Spectra AV – Financials – Vendor Charge Entry

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1. Overview

You can use Vendor Charge Entry to enter vendor invoices and post related charges to jobs or, post expenses to G/L accounts. If the invoice is already entered through the voucher system, you can recall the voucher number to display all related invoice data. The system also allows for the entry of invoices that weren't entered as vouchers. These invoices are referred to as pre-approved invoices and are assigned a voucher number.

The system has built in security so that expenses are posted by authorized employees only. Use Vendor Entry Security to authorize use of this menu and allow access to any other functions for each user.

When accessing Vendor Charge Entry for the first time, a Security Warning Window is displayed, prompting you to start the installation of a Java Plug-in.

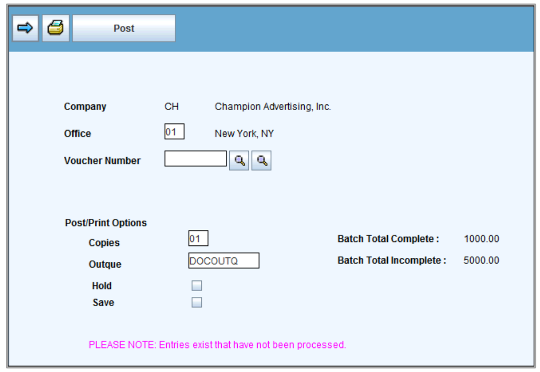
2. Installing Java Plug-in

The first time you access Vendor Charge Entry, a Security Warning window opens, prompting you to start the installation of a Java Plug-in. This plug-in lets you use a Java applet which improves the option's performance. Click, **Yes,** at the initial prompt, and then follow the installation instructions. When the prompt asks you about granting authority, click **Grant Always**, to avoid having to grant authority each time.

3. Entering Vendor Charges

To enter vendor charges:

1. Select **Accounts Payable**, **Process Vendor Invoices**, and then click **Vendor Charge Entry**.



2. Enter an **Office** code or accept the default code.
3. Enter or select a **Voucher Number** if the invoice was previously entered in the system and has already been assigned a **Voucher Number**. If you are entering an invoice that has not been entered in the voucher system but is approved for payment, leave the **Voucher Number** field blank so that the system may assign the next available unused voucher number to this invoice..

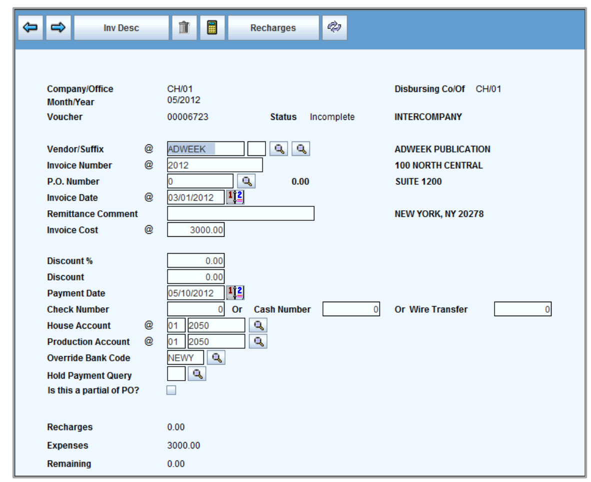
The **Batch Total Completed** number represents the total amount of vouchers that have been entered and completed, but not yet processed. The **Batch Total Incomplete** number represents the total amount of vouchers that have been started, but not completed.

4. Click **Next** or press **Enter** to open the Vendor Charge Header window, if you are not ready to Post. If you are ready to Post invoices, click **Post** to:
   - Classify the vouchers as processed and ready for payment.
   - Update Accounts Payable and make all other related journal entries.
   - Add any job-related charges to the job.
   - Print transaction registers showing journal entries made to Accounts Payable and General Ledger and detail posting activity.

4. Vendor Charge Header

If you entered a voucher number on the Initial Window, all invoice data previously entered in the voucher system displays. Otherwise, the system displays the next available voucher number and a blank window so you may enter the preapproved invoice data.

The Vendor Charge Header window is shown below:



To update the vendor charge header:

1. Enter or select the **Vendor/Suffix** code of the vendor who issued the invoice
2. Enter or select the **Invoice Number**.
3. Enter or select a **P.O. Number** if a purchase order was issued for the items on the invoice.

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4. Enter or select the **Invoice Date** of the vendor invoice. This date cannot be greater than the system month/year and cannot be more than a year old.
5. Enter the **Remittance Comments** (description) of the voucher.
6. Enter the total **Invoice Cost**.
7. Enter the cash **Discount %** or **Discount** offered by the vendor, if it applies.
8. Enter or select the **Payment Date** of this invoice. If you leave this field blank, the system calculates the payment due date based on the payment terms established in the Agency Profile or Common Vendor.
9. If a manual check was already issued in payment of this invoice, enter the **Check Number**. If the invoice was already paid in cash, enter the **Cash Number**. If you want to process vendor charges, as well as process payment by drafts/wire transfers, enter the wire transaction number in **Wire Transfer**.
10. Enter or select the **Hold Payment Inquiry** code if you want to prevent the processing of the voucher.
11. Select **Is this a partial PO?** if the invoice you received represents only a partial amount of the purchase order.
12. Click **Invoice Description** to open a window for entering additional descriptive information about this expense.
13. Click **Next** press **F6** to open the Vendor Charge Expense Distribution Window.

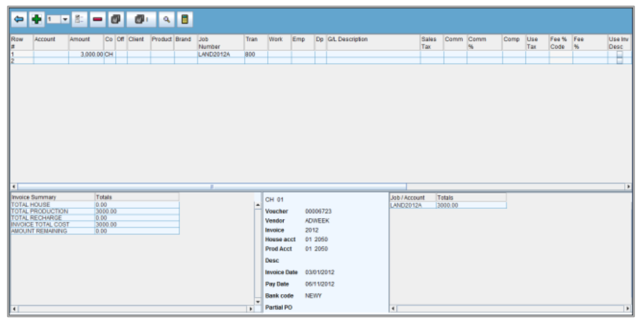
5. Expense Distribution

You can use the Vendor Charge Expense Distribution window to enter invoice amounts to the related production/house expense accounts. Rows for charge entry are set up similar to a spreadsheet. When setting up a new voucher, five blank rows default onto the Distribution Window. Select each field to make it active. Use Tab enter to advance to each field. To rearrange column headings, drag the column to the applicable location.

To add more rows, click **Add**. To save information ready for posting, click **Save**, press **Ctrl+ S**, or press **F9**. To save information as incomplete, click **Save as Incomplete**.

The lower middle portion of the window gives you a review of the information from the Vendor Charge Header Window. The lower-left pane displays Invoice Summary information. This section keeps track of the amounts entered for both House and Production accounts, the invoice total cost, and the remaining amount. The lower-right pane of the window displays a list of all entered Jobs or Accounts and the total for each. These two sections are automatically updated each time an amount is entered.

The Vendor Charge Expense Distribution window is shown below.



1. Click **Preference** to add/remove Detail Columns of information.

1. Enter the company to which this expense is to be distributed.
2. Enter the office to which you want a house expense posted. If left blank, the system defaults to your sign-on office.
3. (Production Expense) Enter the job number to which a portion, or total amount of the charge should be allocated.
4. Enter the client code to be billed for this job if required by security settings in Vendor Entry Security.
5. (House Expense) Enter a valid department code to specify to which department this expense should be posted.
6. (House Expense) Enter a valid account number to specify to which account this expense should be posted. The system allows you to enter any account; therefore, make sure you are entering an expense account.
7. Enter the amount of the Production or House expense.
8. (Production Expense) Enter the Transaction Code and Work Code associated with the vendor charge.
9. (House Expense) Enter the employee code if this House Account requires an employee code at time of entry.
10. (House Expense) Enter a description in the G/L Description field, only if you want the description to differ from that entered on the Header Window.

✱ *To save time in entering text, double-click the description field then retype only the information you want to change.*

1. (Production Expense) Enter the Sales Tax amount, associated with the expense, if you want that portion of the invoice to be reported separately on the client's invoice.
2. (Production Expense) If applicable, enter the Purchase Order number to identify the purchases made for the job.
3. (Production Expense) If your company is using components, enter the applicable Component to have different stages of a job broken down for reporting and billing purposes without having to open multiple job number.
4. (Production/House Expense) If Use Tax is applicable, enter the Use Tax amount if any, associated with the expense, if you want that portion of the invoice to be reported separately on the client's invoice.
5. If your company uses the second level markup for charges, enter a Fee Code set up in the Agency Profile and which represents the percentage of markup on the vendor's invoices
6. Select **Use Inv Desc** only if you want to use the Invoice description instead of the description entered on the Header Window.
7. If applicable, enter the Corridor code that identifies the business area that is associated with this company/office. Corridor codes are created in the Agency Profile

   (House Expense Only) Select **Job Memo Writeoff** to enter direct writeoff memos to the job then enter the applicable Tran/Work code and Job number.