

Vendor Invoices

Accounts Payable > Journals > Invoices > Invoice journals

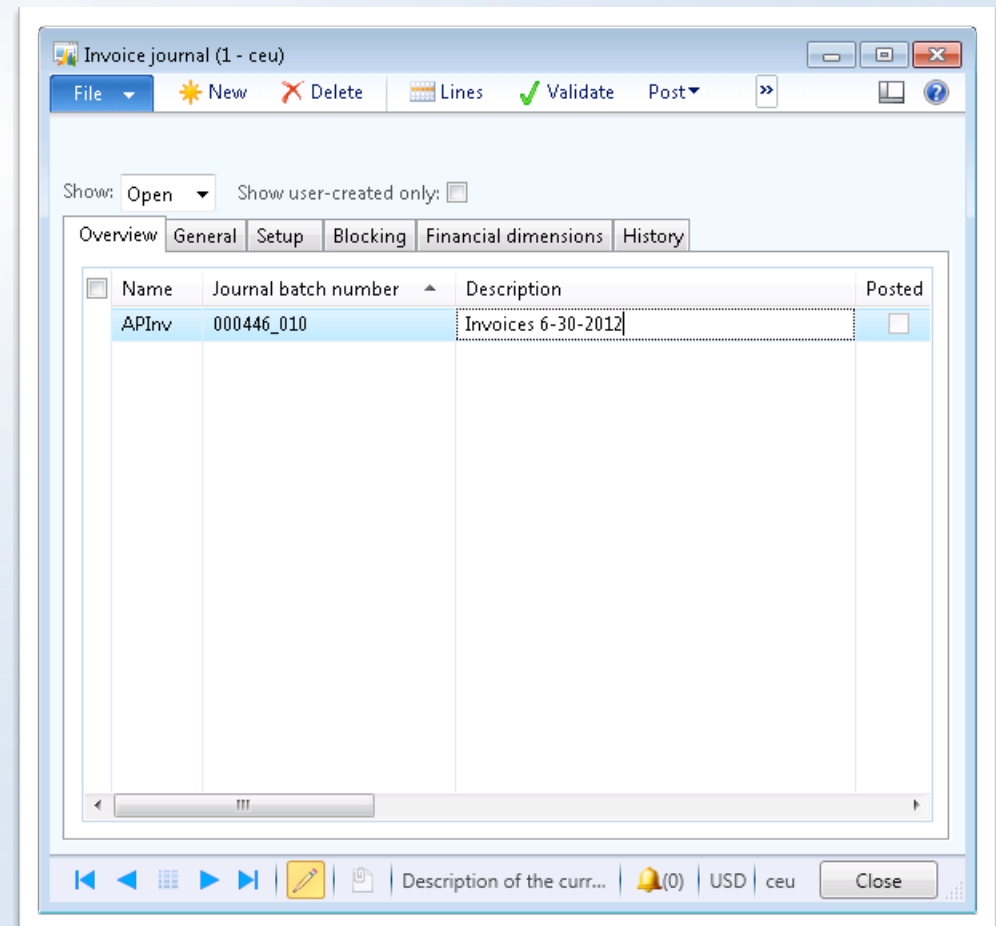
Summary Invoice journals record non Purchase order related invoices.

- 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**.

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

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	550110-OU_1-OU_3566-

Invoice
Terms of payment: N030
Due date: 6/19/2012
Payment ID:
Tax exempt number:

Sales tax
Sales tax group:
Item sales tax group: ALL
Calculated sales tax amount: 0.00
Actual sales tax amount: 0.00

Currency
Currency: USD

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

Navigation icons: Back, Forward, Home, Search, Print, Date for document.

0 USD ceu Close

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: 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	50110-OU_1-OU_3566-

Invoice Terms of payment: N030 Due date: 6/19/2012 Payment ID: Tax exempt number:

Sales tax Sales tax group: Item sales tax group: ALL Calculated sales tax amount: 0.00 Actual sales tax amount: 0.00

Document Document: Document date: 5/20/2012

Account name Account name: Pear, Inc. Offset account name: Project management

Currency Currency: USD

Cash discount Cash discount: Cash discount date: Discount amount: 0.00

Date for document.

Movie 4.2 Vendor Invoices

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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.

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

Overview General Cash discount Invoice Fixed assets Remittance History

Date	Voucher	Account type	Account	Invoice	Description	Debit	Credit	Offset account type	Offset acco
6/30/2012	API00000061	Vendor	10000	5322	Services		322.00	Ledger	
6/30/2012	API00000061	Ledger	550110-OU_1-OU_3567-		Services	100.00		Ledger	
6/30/2012	API00000061	Ledger	550120-OU_1-OU_3566-		Services	222.00		Ledger	

Invoice
Terms of payment:
Due date:
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

Document
Document:
Document date:
Account name
Account name: Service
Offset account name:

Cash discount
Cash discount:
Cash discount date:
Discount amount: 0.00

Navigation icons: Back, Forward, Home, Print, etc.

Credit amount in given currency. | (0) USD ceu | Close

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**.

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: -222.00 Journal: 100.00 Journal: 322.00 Per voucher:

Per voucher: -222.00 Per voucher: 100.00 Per voucher: 322.00

Overview General Cash discount Invoice Project Fixed assets Remittance History

Date	Voucher	Account type	Account	Invoice	Description	Debit	Credit	Offset account type	Offset acco
6/30/2012	API00000061	Vendor	10000	5322	Services		322.00	Ledger	
6/30/2012	API00000061	Project	10001		Services	322.00		Ledger	

Invoice

Terms of payment:

Due date:

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:

Account name

Account name: Contoso Retail Los Ang

Offset account name:

Navigation icons: Back, Forward, Home, Search, Print, etc.

Credit amount in given currency.

USD ceu Close