the line items entered in the grid.
- j. The **Shipping** field can be used to enter shipping costs for the transaction.
- k. The Tax field will display the calculated tax for the Tax Code entered in the grid.
- I. The Total field will display the added amount of the <u>Subtotal</u>, <u>Freight</u> and <u>Tax</u> fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
- m. Click Save button. Bill No field will now be filled in with a unique, system-generated ID automatically.



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You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher)