



## FAQ

[Home](#) / [FAQ](#) / How do I access the notes I added to an AP invoice or Manual check?

### How do I access the notes I added to an AP invoice or Manual check?

There are two types of notes for AP invoices and Manual checks. **Voucher Notes** are entered for the entire voucher and is accessed using the page icon at the top of the screen (boxed in red). **Line Item Notes** is accessed via the icon above the detail line (boxed in green).

**AP Invoices**

[New Recurring Invoice](#)
[Convert Order](#)
[Delete Batch](#)
[Scan Documents](#)
[Complete](#)
[Post](#)
[1099 Type](#)
[Allocate Costs](#)

---

**Invoice**

Batch Code	Voucher #	Apply Date	Doc Type	Invoice Amt	Non-Disc Amt	PO #
BV-021-000053	V-021-0000128	/ /	Invoice			
Vendor Code	Vendor Name	Vendor Group	Invoice #	Invoice Date	Due Date	

---

**Invoice Detail**

[New Item](#)
[Find Item](#)
[New Purchase Unit](#)
[View Line Item Notes](#)
[Export to Excel](#)

Item Description	Vendor Item Code	Item #	Entity #	GL Acct #	Qty	Purch Unit	Amt Each	Ext Price	Level 1
* (click here to add)									

Voucher Notes entered using the icon boxed in red show up on the *Vendor Inquiry* screen and AP reports.

**Vendor Inquiry**

[Get Records](#)
[Find in Results](#)
[Expand](#)
[Collapse](#)
[Scan Documents](#)

---

**Filter Options**

Entity #	From Date	To Date	Active	Vendor	Region:	District:
21	1/1/2015	3/26/2015	<input checked="" type="checkbox"/>	KITCHEN ZONE, L.L.C.		

---

**Inquiry Data (1 record)**

[Export to Excel](#)

Drag a column header here to group by that column:

Entity #	Voucher #	Doc Typ	Doc #	Notes	PO #	Cleared Bank Rec	Doc Amo	Disc Am	Amo
21	V-021-0000108	INV	1259	voucher note		<input type="checkbox"/>	\$636.69	\$0.00	

**Voucher History**

Print Preview Setup Export to Excel

**Report Options**

Sort By  
 Vendor Code  
 Vendor Name

Include Subtotals  
 Show Voucher Details  
 Show Voucher Notes  
 Alternating Report Bands

Include Unposted  
 Show Voided Only

Entity: Entity #: 21  
Vendor Group: Vendor Group:  
Vendor: Vendor:

Invoice Date Range: From: To:  
Apply Date Range: From: To:

Inventory Item # Range: From: To:  
Acct # Range: From: To:

List voucher numbers, separated by commas

List document numbers, separated by commas

Line Item Notes entered using the icon circled in green are attached to the GL entries and show on the GL report when the option is selected.

Report Options

Data to Include

- Open Years
- Closed Years
- Unposted AP
- Unposted DSRs
- Unposted Inv JEs
- Unposted Gen Jrn

Subtotal Options

- Subtotal by Entity
- Subtotal by Period
- Subtotal by Day

Display

- Detail
- Notes

Group By

- Entity
- GL Acct #

Acct# Range

From: [ ] To: [ ]

Entities

Entity #: [ 21 ] Region: [ ] District: [ ]  
Entity Filter: [ ]

Batch Code

[ BV-021-000047 ]

Journal Ctrl #

[ ]

Apply Date Range

From: [ ] To: [ ]

GL Account # List, example: 4500-000, 4520-000, 46\*, 2000-000 .. 3000-000, 5500-000, etc...

[ ]

General Ledger		General Ledger Report		
3/26/2015 3:40 PM		General Ledger		
		Denver Grill, Entity #21		
		Page 1 of 1		
Date	Journal Ctrl#	Reference	Debit	Credit
2000-000	Accounts Payable			Beginning Balance: \$0.00
01/30/2015	BV-021-000047	BV-021-000047		636.69 (\$636.69)
				Ending Balance
Totals for 2000-000			\$0.00	\$636.69 (\$636.69)
Net Change				\$636.69
7500-000	Gas Utilities			Beginning Balance: \$0.00
01/30/2015	V-021-0000108	Kitchen Zone, L.L.C. - 1259	100.00	\$100.00
Notes: line 2 note				
				Ending Balance
Totals for 7500-000			\$100.00	\$0.00 \$100.00
Net Change			\$100.00	
7600-000	Kitchen & Dining Supplies			Beginning Balance: \$0.00
01/30/2015	V-021-0000108	Kitchen Zone, L.L.C. - 1259	536.69	\$536.69
Notes: line item notetest				
				Ending Balance
Totals for 7600-000			\$536.69	\$0.00 \$536.69
Net Change			\$536.69	
				Ending Balance

If you have additional questions, feel free to contact Compeat Support at [support@compeat.com](mailto:support@compeat.com).

Was this Helpful ?

yes

no

How do I make an vendor's invoice with a different 1099 box type than the default?

I am trying to import vendor files but Compeat says the directory doesn't exist. What do I do?

Items aren't auto-populating when I place orders. What do I do?

I get a catch weight error when importing invoices. What do I do?

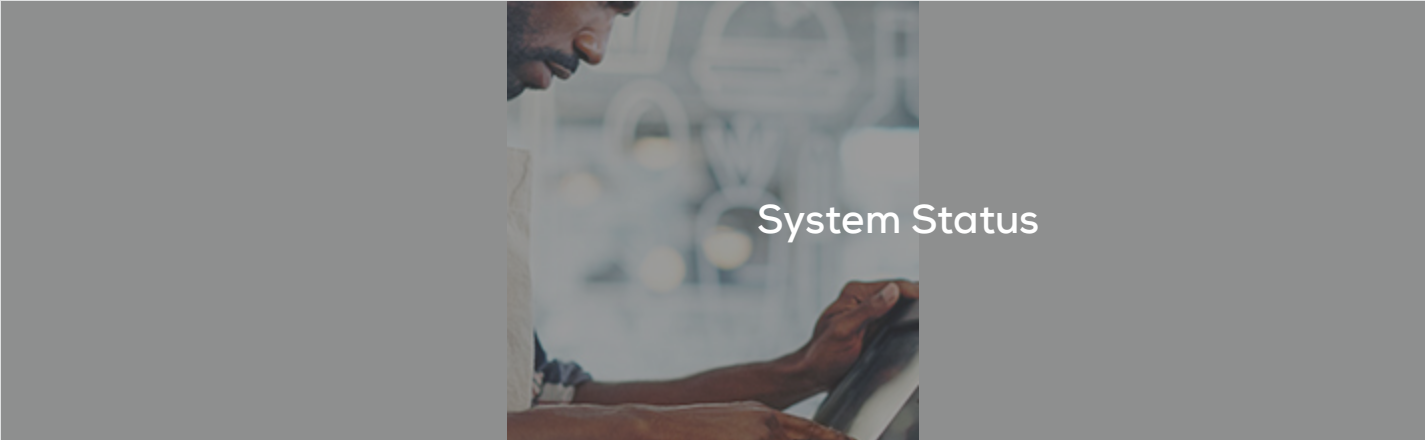
What kind of barcode scanner can I use for mobile inventory counts?

I get a sales tax error when importing invoices. What do I do?

How do I fix an item that was matched incorrectly on an invoice or order guide import?

---

## Learn More



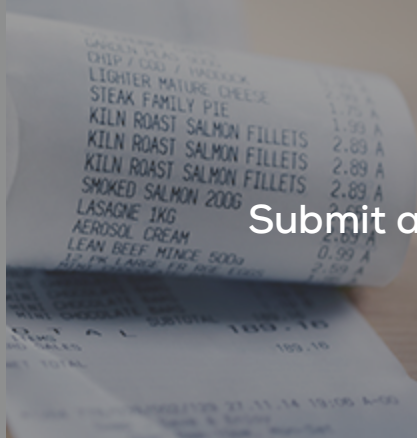
System Status



News and Updates

---

## Need More Help?



Submit a Ticket



Enhancements and Feedback