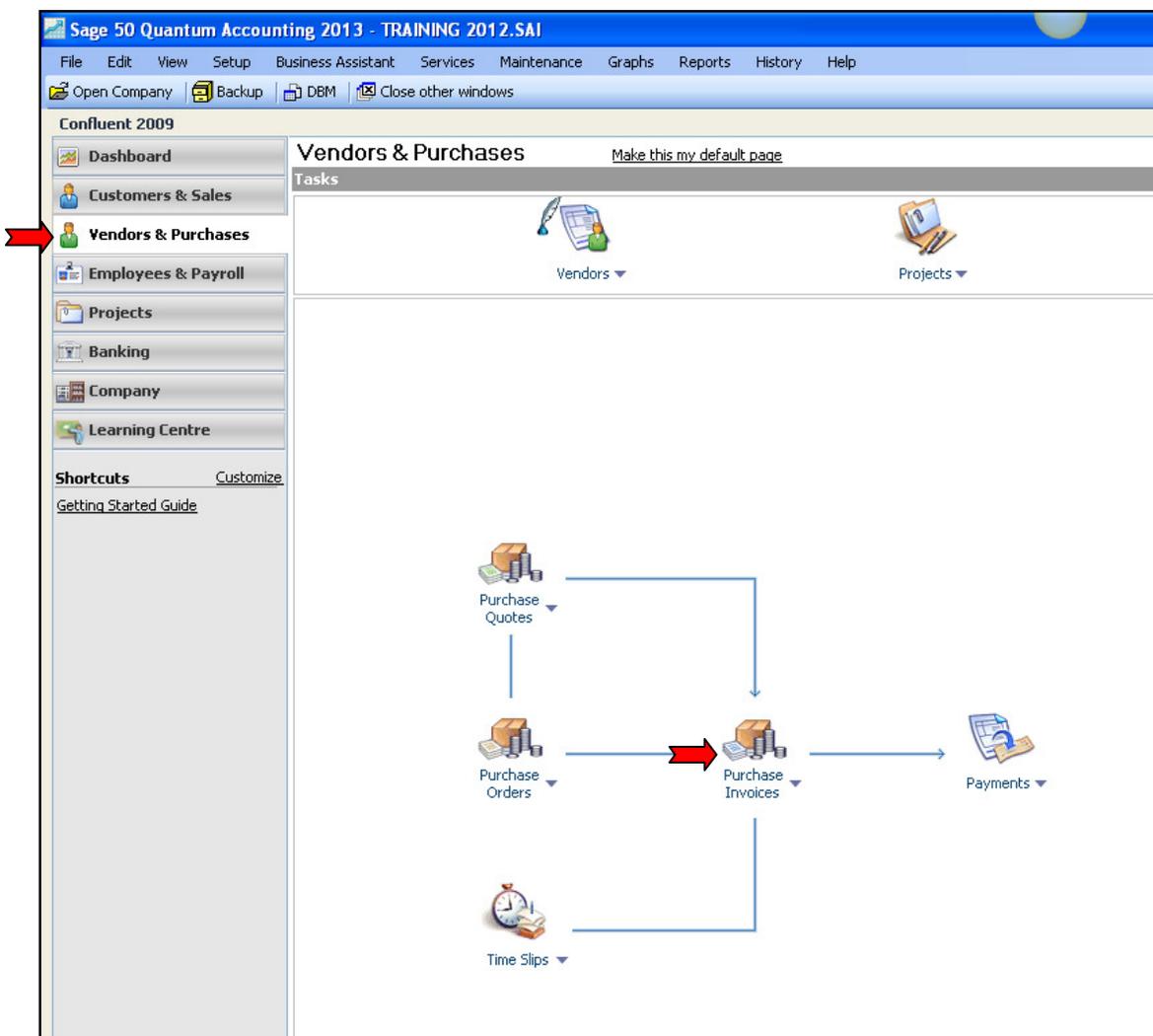Foursquare Gospel Church of Canada

6.02 Vendors & Purchases

Invoices and payments are entered under the Vendors & Payables module.

Entering Invoices

- **Under Vendors & Purchases:**
  - o Click on Purchase Invoices icon

Purchases – Creating an Invoice window will pop up:

To Enter invoice to Pay Later:

- **Transaction =** Invoice
- **Payment Method =** pay later if not issuing a cheque right away
- **Invoice No. =** invoice number or tracking number
- **Date =** date on invoice
- **Vendor =** click down arrow to select Vendor
    - if new then click Add button, Enter vendor name, then Save & Close)
        - **Account =** account number of expense (if more than one category of expense on the invoice then enter each one on separate line)
        - **Item Description =** enter a description of the items on invoice
        - **Amount =** enter full amount of invoice including taxes
        - **Tax =** click looking glass and select tax code
        - **Tax Amount =** double click tax amount to confirm that proper tax rebate was calculated.
        - **Project =** click on Project and select allocation for expense
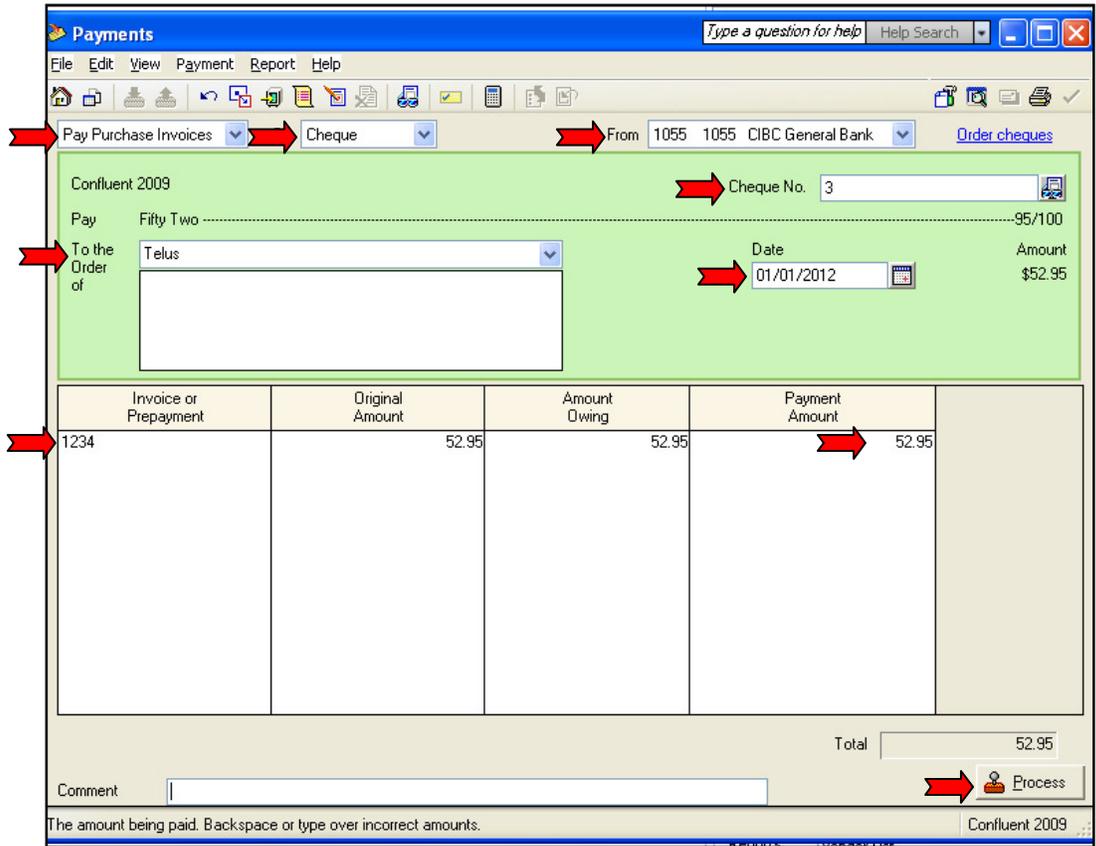   - **Click Process**

To Pay Invoice Later

- **Under Vendors & Purchases**
    o Click on Payments icon

Payments window will pop up:
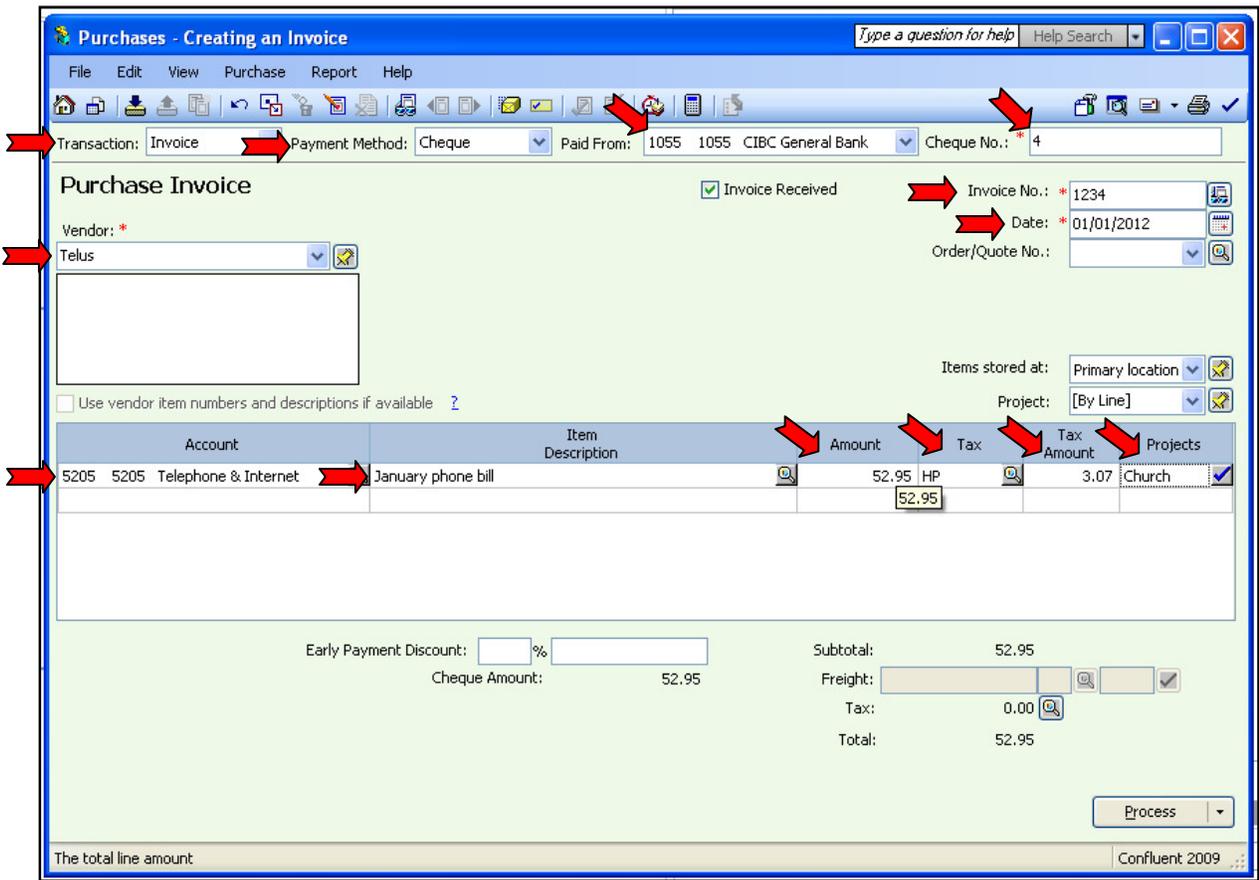

- Select: Pay Purchase Invoices
- Select: Cheque
- **From =** confirm correct bank account
    - o **Cheque No. =** confirm next cheque number
    - o **Date =** date of payment
    - o **Vendor =** select vendor to pay
        - ▪ Outstanding invoices will appear in window
            - • Click on "Payment Amount" beside each invoice to be paid
                - o Click Process

To Pay Invoice Immediately

- **Under Vendor & Purchases module**
  - Click on Purchase Invoices icon

**Purchases – Creating an Invoice window will pop up:**

- - **Transaction:** Invoice
- - **Payment Method:** Cheque
- - **Paid From =** confirm correct bank account
- - **Cheque No. =** confirm next cheque number
    - o **Date =** date of payment
    - o **Vendor =** click down arrow to select Vendor(if new then click Add button, Enter vendor name, then Save & Close)
        - • **Account =** account number of expense (if more than one category of expense on the invoice then enter each one on separate line)
        - • **Item Description =** enter a description of the items on invoice
        - • **Amount =** enter full amount of invoice including taxes
        - • **Tax =** click looking glass and select tax code
        - • **Tax Amount =** double click tax amount to confirm that proper tax rebate was calculated.
        - • **Project =** click on Project and select allocation for expense **Click Process**

Adjust or Void Entry

To adjust or void a General Journal Entry:

- **Under Company**
    - Double click on General Journal Entry

        - Under Entry on toolbar:
            - Select Adjust Transaction
        OR
        - Click on Look up a Transaction icon
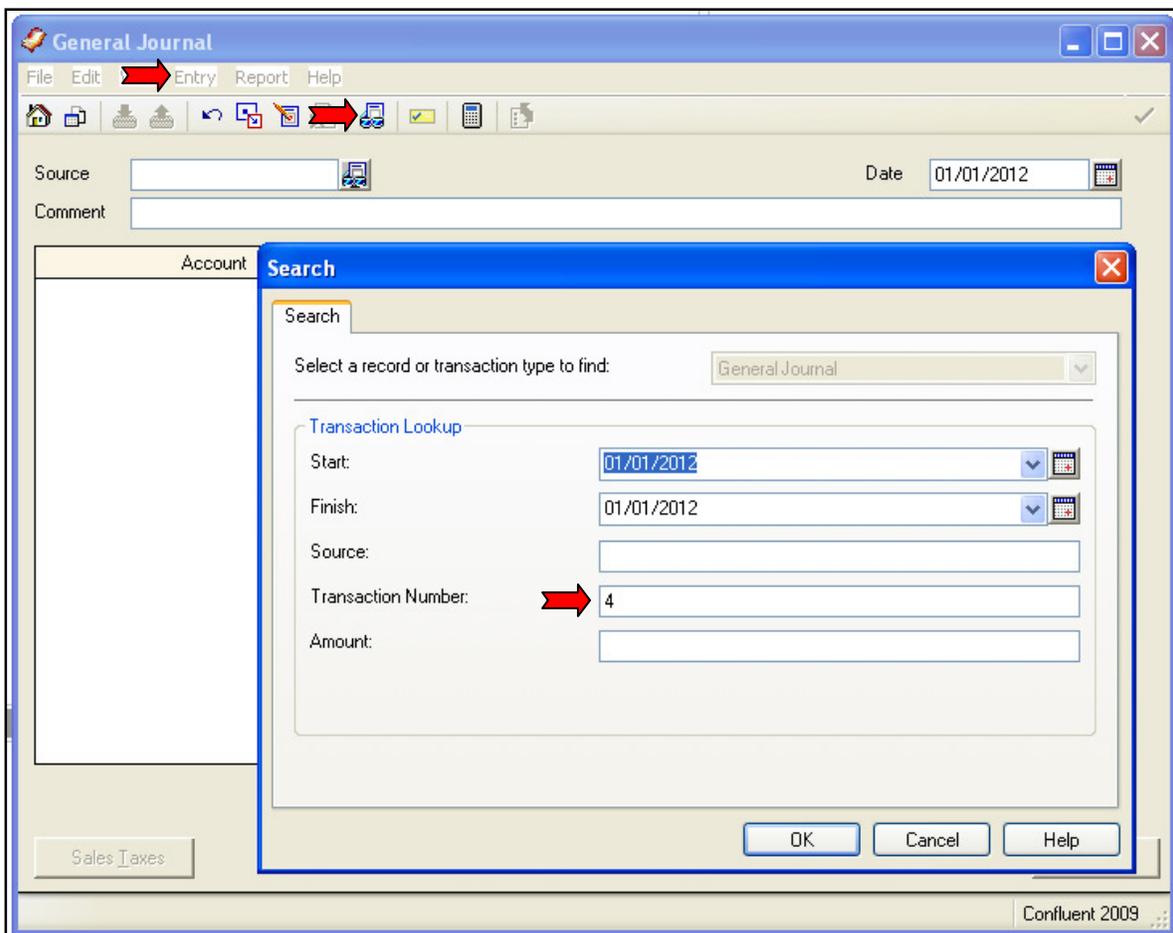
- **In Search window:**
    - Enter Source, Transaction Number or Amount of the transaction you are looking up
        - Click OK

Transaction window for entry will appear:

- **Under Entry**
    - o Select Adjust Transaction
        - ▪ Make adjustments to entry
            - • Click Process
                - o **Note:** *The program will reverse the previous entry and post a new entry with the correct information.*
    - **OR**
    - o Select Void Transaction