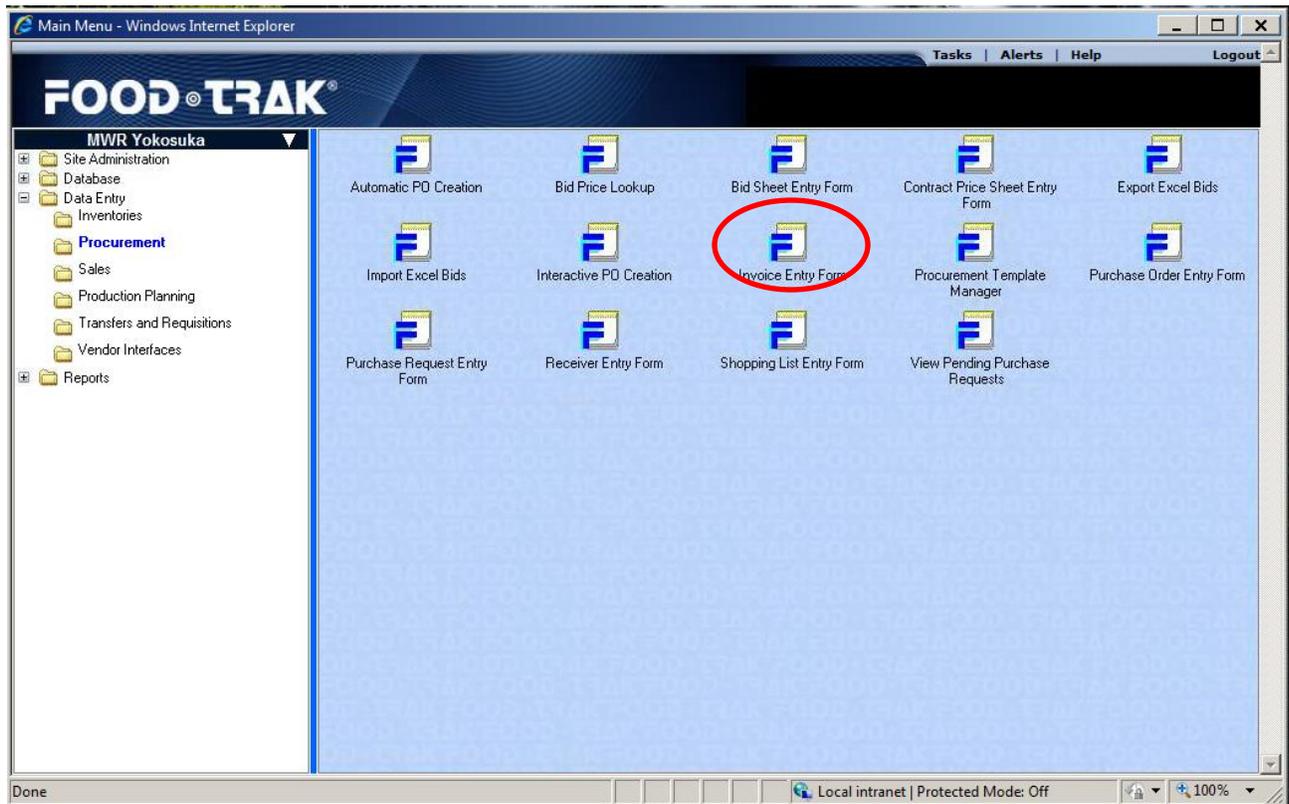
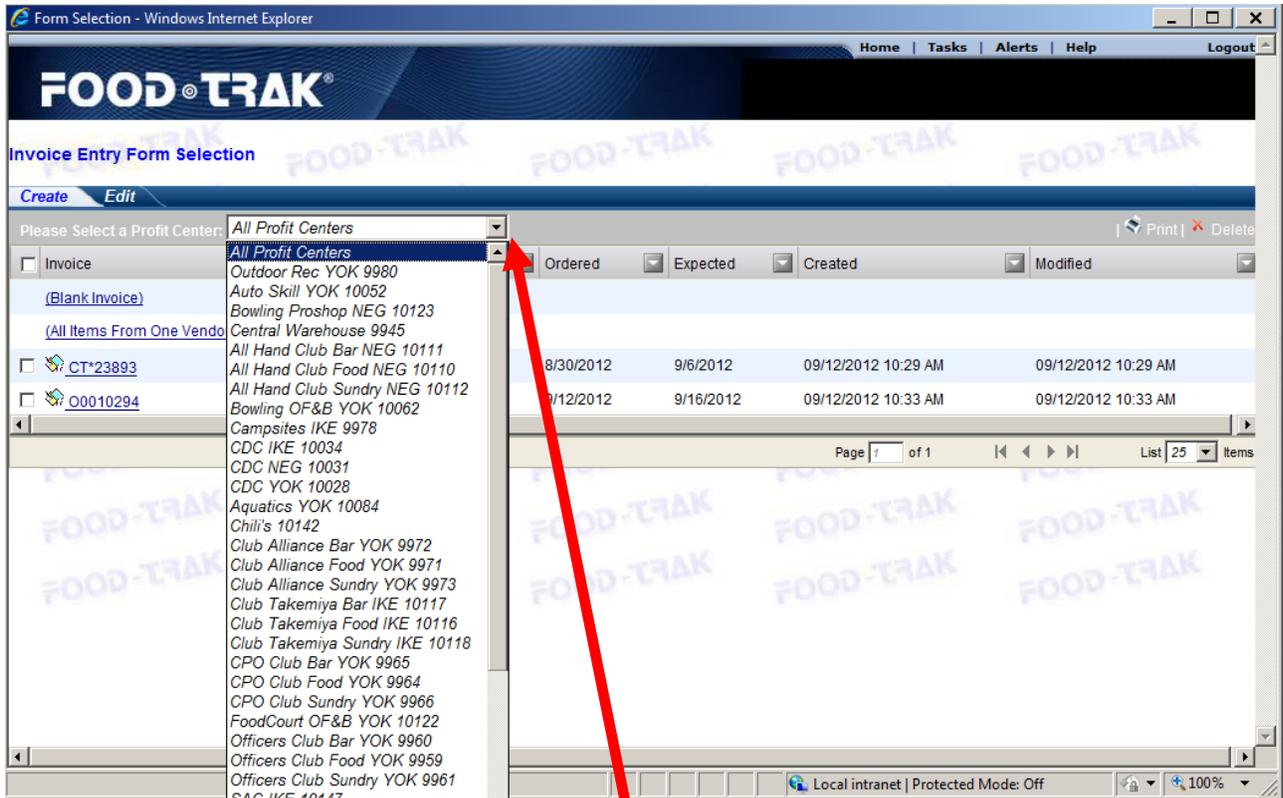


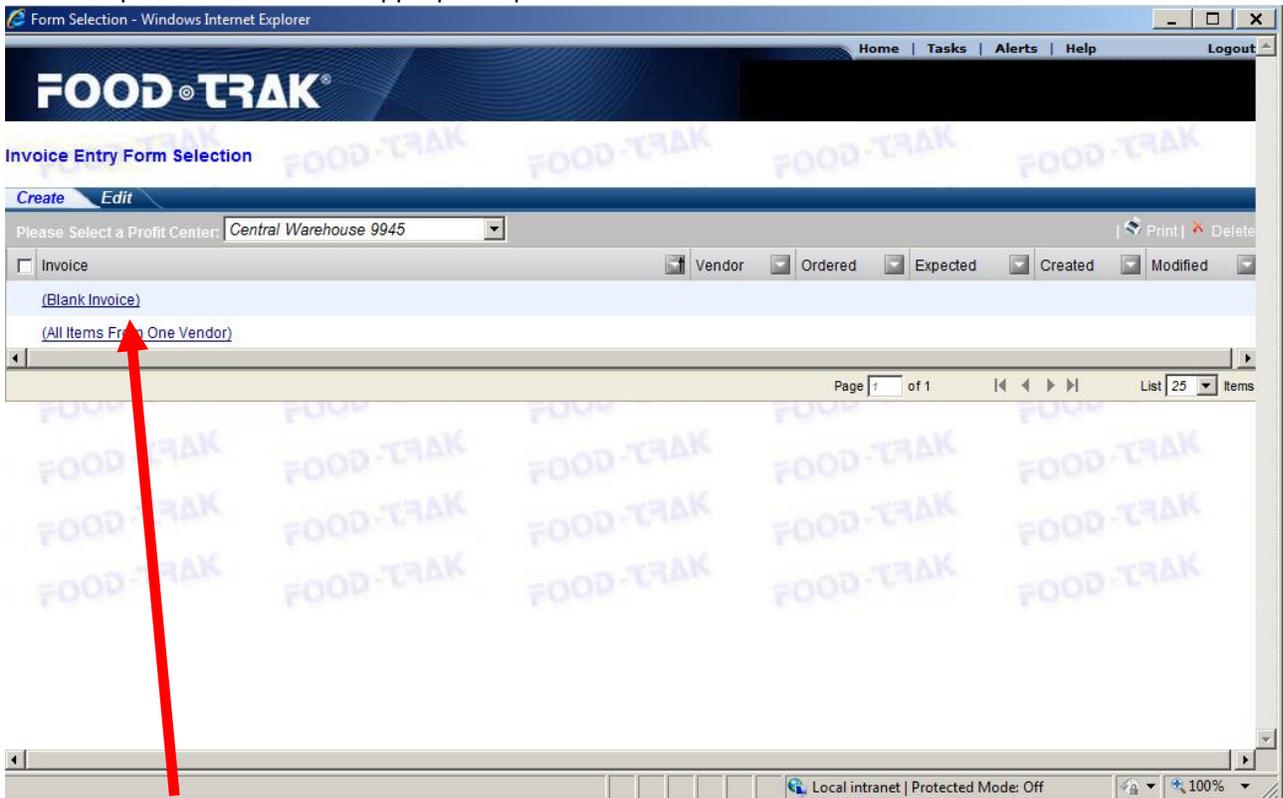
# How to Do Invoice Entry



Go to Data Entry, Procurement, Invoice Entry Form.



From the pull down select the appropriate profit center.



Click on Blank Invoice.

Header Details

Save Pause Complete (1 of 2) Print Close Create Transfer

Vendor: 10003 YOK Comm Entertainment (701000)

Invoice Number:  Spread: 0.00

Invoice Date: 8/15/2013 9:51:37 AM Freight: 0.00 Total Payable: 0.00

Due Date: 8/15/2013 Sales Tax Charges: 0.00 Calculated Payable: 0.00

Receiver:  Reference:  Difference: 0.00

Comments:

Click on Vendor pull down to select correct vendor.

- 10003 YOK Comm Entertainment (701000)
- A/P 9965 CPO Club Bar 781000
- A/P 9971 Club Alliance Food 781000
- A/P 9972 Club Alliance Bar 781000
- A6/A9 Yokosuka NEX**
- Aafes Yokota Bakery
- Adama Bakery
- Astugi DECA
- Babco
- Birite Food Service
- C. Lloyd Johnson
- CFAY MWR Maint dept
- Coastal Pacific
- CPA
- Dai Ichi Ya Seipan
- DECA
- Eikoh Boueki
- Faim and Swanson, Inc.
- Fuji Coca-Cola
- Futami / Hatano
- Gold Medal
- Gonilla Barbeque, LLC
- Grinders Pizza
- Hitomoto Shouji
- HJ (Hooters)
- Hot Stuff Foods, LLC
- Kiddercorp Coins
- Kitahara Sangyo
- MWR ATSUGI WAREHOUSE
- MWR Iwakuni
- MWR Sasebo

Header Details

Save Pause Complete (1 of 2) Print Close Create Transfer

Vendor: Birite Food Service

Invoice Number:  Spread: 0.00 Total Payable: 0.00

Invoice Date: 8/15/2013 9:51:37 AM Freight: 0.00 Calculated Payable: 0.00

Due Date: 8/15/2013 Sales Tax Charges: 0.00 Difference: 0.00

Receiver:  Reference:

Comments:

Input invoice number, total payable, and sales tax (for Deca Only) or Freight (BiRITE) first. Then click on Details.  
 (For yen invoices, put the total payable last)

Header Details

Save Pause Complete (1 of 2) Print Close Create Transfer

Vendor: Birite Food Service Invoice Date: 8/15/2013 Total Payable: \$0.00

Invoice Number: Due Date: 8/15/2013 Total Calculated: \$0.00 Difference: \$0.00

Currency Converter Correct Invalid Item Codes Set Location to ... Set Location to Default Find

Item Code	Name	Quantity	Unit	Cost	Extension	Report Group	Notes
Purchase Location	G/L Acct	Backord.	Date				
Click here to insert an item at the beginning of the form.							

Items 0 - 0 of 0

Click on line under Item Code Purchase row to enter items.

Header Details

Save Pause Complete (1 of 2) Print Close Create Transfer

Vendor: Birite Food Service Invoice Date: 8/15/2013 Total Payable: \$0.00  
 Invoice Number: Due Date: 8/15/2013 Total Calculated: \$0.00 Difference: \$0.00

Currency Converter Correct Invalid Item Codes Set Location to ... Set Location to Default Find

Select Item to Insert:

Item Code

Please type in the desired search information and click the Search button.

FOOD-TRAK  
FOOD-TRAK  
FOOD-TRAK  
FOOD-TRAK  
FOOD-TRAK

Item Code	Name	Quantity	Unit	Cost	Extension	Report Group
Notes	Purchase Location	G/L Acct	Backord.	Date		
Click here to insert an item at the beginning of the form.						

Items 0 - 0 of 0

Add New Close

Enter Item Code to look up items.

Select item to insert.

Item Code

Item Code  
Name  
Abbreviation  
Internal Reference  
Barcode  
Report Group

Or use the pull down to select other option for looking up items.

Header Details

Save Pause Complete (1 of 2) Print Close Create Transfer

Vendor: Binte Food Service Invoice Date: 8/15/2013 Total Payable: \$0.00  
 Invoice Number: Due Date: 8/15/2013 Total Calculated: \$0.00 Difference: \$0.00

Currency Converter Correct Invalid Item Codes Set Location to ... Set Location to Default Find

Select Item to Insert:

Item Code  

Rice Med Grain X-fancy  
4% Broken 1/50lb  
412030/412028

Item Code	Name	Quantity	Unit	Cost	Extension	Report Group
Notes	Purchase Location	G/L Acct	Backord.	Date		
Click here to insert an item at the beginning of the form.						
Items 0 - 0 of 0						
Item Name: Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028						
Item Code: 412030 Vendor Description: Rice Med Grain X-fancy 4% Broken 1/50lb 412030						
<a href="#">View Current on Hand</a>						
Quantity	Unit	Cost	Extension	Notes	Purchase Location	G/L Acct
1.0000	cs50lb	24.1400	0.00		H-12 Dry (Central v	151000
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Edit"/> <input type="button" value="Update"/> <input type="button" value="Insert"/> <input type="button" value="Remove"/>						

Displaying 1 - 1 of 1 items

Enter item information and click on Magnifying glass icon.

If the item is in the database, the item will come up as shown.

Enter Quantity received, use the pull down to modify Units if needed and cost.

Quantity	Unit	Cost	Extension	Notes	Purchase Location
<input type="text" value="1.0000"/>	<input type="text" value="cs50lb"/>	<input type="text" value="24.1400"/>	<input type="text" value="24.14"/>	<input type="text"/>	<input type="text" value="H-12 Dry (Central v"/>
<input type="button" value="Back"/> <input type="button" value="Edit"/>					

gram  
lb  
oz  
cs50lb  
cs25lb

Click Update to finalize entering item on invoice.

Item Code	Name	Quantity	Unit	Cost	Extension	Report Group
Notes	Purchase Location	G/L Acct	Backord.	Date		
Click here to insert an item at the beginning of the form.						
Items 0 - 0 of 0						
Item Name: Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028						
Item Code: 412030 Vendor Description: Rice Med Grain X-fancy 4% Broken 1/50lb 412030						
<a href="#">View Current on Hand</a>						
Quantity	Unit	Cost	Extension	Notes	Purchase Location	G/L Acct
1.0000	cs50lb	24.1400	24.14		H-12 Dry (Central v	151000
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Edit"/> <input type="button" value="Update"/> <input type="button" value="Insert"/> <input type="button" value="Remove"/>						

If invoice is in yen, click on Currency Converter to convert from Yen to US Dollars.  
 Click OK on pop up and enter the Monthly MWR rate.

Header		Details																													
<input type="button" value="Save"/> <input type="button" value="Pause"/> <input type="button" value="Complete (1 of 2)"/> <input type="button" value="Print"/> <input type="button" value="Close"/> <input type="button" value="Create Transfer"/>																															
<b>Vendor:</b>	Birite Food Service	<b>Invoice Date:</b>	8/15/2013																												
<b>Invoice Number:</b>		<b>Due Date:</b>	8/15/2013																												
		<b>Total Payable:</b>	\$0.00																												
		<b>Total Calculated:</b>	\$24.14																												
		<b>Difference:</b>	-\$24.14																												
<input type="button" value="Currency Converter"/> <input type="button" value="Correct Invalid Item Codes"/> <input type="button" value="Set Location to ..."/> <input type="button" value="Set Location to Default"/> <input type="button" value="Find"/>																															
<b>Select Item to Insert:</b> Item Code: <input type="text" value="412030"/> <input type="button" value="Add New"/> <input type="button" value="Close"/>		<table border="1"> <thead> <tr> <th>Item Code</th> <th>Name</th> <th>Quantity</th> <th>Unit</th> <th>Cost</th> <th>Extension</th> <th>Report Group</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;">Click here to insert an item at the beginning of the form.</td> </tr> <tr> <td>412030</td> <td>Rice Med Grain X-fancy 4% Broken 1/50lb</td> <td>1.0000</td> <td>cs50lb</td> <td>24.1400</td> <td>24.14</td> <td>Grain/Flour/Oil</td> </tr> <tr> <td></td> <td></td> <td></td> <td>H-12 Dry</td> <td></td> <td>151000</td> <td></td> </tr> </tbody> </table>		Item Code	Name	Quantity	Unit	Cost	Extension	Report Group	Click here to insert an item at the beginning of the form.							412030	Rice Med Grain X-fancy 4% Broken 1/50lb	1.0000	cs50lb	24.1400	24.14	Grain/Flour/Oil				H-12 Dry		151000	
Item Code	Name	Quantity	Unit	Cost	Extension	Report Group																									
Click here to insert an item at the beginning of the form.																															
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			H-12 Dry		151000																										
Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028		Items 1 - 1 of 1																													

Once all information is entered, check to make sure Difference is \$0.00

<b>Vendor:</b>	Birite Food Service	<b>Invoice Date:</b>	8/15/2013	<b>Total Payable:</b>	\$24.14	
<b>Invoice Number:</b>		<b>Due Date:</b>	8/15/2013	<b>Total Calculated:</b>	\$24.14	
					<b>Difference:</b>	\$0.00

Click on Complete (1 of 2) to finalize invoice.

Header		Details									
		Save Pause <b>Complete (1 of 2)</b> Print Close Create Transfer									
Vendor:	Birite Food Service	Invoice Date:	8/15/2013	Total Payable:	\$0.00						
Invoice Number:		Due Date:	8/15/2013	Total Calculated:	\$24.14	Difference:	-\$24.14				
		Currency Converter		Correct Invalid Item Codes		Set Location to ...		Set Location to Default		Find	
Select Item to Insert:		<b>Item Code</b> <b>Name</b> <b>Quantity</b> <b>Unit</b> <b>Cost</b> <b>Extension</b> <b>Report Group</b>									
Item Code		<b>Notes</b> <b>Purchase Location</b> <b>G/L Acct</b> <b>Backord.</b> <b>Date</b>									
412030		Click here to insert an item at the beginning of the form.									
Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028		412030	412030/412028	1.0000	cs50lb	24.1400	24.14	Grain/Flour/Oil			
					H-12 Dry		151000				
FOOD-TRAK FOOD-TRAK FOOD-TRAK FOOD-TRAK FOOD-TRAK											
Displaying 1 - 1 of 1 items		Items 1 - 1 of 1									
Add New		Close									

Header   Details

Close   **Complete (2 of 2)**   Create Transfer

**Summary:**  Print When Completed

	Invoice
<p>MWR Yokosuka [No Address Available]</p> <hr/> <p>Birite Food Service 123 South Hill Drive Brisbane, CA 94005-1203</p>	<p><b>Invoice Number:</b> Test  <b>Invoice Date:</b> 8/15/2013 9:51:37 AM  <b>Due Date:</b> 8/15/2013  <b>Receiver:</b>  <b>Reference:</b>  <b>Number of Items:</b> 1  <b>Total Payable:</b> \$24.14</p>

**Critical Issues:**  
None

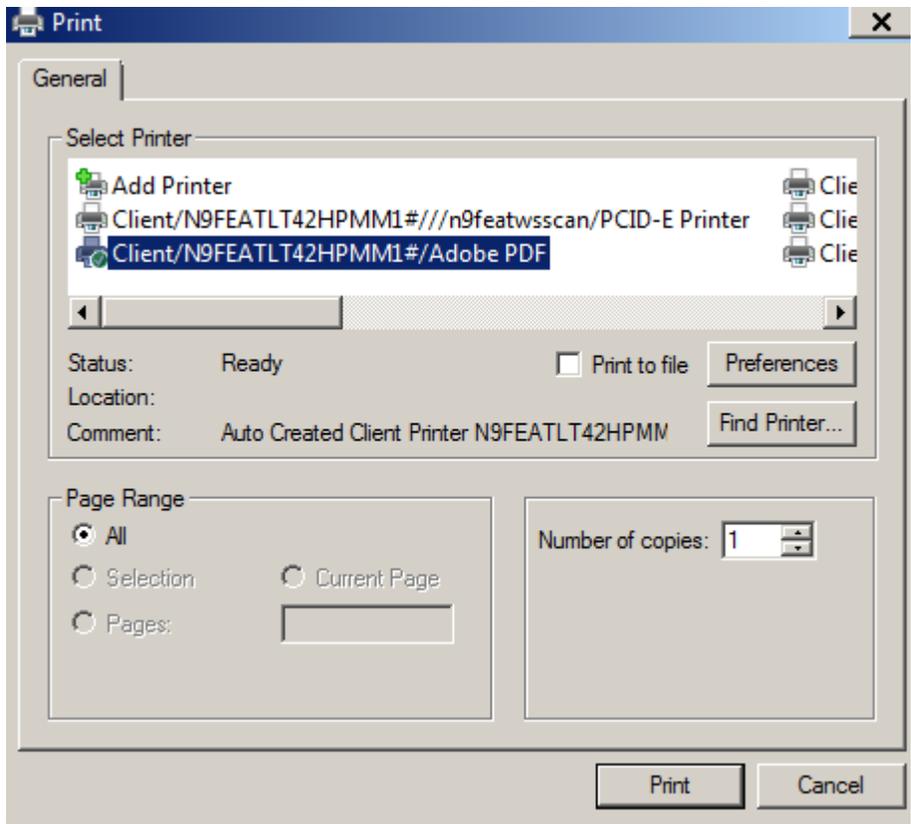
**Warnings:**  
None

**Distributions:**

Account	Description	Amount
151000	Resale Inventory	24.14 ✕
	New	
<b>Total Distributions:</b>		24.14
<b>Total Payable:</b>		24.14 📅
<b>Difference:</b>		0.00

Review invoice and check for Critical Issues and Warnings.  
 Toggle Print When Completed to print out a copy of invoice.  
 Click Complete (2 of 2) to finalize invoice entry.





Your default printer will be automatically selected. Click Print.