Invoice Entry and Editing Procedures

Introduction

This describes how to enter your operations' invoices and credit memos. The accuracy of your P&Ls and your restaurants' profitability depends on how accurately these items are entered. Mistakes and inaccuracies made in the input of your invoices can lead to **MISLEADING P&Ls** and the risk of **OVERPAYING VENDORS**.

Week-End Cut-Off Date

Discuss the cut-off date with your Client Account Manager.

Getting Ready

Gather invoices and credit memos and separate them. *Note: do not enter Order / Proforma / Quotation items as invoices.*

See that the cost code(s) on each invoice is clearly written or is obvious. On invoices that you charge to several cost codes, such as meat, seafood, cleaning supplies, tableware, etc., make sure you have sub-totals ready for each category.

Place invoices and credit memos from the same vendor together in the stack.

Run a tape of the total amount of invoices less credit memos.

Have an "INPUT" or "ENTERED" stamp ready to use.

Go Online

Connect to the Internet and launch Internet Explorer as your Internet browser.

Go to web site, http://olrp.rsmfpo.com/info to launch your company.
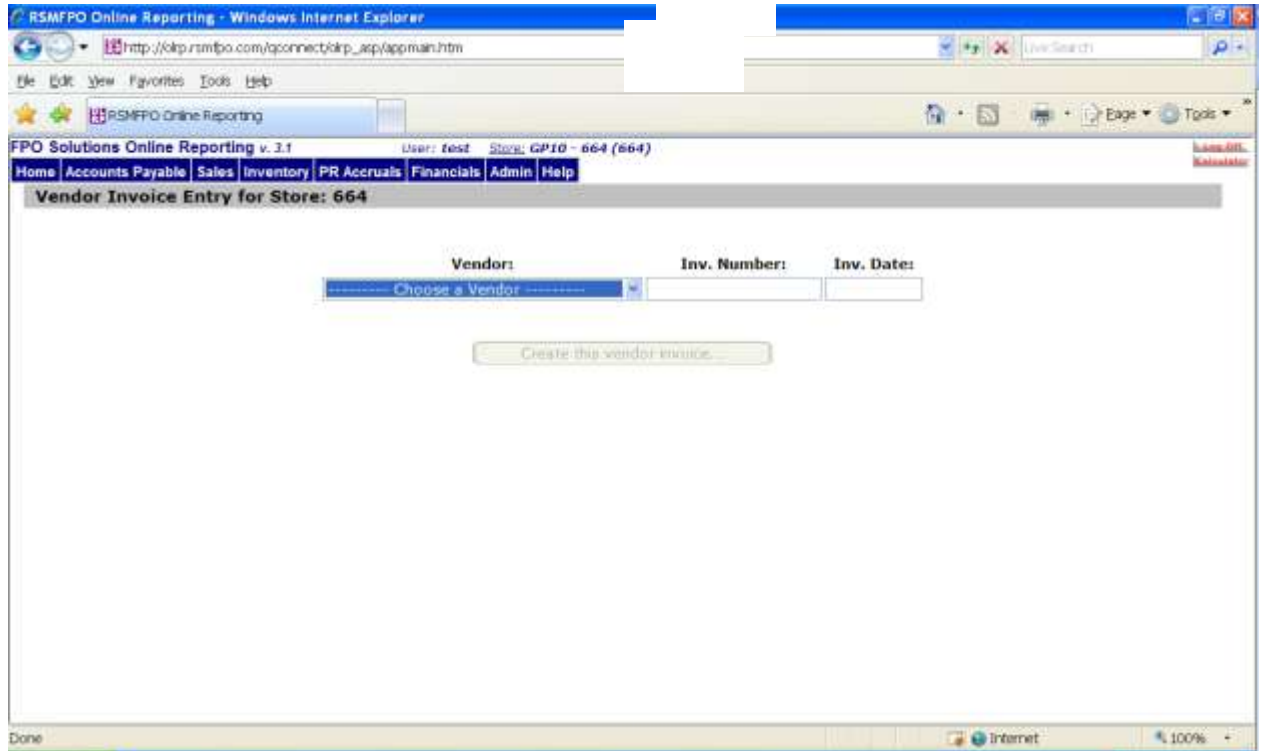
Select your location in the "Location" field then type in your user name and password. Your password is case sensitive. If you have trouble logging in, contact Quatrro FPO Solutions.

Invoice Entry

To begin entering invoices, select **Accounts Payable** → **Enter Invoice** in the first drop-down menu, then select **Add Invoice**.

The **Add Invoice** screen will look like this:

Begin by typing the name of the vendor into the **Vendor** field. The name of the vendor should appear after the first few letters. If the vendor name is not present after you type in the entire name, this means it is a NEW vendor. Put this and any other new vendor invoices off to the side for now and continue with the next invoice. After you've entered all the invoices, go to the **Add Vendor** procedures on page 6.

Once you have the correct vendor, hit TAB and enter the invoice number in the **Inv. Number** field.

> **When entering invoice numbers always:**
>
> - **Enter all the characters in the number even if they are 0's or hyphens: for example, invoice # 000015-6234**
>
> - **Capitalize any and all letters: for example, invoice BCL0041568**
>
> - **If there is no invoice number use the invoice date as the invoice number: for example, Invoice date 5/31/05 would be invoice number 053105**
>
> - **NOTE: Sales taxes on invoices should be charged to the product or service cost code not "Other Taxes"**
>
> - **Do Not use special characters in the invoice number such as commas or apostrophes**

Hit TAB again and enter the invoice date in the **Inv. Date** field.
NOTE: Do not enter the "due date" but the date of the invoice. You can enter the invoice date easily by using the following protocol:

- **For March 2, 2005, type in 030205. Don't enter "/" or "-" between the month/day and day/year. The software does this automatically.**

If the Vendor Name, Invoice # and Invoice Date are correct, click on **Create this Vendor Invoice.**

The screen will now look like this:

In the **G/L Account** box, type in the G/L cost account (cost category) you wish to use. Hit TAB to move to the **Amount** field and enter the total amount of the invoice if the entire invoice is to be charged to that G/L account. If more than one G/L account is needed, enter just the amount charged to that GL account and more lines for as many G/L accounts as are needed.

If the G/L account and Amount are correct click on **Add Line**.

The screen will now look like this:

If there are additional GL accounts to charge, continue typing the name of the next GL account and amount for each one and repeat this process until the entire amount of the invoice had been entered.

When the total amount of the invoice has been entered, click **Add Another Vendor Invoice**. This will close the screen on this invoice and give you a new screen to enter another invoice.

Stamp "**ENTERED**" or "**INPUT**" on each invoice once it has been entered.

Enter Credit Memos
Go to **Accounts Payable→Add Credit Memo**

The screen will be the same as the Add Invoice screen with an exception that alphabet "CM" appears in Credit Memo #. The Credit Memo Number needs to be recorded after CM. Enter credit memos in the same manner as an invoice.

NOTE: Do **NOT** enter a minus (-) sign when entering the amounts.

Stamp "**ENTERED**" or "**INPUT**" on each credit memo once it has been entered.

Print Report
Go to **Reports→Vendor Invoices Entered**

Under **Report Type** select **Daily**
Note: Weekly Reports downloaded by Store Manager to reconcile Totals with Invoice recorded & kept along with Invoices on FTP can serve dual purpose – 1 Manager can ensure that Invoice recorded in a week are kept on FTP drive based on Report (Weekly) 2 Information can be used by FPO team for verification

Click on **Report Vendor Invoice Detail**

Scroll down to the bottom of the report to "TOTAL."

Compare this amount with the total on your adding machine TAPE. If these two amounts match, click on **Print This Report** to print out the Vendor Invoice Report and paper clip the report to the invoices & credit memos. Place this batch in the "Invoices" section of the information to be sent to FPOSolutions.

If the totals do not match, compare the invoice totals on the Vendor Invoice Report to amounts on the TAPE. If you find that any invoices entered improperly follow the Edit Invoices process described below to correct them.

Edit Invoices

To edit invoice amounts go into **Accounts Payable →Edit Invoice**

Click on the invoice you need to change.

Add and delete GL account distributions as needed to correct the entry. If you must change the vendor, invoice number or invoice date, delete the invoice and go into **Add Invoice** and enter it again.

Once the corrections are made, go back to the Print Edit Report section to complete.

Add New Vendor

To request a new vendor, go to **Accounts Payable → Add Vendor Request**.

It is VERY important to enter as much vendor information on the page as possible.

For small suppliers who provide services such as contract cleaning, security and similar services, that are not incorporated, also furnish the owner's social security number and indicate that a 1099 Form is to be generated.

The Add Vendor Screen will look like this.

After all the vendor information has been entered; click **Add This Vendor**. The vendor information will be automatically loaded into the Quatrro FPO Solutions accounting system. An email notification will be automatically sent to the designated parties for approval. Upon approval, the vendor will be added and invoices processed. If the vendor request is denied, the requestor will be notified.

Recording Manual Checks
Contact your FPOSolutions Client Account Manager.