GEORGIA PERIMETER COLLEGE ACQUISITIONS DEPARTMENT
CREATING AN INVOICE

An invoice keeps track of items received from vendors. Invoices can be for one or more purchase orders, and a single purchase order can be referenced on one or more invoices.

To create a new invoice:

1. Click the Invoices tab in the Acquisitions window List Bar. This will re-draw the list bar to display the two invoice options: New Invoice and Search Invoices
2. There are a number of ways to create a new invoice:
   - Click the New Invoice button in the list bar
   - Select Invoices from the View menu and then select New from the menu
   - Click on File, New then Invoice

Header Information:
(All of the boxes with red labels at the top of the screen must be filled in before you can add line items to the invoice)
To simplify the creation of the invoice, the header information can be automatically applied to many of the fields on the Header tab using the Invoice tab of your Session defaults. If session defaults are not set you must create header information.

Invoice

1. Enter the invoice number in the **Number** field (Invoice number used by the vendor)
2. The voucher number in the **Voucher ID** field is system supplied.
3. In the **Date** field, click the down arrow and select the date on the vendor's invoice from the calendar that displays or you can type in the date that is on the invoice.
4. Enter the total invoice amount in the **Amount** field. This is the total amount listed on the invoice.

Vendor

5. Enter the Vendor **Code** for the Vendor you are invoicing **(B&T=Baker & Taylor, EP=Emery-Pratt)**
6. Click on the **Account** button to enable the drop down menu and choose the appropriate Account **(Campus).**

Locations

7. Select your invoice billing location from the drop-down menu in the **Bill To** field **(Acquisitions).**

Click on the **Save** button this will save the invoice header and add three buttons at the bottom of the invoice.

Line Items

The middle of the invoice dialog box is where you add line items from purchase orders to your invoice.

1. Click on the "Add Line from Order" button to add a line item from you PO to your invoice.
2. This displays the search for PO dialog box.
3. Search by the PO number listed on the invoice.
4. Type in the PO number under the "Search for" box.
5. Click the "Find Now" button.
6. Click on the "Display Line Items" button, which is to be invoiced.
7. Click on and highlight the title to be received, then click on the "Append/Receive button".
8. The "Invoice Line Item Actual Price" dialog box will appear.
9. Type in the price from the invoice.
10. Save
11. Close (Your title should appear on the invoice with the actual (price from invoice) price.
12. Highlight title and click on the details button, check the bib information (If you have a question about a bib check the notes tab (click on the PO icon). If a note exists write the bib number on the card. (Flag anything that needs to be brought to the cataloger's attention)
13. Print the note and place with the card behind the title page (click on the **X** to go back to the invoice)
14. If there are other titles listed on the invoice repeat the process for each title.
15. Click on the close button

Invoice Footer

1. Make sure that the "Total Invoice Amount " is the same as the amount filled in on the Amount line in the header.
2. Click on the "Other charges" button to enter any other charges (i.e. Shipping and handling)
   - Click Adjust and change to the correct charge type
   - Enter the amount of the Other Charge
   - Click OK and OK
3. Click SAVE
4. Click Save and Close
5. Stamp the invoices with the Received stamp and write the date that you received the items on the invoice and give to Dianne or Rose to approve.