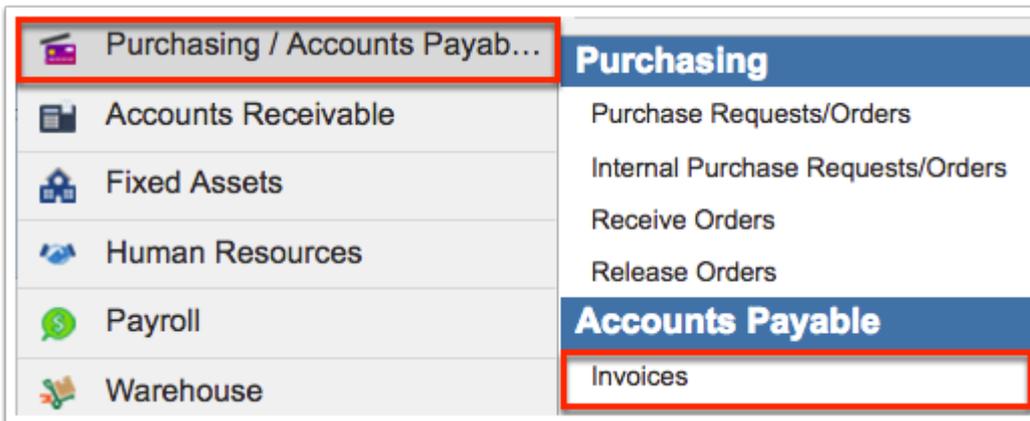


# Invoices

The Invoices feature is used to enter invoices for Standard POs, Blanket POs, Non-Purchase Orders, and Revenue Refunds. This module is an important step in the accounts payable process. Once a purchase order has been approved, received, and released (depending on the district's process), an invoice will be created for payment. An invoice must be created before a batch of checks can be printed. Creating the invoice and the batch will be done from the Invoices module.

## Invoices Navigation

1. From the **Purchasing/Accounts Payable** menu, click **Invoices**.



2. From the **Batches** tab, enter the **Batch Name** in the provided text box at the bottom of the listed Open Batches.

Open Batches					
Filters: OFF					
Batch Name	Batch Type	Total	Invoice Count	Review/Post	
20170523.9005	Standard	\$66,808.39	7	<a href="#">Review/Post</a>	
PCard Imports 05/12/20171494609	PCard Transaction	\$101,284.20	594	<a href="#">Review/Post</a>	
20170516.9121.2	Standard	\$70,624.39	14	<a href="#">Review/Post</a>	
20170516.9142	Standard	\$45,410.54	42	<a href="#">Review/Post</a>	
20170523.9116	Standard	\$9,592.13	26	<a href="#">Review/Post</a>	
20170523.0161	Standard	\$3,586.53	8	<a href="#">Review/Post</a>	
20170523.0291	Standard	\$747.69	1	<a href="#">Review/Post</a>	
20170523.0251	Standard	\$10,136.54	4	<a href="#">Review/Post</a>	
New Batch NAME HERE	Standard				

3. From the **Batch Type** pull-down, select **Standard** (unless creating a different type of batch, such as PCard Transaction or PCard Repayment).

4. Press **Enter** when done to save your information and create the batch.

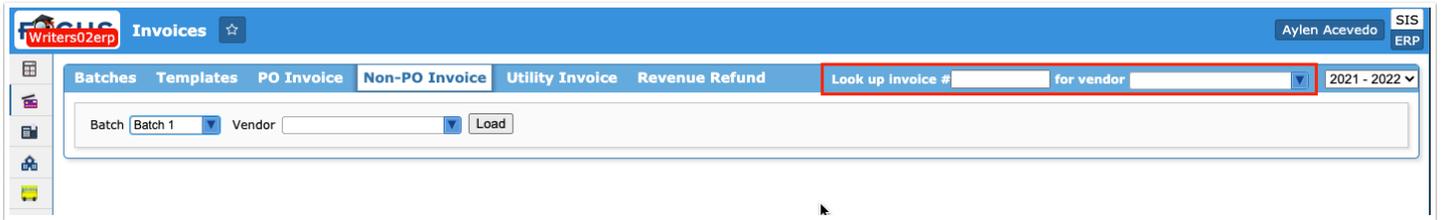
Values do not appear in the **Total** and **Invoice Count** columns until invoices have been attached to the batch.

**i** From the **Batches** tab, you can also **Review/Post** any batches already created in the Open Batches section.

5. Click the corresponding tab depending on the type of invoice you need to create.

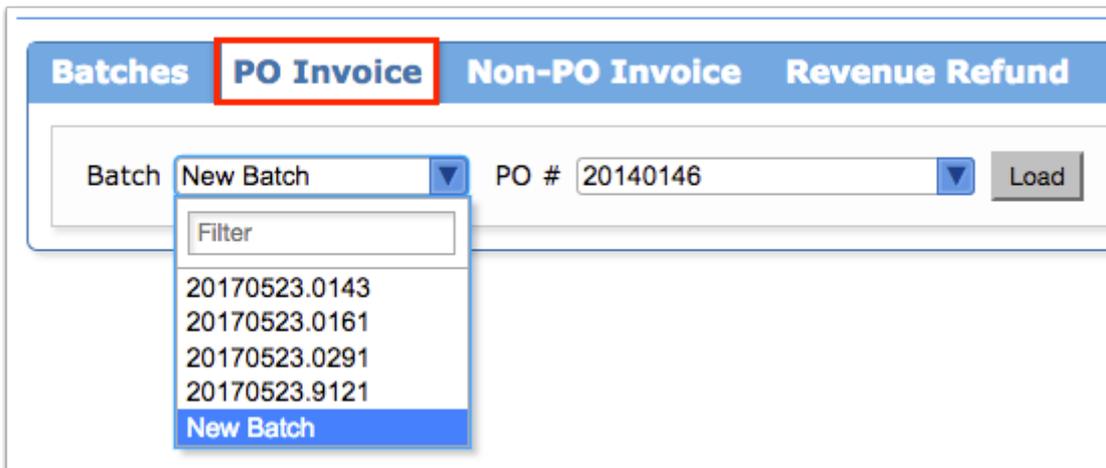
The screenshot shows the 'Invoices' screen with the 'PO Invoice' tab highlighted in red. Below the tabs, there is a form with a 'Batch' dropdown menu set to 'Batch 1', a 'PO #' dropdown menu, and a 'Load' button.

**i** At any point while on the Invoices screen, you will have the ability to search for invoices by using the **Look up Invoice #** feature at the top of the screen. You will also have the option to add vendor criteria by selecting a vendor from the **for vendor** pull-down.

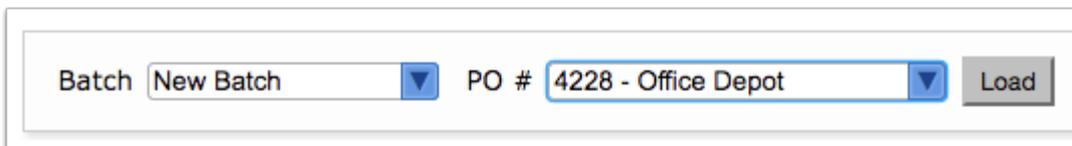


## PO Invoice

1. Click the **PO Invoice** tab once your batch has been created.



2. Select the created batch from the **Batch** pull-down.
3. Select the PO you wish to attach to the chosen batch from the **PO #** pull-down.



4. Click **Load**.

Clicking Load will display several sections, such as General Information, Line Items, Invoices, and Request Allocations.

5. To view the details of the Purchase Order, including vendor information, line items, allocations, and any files or comments, follow the link provided in the **PO # / Type** field under General Information.

**PO # / Type**  
**4228 / Standard**

6. Review a PO by clicking on the link mentioned above or navigate to the **Line Items** section to review items purchased. To review accounting strip information regarding allocations, navigate to the **Request Allocations** section.

Line Items										
Reference #	Item #	Description	Qty	Price	Amount	Qty Invoiced	Amount Invoiced	Qty Released	Received	Returned
1	Noncap	Hp 62 toner	3.00	66.59	199.77	0.00	0.00	3.00	3.00	0.00

Request Allocations					
Reference #	Fund	Function	Object	Center	Project
1	0420 : SPECIAL REVENUE FEDERAL FD	5200 : EXCEPTIONAL INSTRUCTION	510 : SUPPLIES	0143 : EXCEPTIONAL ED DEPARTMENT	6080 : DISABILITIES

7. To create the invoice for this PO, navigate to the **Invoices** section. Enter the **Invoice #** (Number), **Invoice Date**, **Due Date**, **Amount**, and the corresponding account strip.

Invoices													
<a href="#">Create an invoice based on a PO</a>		<a href="#">Create multiple invoices based on a PO</a>											
<a href="#">Export</a>													
Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Ref #	Fund	Function	Object	Center	Project	Budgeted	Committed	Encum
						0379...							

**i** The **Due Date** populates based on the **Vendor Payment Terms** selected when the purchase order is created or by the selection made on the invoice.

8. Select the **Vendor Location** from the pull-down, which displays when more than one payment address is assigned to [Vendors/Customers](#).

Invoices														
<a href="#">Create an invoice based on a PO</a>		<a href="#">Create multiple invoices based on a PO</a>												
<a href="#">Export</a>														
Invoice #	Vendor Location	Invoice Date	Due Date	Vendor Payment Terms	Amount	Ref #	Fund	Function	Object	Center	Project	Budgeted	Committed	Encum
12345	V00...						0110...							

9. Select the applicable **Vendor Payment Terms** from the pull-down.

**i** Vendor Payment Terms must first be set up via Setup > [Settings](#) > [Accounts Payable](#) tab.

The **Allow Override of Vendor Payment Terms** permission enabled via Setup > [Profiles](#) > Purchasing/Accounts Payable tab > Accounts Payable section allows you to override the default Vendor Payment Terms on the Invoice based on the invoice due date.

**10.** Enter the quantity that is to be invoiced in the **Invoice Qty** text box.

Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Invoice Qty	Amount	Ref #	Item #	Description	Separate Check
1234	10/03/2021	10/30/2021		4.00	17718.00	1	BSPD2LL/A	APPLE QUOTE 2210560138 10.2 - inch iPad Wi-Fi 64GB-Space Gray (10 pack), Logitech Rugged Combo 3 case, w/3YR Apple Care + for Schools (no service fee)	<input type="checkbox"/>

**i** The Invoice Qty field displays when the **Show quantity paid and amount paid on applied line** setting is enabled via Setup > [Settings](#) > [Accounts Payable](#) tab. This field will be determined by the invoice posted on the PO. For example:

- Quantity of 4 was ordered
- Quantity of 2 was invoiced
- Quantity Invoiced would reflect 2 on this line item

**11.** Select the applicable debit and credit accounts.

**i** The selection of a **Debit Account** and a **Credit Account** is dependent on district settings and may not be available to everyone. This also applies to the different elements you may see listed here--every district uses different elements and a different element order. For example, this specific district uses **Fund, Function, Object, Center, and Project** for expense accounts.

**12.** If you create more than one invoice, you can select to print a **Separate Check** for each invoice.

**i** Creating a PO Invoice with a negative amount that is selected as a Separate check, makes an error message display: An invoice with a separate check can't have a negative total amount.

**Invoices**

[Create an invoice based on a PO](#)   [Create multiple invoices based on a PO](#)

**Export** 

Amount	Ref #	Fund	Function	Object	Center	Project	Budgeted	Committed	Encumbered	Expended	Balance	Debit Account	Credit Account	Separate Check
-25.00		0378...	7400...	682...	9121...	3012...								<input checked="" type="checkbox"/>
490.00	1	0378...	7400...	682...	9121...	3012...	305.10	0.00	0.00	0.00	305.10			<input type="checkbox"/>

**x** An invoice with a separate check can't have a negative total amount.

Reference #	Fund	Function	Project	Iss
1	0378 : 17-18	7400 : FACILITIES & CONSTRUCTION	682 : NON CAPITALIZED REMODEL & RENO 9121 : MAINTENANCE DEPARTMENT 3012 : MAINT/REPAIRS/RENOV/REMODLG	

**13.** Select the **Credit Memo** check box in order to enter a negative Amount in order to accept a credit from the vendor/customer.

**14.** For quicker entry, click **Create an invoice based on a PO** or **Create multiple invoices based on a PO** for additional invoices.

[Create an invoice based on a PO](#)
[Create multiple invoices based on a PO](#)

**i** Click **Create an invoice based on a PO** to create one invoice for all line items and allocations for the original PO. If needing to create multiple invoices based on multiple allocations from the original PO, click **Create multiple invoices based on a PO** to create an invoice for each allocation line.

Clicking Create an invoice based on a PO defaults to the remaining encumbrance amount.

**a.** Clicking either of the links will auto populate invoice information pulled from the original PO. Note that the **Invoice #** and **Invoice Date** do not auto populate and must be completed.

Invoice #	Invoice Date	Amount	Reference #	Fund	Function	Object	Center	Project	Debit Account	Credit Account	Separate C
											<input type="checkbox"/>
		199.77	1	0...	5200...	510...	014...	6080...			<input type="checkbox"/>

b. Check to be sure the correct **Amount** has been entered and select **Separate Check** (if applicable).

c. Click the **red minus sign** to delete an invoice line if needed.

	Invoice #	Invoice Date
	789	05/21/2017
		

d. To add a line, type all information in the top line. Then, press the **Enter** key to commit the line.

	Invoice #	Invoice Date	Amount
	123	05/19/2017	50.50
	789	05/21/2017	199.77

 Click the **green plus sign** to split an invoice between Centers/Facilities or other elements and accounts. Once clicked, an indented line will be added under the original invoice line. Note: This does not create a separate invoice or check.

Amount	Reference #	Fund	Function	Object	Center	Project	Debit Account	Credit Account	Separate Check	
									<input type="checkbox"/>	
199.77	1	04...	5200 : ...	510...	014...	6080...			<input type="checkbox"/>	
	9999								<input type="checkbox"/>	

 Focus allows general ledger overrides on the purchase order when the setting **Invoices can be entered before POs are released but items must be applied** is enabled via Setup > [Settings](#) > [Accounts Payable](#) tab. When enabled, Focus supports retainage using the following methods:

- Select **Extra Charges** from the **Item #** pull-down.

- Select a **Debit** and **Credit** account from the select pull-downs to override the Debit and Credit system set up accounts.
- Enter a negative **Amount** on a new allocation line when the **Credit Memo** check box is selected, which allows you to accept a credit from the vendor/customer.

The selections made here would override the PO allocations submitted.

Invoices												
Invoice Date	Due Date	Vendor Payment Terms	Invoice Qty	Amount	Ref #	Item #	Description	Debit Account	Credit Account	Separate Check	Credit Memo	
						Extra Ch...				<input type="checkbox"/>	<input type="checkbox"/>	
	01/30/19:	Net 30	3.00	450.00	1	12345	Phone			<input type="checkbox"/>	<input type="checkbox"/>	+
11/15/2021	12/15/20:	Net 30	1.00	-50.00	9999	Extra Charges	Extra Charges	1111-0112 ...	1145 - DUE...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+

**i** If the vendor "Does Not Collect Sales Tax" as defined via [Vendors/Customers](#), an additional invoice line item should be added to account for the negative amount of the Tax, which allows you to pay the vendor the taxable amount while the negative tax amount goes into a liability account that you can set on the Invoices screen. State taxes are defined via Setup > [Settings](#) > [Accounts Payable](#) tab, [State Tax](#) section.

Invoices												
Invoice #	Vendor Location	Invoice Date	Due Date	Vendor Payment Terms	Invoice Qty	Amount	Tax Rate	Sales Tax	Ref #	Item #	Description	Debi
	V00...									Extra Ch...		
1234	V00...	01/30/19:		Net 30	3.00	450.00	0.00	0.00	1	12345	Phone	
					1	0	5.61	0.00	E..		Tax Retainage	

**15.** Attach any additional **Files** and add any additional **Comments**. See the section on [Additional Features](#) for more information.

Files	Comments
(Drag files to upload) <input type="button" value="Select"/>  <input checked="" type="checkbox"/> <u>Office Depot Invoice 910545082001 20170310</u>	2/28/17 1:48pm <input type="checkbox"/> Lorenz: Consumable supplies and materials for classroom instruction for OT Anne Stokes.  <input type="text"/> <input type="button" value="Post"/>

16. Review the Total of the Invoice. Select the check box to **Close PO when batch is posted**.

**Total: \$199.77**

Close PO when batch is posted

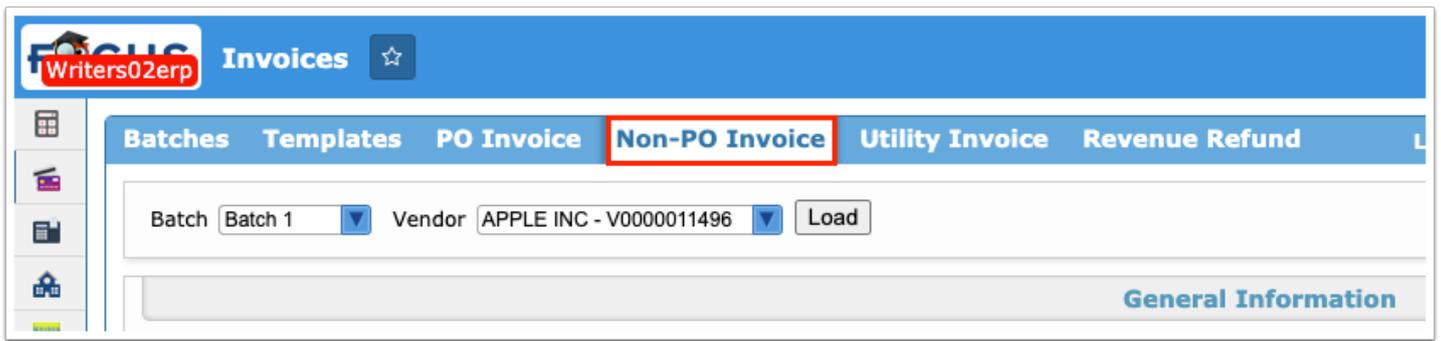
 Closing a PO reduces its remaining encumbrance to zero. Open Blanket POs or POs with items still outstanding (not yet received and released) should remain open.

17. Click **Submit**.

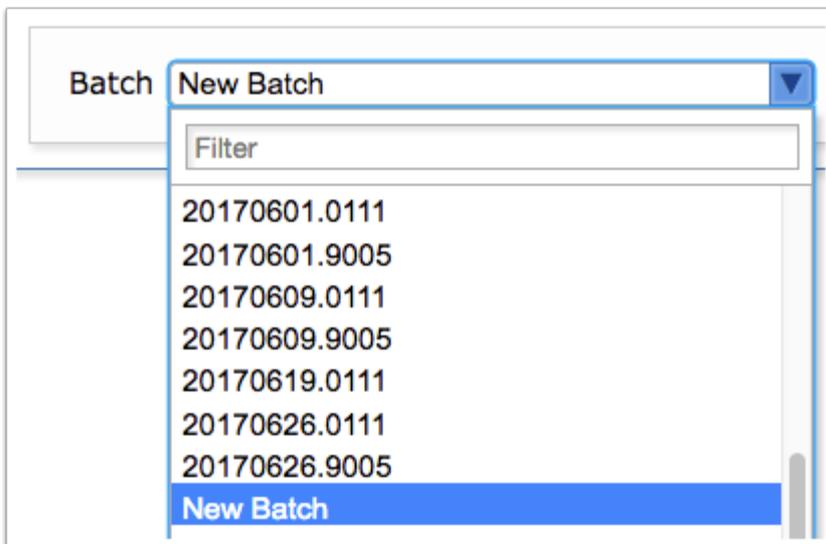
 Upon submitting this invoice, it will post to the batch selected. Only when the batch is reviewed and posted will the invoice be ready to be processed into a check. Note: The process may vary depending on district procedures.

## Non-PO Invoice

1. To attach a non-purchase order to a batch, click the **Non-PO Invoice** tab from the Batches tab.



2. Once your batch is created, select it from the **Batch** pull-down.



3. Select the **Vendor** from the pull-down. Once selected, click the **Load** button.



4. Navigate to the **Invoices** section to create the invoice.

Batches Templates PO Invoice **Non-PO Invoice** Utility Invoice Revenue Refund Look up Invoice # \_\_\_\_\_ for vendor \_\_\_\_\_ 2021 - 2022

Batch Batch 1 Vendor APPLE INC - V0000011496 Load

**General Information**

Batch	Vendor	Vendor Payment Type	PO # / Type
Batch 1	V0000011496 APPLE INC 475 Central Ave ATLANTA, GA 30384	Check	N/A

**Invoices**

Export Import

Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Function	Object	Center	Project	Budgeted	Committed	Encumbered

5. Enter the **Invoice #** (Number), **Invoice Date**, **Due Date**, **Amount**, and the account strip.

**Invoices**

Export Import

Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Function	Object	Center	Project	Budgeted	Committed	Encumbered
1234	09/27/2021	11/01/20	Net 30	155.00	0110...	5100...	510...	0041...	0001...			

**i** The **Due Date** populates based on the **Vendor Payment Terms** selected.

6. Select the **Vendor Location** from the pull-down, which displays when more than one payment address is assigned to [Vendors/Customers](#).

**Invoices**

Export Import

Invoice #	Vendor Location	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund
1234	V00...					

7. Select the applicable **Vendor Payment Terms** from the pull-down.

**Invoices**

Export Import

Invoice #	Vendor Location	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Function
1234	V00...	11/10/2021	11/25/20	Net 15			

**i** Vendor Payment Terms must first be set up via Setup > [Settings](#) > [Accounts Payable](#) tab.

The **Allow Override of Vendor Payment Terms** permission enabled via Setup > [Profiles](#) > Purchasing/Accounts Payable tab > Accounts Payable section allows you to override the default Vendor Payment Terms on the Invoice based on the invoice due date.

8. Select any debit or credit accounts that may apply.

Invoices																
Export	Import	rms	Amount	Fund	Function	Object	Center	Project	Budgeted	Committed	Encumbered	Expended	Balance	Debit Account	Credit Account	Separate Check
			155.00	0110...	5100...	510...	0041...	0001...								<input type="checkbox"/>

9. Select the **Separate Check** check box (if applicable).

**i** Creating a Non-PO Invoice with a negative amount that is selected as a Separate check, makes an error message display: An invoice with a separate check can't have a negative total amount.

Invoices																
Export	Import	Amount	Ref #	Fund	Function	Object	Center	Project	Budgeted	Committed	Encumbered	Expended	Balance	Debit Account	Credit Account	Separate Check
		-25.00		0378...	7400...	682...	9121...	3012...								<input checked="" type="checkbox"/>
		490.00	1	0378...	7400...	682...	9121...	3012...	305.10	0.00	0.00	0.00	305.10			<input type="checkbox"/>

**x** An invoice with a separate check can't have a negative total amount.

Reference #	Fund	Function	Project	Iss
1	0378	7400 : FACILITIES & CONSTRUCTION	3012 : MAINT/REPAIRS/RENOV/REMO	

10. To save the line of data, press the **Enter** key.

Invoices														
Export	Import	Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Function	Object	Center	Project	Budgeted	Committed	Encumbered
		1234	09/27/2021	11/01/2021		155.00	0110...	5100...	510...	0041...	0001...	0.00	0.00	0.00

11. Click the **delete** button (red minus sign) to delete an invoice line if needed.

The screenshot shows a table with columns: Invoice #, Invoice Date, Due Date, and Vendor Payment Terms. The first row has a red minus sign in a small box to its left. The second row contains the values: 1234, 09/27/2021, 11/01/2021, and a dropdown menu.

**i** Click the **green plus sign** to split an invoice between Centers/Facilities or other elements and accounts. Once selected, an indented line will be added under the original invoice line. Note: This does not create a separate invoice or check.

Invoice Date	Amount	Fund	Function	Object	Center	Project	Debit Account	Credit Account	Separate Check	
									<input type="checkbox"/>	↓
05/19/2017	450.00	01...	5100 : ...	350...	004...	0001...			<input type="checkbox"/>	+
									<input type="checkbox"/>	←

12. Attach any additional **Files** and add any additional **Comments**. See the section on [Additional Features](#) for more information.

**Files** (Drag files to upload) **Select**

Quote.gif (0.02mb)

**Comments**

5/22 12:33am Focus Support: Add any internal comments HERE.

**Post**

13. Review the **Total** of the invoice.

**Total:** \$450.00

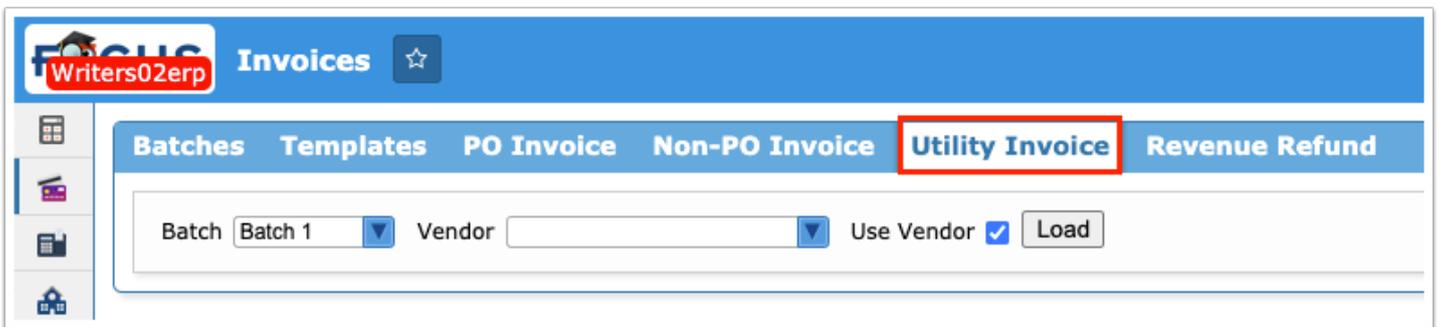
**Submit**

14. Click **Submit**.

**i** Upon submitting this invoice, it will post to the batch selected. Only when the batch is reviewed and posted will the invoice be ready to be processed into a check. Note: The process may vary depending on district procedures.

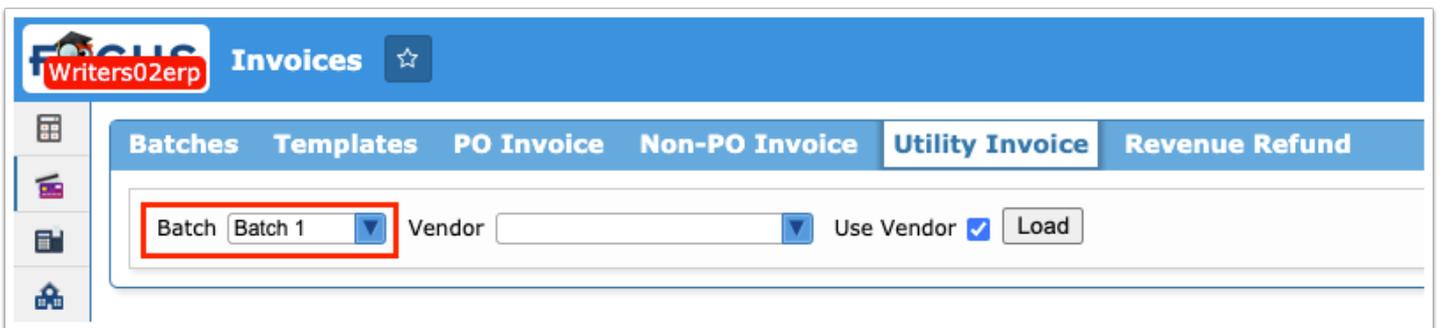
## Utility Invoice

1. To create an invoice for services from a utilities company, such as electricity, click the **Utility Invoice** tab.



The screenshot shows the 'Invoices' interface with the 'Utility Invoice' tab highlighted in a red box. The interface includes a header with 'FOCUS Writers02erp Invoices' and a star icon. Below the header are tabs for 'Batches', 'Templates', 'PO Invoice', 'Non-PO Invoice', 'Utility Invoice', and 'Revenue Refund'. The 'Utility Invoice' tab is active. Below the tabs, there are input fields for 'Batch' (set to 'Batch 1'), 'Vendor', and a 'Use Vendor' checkbox (checked). A 'Load' button is also present.

2. Once your batch is created, select it from the **Batch** pull-down.



The screenshot shows the 'Invoices' interface with the 'Batch' pull-down menu highlighted in a red box. The 'Utility Invoice' tab is still active. The 'Batch' field now shows 'Batch 1' with a dropdown arrow. The 'Vendor' field is empty, and the 'Use Vendor' checkbox is checked. The 'Load' button is visible.

3. Select the **Use Vendor** check box to use a vendor for the invoice, then select the **Vendor** from the pull-down.

Writers02erp Invoices ☆

Batches Templates PO Invoice Non-PO Invoice **Utility Invoice** Revenue Refund

Batch Batch 1 Vendor ELECTRICAL CONTRACT... Use Vendor  Load

4. Clear the **Use Vendor** check box to create the invoice based on a purchase order, then select the **PO #** from the pull-down.

Writers02erp Invoices ☆

Batches Templates PO Invoice Non-PO Invoice **Utility Invoice** Revenue Refund

Batch Batch 1 PO # Use Vendor  Load

5. Click **Load**.

Writers02erp Invoices ☆

Batches Templates PO Invoice Non-PO Invoice **Utility Invoice** Revenue Refund

Batch Batch 1 Vendor ELECTRICAL CONTRACT... Use Vendor  **Load**

6. Navigate to the **Invoices** section to create the invoice.

Invoices

Export Import

Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Demand	KW Usage	GAL Usage	Fund	Function	Object	Center	Project	Bud

7. Enter the **Invoice #** (Number), **Invoice Date**, **Due Date**, **Amount**, **Demand**, **KW Usage**, **GAL Usage**, and the accounting strips, such as Fund, Center, etc.

Invoices													
Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Demand	KW Usage	GAL Usage	Fund	Function	Object	Center	Project	Bud
90	09/27/2021	10/31/20	Net 30	3090.98		2589		0110...	5100 ...	510 ...	0041...	0001...	

**i** The **Due Date** populates based on the **Vendor Payment Terms** selected when the purchase order is created or by the selection made on the invoice.

8. Select the **Vendor Location** from the pull-down, which displays when more than one payment address is assigned to [Vendors/Customers](#).

Invoices						
Invoice #	Vendor Location	Invoice Date	Due Date	Vendor Payment Terms	Amount	
9090	V00...					

9. Select the applicable **Vendor Payment Terms** from the pull-down.

Invoices						
Invoice #	Vendor Location	Invoice Date	Due Date	Vendor Payment Terms	Amount	
9090	V00...	11/10/2021	11/25/20	Net 15		

**i** Vendor Payment Terms must first be set up via Setup > [Settings](#) > [Accounts Payable](#) tab.

The **Allow Override of Vendor Payment Terms** permission enabled via Setup > [Profiles](#) > Purchasing/Accounts Payable tab > Accounts Payable section allows you to override the default Vendor Payment Terms on the Invoice based on the invoice due date.

10. Select any debit or credit accounts that may apply.

The screenshot shows the 'Invoices' form with various dropdown menus for Fund, Function, Object, Center, and Project. The 'Debit Account', 'Credit Account', and 'Separate Check' fields are highlighted with a red box.

11. Select the **Separate Check** check box, if applicable.

12. To save the line of data, press the **Enter** key.

The screenshot shows the 'Invoices' form with a table of invoice lines. The row for invoice 90 is highlighted, showing details like Invoice Date (09/27/2021), Due Date (10/31/2021), Amount (3090.98), and Demand (2589).

13. Click the **delete** button (red minus sign) to delete an invoice line if needed.

The screenshot shows the 'Invoices' form with the delete button (red minus sign) highlighted next to the invoice line for 90.

**i** Click the **green plus sign** to split an invoice between Centers/Facilities or other elements and accounts. Once selected, an indented line will be added under the original invoice line. Note: This does not create a separate invoice or check.

The screenshot shows a table of invoice lines with columns for Invoice Date, Amount, Fund, Center, Revenue, Project, Debit Account, and Credit Account. A red arrow points to the green plus sign in the right margin, indicating the split button.

14. Attach any additional **Files** and add any additional **Comments**. See the section on [Additional Features](#) for more information.

<p><b>Files</b> (Drag files to upload) <b>Select</b> </p> <p> <u>Quote.gif (0.02mb)</u></p>	<p><b>Comments</b></p> <p>5/22 12:33am Focus Support: Add any internal comments HERE.</p> <p><input type="text"/></p> <p style="text-align: right;"><b>Post</b></p>
---	---

15. Review the Total of the invoice. Then, click **Submit**

Batches		Templates		PO Invoice		Non-PO Invoice		Utility Invoice		Revenue Refund		Look up invoice # <input type="text"/> for vendor <input type="text"/>		2021 - 2022		
Batch <input type="text" value="Batch 1"/>		Vendor <input type="text" value="ELECTRICAL CONTRACT..."/>		Use Vendor <input checked="" type="checkbox"/>		Load										
<b>General Information</b>																
Batch		Vendor				Vendor Payment Type				PO # / Type						
Batch 1		V0000014165 ELECTRICAL CONTRACTING 475 Central Ave HIALEAH, FL 33016				Check				N/A						
<b>Invoices</b>																
Export 		Import														
Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Demand	KW Usage	GAL Usage	Fund	Function	Object	Center	Project	Bud			
90	09/27/2021	10/31/2021		3090.98		2589		0110...	5100...	510...	0041...	0001...			<b>Total:</b> \$3,090.98	<b>Submit</b>

 Upon submitting this invoice, it will post to the batch selected. Only when the batch is reviewed and posted will the invoice be ready to be processed into a check. Note: The process may vary depending on district procedures.

## Revenue Refund

1. For a refund from a revenue account, click the **Revenue Refund** tab.

Writers02erp Invoices ☆

Batches Templates PO Invoice Non-PO Invoice Utility Invoice **Revenue Refund**

Batch 2020-10-15 PR AP Invoices, Run 107 Vendor 1ST-IN-PADLOCKS.COM,... Load

General Information

**i** The Revenue Refund feature should only be used for refunds from a revenue account for transactions where revenue was collected and the deposit was never expensed.

2. Once your batch is created, select it from the **Batch** pull-down.

Batch New Batch

Filter

20170601.0111  
20170601.9005  
20170609.0111  
20170609.9005  
20170619.0111  
20170626.0111  
20170626.9005  
New Batch

3. Next, select the **Vendor** from the pull-down. Once selected, click the **Load** button.

Batch New Batch Vendor HANNAH /000... Load

4. Navigate to the **Invoices** section to create the invoice.

Invoices

Import

Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Center	Revenue	Project	Debit Account	Credit Account

5. Enter the **Invoice #** (Number), **Invoice Date**, **Due Date**, **Amount**, and the accounting strips, such as Fund, Center, etc.

Invoices											
Import											
Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Center	Revenue	Project	Debit Account	Credit Account	
4567	08/24/2021	10/09/2021	Net 0	89.00	0110 : ...	0041 : ...	3425 : R...	0001 : ...	1111 - Cash		

**i** The **Due Date** populates based on the **Vendor Payment Terms** selected.

6. Select the **Vendor Location** from the pull-down, which displays when more than one payment address is assigned to [Vendors/Customers](#).

Invoices						
Import						
Invoice #	Vendor Location	Invoice Date	Due Date	Vendor Payment Terms	Amount	
6376	V00...					

7. Select the applicable **Vendor Payment Terms** from the pull-down.

Invoices						
Import						
Invoice #	Vendor Location	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund
6376	V00...	11/10/2021	11/25/2021	Net 15		

**i** Vendor Payment Terms must first be set up via Setup > [Settings](#) > [Accounts Payable](#) tab.

The **Allow Override of Vendor Payment Terms** permission enabled via Setup > [Profiles](#) > Purchasing/Accounts Payable tab > Accounts Payable section allows you to override the default Vendor Payment Terms on the Invoice based on the invoice due date.

8. Select any debit or credit accounts that may apply.

9. To save the line of data, press the **Enter** key.

Invoices										
Import										
Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Center	Revenue	Project	Debit Account	Credit Account
1234	09/27/2021	10/29/2021		1200.00	0110 : ...	0041 : ...	3425 : R...	0001 : ...	1111 - Cash	

10. Click the **delete** button (red minus sign) to delete an invoice line if needed.

Invoices										
Import										
Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Cen				
1234	09/27/2021	10/29/2021		1200.00	0110 : ...	004				

**i** Click the **green plus sign** to split an invoice between Centers/Facilities or other elements and accounts. Once selected, an indented line will be added under the original invoice line. Note: This does not create a separate invoice or check.

Invoice Date	Amount	Fund	Center	Revenue	Project	Debit Account	Credit Account	
05/18/2017	100.00	0...	004...	3425 : ...	0001...			+
	50.00	0...	004...	3495 : ...	4079...			+

11. Attach any additional **Files** and add any additional **Comments**. See the section on [Additional Features](#) for more information.

**Files** (Drag files to upload) Select

[Quote.gif \(0.02mb\)](#)

**Comments**

5/22 12:33am Focus Support: Add any internal comments HERE.

Post

12. Review the Total of the invoice. Then, click **Submit**

**General Information**

Batch	Vendor V0000014189 100 PERCENT EDUCATIONAL VIDEOS 475 Central Ave PO BOX 4440 EL DORADO HILLS, CA 95762	Vendor Payment Type Check	PO # / Type N/A
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**Invoices**

Import

Invoice #	Invoice Date	Due Date	Vendor Payment Terms	Amount	Fund	Center	Revenue	Project	Debit Account	Credit Account
1234	09/27/2021	10/29/2021		1200.00	0110 : ...	0041 : ...	3425 : R...	0001 : ...	1111 - Cash	

Files

Comments

**Total:** \$1,200.00

Submit

Upon submitting this invoice, it will post to the batch selected. Only when the batch is reviewed and posted will the invoice be ready to be processed into a check. Note: The process may vary depending on district procedures.

## Reviewing & Posting the Invoice Batch

1. When all invoices have been attached to your batch, navigate back to the **Batches** tab.

Invoices

**Batches**
Templates
PO Invoice
Non-PO Invoice
Utility Invoice
Revenue Refund

[Open Batches](#)

Filter: OFF

**i** You have the option to attach as many invoices to a batch as desired. This usually depends on the process for printing checks. You can print one quick check via Purchasing / Accounts Payable > [Quick Check](#) before creating the invoice.

2. Locate your batch, review the Total and Invoice Count (the number of invoices attached to the batch). Click **Review/Post** to open the batch.

Batch Name	Batch Type	Total	Invoice Count	Review/Post
New Batch	Standard	\$999.60	3	<a href="#">Review/Post</a>

3. The link will open the Batch Review tab. From this screen, you can open any Requisitions, POs, or Invoices by clicking on the corresponding links. Note: Links will be underlined and highlighted in blue.

Batches PO Invoice Non-PO Invoice Revenue Refund **Batch Review** Look up Invoice # for vendor 2016 - 2017

**New Batch (3 Invoices)**

Post

**Invoices**

Export: Filters: OFF

Requisition #	PO #	Vendor	Invoice #	Total
<a href="#">106831</a>	<a href="#">4542</a>	OFFICE DEPOT	1234	399.60
N/A	N/A	ELECTRIC COOLING & ILLUMINATIONS, INC	3456	450.00
N/A	N/A	HANNAH	4567	150.00
<b>Total</b>				<b>999.60</b>

**Open Purchase Orders**

Export: Filters: OFF

Close	Requisition #	PO #	Type	Name	Vendor
<input type="checkbox"/>	<a href="#">106831</a>	<a href="#">4542</a>	Standard	Office Depot	OFFICE DEPOT

4. Check the **Close** check box if the PO will be complete after its corresponding invoice(s) are submitted. Note: This is only applicable to POs.

Close	Requisition #
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<a href="#">4100046</a>
<input type="checkbox"/>	<a href="#">106917</a>
<input checked="" type="checkbox"/>	<a href="#">107190</a>

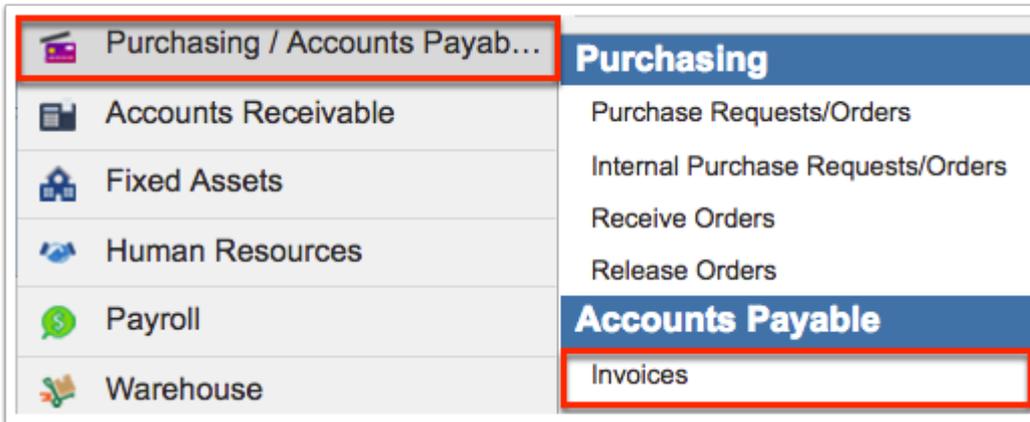
5. When ready, click the **Post** button to submit the batch for printing.

**New Batch (3 Invoices)**

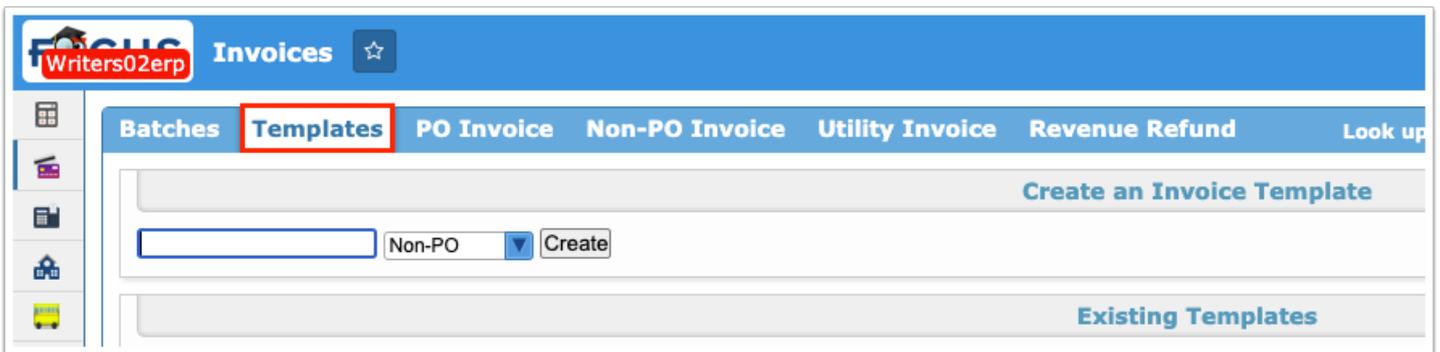
Post

# Invoice Templates

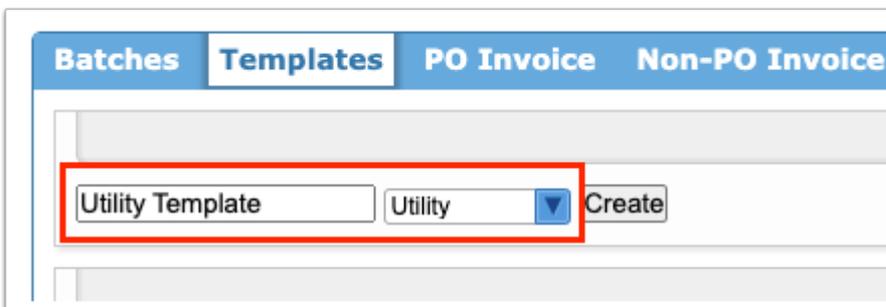
1. From the **Purchasing/Accounts Payable** menu, click **Invoices**.



2. Click the **Templates** tab.

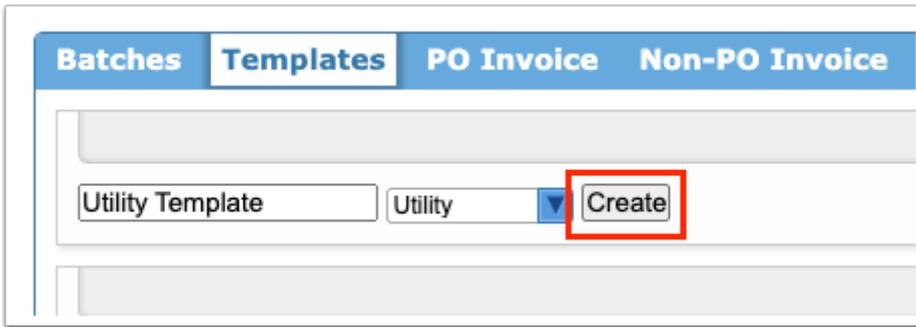


3. Enter the Template title in the provided text box.

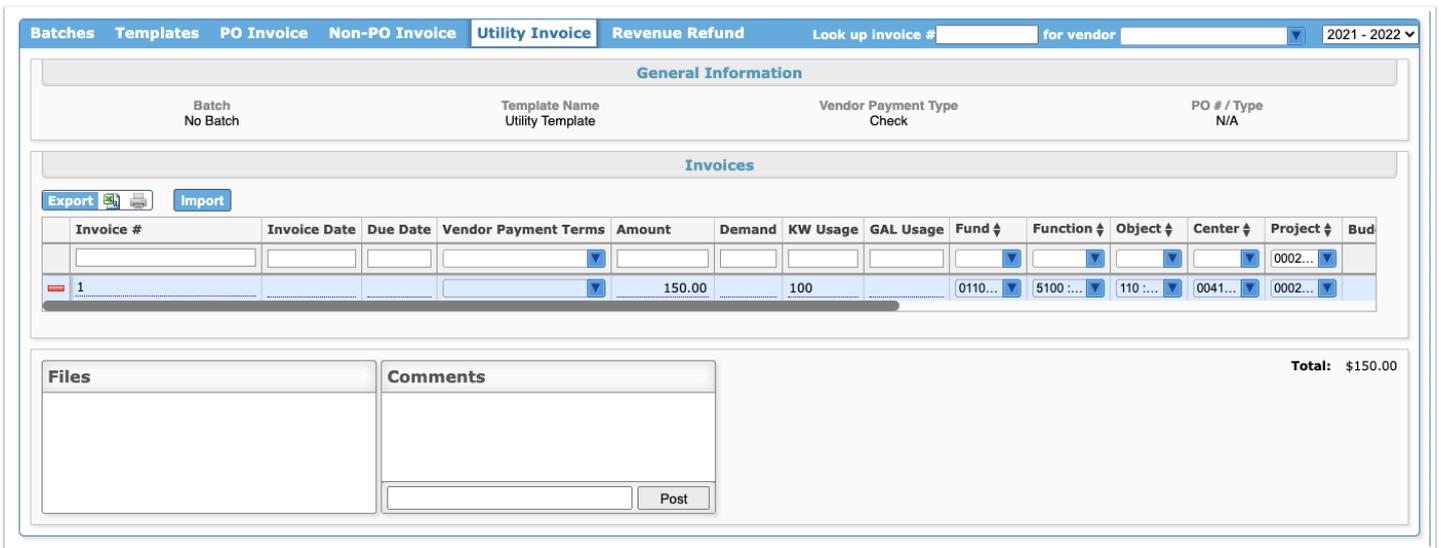


4. Select the type of invoice template, such as Non-PO, Utility, or Revenue Refund.

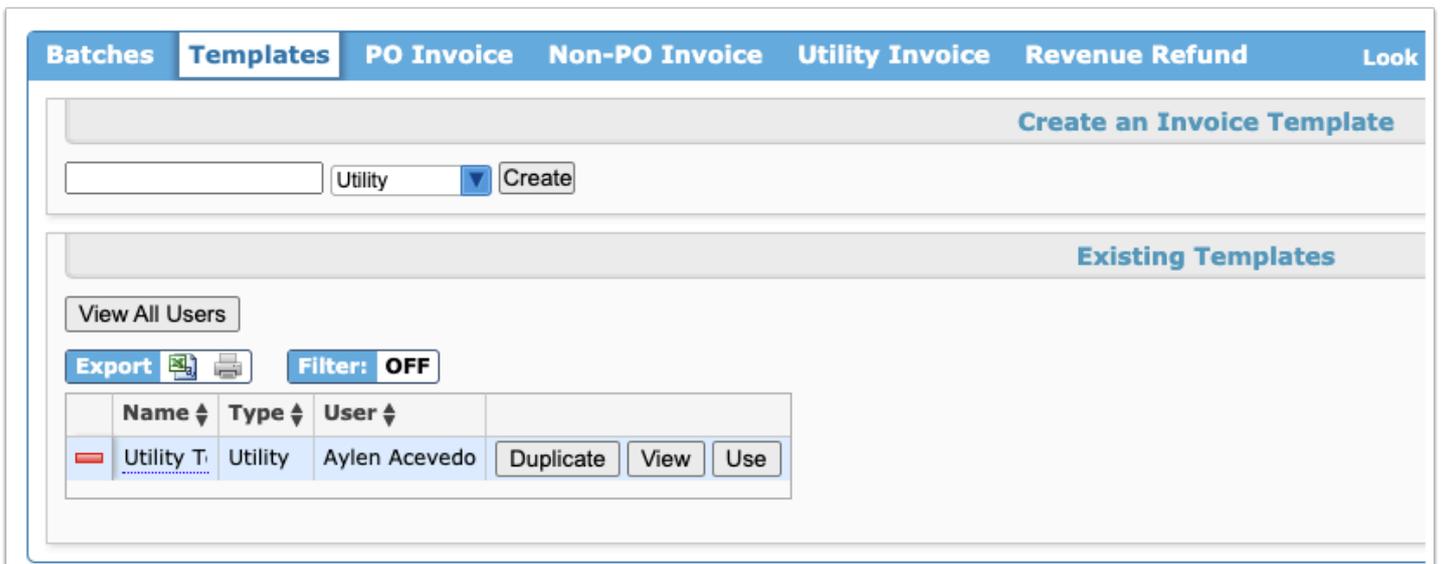
5. Click **Create**.



6. Enter all applicable information that can be used to create future invoices.

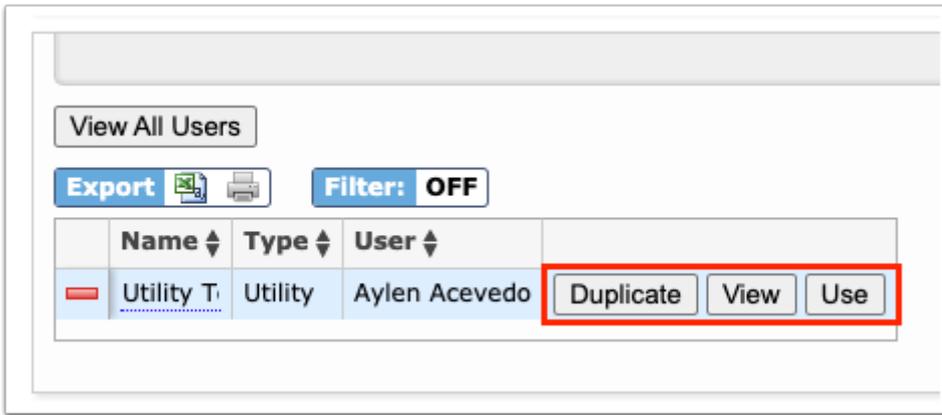


The Templates tab also displays Existing Templates.



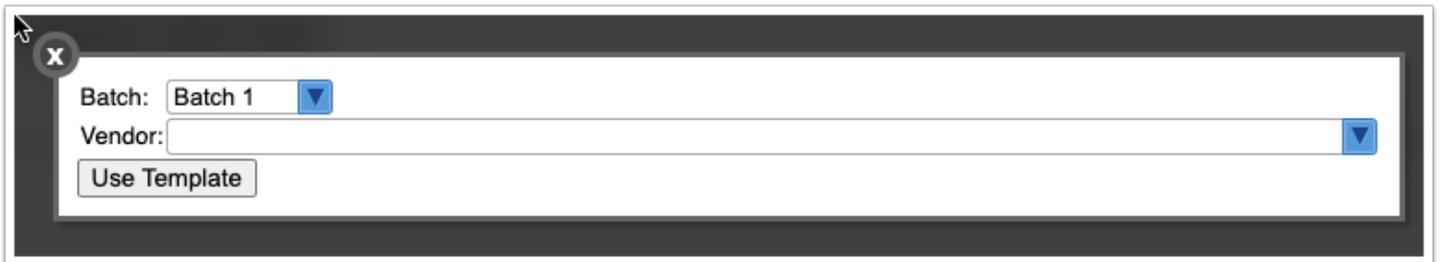
7. Click the **Name** field to edit the name of the Template.

8. Click **Duplicate** to create a copy of the template.



9. Click **View** to open the template and review or make edits.

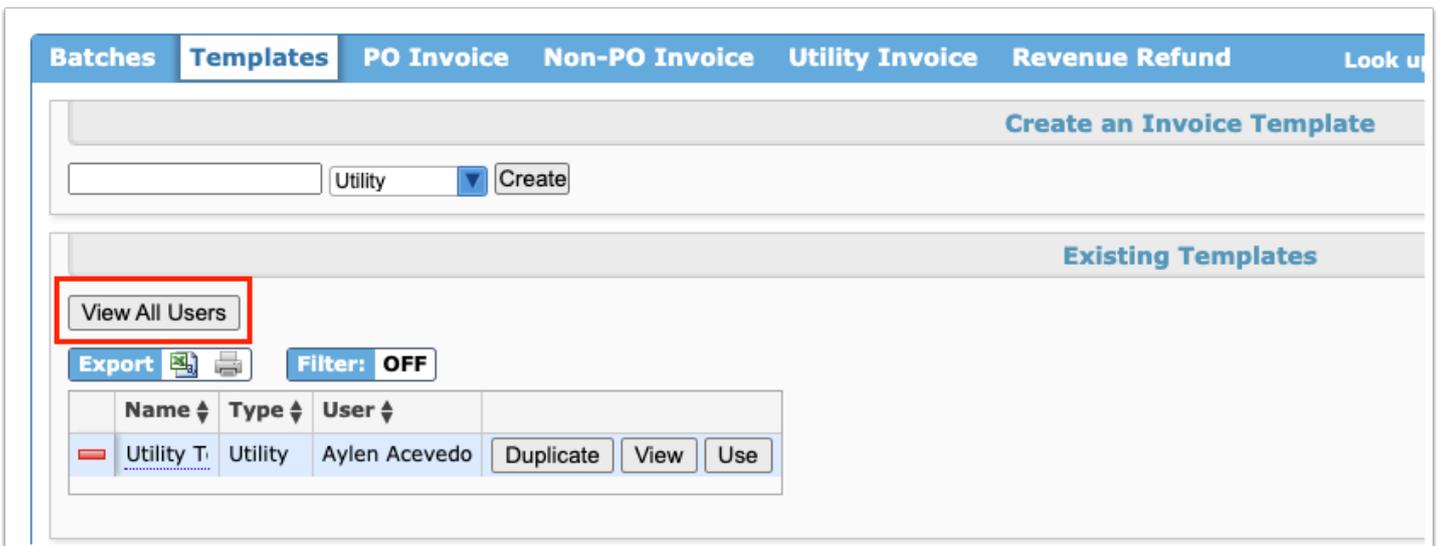
10. Click **Use** to create an invoice based on the template.



a. In the pop-up window, select the **Batch** and **Vendor** from the corresponding pull-downs.

b. Click **Use Template**.

11. Click **View All Users** to view templates created by other users as well as your own.



## Additional Features

Click the **Excel** icon in the Export section to download data on an Excel spreadsheet.



Click the **Printer** icon to print the data.

A print preview screen will appear. From here, you will have several options for printing. Depending on the setting of your computer/browser, you may also be able to **Open PDF in Preview** as shown at the bottom of the image.

Print  
Total: 1 sheet of paper

Cancel Print

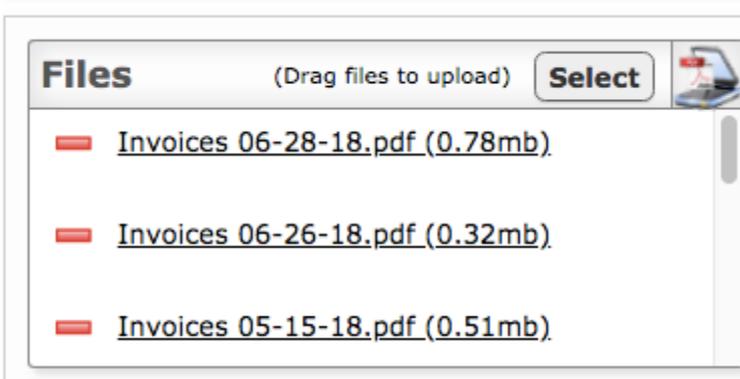
Destination Brother MFC-8710DW ...  
Change...

Pages  All  
 e.g. 1-5, 8, 11-13

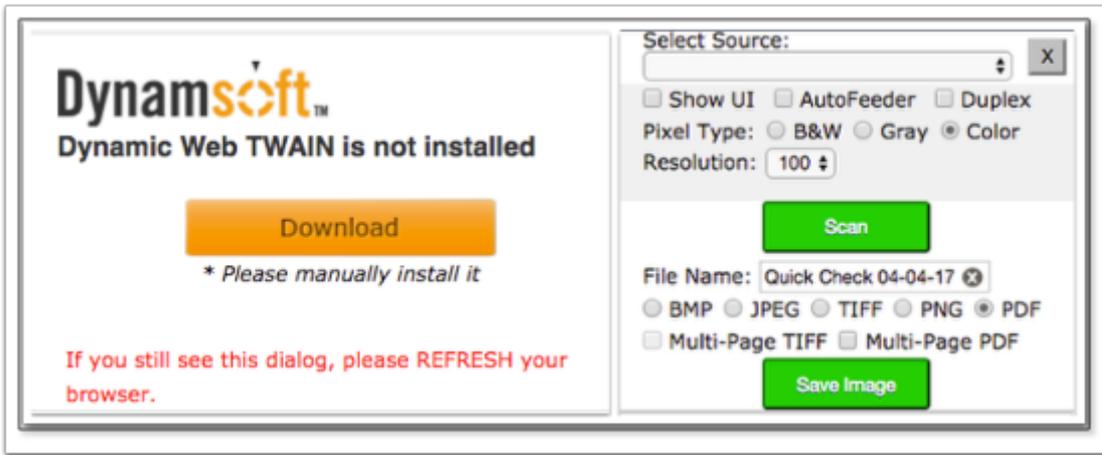
Invoice #	Invoice Date	Amount	Reference #	Type	Fund	Function	Object
088928946	05/01/2017	276.77	8	E : Expense	0110 : GENERAL FUND	7500 : FISCAL SERVICES	360 : RENTALS
088928946	05/01/2017	45.14	9	E : Expense	0110 : GENERAL FUND	7500 : FISCAL SERVICES	396 : OPS- OTHER PURCHASED SERVICES

Printed on Monday, May 22 2017 2:05 PM by Focus Support.

You can utilize the **Files** section by attaching any invoices, quotes, etc. that may be relevant to the PO, Non-PO, or Revenue Refund.



As indicated in the **Files** section, drag files directly into the box to attach documents or click the **Select** button to browse for files. There is also a **Scan File** button next to the **Select** button for direct scanning. Click the **Scan File** button; this will prompt you to download Dynamsoft. This is a one-time download that allows you to attach files directly from your scanner. In doing so, you will bypass saving the file to your computer first.



To add a comment, type the comment in the provided text box. Then, click the **Post** button. The Comments section allows you to add internal comments--these comments will not print on the invoice. This is a great place for notes that will appear on the PO and Invoice, the Non-PO record, or Revenue Refund.



**!** Once a comment is posted, it cannot be deleted or edited.

Click [Filters](#) to breakdown data.



- a. To add more than one filter to a column, click the **green plus sign**.
- b. To delete an additional filter, click the **red minus sign**.
- c. For additional filtering options, click the **gray arrow** for a filter pull-down.

Batch Name	Batch Type	Total	Invoice Count
20170523.9005	Standard	\$0.00	
20170523.0111	Standard	\$0.00	
New Batch	Standard	\$999.60	
	Standard		

Contains	Not
Equals	Not
Starts with	Not
Ends with	Not
Has value	Not
Greater	Not
Greater or equal	Not
Less	Not
Less or equal	Not
Between	Not

You can also sort by clicking on any of the header names with double black arrows. Click once for ascending results, click twice for descending.

Batch Name	Batch Type	Total	Invoice Count	Review/Post
P-Card Imports 12/05/20191575554412	P-Card Transaction	\$16,063.82	98	<a href="#">Review/Post</a>
P-Card Imports 12/06/20191575640812	P-Card Transaction	\$7,695.06	59	<a href="#">Review/Post</a>
P-Card Imports 12/07/20191575727213	P-Card Transaction	\$6,646.13	52	<a href="#">Review/Post</a>
20191206.0111 CLOSED - awaiting invoice for School Specialty	Standard	\$6,603.16	8	<a href="#">Review/Post</a>
20191216.0111	Standard	\$0.00	0	<a href="#">Review/Post</a>
20200108.0111	Standard	\$0.00	0	<a href="#">Review/Post</a>
20200123.0111	Standard	\$0.00	0	<a href="#">Review/Post</a>

Use the **Filter** feature for a quick search.

