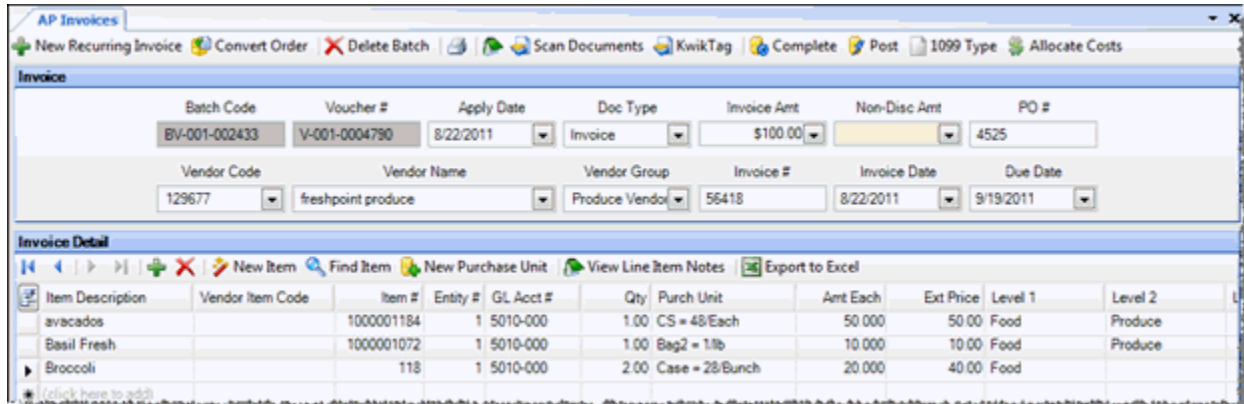


Instructions for entering in an AP Invoice or Credit Memos into Compeat from the Help Documentation

Quick Tip: You can use [Scan Document](#) to scan original invoices into Compeat to associate them with the invoice record.

Entering Invoices



The screenshot shows the 'AP Invoices' window with the following fields filled in:

Batch Code	Voucher #	Apply Date	Doc Type	Invoice Amt	Non-Disc Amt	PO #
BV-001-002433	V-001-0004790	8/22/2011	Invoice	\$100.00		4525

Below these fields, the 'Vendor Code' is 129677 and the 'Vendor Name' is 'freshpoint produce'. The 'Vendor Group' is 'Produce Vendor', 'Invoice #' is 56418, 'Invoice Date' is 8/22/2011, and 'Due Date' is 9/19/2011.

The 'Invoice Detail' table below shows the following items:

Item Description	Vendor Item Code	Item #	Entity #	GL Acct #	Qty	Purch Unit	Amt Each	Ext Price	Level 1	Level 2
avacados	1000001184		1	5010-000	1.00	CS = 48/Each	50.000	50.00	Food	Produce
Basil Fresh	1000001072		1	5010-000	1.00	Bag2 = 1/lb	10.000	10.00	Food	Produce
Broccoli		118	1	5010-000	2.00	Case = 28/Bunch	20.000	40.00	Food	

Enter the invoices to pay. They can either be:

- Entered manually by creating a new invoice, or by searching to find an existing invoice to modify.
- [Converted from Orders](#) by clicking **Convert Order**. This will open a list of orders from which you can select the order you want to convert.

Invoice Fields

The Batch Code and Voucher # fields are assigned automatically. Specify the Apply Date, which is the date for this invoice entry to be recorded on the financial statements (see [Transaction Dates](#) for more information).

Note: We recommend that you write the assigned Voucher Number on the invoice to make it easier to track the voucher in the Compeat system.

Additionally, specify the following fields:

5. **Apply Date** Enter the apply date of the invoice.
6. **Doc Type** Specify whether the document is an invoice or a credit memo.
7. **Invoice Amt.** Enter the amount to be paid or credited. Always enter the amount as a positive number; do not enter a negative amount. If the Doc Type is credit memo, this field is labeled CM Amount, and the entered dollar amount displays in red.
8. **Non-Disc Amt.** Any amount on the invoice that is not subject to vendor discounts. For example, if you are charged for freight, perhaps this charge cannot be discounted; if so, enter the freight amount into this field. This field is optional.
9. **PO #** Enter any Purchase Order number that may be associated with the invoice or credit memo. If you [convert an order](#) into an invoice, the purchase order number is displayed in this field.
10. **Vendor Code & Vendor Name** You can enter a vendor for an invoice using either the vendor code or vendor name; whichever you use, the other will be automatically filled in. Tab to either field, then start entering either the code or name as defined in the Compeat Vendors setup. Compeat displays the first code that matches the characters you type. Select the correct vendor from the displayed list.

Note: If a vendor does not exist, you must use the Compeat Vendors setup to define it. Your commissary and restaurant entities can be defined as vendors and thus added to this list by using the Vendors screen's Entity "# this vendor will represent" field.

- **Vendor Group** This field will always default to the group for the vendor you select. If you choose to override it, that new choice will be used when selecting invoices for payment and printing any report in the system that filters by vendor group.

- **Invoice #** Enter the document number for the invoice or credit memo being entered. If you have enabled "Allow duplicate invoices" under Setup > Other Definitions > Invoices & Check Settings, you can specify duplicate invoice or credit memo numbers for the same vendor; otherwise you cannot.

Tips and Tricks

If a bill does not have an invoice number, it will typically have an invoice date. In this case, we recommend you enter the invoice number as the invoice date (formatted YYYYMMDD) plus the restaurant number. For example, a phone bill dated November 15, 2009 for restaurant 201 might be coded with an invoice number of 091115-201.

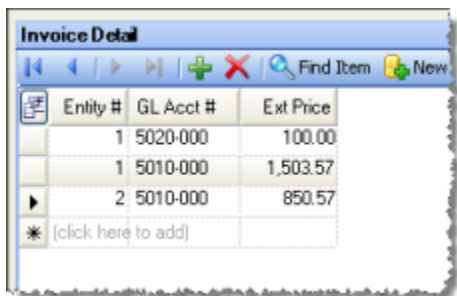
- **Invoice Date** Enter the invoice or credit memo date. To minimize data entry errors, Compeat displays a warning if the date you enter is not within the current period; however, it will allow you to save that date. The invoice date is not the financial statement date (the apply date is), but it is the date used for aging purposes.
- **Due Date** Compeat adds to the Invoice Date the number of Due Days defined in the Vendor Terms associated with this vendor to get this due date. If necessary, you can change the due date.

Detail Area

If you enabled "Enter line item detail" in the Setup menu > Other Definitions screen > [Invoice & Check Settings](#) tab, you can enter detailed information for each item on the invoice. Otherwise, enter only the GL account codes and amounts.

Without Line Item Detail

When entering invoices without [line item detail](#), the entry section is similar to the following:



Entity #	GL Acct #	Ext Price
1	5020-000	100.00
1	5010-000	1,503.57
2	5010-000	850.57
* [click here to add]		

Description of fields:

- **Entity #** The entity number that will be charged for this item. If you are working in an accounting entity, processing payables for individual restaurants, specify the restaurant number associated with the payable. If you are not in the accounting entity, you cannot change this field.
- **GL Acct #** Specify the GL account code for the item.
- **Ext. Price** Enter the total charge for the account.

With Line Item Detail

When entering invoices with [line item detail](#), the entry section is similar to the following:

Invoice Detail											
Item Description	Vendor Item Code	Item #	Entity #	GL Acct #	Qty	Purch Unit	Amt Each	Ext Price	Level 1	Level 2	Level 3
Apples		9908	1	5010-000	1.00	Case=24/Each	100.000	100.00	Food		
Bananas		104	1	5010-000	5.00	CS=20/Weight oz	0.000	0.00	Retail	Produce	
Oranges -		208	1	5010-000	40.00	Each=1/Each	0.000	0.00	Food		
▶ Cabbage - Purple	2050	128	1	5010-000	10.00	Case=10/Each	0.000	0.00	Food	Produce	
* (click here to add)											

Description of fields:

- **Item Description/Vendor Item Code/Item #** You can enter the item using the item description or item #, or the vendor item code; whichever you use, the others will be automatically filled in. Tab to one of the fields, then start entering either the description or number as defined in the [Master Inventory Items](#) screen. Compeat displays the item that matches the characters you type. Select the correct item from the displayed list.
- **Entity #** Specify the entity number that will be charged for this item. If you are working in an accounting entity processing payables for individual restaurants, specify the restaurant number associated with the payable; otherwise accept the default. For more information, see [Inter-Company](#).
- **GL Acct #** Displays the GL account code associated with the item as defined previously in the Master Inventory Items setup. If desired, you can specify a different account code.
- **Qty** Enter the quantity (of Purchase Units) of the item being received or credited.
- **Purch Units** Compeat will display the purchase units used for the last purchase of this item for the current entity. Change the purchase units by clicking in the Purch Units field and choosing from the drop-down list containing all purchase unit descriptions defined for the item. This field is required if the Inventoried box is selected in the Restaurant Inventory Items setup for this item.
- **Amt Each** This field is calculated after the Ext. Price is entered, and cannot be changed. It is the product of dividing the extended price by the quantity. The amount shown is the cost per Purchase Unit.
- **Ext. Price** Enter the total cost of the item.

Note: You cannot delete line items from invoices that have been converted from inter-store transfers or the commissary system. If no items were received, simply enter a zero quantity and the difference will go to the Fulfillment Variance account (see [GL Accounts](#)).

Adding to Restaurant Inventory

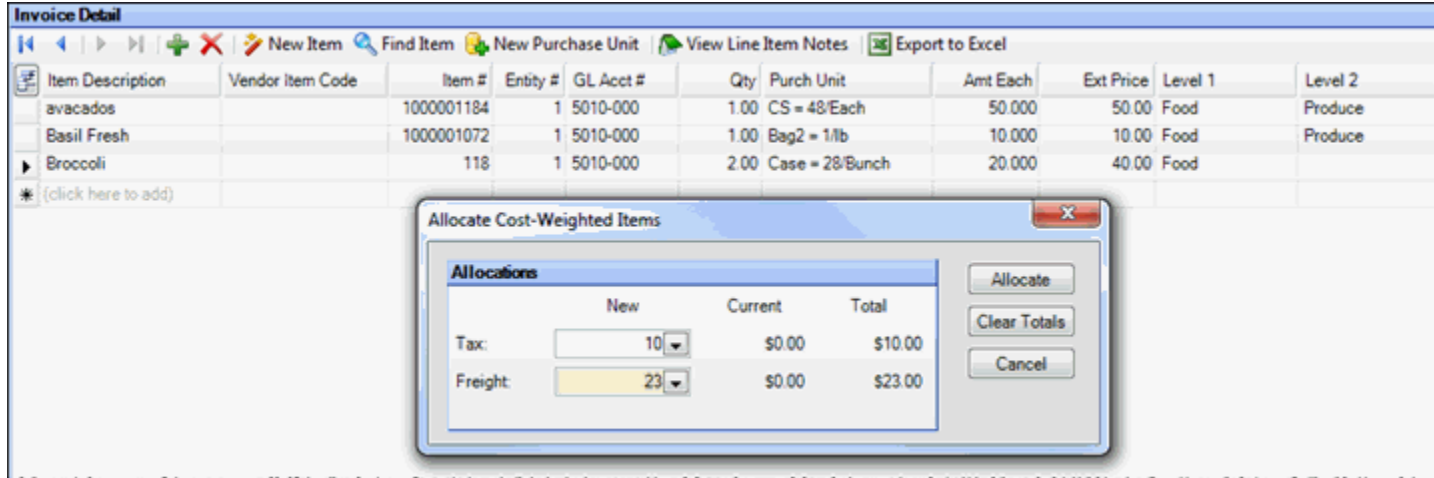
If you enter an item that is not defined in the [Restaurant Inventory Items](#), you will be asked if you want the item to appear on cost reports.

7. Select **Yes** if the item will be inventoried (that is, included in [Valuation Counts](#)), and the Restaurant Inventory Items setup screen will automatically display. The Inventoried checkbox is automatically selected; you must specify an inventory unit, a purchase unit description, and at least one location.
8. Select **No** if the item will not be counted.

This allows you to build up your Restaurant Inventory on the fly.

Allocate Costs

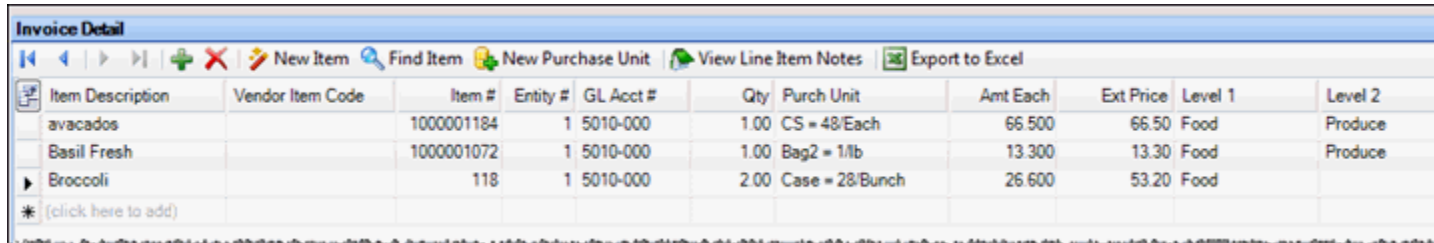
With this feature, you can allocate freight and tax costs across line item detail. Costs are applied across the line items weighted by the extended price. This option can be turned on through the group security screen. Clicking the 'Allocate Costs' button opens this window:



The screenshot shows the 'Allocate Cost-Weighted Items' dialog box overlaid on the 'Invoice Detail' window. The dialog box has a table for 'Allocations' with columns for 'New', 'Current', and 'Total'. The 'Tax' row shows a 'New' value of 10, 'Current' of \$0.00, and 'Total' of \$10.00. The 'Freight' row shows a 'New' value of 23, 'Current' of \$0.00, and 'Total' of \$23.00. Buttons for 'Allocate', 'Clear Totals', and 'Cancel' are visible on the right side of the dialog.

Item Description	Vendor Item Code	Item #	Entity #	GL Acct #	Qty	Purch Unit	Amt Each	Ext Price	Level 1	Level 2
avacados		1000001184	1	5010-000	1.00	CS = 48/Each	50.000	50.00	Food	Produce
Basil Fresh		1000001072	1	5010-000	1.00	Bag2 = 1/lb	10.000	10.00	Food	Produce
Broccoli		118	1	5010-000	2.00	Case = 28/Bunch	20.000	40.00	Food	

After entering the tax and freight amounts for the invoice, press 'Allocate'. The amounts on the invoice will change to reflect the tax and freight allocation:

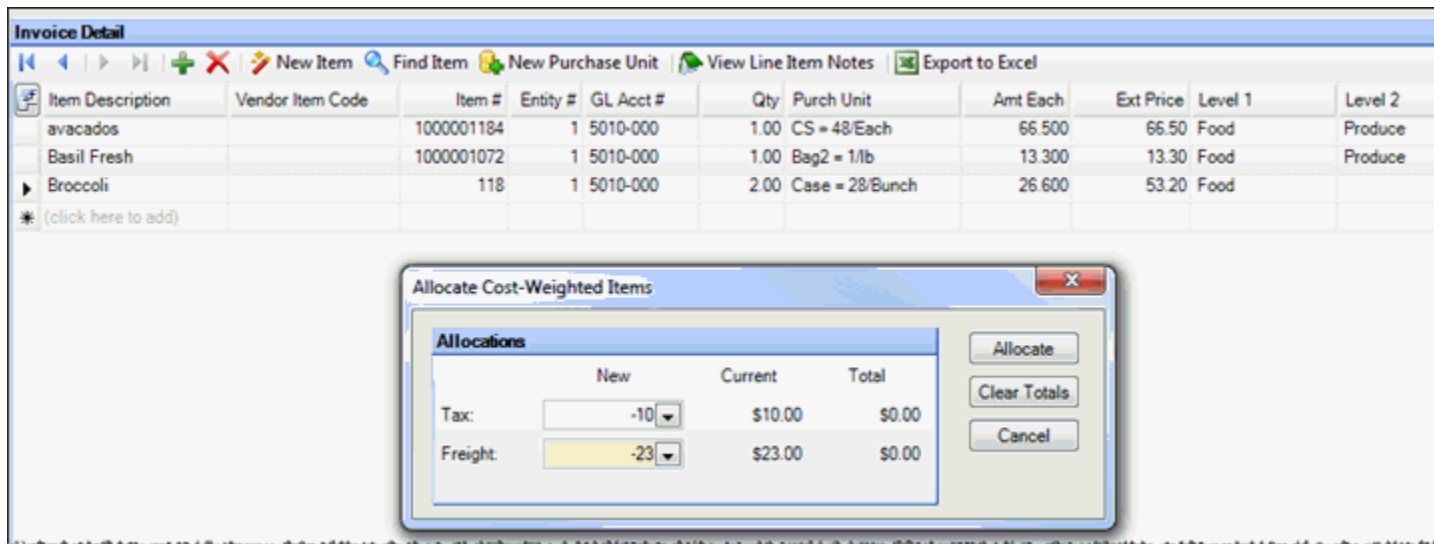


The screenshot shows the 'Invoice Detail' window after the allocation process. The 'Amt Each' and 'Ext Price' columns have been updated to reflect the allocation of tax and freight costs.

Item Description	Vendor Item Code	Item #	Entity #	GL Acct #	Qty	Purch Unit	Amt Each	Ext Price	Level 1	Level 2
avacados		1000001184	1	5010-000	1.00	CS = 48/Each	66.500	66.50	Food	Produce
Basil Fresh		1000001072	1	5010-000	1.00	Bag2 = 1/lb	13.300	13.30	Food	Produce
Broccoli		118	1	5010-000	2.00	Case = 28/Bunch	26.600	53.20	Food	

The 'Clear Totals' button allows the running total to be reset. It does NOT affect already allocated amounts.

If a user wishes to reverse an allocation, they should enter a new negative allocation amount that will be applied against the current state of the invoice detail:









The screenshot shows the 'Allocate Cost-Weighted Items' dialog box with negative values entered in the 'New' column for 'Tax' and 'Freight', indicating a reversal of the previous allocation.

Allocations	New	Current	Total
Tax:	-10	\$10.00	\$0.00
Freight:	-23	\$23.00	\$0.00


Clicking 'Allocate' will apply the negative amounts, reversing the previous allocation.


Invoice Detail

Item Description	Vendor Item Code	Item #	Entity #	GL Acct #	Qty	Purch Unit	Amt Each	Ext Price	Level 1	Level 2
avacados		1000001184	1	5010-000	1.00	CS = 48/Each	50.000	50.00	Food	Produce
Basil Fresh		1000001072	1	5010-000	1.00	Bag2 = 1/lb	10.000	10.00	Food	Produce
Broccoli		118	1	5010-000	2.00	Case = 28/Bunch	20.000	40.00	Food	
* (click here to add)										

Finishing the Invoice

When you have entered all of the line item detail, click **Save Changes** . Once your invoice has been saved, you have several options to continue processing payables; you can print a report of the open invoice, complete or post the invoice (see [Completing and Posting](#)), edit the existing, or start a new batch. Or you can simply exit the record and come back at a later time to complete it.

Note: You can add notes either at the line item level or to the record. To add a note, click on the Notes icon (). To view a line item note, you must have that line item selected when you click "View line item notes."

Completing and Posting Transactions in Compeat

Complete

Select **Complete** to finish a transaction. Completed screens are ready to be verified and then posted by someone else. Entries that are completed but not yet posted can still be changed.

The Complete button is intended to be used by accounting personnel who do not have the authority — called [batch posting authority](#) in Compeat — to post transactions. These personnel will enter batches, then select the **Complete** button to finish the transaction. Subsequently, another person with batch posting authority will verify that the completed information is correct, and then post the batch using either the batch posting feature or using the individual transaction's Post button (see below). Typically, if using this two-tiered authority system, you will only grant batch posting authority to a certain level of management, and they will post in batches.

Post

Select the **Post** button to create journal entries from completed transactions and to have the information from them propagate throughout the Compeat system. Once entries are posted, they cannot be directly changed; to account for mistakes in them, you must make appropriate [void transactions](#). Only users who have been granted batch posting authority will have access to the **Post** button in each transaction screen, and to the posting features