

# Manage Invoices in Accounts Payable



## Manage Invoices

This menu lets you accrue new invoices for payment and view, modify, or delete existing invoices.

## Help Files

Click the information icon to access step-by-step instructions for this particular menu.

## Search

1) Search for invoices and filter by **Date Range**, **Invoice Number**, **Type**, and **Status**

**Manage Invoices** ?

Filters: Vendor: (All Vendors) Site: (All Sites)

Select: Date Range (dropdown) From: mm/dd/yyyy To: mm/dd/yyyy Type: Fund Management

Invoice #	PO #	Vendor/Employee	Date	Status	Total
123		ABC School Supply	01/23/2020	Unpaid	\$100.00
2544		ABC School Supply	01/23/2020	Unpaid	\$0.00

**Expand**  
2) Click this icon to view quick details about the invoice.

**View/Edit**  
4) Click this button to view or edit the selected invoice.

**Delete and Duplicate**  
3) Click the **Delete** link to delete the invoice or the **Duplicate** link to make a copy of the invoice.

**View / Edit Invoice** Status: Unpaid History

Invoice # 123 PO # Invoice Date 01/23/2020 Post Date 01/23/2020 Due Date 01/23/2020 Check Stub Memo

Remit To: Vendor (selected) Employee (unselected)

Vendor Code / Vendor Name: ABC - ABC School Supply + Add

Attn To: [Empty]

Address 1: 919 College Road City: Wilmington

Payment By: Check  Separate Check

Country: US - UNITED STATES

Address 2: [Empty]

State: NC Zip: 28405

Ship To: Site: 999 Site 999 - Name

Attn To: [Empty]

Address 1: 999 PayableTo Address Street City: Wilmington

Address 2: [Empty]

State: NC Zip: 28403

**History**  
5) Click this button to view an audit history of the invoice.

Manage Invoices SCHOOL LINQ

**Filters:** Vendor: (All Vendors) Site: (All Sites)

**Invoice Info**

2) Enter the **Invoice #, PO #, Invoice Date, Post Date, Due Date,** and any **Check Stub Memo.**

To:

Type:

**Add**

1) Click this link to create a new invoice.

[+ Add](#)

	Site	Date	Status	Total	
<a href="#">123</a>	ABC School Supply	999 Site 999 - Name	01/23/2020	Unpaid	\$100.00

**Create New Invoice** Status: Unpaid

Invoice # \*Required

PO #

Invoice Date

Post Date

Due Date

Check Stub Memo

Remit To:  Vendor  Employee

Vendor Code / Vendor Name  [+ Add](#)

Attn To:

Address:

City:  Zip:

Ship To

Site:

Attn To:

Address 1:

City:  State:  Zip:

**Vendor vs. Employee**

3) Select either **Vendor** or **Employee** to remit to. This determines the fields that are required.

**Ship To**

4) This information will be automatically populated based on the **Site** selected, but this is editable.

Invoice Items

5) Click **Add** to add a new invoice item, and enter the information required in the fields that display.

Account #	Description	PO Qty	Quantity	Unit	Description	Event	Unit Cost	Item Total	Type	Tax	Reimb	Line Total
<input type="text"/>	<input type="text"/>		0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	\$0.00	Goods	%	\$0.00	\$0.00

[+ Add Account](#)

Account Total: \$0.00

**Tax**

7) Enter the sales tax amount from the invoice. The sales tax amount calculated based on the line totals and sales tax rates will show as the **Calculated Tax** amount.

**Comment**

6) Add comments, if necessary.

Comment:

SubTotal	\$0.00
S & H	\$0.00
Calculated Tax: \$0.00	0.00
<b>Grand total</b>	<b>\$0.00</b>