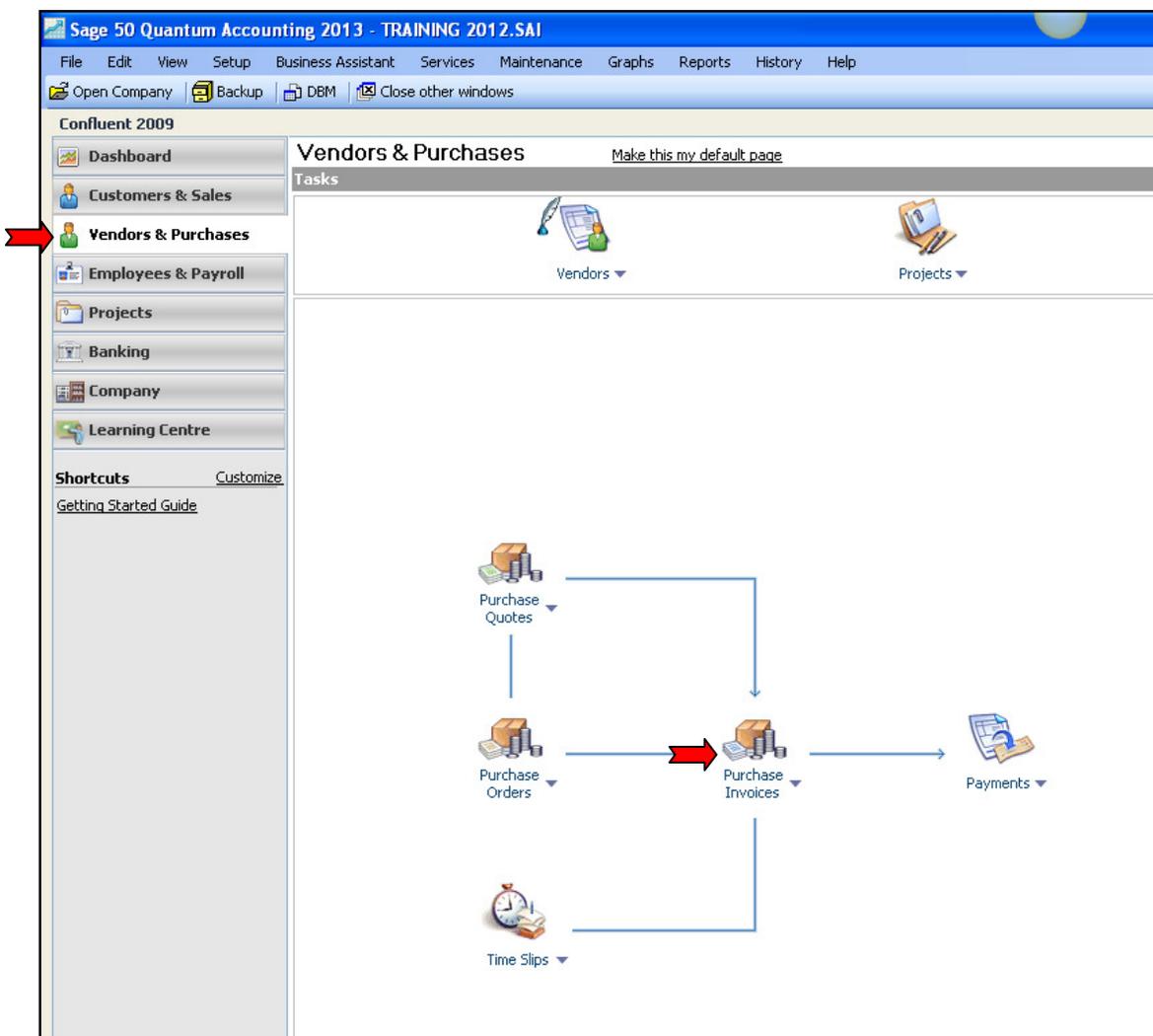


6.02 Vendors & Purchases

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:

Purchase Invoice

Vendor: *
Telus

Transaction: Invoice Payment Method: Pay Later

Invoice Received

Invoice No.: * 1234
Date: * 01/01/2012
Order/Quote No.:

Items stored at: Primary location
Project: [By Line]

Account	Item Description	Amount	Tax	Tax Amount	Projects
5205 5205 Telephone & Internet	January phone bill	52.95	HP	3.07	Church

Subtotal: 52.95
Freight:
Tax: 0.00
Total: 52.95

Early Payment Terms: % Days, Net Days

Process

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
 - o 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**

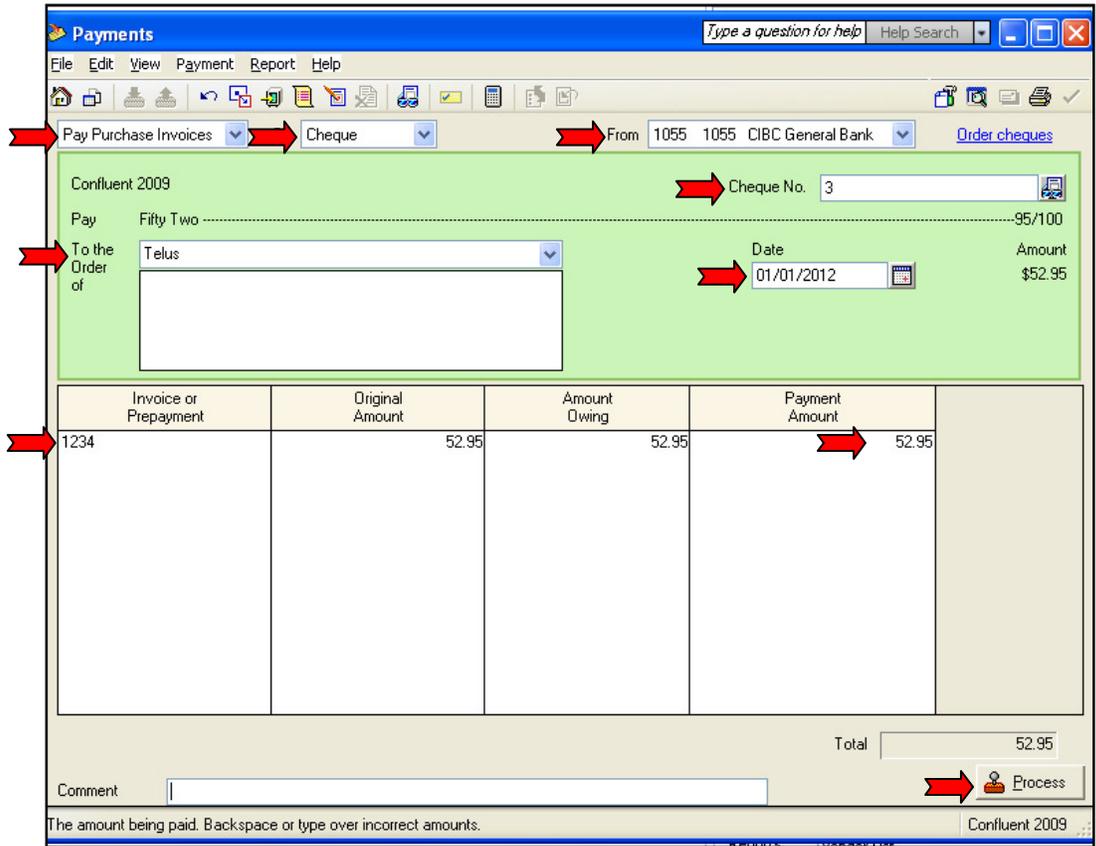
To Pay Invoice Later

- Under Vendors & Purchases
 - o Click on Payments icon

The screenshot displays the Sage 50 Quantum Accounting 2013 software interface. The title bar reads "Sage 50 Quantum Accounting 2013 - TRAINING 2012.SAI". The menu bar includes File, Edit, View, Setup, Business Assistant, Services, Maintenance, Graphs, Reports, History, and Help. The toolbar contains icons for Open Company, Backup, DBM, and Close other windows. The main window is titled "Confluent 2009" and "Vendors & Purchases". A red arrow points to the "Vendors & Purchases" menu item in the left sidebar. The main content area shows a "Tasks" section with icons for Vendors and Projects. Below this is a flowchart illustrating the process of paying an invoice later. The flowchart starts with "Purchase Quotes", "Purchase Orders", and "Time Slips" leading to "Purchase Invoices". A red arrow points from "Purchase Invoices" to "Payments".

```
graph TD; PQ[Purchase Quotes] --> PO[Purchase Orders]; PQ --> PI[Purchase Invoices]; PO --> PI; TS[Time Slips] --> PI; PI --> P[Payments];
```

Payments window will pop up:



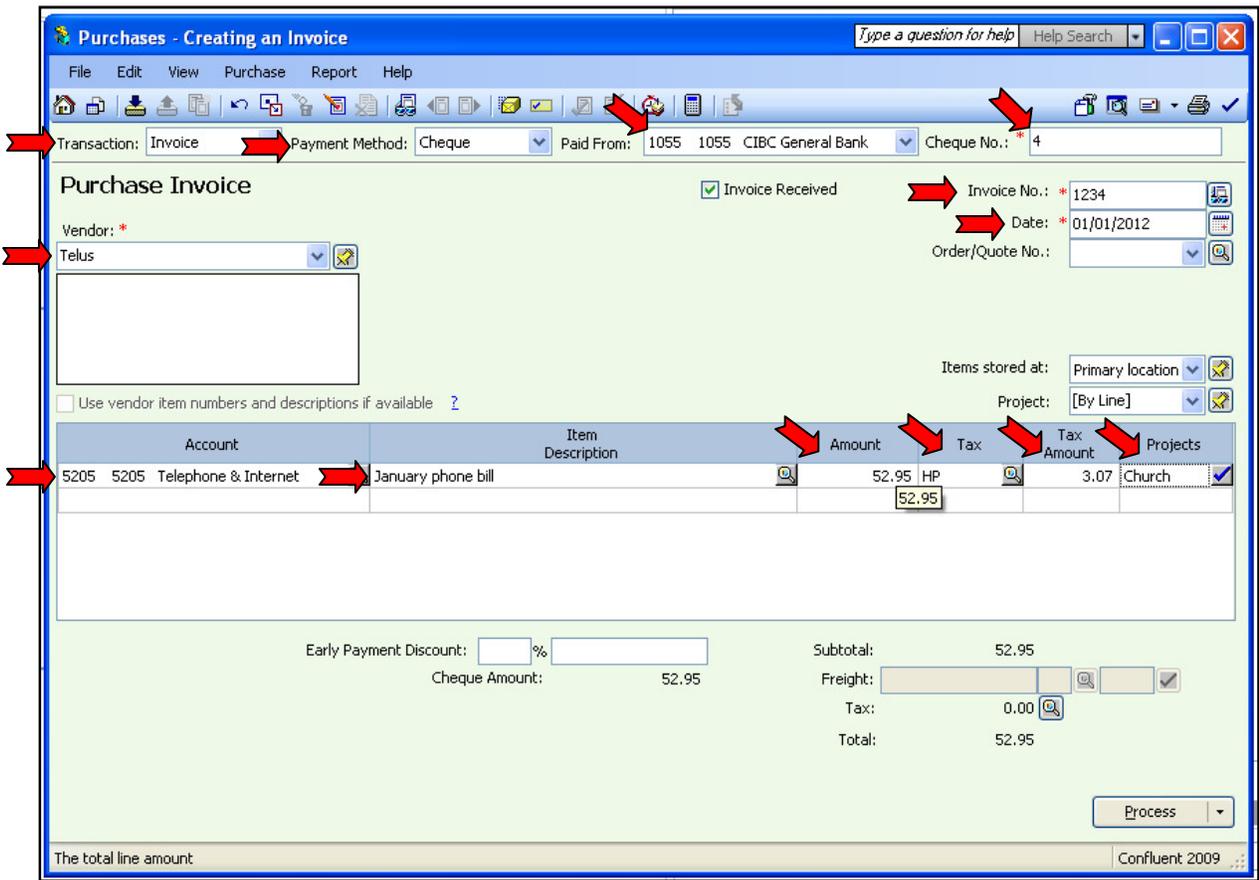
- Select: Pay Purchase Invoices
- Select: Cheque
- **From** = confirm correct bank account
 - **Cheque No.** = confirm next cheque number
 - **Date** = date of payment
 - **Vendor** = select vendor to pay
 - Outstanding invoices will appear in window
 - Click on "Payment Amount" beside each invoice to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

To Pay Invoice Immediately

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

The screenshot displays the Sage 50 Quantum Accounting 2013 - TRAINING 2012.SAI application window. The interface includes a menu bar (File, Edit, View, Setup, Business Assistant, Services, Maintenance, Graphs, Reports, History, Help) and a toolbar (Open Company, Backup, DBM, Close other windows). The main window is titled "Vendors & Purchases" and features a sidebar with navigation options: Dashboard, Customers & Sales, Vendors & Purchases (highlighted with a red arrow), Employees & Payroll, Projects, Banking, Company, and Learning Centre. Below the sidebar are "Shortcuts" and a "Getting Started Guide" link. The main content area shows a "Tasks" section with "Vendors" and "Projects" icons. A flowchart below illustrates the process flow: Purchase Quotes leads to Purchase Orders, which leads to Purchase Invoices, which leads to Payments. Time Slips also leads to Purchase Invoices. A red arrow points to the "Purchase Invoices" icon in the flowchart.

Purchases – Creating an Invoice window will pop up:

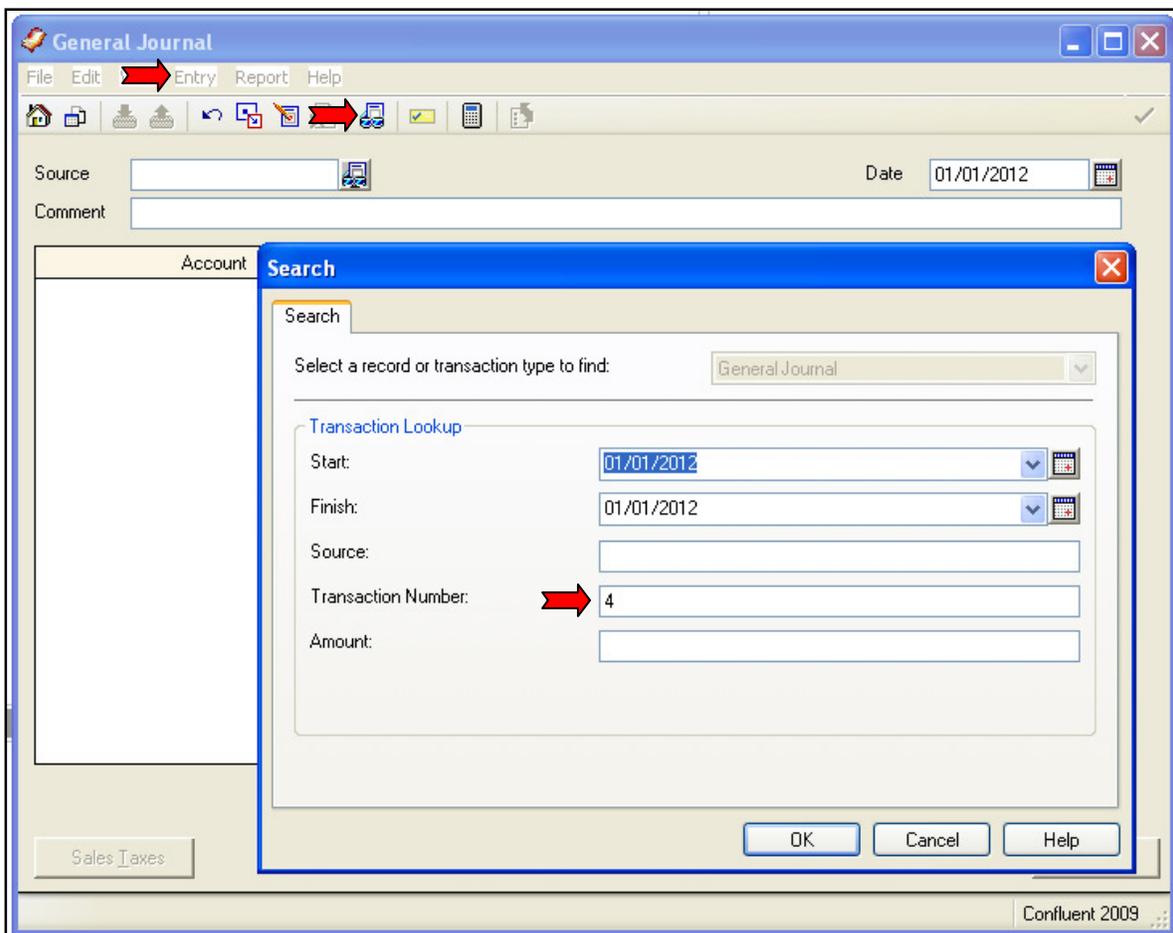


- **Transaction:** Invoice
- **Payment Method:** Cheque
- **Paid From** = confirm correct bank account
- **Cheque No.** = confirm next cheque number
 - **Date** = date of payment
 - **Vendor** = click down arrow to select Vendor(if new then click Add button, Enter vendor name, then Save & Close)
 - **Account** = 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**
 - o Double click on General Journal Entry
 - Under Entry on toolbar:
 - Select Adjust Transaction
- OR**
- Click on Look up a Transaction icon



- **In Search window:**
 - o Enter Source, Transaction Number or Amount of the transaction you are looking up
 - Click OK

