

CREATING AN INVOICE IN GIL

From a purchase order—

1. Select **Order** on the purchase order tool bar
2. Select **Create Invoice** - the system will create an invoice with the purchase order automatically appended

****** Invoice fields noted in red are required data fields.**

3. **Invoice number** - the purchase order# is auto-replicated in this box. Enter the actual invoice# from the invoice in hand

****NOTE:** if there is no invoice#, use the vendor order#. If there is no vendor order#, use the purchase order#, or the po# of the 1st line item on the invoice. If there is no date, use the current date.

If the invoice# duplicates an earlier invoice# for the same vendor, append a slash (/) & "A", e.g. 24567/A. Add this letter on the invoice as well

4. **Invoice date** - the current date is automatically entered. Enter the date of the invoice in hand. You may type in the correct date or **f4** will open the calendar. Highlight the correct date & click OK

5. **Vendor code** - auto-replicated from the purchase order

6. **Account** - Blackwell invoices require account codes. These are the customer codes on the invoice

JUGA-F = firm

JUGA-SO = standing orders/continuations

JUGA-T & JUGA = approval

7. **Voucher ID** - system supplied

8. **Invoice amount** - enter the **total** charged on the invoice, including shipping, etc.

9. **Enter cost charged on invoice for the purchase order.** Highlight the line item & click **Details (alt+d)** to open the Details box. On the **Price** tab (alt+p), enter the price from the invoice. **Before closing the Details, check for Note information. See #10. If there is no note information, save & close the Details box (alt+fc)**

*****For single item invoices, enter the total charged on the invoice including shipping/handling, etc., not the charge for the single order.**

10. **Note** - if the receiver has written **note>"information"** (e.g. note>v. 1, 1999, CD ROM, VHS, etc.) on the invoice with the purchase order, enter the **information only** in the **Notes** tab of the Details box. This information is to specify what part of a set or what kind of nonbook format was supplied against the purchase order. **Save & close the Details box (alt+fc)**

11. **Appending/Paying remaining purchase orders.** In the bottom left corner of the invoice, click **Add Line from Order (alt+r)**

- on the **Find Purchase Order** screen, enter **p** for purchase order. The cursor will automatically tab to the **po#** column. Type in the purchase order# & enter
- click **Display (alt+d)** to display the line item
- highlight the line item in the red box & click **Append (alt+a)**
- the **Quick Line Item Invoice** box will display. Enter cost & any notes. Save & close
- **Repeat this procedure until all orders on the invoice have been appended & paid.**

12. **Enter Other Charges, shipping/handling, etc.** Click the ellipsis in the **Other Charges** box, click **Adjust, & Add (alt+a)**. In the **Add/Edit Adjustment** box enter the following fields:

- **Charge Type**
 - *discount = vendor discount
 - *processing = primarily used for BNA stripping charges
 - *shipping = shipping & handling
 - *shipping charge (TPI) = fuel charges - Blackwell only
 - *service charge (EDI) = electronic ordering charges - Blackwell only
- **Application Method** = amount

- **Amount** = amount charged on invoice
- **Ledger** = select the proper FY ledger & fund. Click the + to open the ledger & enter "xsh" =
FYyr/SummaryFYyr/Miscellaneous/Shipping & Handling
- Click **OK** to close the Adjustment box.

****NOTE: Tax charges** - State institutions are tax exempt. If tax has been charged on an invoice, line through this charge & adjust the total in red. Stamp the invoice with the "**State institutions are exempt**" stamp in red. Do this on all 3 copies of the invoice

13. The **Total Invoice Amount** & the **Amount** should match. If not, review all line item prices for discrepancy

14. **Finally, before approving the invoice:**

- circle the invoice#
- underline the date & total
- check the payment address on the invoice against the *GIL* vendor payment address record & make any necessary updates. **Refer to invoice checklist**

15. On the last page of the invoice record the:

- voucher id# - **vid/"number"**
- vendor code - **v/"code"**
- pd/app with your initials & current date
- **if the invoice is approval, record the order#**

16. Click **save/approve/yes** on the **Print Voucher** prompt. **Print vouchers on the same day they are approved.** Clip vouchers with their invoices & take them to the Business Office no later than the day after approval

IMPORTANT - For Blackwell & Harrassowitz music approval invoices **ONLY**. **Save & approve these invoices, but DO NOT PRINT VOUCHERS.** Make a screen print of the invoice & write "approved/no voucher" on the printout. Take printout to Business Office with other vouchers. File invoice in appropriate Blackwell/Harrassowitz approval invoice files.