

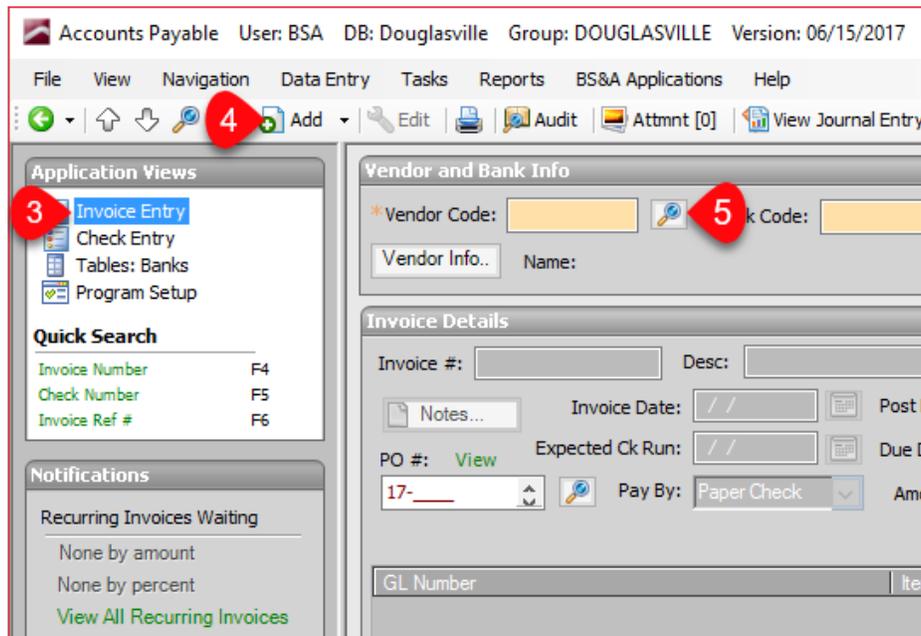
Purchasing Card Invoice Entry Guide

BS&A Software

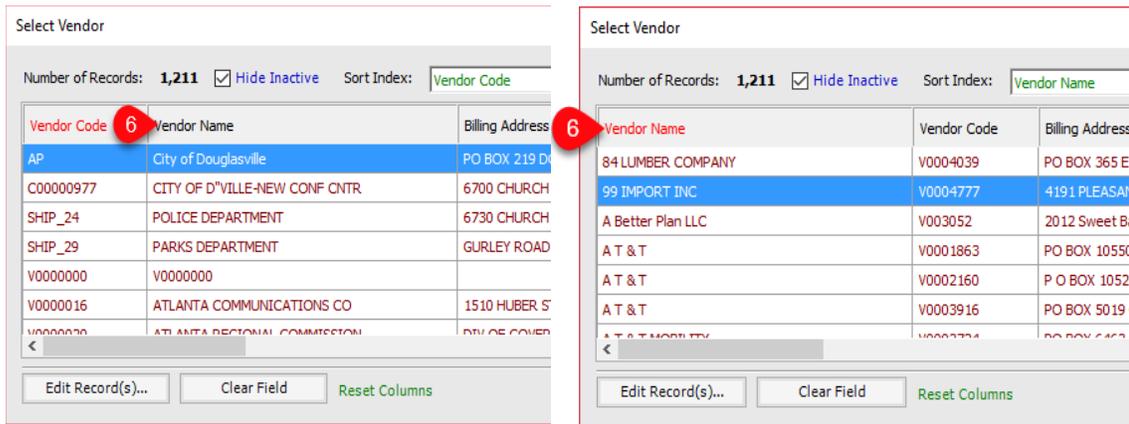
Each receipt will have to be entered into the system as a separate invoice and tied to the Bank of America purchasing card.

NOTE: Do not enter any invoices into the system until the Bank of America Statement has been received and all receipts are accounted for that are listed on that statement.

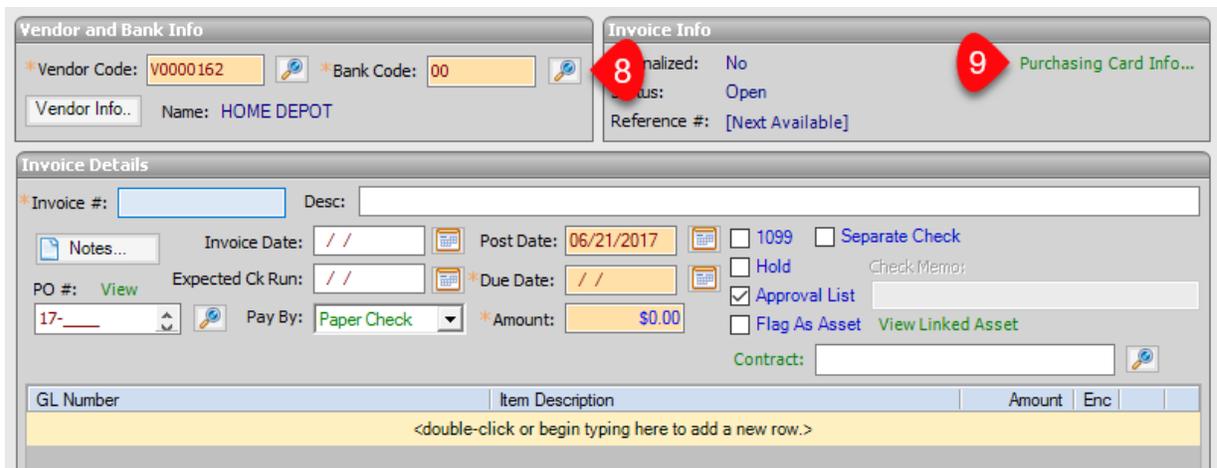
1. Scan the monthly Bank of America statement and all receipts listed on the statement onto your computer as one document. Save to your computer desktop.
2. Log into the Accounts Payable application
3. Click to the “Invoice Entry” application view
4. Click the “Add” button
5. Following the “Vendor Code” box, click the magnifying glass to search for the proper vendor



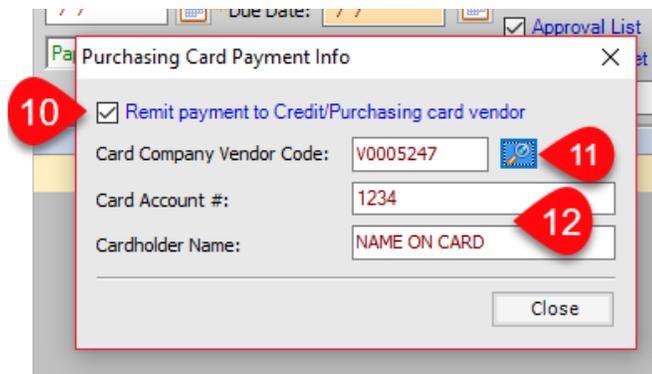
6. Within the Select Vendor window, double click the column header “Vendor Name” to re-sort the vendor table by the Vendor Names. Once the table is sorted by vendor name, it will appear as the first column and in red.



7. Search for the vendor of the receipt by scrolling or by typing the name. Select the correct vendor and click “OK.” NOTE: this will be the vendor on the receipt, where the item or service was purchased, not Bank of America.
8. Following the “Bank Code” box, click the magnifying glass to find and select the correct bank code to tie to the invoice
9. Click the green link labeled “Purchasing Card Info”



10. Check the box labeled “Remit payment to Credit/Purchasing card vendor”
11. Following the box labeled “Card Company Vendor Code,” click the magnifying glass and select Bank of America.
12. Enter the last four digits of the Card Account # and enter the Cardholder Name.



13. Close the Purchasing Card Payment Info window
14. Enter the invoice information as normal; Invoice #, Desc., Invoice Date, Post Date, Due Date and Amount
15. Click the magnifying glass following the box labeled "Approval Department" and select "PCARD" from the department list
16. Enter the correct GL Number, the Item Description will automatically populate
17. Enter the amount that should be expensed to that GL Number
18. Click the "Attmnt" button at the top of the screen to attach the invoice/receipt

The screenshot shows a software interface for creating an invoice. The interface includes a menu bar, a toolbar with an 'Attmnt' button, and a main form area. The form is divided into sections: 'Vendor and Bank Info', 'Invoice Info', 'Invoice Details', and a table for GL items. Red callout boxes with numbers 13-18 point to specific fields and buttons. The 'Attmnt' button is circled in red with the number 18. The 'Approval Dept' dropdown is circled with 15. The 'GL Number' field is circled with 16. The 'Amount' field in the table is circled with 17. The 'Invoice #' field is circled with 14.

Vendor and Bank Info

*Vendor Code: V0000162 Bank Code: 00
 Vendor Info.. Name: HOME DEPOT

Invoice Info

Journalized: No Purchasing Card Info...
 Status: Open
 Reference #: [Next Available]

Invoice Details

*Invoice #: 123456789 Desc: PURCHASING CARD EXAMPLE
 Invoice Date: 06/01/2017 Post Date: 06/21/2017
 PO #: Expected Ck Run: / / *Due Date: 06/21/2017
 Pay By: Paper Check *Amount: \$80.00
 Approval Dept: PCARD

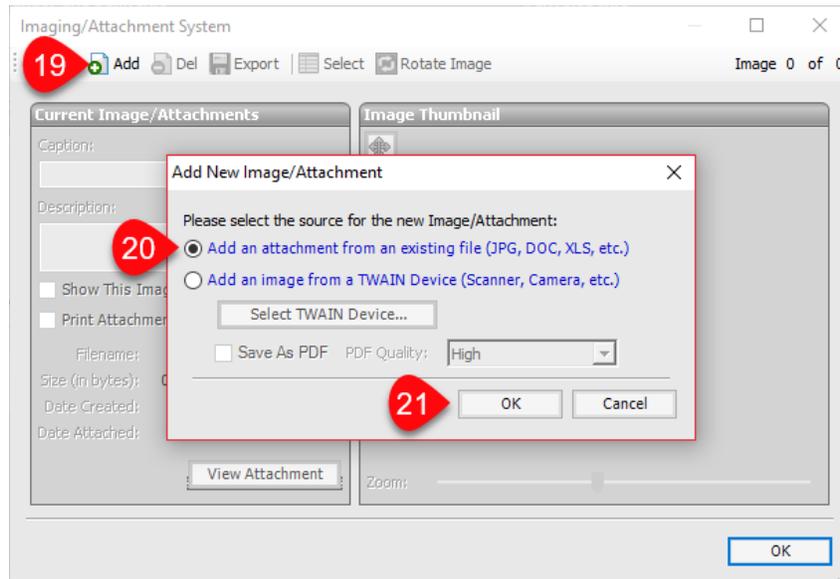
GL Number	Item Description	Amount	Enc
123-4567-8988888	MAINTENANCE SUPPLIES	80.00	E

Balance To Apply: \$0.00

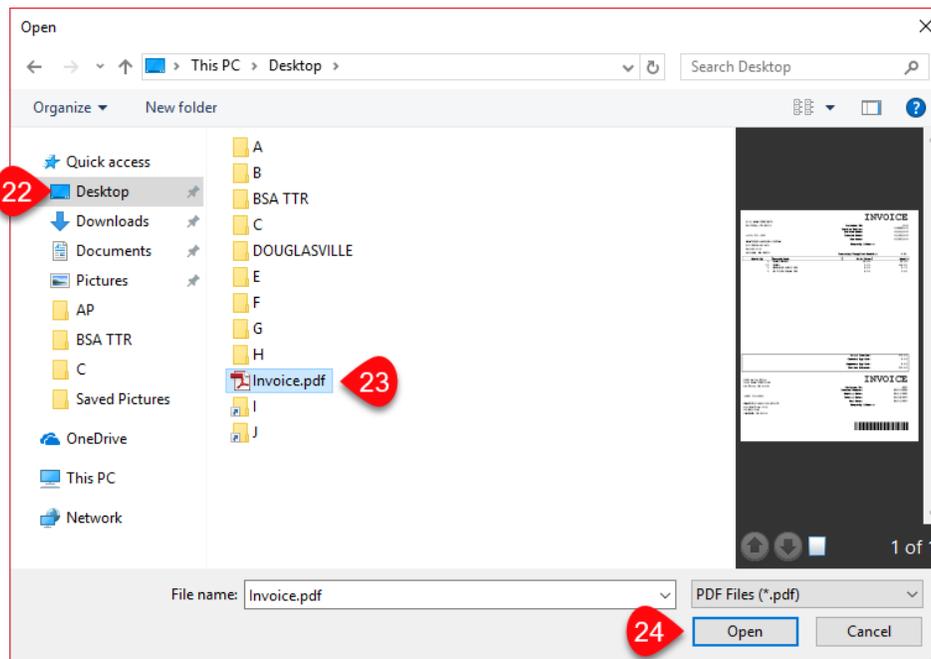
Amt Paid: \$0.00 Date: Check: <none>
 User Field 1: User Field 2:
 User Field 3: User Field 4:

Adding New Invoice Help Video... View changes... Save Cancel

Posting Date - 06/21/2017 [0]



19. Click “Add”
20. Select the option to “Add an attachment from an existing file (JPG, DOC, XLS, etc.)”
21. Click OK
22. Within the Browse Files window, click the desktop view
23. Select the Invoice that you saved to your desktop
24. Click OPEN



25. Verify the caption name for the attachment. Click OK and note that the attachment now appears within the attachment window. Click OK to attach the invoice and close the attachment window.
26. Verify that all information has been entered correctly for the invoice.
27. Click Save.