

FINANCE DEPARTMENT

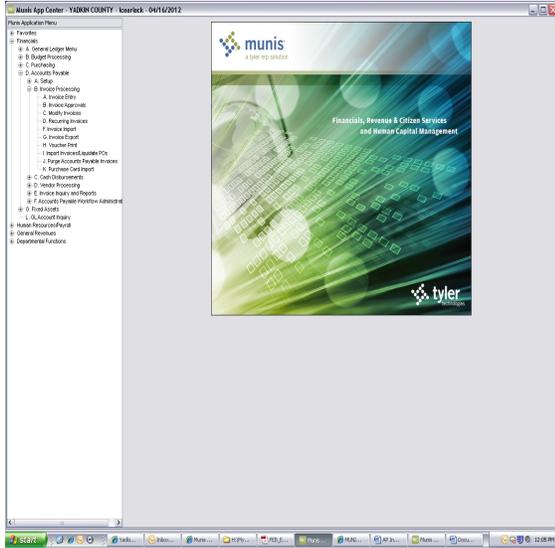
# PURCHASE ORDER INVOICE

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# Purchase Order Invoice

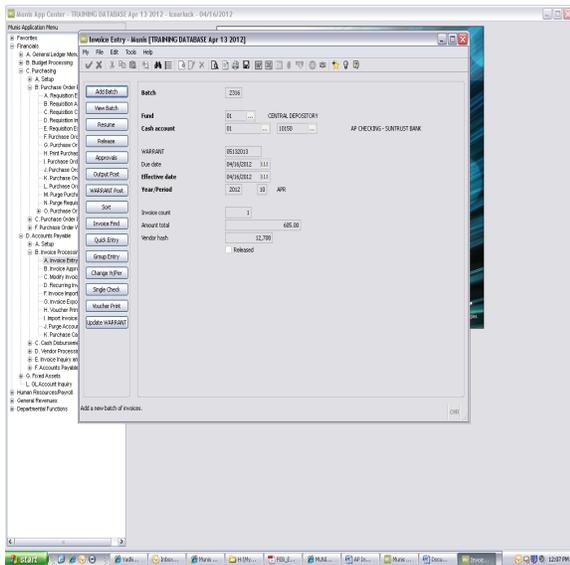
Step One:

- **INVOICE ENTRY**



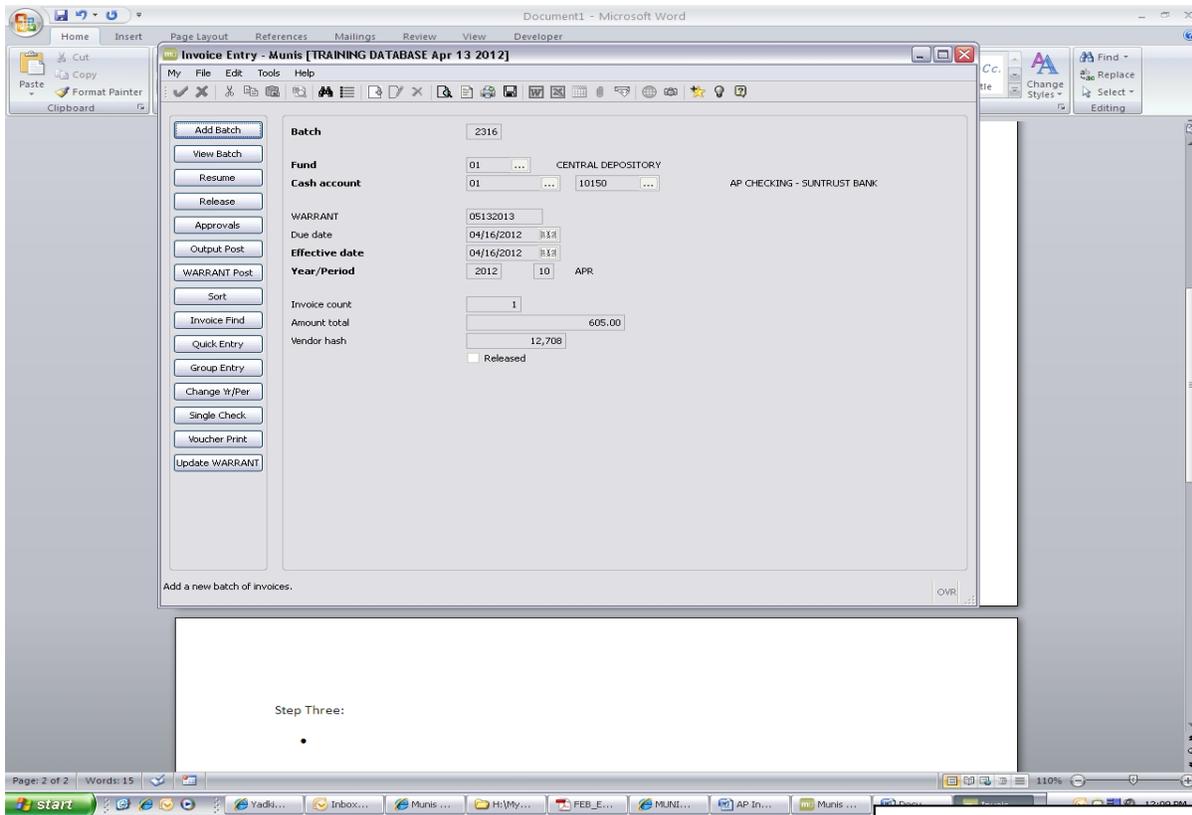
Step Two:

- **ADD BATCH**



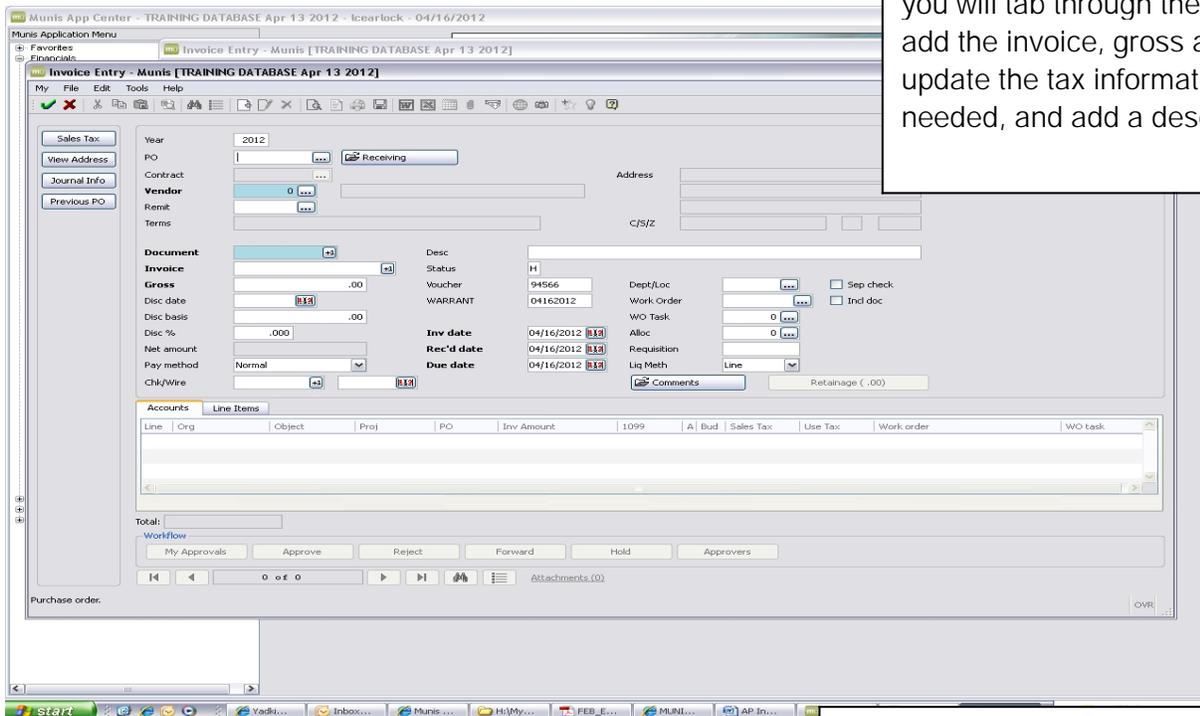
Step Three:

Here you will enter the Warrant number of invoices, and amount total. Like you are entering any other invoice



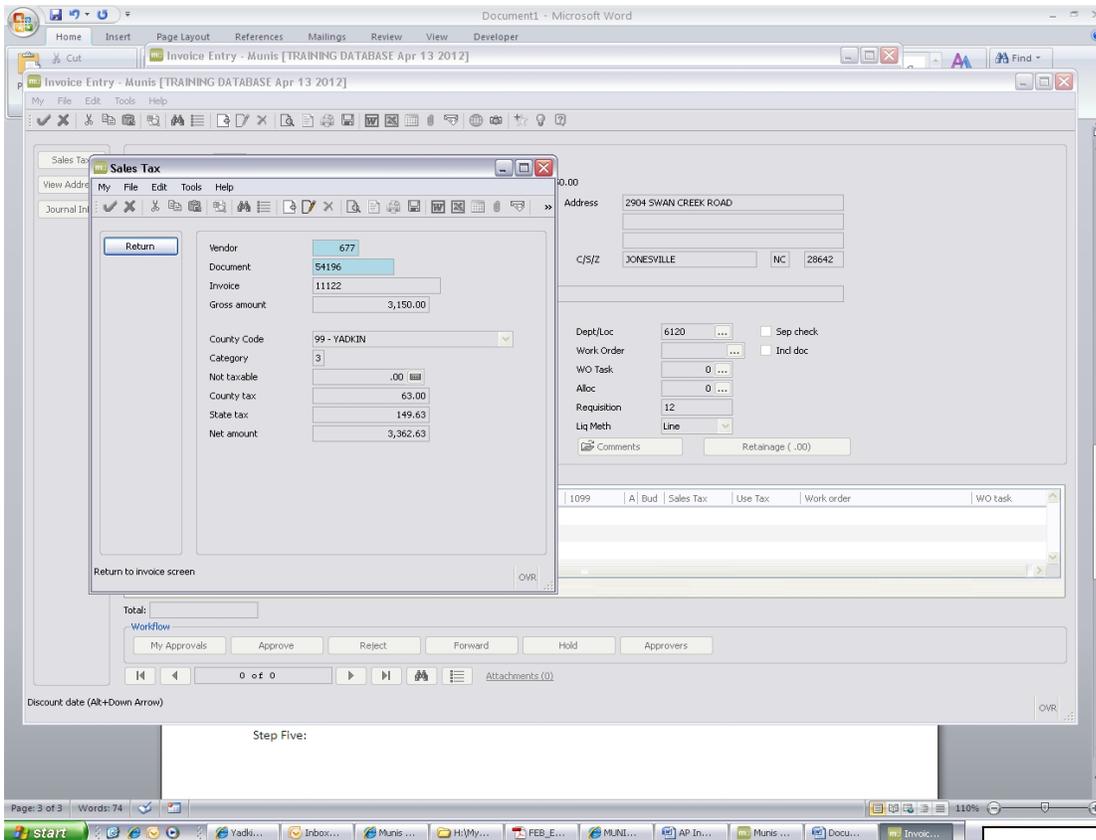
Step Four:

Here you will enter the PO number (or you can search for it). Then you will tab through the page and add the invoice, gross amount, update the tax information if needed, and add a description.



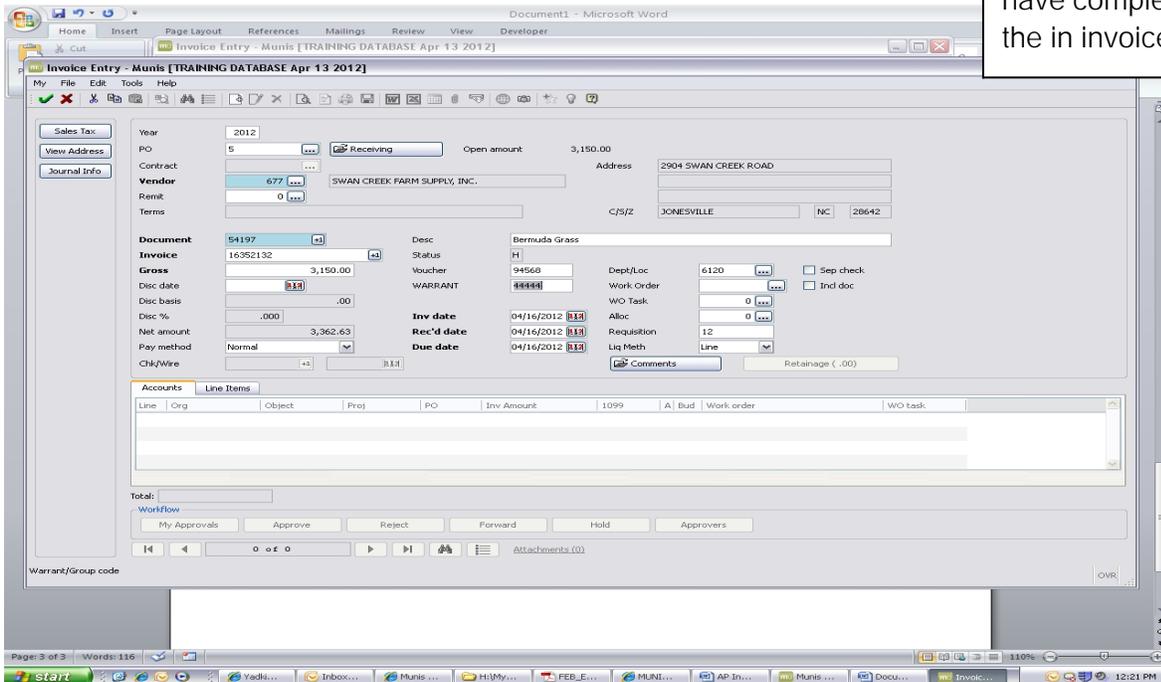
Step Five: **SALES TAX**

Here is the screen that will automatically pop up to update the sales tax information (if needed). To update you will click on the paper symbol. This will allow you to edit the information in the Highlighted blocks.



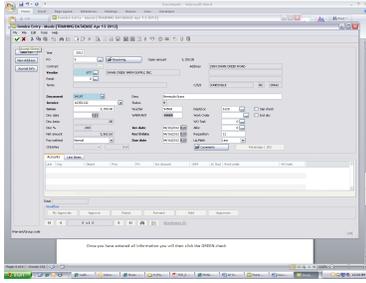
Step Six: **FILLED IN INVOICE**

This is what the screen will look like once you have completely filled out the invoice entry.



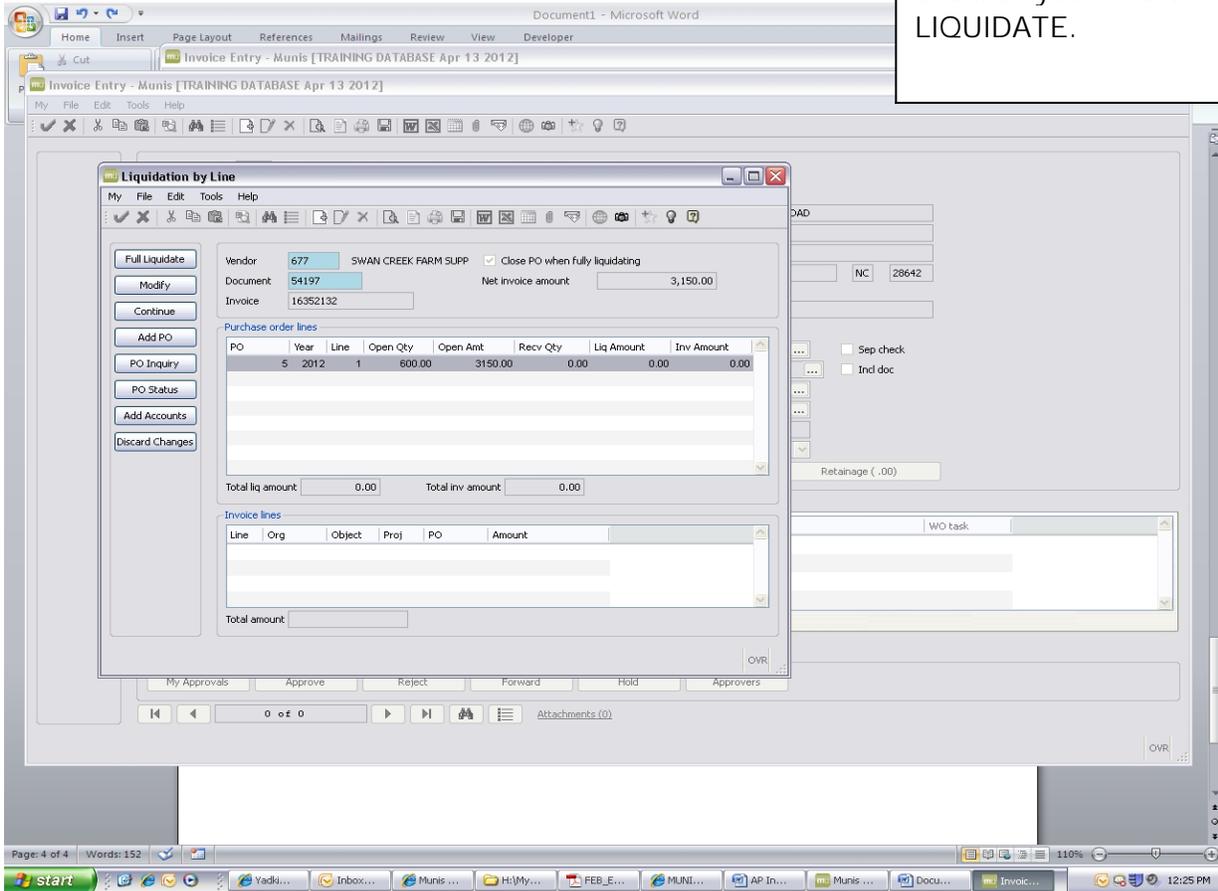
Step Seven:

Once you have entered all information you will then click the **GREEN** check:



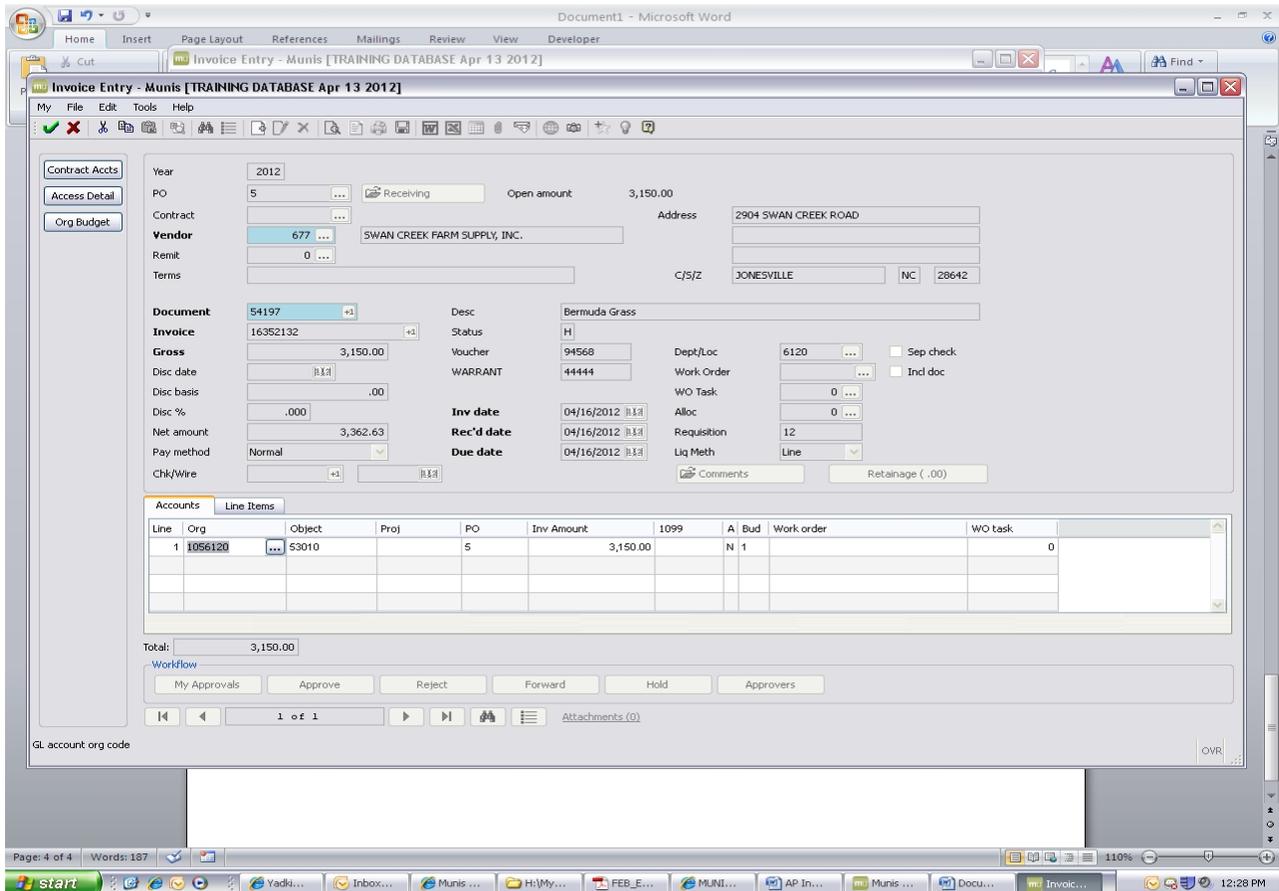
Once you click the green check you will see this screen. You will want to confirm the all the information in the top is correct, and then you will click FULL LIQUIDATE.

### Step Eight: LIQUIDATE



### Step Nine:

After you click FULL LIQUIDATE it takes you to this screen, here you will confirm that the ORG and OBJECT are correct, if so you can click the green check.



Step Ten:

After Clicking the Green Check you will notice that the OPEN amount is now .00, which means the PO is now closed.

Document1 - Microsoft Word

Invoice Entry - Munis [TRAINING DATABASE Apr 13 2012]

Year: 2012  
 PO: 5  
 Contract: 677  
 Vendor: SWAN CREEK FARM SUPPLY, INC.  
 Remit: 0  
 Terms: C/S/Z JONESVILLE NC 28642

Open amount: .00  
 Address: 2904 SWAN CREEK ROAD

Document: 54197  
 Invoice: 16352132  
 Gross: 3,150.00  
 Disc date: [11/1]  
 Disc basis: .00  
 Disc %: .000  
 Net amount: 3,362.63  
 Pay method: Normal  
 Chk/Vire: [11/1]

Desc: Bermuda Grass  
 Status: H  
 Voucher: 94568  
 WARRANT: 44444  
 Dept/Loc: 6120  
 Work Order: [11/1]  
 WO Task: 0  
 Alloc: 0  
 Requisition: 12  
 Liq Meth: [11/1]  
 Line: [11/1]

Inv date: 04/16/2012  
 Rec'd date: 04/16/2012  
 Due date: 04/16/2012

Retainage (.00)

Line	Org	Object	Proj	PO	Inv Amount	1099	A	Bud	Work order	WO task
1	1056120	53010		5	3,150.00		N	1		0
199	10A	111525		5	63.00		N	1		0
199	10A	111524		5	149.63		N	1		0

Total: 3,362.63

Workflow: My Approvals Approve Reject Forward Hold Approvers

Record(s) added.

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12:30 PM