Group Entry

Group Entry allows for multiple invoices to be keyed against a single purchase order without the requirement of adding each individually. It is a modified entry format that requires minimal information for each invoice. Once generated, the system will create an invoice record for each line of group entry saving time with data entry.

Note: Group Entry must liquidate a purchase order.

Financials>Accounts Payable>Invoice Processing>Invoice Entry

1. Click Group Entry from the Menu group of the ribbon.
2. Complete Batch Header.
3. Click Accept.
   The system will display the Group Entry screen.

4. Enter the Purchase Order Year and Purchase Order Number, or click the field help to choose from a list of purchase orders.
   The system will populate the vendor information.
5. Enter the total liquidation amount. This should be the sum of all invoices to be entered.

6. Enter the invoice number, gross amount, invoice date, description, and number of pages (if utilizing batch scanning) for each record. Enter invoices until the Gross equals the Liquidation amount indicated above.

7. Click Accept to save the entries.

8. Click Gen Invoices from the Menu group of the ribbon to create the invoice records. The system displays the batch header with the total invoices included in the batch.

   NOTE: You will be prompted to print labels if utilizing batch scanning.

9. Resume the batch and continue adding additional invoices or continue processing the batch as the site procedures require.