

# Accounts Payable Entry

## Logging into the Accounts Payable BS&A Module

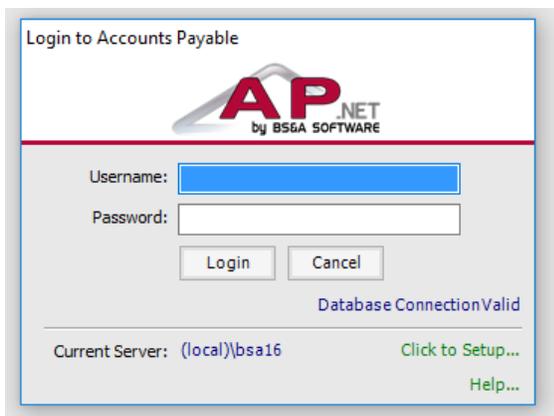
Locate the Equalizer.Net Icon on your desktop and double click



Find Accounts Payable.NET in the list of applications and double click to open

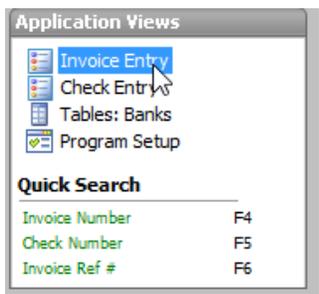


Log in using your Windows login

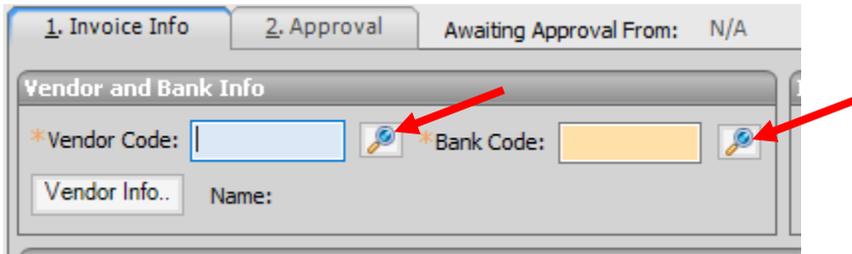


## Invoice Entry

Be sure you are in the Invoice Entry screen by clicking on Invoice Entry in the Application Views box on the top left side of the screen.



Enter the Vendor by either typing part of the name and hitting enter, or click the magnifying glass to select the Vendor from a list. Then enter the Bank code by typing the code, or click the magnifying glass to select for the Bank Code from a list.



You will enter the invoice details in the next section. Enter the Invoice number indicated on the invoice in hand, a brief description of the invoice, the invoice date, the invoice due date, the total amount of the invoice and the approval department. **Note: the Post Date will automatically be filled in with today's date.**

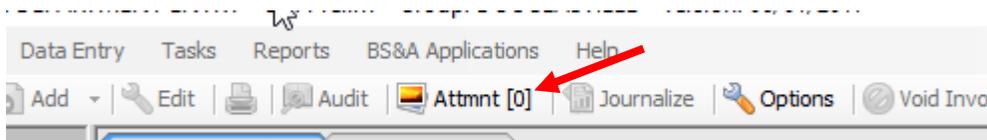


Next, you will enter the General Ledger account that the invoice should be coded to. Then enter the amount that should be coded to that line item. Multiple General Ledger accounts can be added if the coding is split between different accounts.

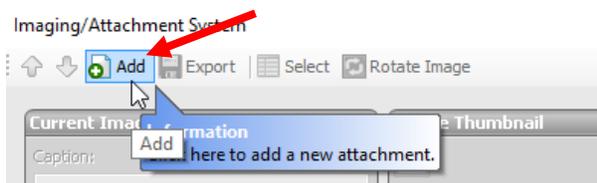
| GL Number         | Item Description     | Amount  | Enc   |
|-------------------|----------------------|---------|-------|
| 100-1565-52.22220 | BUILDING MAINTENANCE | 75.0000 | E I X |

<double-click or begin typing here to add a new row.>

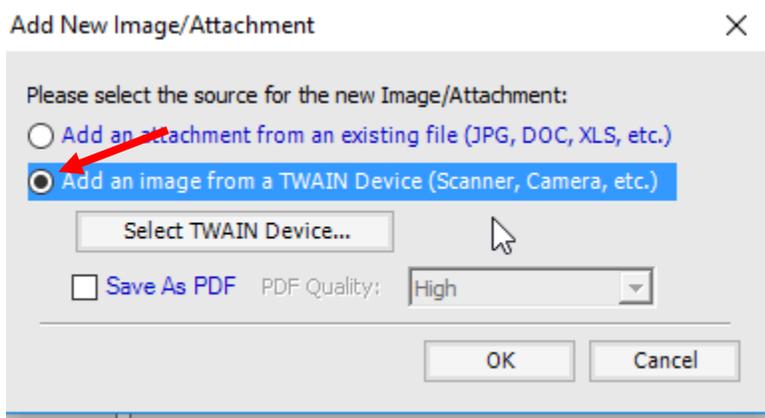
A copy of the invoice will need to be attached to the invoice before you can save the entry. Click the attachment icon at the top of the screen.



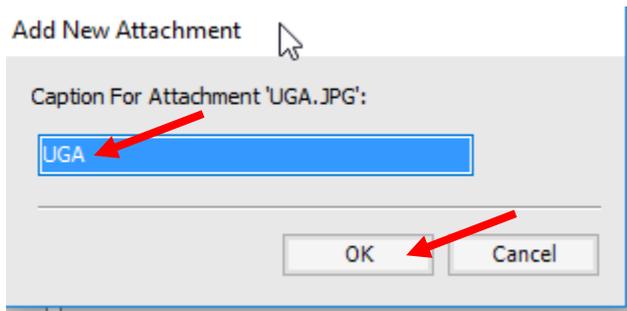
Click Add



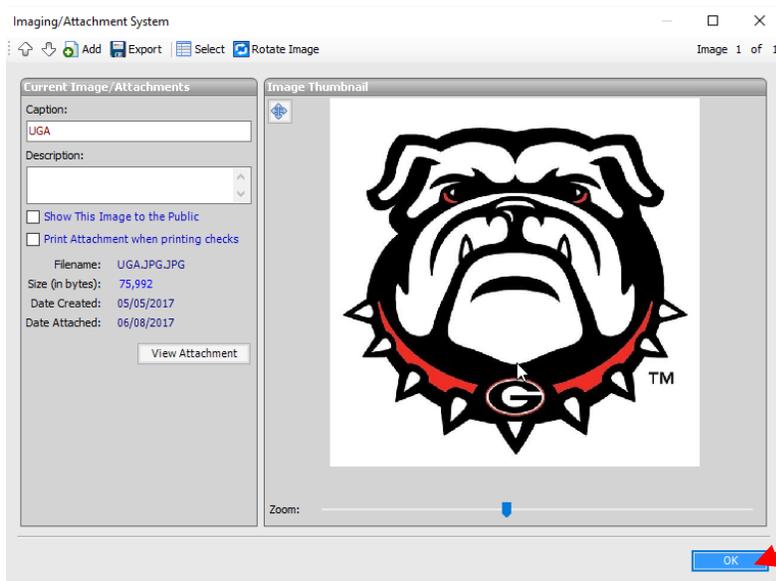
Select the second option, Add an image from a TWAIN Device and click OK. You will scan the invoice using your desktop scanner.



Name the invoice and click OK



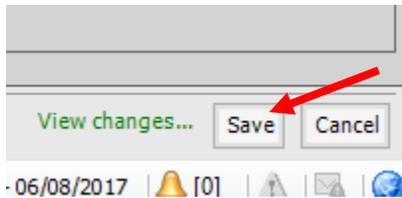
A preview will appear, click OK



Now the Attachment icon will show a number, indicating this invoice has a document attached

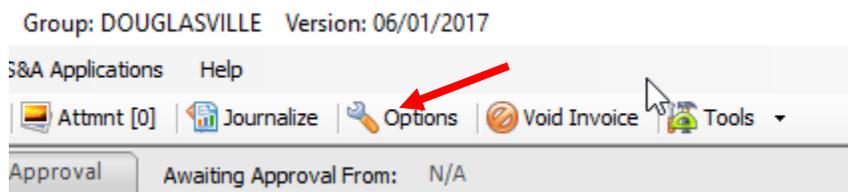


Finally, you will click Save at the bottom, right side of the screen to move on to the next invoice that needs to be entered.

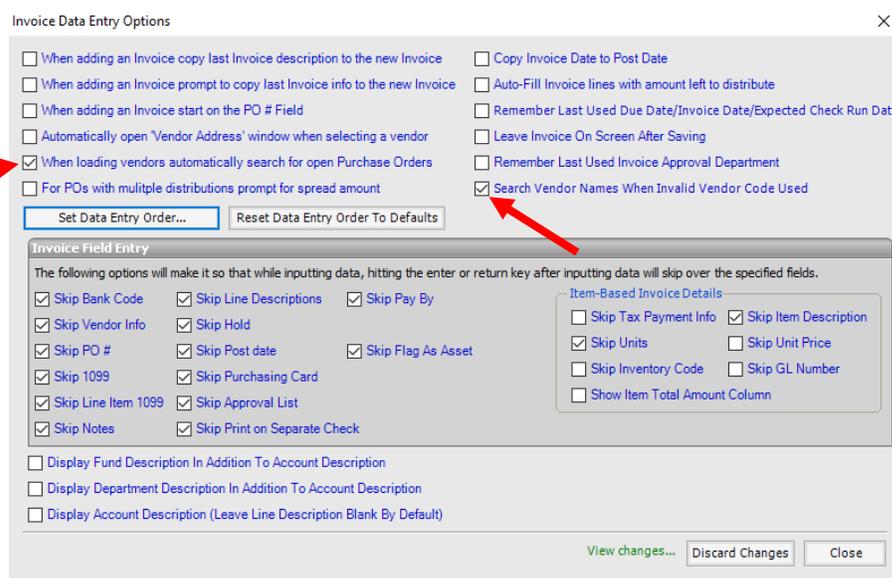


### Helpful Tips & Information

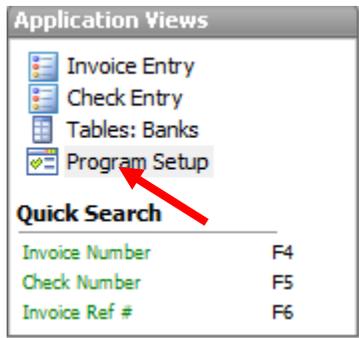
1. By selecting the approval department, you are telling the system what department needs to approve the invoice. For example, if you choose POL, then the invoice will need to be approved by someone in the Police Department before it is sent to the Finance Department for final approval.
2. On the Invoice Entry screen, click Options at the top.



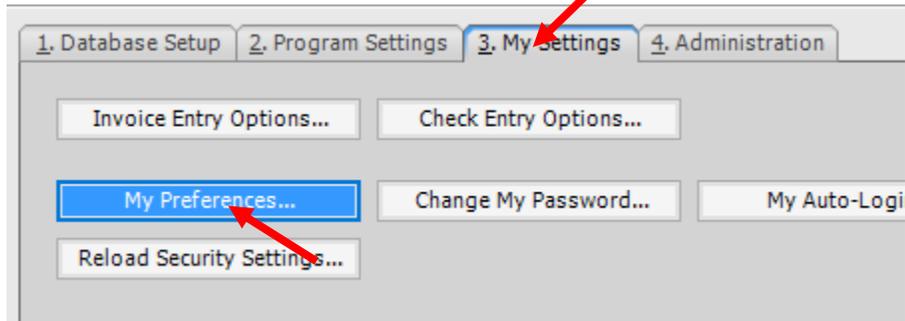
Be sure to select **When Loading Vendors Automatically Search for Open Purchase Orders** **AND** **Search Vendor Names when Invalid Vendor Code Used**. This will help make the entry process



3. Next, click Program Setup in the Application Views box



Click on the third tab, My Settings and click My Preferences...



Select the options Show Account Description When Moving Over GL # **AND** Flash Notes Button on Invoices/Check When Notes Present

**General User Preferences**

Mark number:   Suppress Date/Username In Reports  Print Advanced Queries On Reports

Use implied decimal place  Prompt For GL# When Project Is Associated

Display report options dialog before each report run  Show Account Description When Mousing Over GL #s

Automatically zoom-to-fit when printing reports to screen  Play Alert On Invalid GL Entry

Duplicate invoice action:  ▾

Auto-Complete Vendor Information When Entering Vendor Name

Do not clear text when editing multi-lined text fields

When entering invoice/check address skip the address2/city/state fields

Flash notes button on invoices/check when notes present

Send Approval Emails To Backup User

Use Effective Date Range For Approval Emails

From:   Through:

Show warning when entering non-expense accounts on invoices

Default Added Attachments to 'Show To Public'

Suppress 'Closed Date' warnings on invoice entry

Audit Trail... View changes... Discard Changes Close