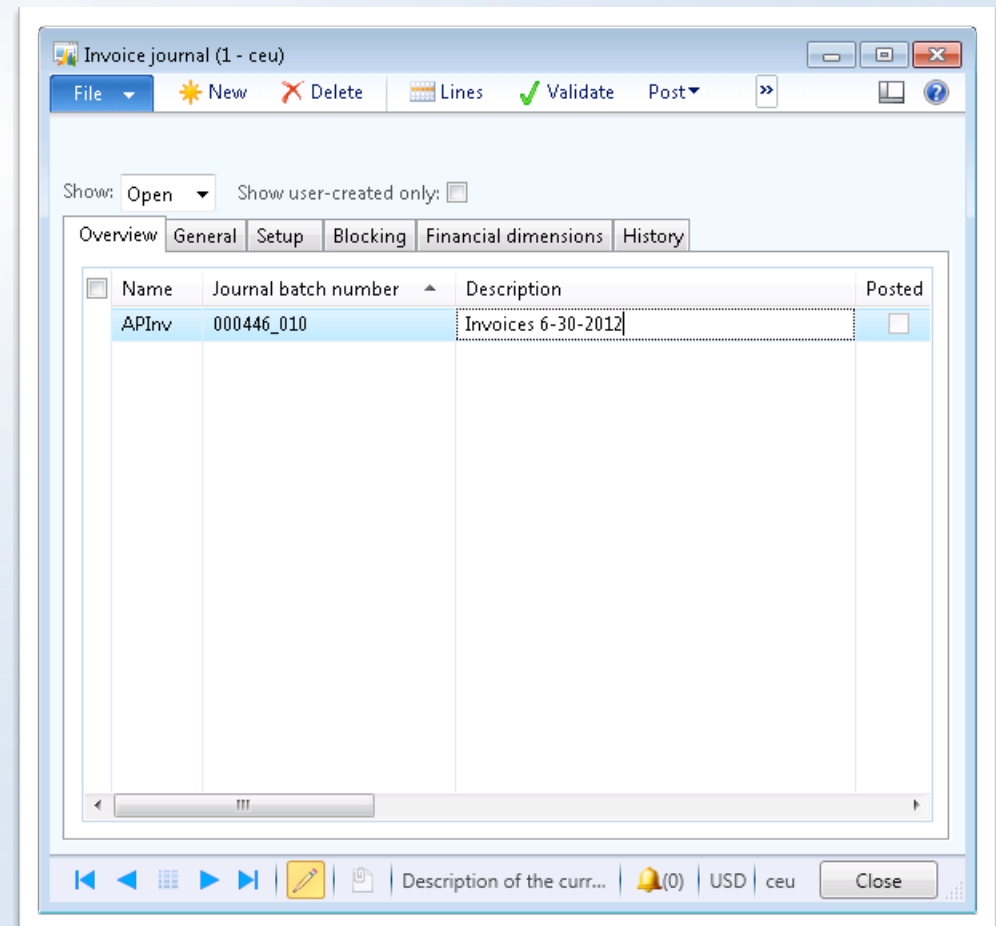# Vendor Invoices

Summary   Invoice journals record non Purchase order related invoices.

Steps
1. Create an Invoice journal header
2. Create Invoice journal lines - Offset account
3. Create Invoice journal lines - multiple segments
4. Create Invoice journal lines - Project expense

Tips
- Group types of invoices in a journal
- Pay attention to voucher numbers; a new voucher should be created for each invoice

Create an Invoice journal header

- Click the **New button**.

- Select a journal **Name**.

- Type a journal **Description**.

- Click the journal **Lines** button.

Create Invoice journal lines - Offset account

- Select the Vendor **Account**.

- Type the vendor's **Invoice** number.

- Add a **Description** for the General ledger.

- **Credit** the invoice amount.

- Select the Main account and Dimensions in **Offset account**.

- Type the invoice date in **Document date**.

- Click **Post > Post**.

Interactive 4.2 Invoice Journal Lines

Journal voucher (1 - ceu) - Journal: APInv, journal batch number: 000446_010, Posted: NoJournal type: Vendor invoice recording

File ▾ | ☀ New | ✕ Delete | Post▾ | Validate▾ | Financial dimensions▾ | Sales tax | Period journal▾ | Functions▾ | Inquiries▾ | Print▾

Balance		Total debit		Total credit		Budget check results
Journal:	0.00	Journal:	322.00	Journal:	322.00	Per voucher:
Per voucher:	0.00	Per voucher:	322.00	Per voucher:	322.00	

Overview | General | Cash discount | Invoice | Fixed assets | Remittance | History

☐	Date	Voucher	Account type	Account	Invoice	Description	Debit	Credit	Offset account type	Offset account
	6/30/2012	API00000061	Vendor	10000	5034	Services		322.00	Ledger	050110-OU_1-OU_3566-

Account

Credit

Offset account

Document date

Invoice

Terms of payment: N030

Due date: 6/19/2012

Payment ID:

Tax exempt number:

Currency

Currency: USD

Sales tax

Sales tax group:

Item sales tax group: ALL

Calculated sales tax amount: 0.00

Actual sales tax amount: 0.00

Cash discount

Cash discount:

Cash discount date:

Discount amount: 0.00

Document

Document:

Document date: 5/20/2012

Account name

Account name: Pear, Inc.

Offset account name: Project management

Date for document.

(0) | USD | ceu | Close

1 | 2 | 3 | 4

Movie 4.2 Vendor Invoices

Create Invoice journal lines - multiple segments

- Add the vendor invoice line without an **Offset account**.

- Click the **New button**.

- On the second line, change the **Account type** to Ledger.

- Fill in the Main **Account** and Dimensions.

- Allocate invoice amounts in **Debit**.

- Press the **New button** and continue breaking down the entry.

Create Invoice journal lines - Project expense

- Add the vendor invoice line.

- Click the **New button**.

- On the second line, change the **Account type** to Project.

- Fill in the Project number in **Account**.

- **Debit** the Project.

- On the **Project tab**, fill in the necessary project fields such as **Activity number**, **Category**, **Worker**, and **Line property**.