

## PROCEDURE

### Invoices Form – General Tab - Header Section

The screenshot shows the 'Invoice' form with the 'General' tab selected. The 'Header Section' is highlighted with a red box and contains the following fields:

- PO Number (highlighted in yellow)
- Vendor
- Invoice (highlighted in yellow)
- Inventory PO?

Other sections of the form include:

- Dates:** Invoice Date, Receipt Date (TUE JAN 23, 2007), Payment Due
- General Information:** Vendor Site, Voucher No., Terms, Apprvd, Status
- Check Information:** Check No., Check Amount, Payment Date
- Dollar Amounts:** Total Detail Line Amount, Tax, Freight, Total Invoice Amount

1. **Invoices Form** - Open the Invoice form.
  - a. **PO Number** - Enter Purchase Order Number (Contract Number, etc. as directed by your business rules). Example: 02PSA2639. Tab through the field to populate the PO Description.
  - b. **Vendor** – The vendor id and name on the PO will be displayed.
  - c. **Invoice** - Enter the invoice number. If this is final payment put "(F)" after invoice #.
    - i) EX 02PSA2639-01 (must have 2 digit # after PO#)
    - ii) EX 1127 (actual invoice #)
    - iii) EX 120105-05PSA0001 (mmddy-contract#)
  - d. **Invoice Description** - Tab to the field to right of Invoice field and enter DEFINE document ID#/vendor name.
    - i) EX R0VP2979189/Frank Lam

## Invoices Form – General Tab - Dates Section

The screenshot shows a software interface for entering invoices. The 'General' tab is selected, and the 'Dates' section is highlighted with a red border. The 'Dates' section contains three input fields: 'Invoice Date' (empty), 'Receipt Date' (containing 'TUE JAN 23, 2007'), and 'Payment Due' (empty). Other sections include 'PO Number', 'Vendor', 'Invoice', 'Inventory PO?' (checkbox), 'General Information' (Vendor Site, Voucher No., Terms, Apprvd, Status), 'Check Information' (Check No., Check Amount, Payment Date), and 'Dollar Amounts' (Total Detail Line Amount, Tax, Freight, Total Invoice Amount).

- e. **Invoice Date** – Type in date on vendor invoice.
- f. **Receipt Date** – Type in date the DEFINE voucher was created.

## Invoices Form – General Tab – General Information

The screenshot shows the 'Invoice' form with the 'General' tab selected. The 'General Information' section is highlighted with a red box and contains the following fields:

- Vendor Site: [Yellow field with LOV button]
- Voucher No.: [Text field]
- Terms: [Text field]
- Apprvd: [Text field]
- Status: [Dropdown menu]

Other sections include:

- Dates:** Invoice Date, Receipt Date (TUE JAN 23, 2007), Payment Due.
- Check Information:** Check No., Check Amount, Payment Date.
- Dollar Amounts:** Total Detail Line Amount, Tax, Freight, Total Invoice Amount.

- g. **Vendor Site** – This field will default to vendor site. To change the site, click the LOV button and select correct site.
- h. **Voucher No.** – (not used)
- i. **Terms** – (not used)
- j. **Apprvd** – (not used)
- k. **Status** – (read only) Will display status after invoice is saved.

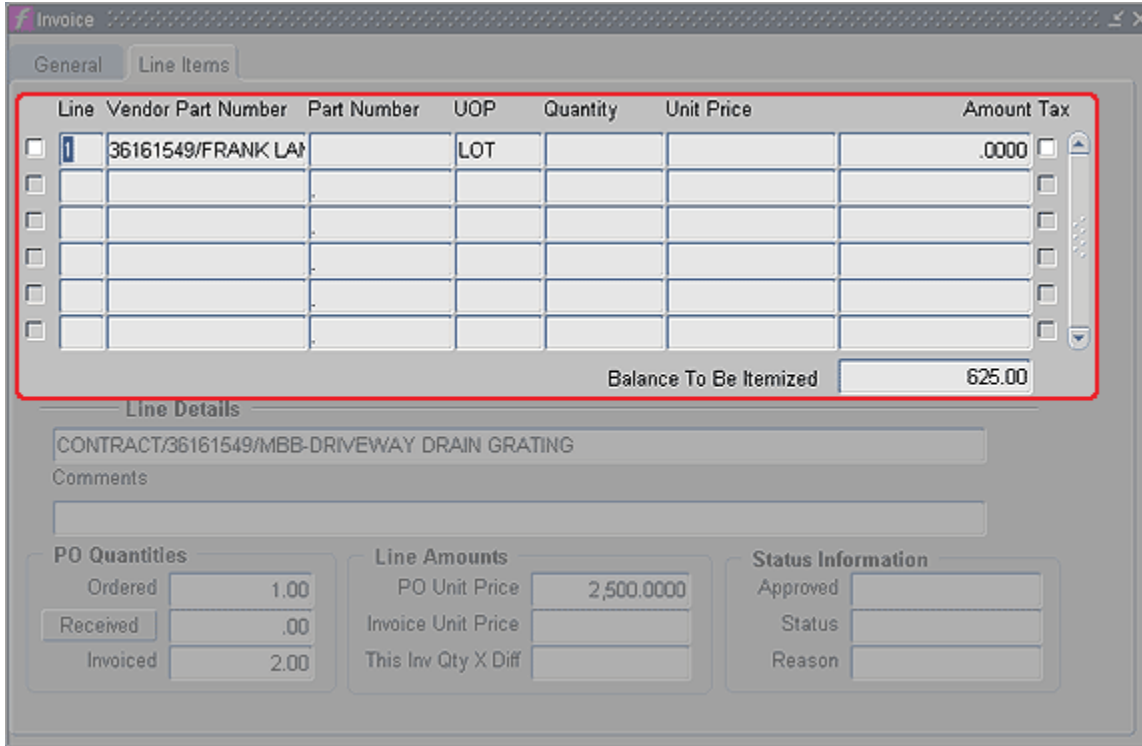
## Invoices Form – General Tab - Dollar Amounts Section

The screenshot shows the 'Invoice' form with the 'General' tab selected. The 'Dollar Amounts' section is highlighted with a red border. It contains the following fields:

Dollar Amounts	
Total Detail Line Amount	<input type="text"/>
Tax	<input type="text"/>
Freight	<input type="text"/>
Total Invoice Amount	<input type="text"/>

- l. **Total Detail Line Amount** – (read only) Calculated on Line Items tab.
- m. **Tax** – (not used)
- n. **Freight** – (not used)
- o. **Total Invoice Amount** – Enter total to be invoiced. (Tip: Tabbing from this field will take you to the Line Items Tab.)

## Invoices Form – Line Items Tab



Line	Vendor Part Number	Part Number	UOP	Quantity	Unit Price	Amount	Tax
<input checked="" type="checkbox"/>	36161549/FRANK LA		LOT			.0000	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Balance To Be Itemized: 625.00

**Line Details**

CONTRACT/36161549/MBB-DRIVEWAY DRAIN GRATING

Comments

**PO Quantities**

Ordered	1.00
Received	.00
Invoiced	2.00

**Line Amounts**

PO Unit Price	2,500.0000
Invoice Unit Price	
This Inv Qty X Diff	

**Status Information**

Approved	
Status	
Reason	

2. **Line Items Tab** – Click on the Line Items tab.
  - a. **Check Box** – Check the box next to the appropriate line item number. This will activate the Quantity and Unit Price for that item.
  - b. **Vendor Part Number** – (read only) Displays the Vendor Part Number, if available.
  - c. **Part Number** – (read only) Displays the part number in FAMIS.
  - d. **UOP** – (read only) Displays the Unit of Purchase for the item.
  - e. **Quantity** – Enter the appropriate quantity. (Consult your business rules.)
  - f. **Unit Price** – (required) Enter the appropriate line item unit price.
  - g. **Tax** – (not used)
  - h. If multiple lines are to be invoiced, repeat above steps until all lines have been entered.
  - i. **Balance to be Itemized** – (read only) Displays the invoice total minus the lines total.
3. **SAVE** by pressing Ctrl+S.