Invoicing in Acquisitions
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1. Introduction

In order to record the invoicing of materials received from a vendor, you must create a General Invoice and assign the Line Items (that correspond to individual title orders) to this invoice.

If the vendor’s invoice only has one line item, there is an alternative to this method, which is initiated by clicking “Invoice” from the Order List window. The details of this alternative method are discussed in the Creating an Invoice with One line item section of this document.

2. Creating the General Invoice

In order to create a General Invoice in which to attach Line Items, you must first advance into the Invoice node of the Invoice Navigation Tree Tab by either clicking on the tab or by keying “[F5]”.

The General Invoice node contains the General Invoice form that displays information from the vendor’s (printed) invoice and consists of the 1. Invoice and 2. Payment tabs. The General Invoice form displays once you’ve selected a Vendor from the Invoice Index field, entered (or chosen from the right-expand arrow) an Invoice Number and clicked the button:

Since you are creating a new Invoice, after you click the button or hit the [“enter”] key, you will likely receive the following Acq. Administration pop-up window:

Click “Yes” to activate the two-tabbed General Invoice form in the upper pane:
2.1. General Invoice Form

The *General Invoice* form serves as an invoice ‘header’, summarizing information about the line items. The following describes the minimum required (“mandatory”) fields for completing an *General Invoice* form in the *Invoice* node of the *Invoice Navigation Tree Tab*.

2.1.1. 1. Invoice Tab of the General Invoice Form
If any of the following fields: *Shipment Amount*, *Overhead Amount*, *Insurance Amount*, and *Discount Amount* are completed, the system will automatically add them to the *Net Amount* field in the **Invoice Form** to produce the *Total Amount of the Invoice*.

When you create **Line Items** for the invoice, the system will apply these fields to the *Added Amount* field of each **Line Item**. The value placed in the *Added Amount* field will be a proportion based upon the *Net Amount* of the line item versus the *Net Amount* of the entire invoice.

If you do not want to use this functionality, incorporate these amounts into the *Net Amount* and create separate **Line Items** for them.

In order to fulfill the minimum mandatory field requirements for the **1. Invoice** tab, be sure to:

1. Complete the *(Optional)* *Shipment Amount* field by entering any surcharges for postage and packing etc.
2. Complete the *(Optional)* *Overhead Amount* field by entering any surcharge for reasons other than shipment or insurance.
3. Complete the *(Optional)* *Insurance Amount* field by entering any surcharge for insuring the delivery.
4. Complete the *(Optional)* *Discount Amount* by entering any discount applied to the invoice by the vendor.
5. Notice the *Total Amount* field. If you leave this field blank, the system will automatically complete the *Total Amount* in the vendor's currency, based on:

\[(\text{Net amount} + \text{Shipment} + \text{Overhead} + \text{Insurance}) - \text{Discount}.\]

If you are going to create separate line items for shipment, overhead, and insurance, and include the discount with the actual order that was discounted, be sure that the *Total Amount* equals the *Net Amount*.

6. Complete the *(Mandatory)* *Invoice Date* field as this is the date that the Invoice was prepared by the vendor. If note date is given on the Vendor's printed invoice you may enter today's date.

7. Notice the *(Mandatory)* *Total Amount* field. The system will automatically calculate this information by adding the *Net Amount* and the *Added Amount*. The total amount is in the vendor's currency.
8. Notice the VAT Per Line Item (Checkbox). When the VAT per Line Item on the General Invoice is "N", the both the VAT Percent and VAT Amount fields are grayed out; otherwise, they are editable in the same way as the General Invoice window, (i.e. VAT Amount can be entered manually or calculated from the Total Amount by entering a VAT Percent).

When the VAT per Line Item on the General Invoice is "Y", the VAT Amount field is always empty (zero). Tax is therefore calculated on the fly from the VAT Amount field(s) of the attached line items for display and print purposes. Both the VAT Percent and VAT Amount fields cannot be edited.

2.1.2. 2. Payment Tab of the General Invoice Form

In order to fulfill the minimum mandatory field requirements for the 2. Payment tab, be sure to:

1. Complete the (Mandatory) Payment Date field by entering the date on which the General Invoice was paid. (Leave this field blank if the invoice is not yet paid).

2. Complete the Amount field by entering the amount that was, or will be, Paid. If you leave this field empty, the system will enter the amount from the Total Amount field of the 1. Invoice tab in General Invoice form.

3. Complete the (Mandatory) Status field by choosing the appropriate payment status. Note that if the payment date was completed, you must choose status P.

N (Not ready to be paid)
More payment statuses can be set by your system librarian, who also determines the default Payment Status when a General Invoice is created and which Payment Status will freeze the invoice. When this happens, all operations in the General Invoice and related line items (except for changes in payment status) are not allowed.

If payments are made by another department, change the status to R and use the Invoice Report option in the Services menu to generate a list of invoices ready to be paid per vendor. When printed, the payment status of these items will be changed to Y or P automatically (depending on your choice). Only invoices with the status P will be regarded as having been paid, those with status N, R or Y are regarded as invoices not yet paid for budget purposes.

2.2. Saving the General Invoice

When you have finished entering the information from the Vendor’s invoice to the ALEPH General Invoice form, click “Update” to save your changes. If you have omitted any mandatory fields or entered invalid information, you will be unable to save the record and an error message ‘bubble’ will appear next to the erroneous field:

Once you have corrected an error, click the “Refresh” button again to check for additional errors (as they only display one at a time). After all errors have been corrected you may then click the “Update” button; this records the information.

Please be aware that when a new General Invoice is created, or an existing one is modified, and the actual Unit Price exceeds the Estimated Price by more than a defined percent, an Acq. Administration message displays.
The actual *Unit Price* is calculated by dividing the *Total Amount* (*Line Item* window) by the *Number of Units*:

**Actual Unit Price** = \( \frac{\text{Total Amount}}{\text{Number of Units}} \)

**Estimated Unit Price** = \( \frac{\text{Final Price}}{\text{Number of Units}} \)

These calculations are made when creating a new invoice or modifying an existing one; taking into account the currency of both the order and the invoice (if they differ, the comparison is made in local currency units). The alert message is displayed only *once*, and it does **NOT** prevent the Invoice data from being saved. That is, even if the alert message is ignored, and the *Line Item* window is closed via the "Cancel" button, the Invoice record is still updated.

Should you need to view any information about the Vendor you are invoicing from, you may review the **Vendor Info + Order Address, Claim Address, Payment Address, Returns Address, and EDI Address** tabs in the lower pane of the **General Invoice** window:

### 3. Adding Line Items to the Invoice

Once you have completed and save the **General Invoice**, you will want to append *Line Item*(s). ALEPH allows you to create both bibliographic and non-bibliographic *Line Items* (999 line items per single Invoice). A bibliographic line item refers to a specific title-level order that you ‘link’ to the invoice whereas a non-bibliographic line item is one that you do not wish to expend from the same
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budget as the bibliographic item and therefore will not link to a specific Order. This is useful in cases where shipping and handling, for example, are expended out of a separate (“overhead”) Budget and books from another, separate Budget. If you do not require separate Line Items for non-bibliographic items (e.g. shelf-ready cataloging, bindery services, shipping and handling, etc.) you are not required to use this optional feature.

3.1. Adding Line Item(s) for Bibliographic Order Materials

To add a bibliographic (i.e. book, video, serial, etc.) Line Item to the General Invoice click on the Line Items node of the Invoice Navigation Tree Tab (left pane) to display the Line Item window in the upper pane:

For the moment, the window is empty, as no Line Items have been added yet. To add the first bibliographic Line Item, click on the “Add” button to the right of the window in the upper pane. This evokes the Get Order (search) window:

Enter the Order Number (or choose another search index from the pull-down menu in the Index field) of the (bibliographic) title-level order you wish to create a Line Item for and click “OK”.

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If you are creating a **Line Item** for bibliographic material, in the **Index** field choose the index from which you want to find an order and enter the appropriate text for that Index into the **Index Text** field:

![Get Order Window](image)

In the event that the search string you entered was not found, the **Acq. Administration** window displays with the following message:

![Acq. Administration Window](image)

Click “Yes” to advance to the **Order Index List** window:
You may use the filtering mechanisms in the upper pane to locate the appropriate Order in the lower pane of this window. Once you have located your (title level) Order you may highlight it and click the “Select” button to advance back into the **Invoice** node of the **Invoice Navigation Tree Tab**.

### 3.1.1. 1. Invoice Line Item Expand Tab

Inside the **Invoice** node of the **Invoice Navigation Tree Tab** the **Line Item** form in the lower pane is activated, defaulting to the **1. Invoice Line Item Expand** tab:

Use the **1. Invoice Line Item Expand** tab to record specific **Line Item** information for the piece you have received. The following describes the minimum required ("mandatory") fields for completing a **Line Item** form.

**Added Amount (Optional)**: If any of the **Shipment Amount**, **Overhead Amount**, **Insurance Amount**, and **Discount Amount** fields were completed in the **General Invoice**; when you create **Line Items** for the Invoice, the system will apply these fields to the **Added Amount** field of each **Line Item**. The value placed in the **Added Amount** field will be a proportion based upon the **Net Amount** of the **Line Item** versus the net amount of the entire Invoice. If you do not want to use this functionality, incorporate these amounts into the **Net Amount** and create separate **Line Items** for them.

The amount shown here is in the vendor's currency. Otherwise, enter anything additional to the **Net Amount** in this field.

**Total Amount (Mandatory)**: the system will automatically calculate this information by adding the **Net Amount** and the **Added Amount**. The total amount is in the vendor's currency.
Object Code (Can be Mandatory): select the appropriate Object Code for this line item. If the usage of Object Code is mandatory (depending on your system setup), an Object Code must be assigned to the invoice and must match the assigned budget's Object Codes.

☑ Order Completely Invoiced: if the invoice is complete, that is, you do not expect another invoice for the order, mark the box by clicking on it.

If you expect to receive additional invoices for this order, leave the box blank. For incomplete invoices, the system continues to debit the encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

The option to check/uncheck this box is only available when adding a new Line Item. When modifying and existing Line Item, the checkbox does not display. In order to modify an invoice status, use the Invoice Status Complete checkbox of the 1. Order Information tab from within the Order Form.

When a Line Item for a new invoice is created or an existing one is modified, and the actual Unit Price exceeds the Estimate (unit) Price by more than a defined percentage, a non-recurrent alert message displays when you click "Add".

The actual Unit Price is calculated by dividing the Total Amount by the Number of Units. The estimated unit price is calculated by dividing the Final Price of the order by the Number of Units Ordered.

The difference in percentages between the unit prices takes into account the currency of the Order and of the Invoice. If the currencies differ, the comparison is made in local currency units.

Before saving the Line Item, click the “Refresh” button. If you have omitted any mandatory fields or entered invalid information, you will be unable to save the record and an error message ‘bubble’ will appear next to the erroneous field:
Once you have corrected an error, click the “Refresh” button again to check for additional errors (as they only display one at a time). After all errors have been corrected you may then click the “Update” button; this saves the information and displays it in the upper pane of the General Invoice window:

3.1.2. 2. Order Info Tab
Use the 2. Order Info tab to view general information about the all aspects of the Order. This tab consists of the Order info, Bib Info, Invoice, Expenditure, and Encumbrance subtabs.
For a complete description of these subtabs and their corresponding fields, refer to the “Invoice Navigation Tree Tab” document.

3.2. Adding Line Item(s) for Non-bibliographic Materials

In some instances you do not wish to associate the Line Item entry with a particular order number (e.g. for postage that you intend to expend from a separate budget than the one you are expending for books).

To add a non-bibliographic Line Item to the General Invoice click the “Add” button to the right of the window in the upper pane of the Line Item window. This evokes the Get Order window:

Rather than enter a (bibliographic) title-level Order Number in the Index Text field, click the “Ignore” button instead to activate a new 1. Invoice Line Item Expand tab in the lower pane:
In the example given below, a **Line Item** was created in order to list additional shipping insurance charges and is therefore *not* linked to a specific bibliographic order:

The following describes the minimum required ("mandatory") fields for completing a non-bibliographic **Line Item** form.

**Net Amount (Mandatory):** enter the amount of the shipping fees. Since you are *not* using the shipment, overhead, insurance, and discount amount fields in the **General Invoice**, you will want to include them in the **Net Amount** field here.

**Object Code (Can be Mandatory):** select the appropriate **Object Code** for this **Line Item**. If the usage of **Object Code** is mandatory (depending on your system setup), an **Object Code** must be assigned to this **Line Item** and must match the assigned budget's **Object Codes**.
In the specific context of assigning Object Codes to non-bibliographic Line Items, you may wish to include the following Object Codes: Shipping, Insurance, Bindery, Shelf-ready Cataloging, etc.

Note (Optional): you may enter a note (up to 60 characters) describing the purpose for this separate Line Item expenditure.

Click the “Refresh” button before saving the non-bibliographic Line Item to check for any errors. If you have omitted any mandatory fields or entered invalid information, you will be unable to save the record and an error message ‘bubble’ will appear next to the erroneous field.

Once you have corrected an error, click the “Refresh” button again to check for additional errors (as they only display one at a time). After all errors have been corrected you may then click the “Add” button; this saves the information and displays it in the upper pane of the General Invoice window.

3.2.1. Debiting Budgets Separately for Non-bibliographic Line Items
To insure that this Line Item is expended from a Budget separate from the Budget the book(s) or other materials will be expended from, click on to debit a budget for these additional charges. This is discussed further in the Debiting Budgets (optional) section of this document.

3.3. Debiting Budgets (optional)
Now that you have firm prices for the items you have ordered, you have the option to edit the amount that will be debited from the budget(s) by clicking on the “Budgets” button in the Line Item form, This is necessary only if you want to change the amount(s); the system automatically updates the price for you based upon the invoice line item. Otherwise, you can add or change budgets associated with a specific Line Item.

For example, if you are recording the Added Amounts (i.e. Shipment, Overhead, Insurance) as separate Line Items, you can link them to a particular budget. To do so, click the “Budgets” button in the Line Item form to display the Budget List of Invoice window:
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3.4. Recording Arrivals During the Invoicing Process

As an alternative to arriving as a separate step (this is covered in detail in the “Arriving in Acquisitions” document), your system librarian can configure the system so that you can arrive (receive) materials as an integral part of the Invoicing process.

If your system is configured to allow for integrated arrival and invoicing, the system will prompt you with the following Acq. Administration window upon saving a Line Item form:

Based on your original encumbrances, the system offers you the suggested amount to debit from each budget you specified. This takes into account the Total Amount of the order (the Net Amount plus a proportion of any surcharges minus a proportion of any discounts). You are free to re-assign budgets and to change the amounts in this form using the same techniques that we used for assigning encumbrances initially. For a complete explanation of how to use the Budget List of Invoice window, refer to the “Orders in Acquisitions” document.
Click the "Yes" button to continue. If a Rush Arrival note and/or Library Note were defined in the 3. Vendor tab of the Order Form, they will display in a subsequent window:

3.5. Closing the General Invoice Window

After saving a Line Item, you can view it in the upper pane of the General Invoice window. At this point you may continue to add Line Items until all items on the Vendor’s Invoice have been accounted for in ALEPH. The following example illustrates four registered Line Items in the General Invoice window:
If you attempt to move to another *Navigation Tree Tab* or node within the Acquisitions Application Window (or otherwise exit this transaction before it is complete) and there is a discrepancy between the *Total Amount* of the *General Invoice* and the *Total Amount* of the *Line Items*, the system will issue the following warning:

![Warning message](image)

If you click “Yes” you will be able to exit out of the *General Invoice* window without correcting the discrepancy. If you wish to reconcile the differing amounts *before* closing the *General Invoice* window click “No” to keep the window open and active. If you clicked “Yes” initially and realized your error, you can retrieve the Invoice later to correct it.
4. Creating an Invoice with One Line Item

If the Invoice you are registering includes only one line item, ALEPH allows you to create a **General Invoice** and the **Line Item** in one step. To do so, you must first locate the original order and display it in the **Invoice** node of the **Acquisitions Navigation Tree Tab**.

To create a single **Line Item General Invoice** you must first access the original order. When ordered items are ready for invoicing, the **Invoice List** window can be accessed by highlighting the appropriate order in the **Order List** window (in the **Order List** node) and clicking on the **Invoice** node of the **Acquisitions Navigation Tree Tab**:

The **Invoice List** window displays (In the figure below, no items have been invoiced yet, so the list is empty):
Click the “New” button in the upper pane of the *Invoice List* window to evoke the *Invoice Number* window:

Enter the *Invoice Number* for the vendor whose (printed) invoice data you are recording in the ALEPH invoice and click “OK” to display the two-tabbed *General Invoice* window in the lower pane:

The functional buttons are the same and most of the fields are the same as previously discussed in the *Adding Line Items* section of this document. Because this form creates both the *General Invoice* and the *Line Item* in one step, there are also several additional fields that usually reside on the *General*
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*Invoice* form (*Type, Status, Currency, Invoice Date, Received Date, Shipment Date, and Approval Dep*). These additional fields are defined in the same way as previously discussed in the *1.Invoice tab* of the *General Invoice Form* section of this document.

At this time you can also work with budgets as described in *Debiting Budgets* section of this document.

After completing the *Line Item* form, click the “Refresh” button. If you have omitted any mandatory fields or entered invalid information, you will be unable to save the record and an error message ‘bubble’ will appear next to the erroneous field.

Once you have corrected an error, click the “Refresh” button again to check for additional errors (as they only display one at a time). After all errors have been corrected you may then click the “Add” button; this saves the information and displays it in the upper pane of the *General Invoice* window:

As with the workflow for adding *Line Items* to the *General Invoice*, you will be prompted by the *Acq. Administration* popup box, if the system has been configured to allow arrival at this time:

![Acq. Administration](image)

Click the “Yes” button to continue. If a *Rush Arrival* note and/or *Library Note* were defined in the *3. Vendor* tab of the *Order Form*, they will display in a subsequent window:

![Acq. Administration](image)

Once you click “OK” you can view your single *Line Item General Invoice* in the upper pane of the *Invoice List* window:
From here you can review information about the **Line Item** by highlighting it in the upper pane to display its details in the lower pane. You may also view the **General Invoice** by clicking the “Gen. Inv.” button, as you could with invoices and **Line Items** created from the **General Invoice** method.

When single line item invoices are created the **VAT per Line Item** checkbox in the **General Invoice** defaults to unchecked and cannot be changed in the current window. Both the **VAT Percent** and **VAT Amount** fields can be edited.
5. Changes Effected by Recording Line Items

Once the Line Items have been recorded in the General Invoice, the Order List for this title now has an invoice status of Completed (as a result of placing a checkmark in the Complete Invoice checkbox of the Line Item form):

The budget's balance has also been affected. The encumbrance has been removed and replaced by a figure in the Invoices field in the Budget Information window. You can access this window by clicking on the Administration Navigation Tree Tab followed by clicking on the Budgets node:

Once inside the Budgets node of the Administration Navigation Tree Tab, click on the 4. Transactions tab in the lower pane. Select the Invoice filter and click “Filter” to filter the Transaction List window by only Invoice transactions.
In the **Transaction List** window in the lower pane, our original encumbrance for order has been changed to zero, but we now have an additional INV (Invoice) transaction against the order. This is registered as N in the **Paid** column (because it is an unpaid invoice):

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Local Amt</th>
<th>C/D</th>
<th>Paid</th>
<th>Order</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV</td>
<td>07/05/01</td>
<td>73.94</td>
<td>D</td>
<td>N</td>
<td>ABI/222</td>
<td></td>
</tr>
<tr>
<td>INV</td>
<td>07/12/01</td>
<td>47.80</td>
<td>D</td>
<td>N</td>
<td>A.P./111</td>
<td></td>
</tr>
<tr>
<td>INV</td>
<td>01/01/02</td>
<td>9.56</td>
<td>D</td>
<td>N</td>
<td>1190</td>
<td></td>
</tr>
<tr>
<td>INV</td>
<td>01/01/02</td>
<td>38.24</td>
<td>D</td>
<td>N</td>
<td>A.M.S./889</td>
<td></td>
</tr>
<tr>
<td>INV</td>
<td>09/01/02</td>
<td>4.78</td>
<td>D</td>
<td>N</td>
<td>010/5555</td>
<td></td>
</tr>
<tr>
<td>INV</td>
<td>29/01/02</td>
<td>57.36</td>
<td>D</td>
<td>N</td>
<td>A.M.S./886</td>
<td></td>
</tr>
<tr>
<td>INV</td>
<td>20/01/02</td>
<td>28.24</td>
<td>D</td>
<td>N</td>
<td>1407</td>
<td></td>
</tr>
</tbody>
</table>

You can view the INV transaction in more detail by clicking on the “Print” button.

6. Getting to the Invoice

There are two methods for accessing the **General Invoice** window. You may access an existing invoice via the **Invoice** node of the **Acquisitions Navigation Tree Tab** or you may retrieve an Invoice by way of the **General Invoice** node of the **Invoice Navigation Tree Tab**.

6.1. Accessing the Invoice Via the Invoice Node of the Acquisitions Navigation Tree Tab

To access an existing Invoice via the **Invoice** node of the **Acquisitions Navigation Tree Tab**, enter the Vendor code in the Invoice search field of the top pane of the Acquisitions and Serials window (or click on the button to select the Vendor to which this Order is invoiced):

Once we have entered the **Vendor Code**, enter the **Invoice Number** in the field to the right of the Vendor search field, (or click on the button to select the **Invoice Number**) to display a list of invoices registered with this supplier:
After you have completed both fields, click the  button to advance into the **Line Items** node of the **Invoice Navigation Tree Tab** (retrieving the **General Invoice** window):

To view the **General Invoice** information, click on the **General Invoice** node:
If you need to update or change information in the **General Invoice** you may do so; clicking “Refresh” to check for errors, followed by clicking “Update”.

If you are registering a payment for this invoice, click on the **2. Payment** tab in the upper pane:

### 6.2. Accessing the Invoice Via the General Invoice Node of the Invoice Navigation Tree Tab

As an alternative, it is possible to reach the **General Invoice** window from the **General Invoice** node of the **Invoice Navigation Tree Tab** by entering the Vendor code in the Invoice search field of the top pane of the Acquisitions and Serials window (or click on the button to select the Vendor to which this Order is invoiced):
Once we have entered the **Vendor Code**, enter the **Invoice Number** in the field to the right of the Vendor search field, (or click on the button to select the **Invoice Number**) to display a list of invoices registered with this supplier:

After you have completed both fields, click the button to advance into the **Line Items** node of the **Invoice Navigation Tree Tab** (retrieving the **General Invoice** window):
To view the General Invoice information, click on the General Invoice node (i.e. to pay the Invoice):

7. Paying the Invoice

Payment of Invoices is performed within the 2. Payment tab of the General Invoice window. You may access the form by using one of the two paths listed above. The General Invoice form displays with the 1. Invoice tab in the foreground and the 2. Payment tab in the background. Click the 2. Payment tab or key [Alt + 2], to bring the 2. Payment tab to the foreground:

The following describes the minimum required ("mandatory") fields for completing the 2. Payment tab of the General Invoice.

Payment Date (Mandatory): enter the date on which the General Invoice was paid. (Leave this field blank if the invoice is not yet paid). If you leave this field empty, but change the Status to “P”, this field will populated with today’s date (automatically).

Amount (Mandatory): enter the amount that was, or will be, Paid. If you leave this field empty, the system will enter the amount from the Total Amount field of the 1. Invoice tab in General Invoice form.

Status (Mandatory): choose the appropriate payment status. Note that if the payment date was completed, you must choose status P.

N (Not ready to be paid)  
R (Ready to be paid)  
Y (Payment authorization given)  
P (Paid)
The “P” Payment Status will freeze the Invoice thus all operations in the General Invoice and related line items (except for changes in payment status) are not allowed.

7.1. Changes Effected by Paying the Invoice

The Order List window for all items included in the invoice is updated to reflect the payment status of the invoice. In the example below, the invoice is recorded as having been paid. If all invoices of an order are paid and the material arrival status is “CMP” (complete), the system will change the status of the order to “CLS” (closed):

If you record the item as being “P” (Paid), the sum of money is debited from the budget(s) as a paid invoice, and the balance is updated accordingly.

In 3. Balance tab (lower pane) of the Budget Information window, the Invoices (not paid yet) has been zeroed, and the amount transferred to the Expenses (Invoices paid) field. You can access this window by clicking on the Budgets node of the Administration Navigation Tree Tab:
In the **Transaction List** for the budget, the *INV* entry now has a *Paid* status of *Y*: