How to Do Invoice Entry



Go to Data Entry, Procurement, Invoice Entry Form.

🙋 Form Selection - Windows Int	ernet Explorer					_ 🗆 🗙
				Home Tasks	Alerts Help	Logout
T©GOO5	RAK°					
Invoice Entry Form Select	tion =000-TRAK	F000-	C7AK	FOOD TRAK	FOOD	TAPK
Create Edit						
Please Select a Profit Center:	All Profit Centers					🕏 Print 🎽 Delete
Invoice	All Profit Centers	Ordered	Expected	Created	Modified	
(Blank Invoice)	Auto Skill YOK 10052 Bowling Proshop NEG 10123					
(All Items From One Vendo	Central Warehouse 9945					
□ <u>% ст*23893</u>	All Hand Club Food NEG 10111	8/30/2012	9/6/2012	09/12/2012 10:29 AM	09/12/2012	10:29 AM
D 800010294	All Hand Club Sundry NEG 10112 Bowling OE&B VOK 10062	1/12/2012	9/16/2012	09/12/2012 10:33 AM	09/12/2012	10:33 AM
•	Campsites IKE 9978					•
	CDC IKE 10034			Page 1 of 1		List 25 💌 Items
	CDC YOK 10028	10 March 10				
	Aquatics YOK 10084	-				
	Chili's 10142	ACON.				
	Club Alliance Food YOK 9972					
	Club Alliance Sundry YOK 9973	=000-				
	Club Takemiya Bar IKE 10117	1.00				
	Club Takemiya Food IKE 10116					
	Club Takemiya Sundry IKE 10118					
	CPO Club Earl YOK 9905					
	CPO Club Sundry VOK 9966					
	FoodCourt OF&B YOK 10122					
	Officers Club Bar YOK 9960					
•	Officers Club Food YOK 9959					•
	Officers Club Sundry YOK 9961			💊 Local intranet Protected	Mode: Off	🖓 🔻 🔍 100% 💌
	19AC IKE 10117		,,,	, ,~ ·		, , , ,

From the pull down select the appropriate profit center.

Central Warehouse 9945				I 🛠 Print I 👗 De
	Vendor	Ordered Expected	Created	Modified
<u>D</u>				
2008	2002	Page 1 of 1	I4 4 > >I	List 25 💌 Ite
	Central Warehouse 9945	Central Warehouse 9945	Central Warehouse 9945	Central Warehouse 9945 Vendor Ordered Expected Created Page of 1 I

1 - 1 - 1

Click on Blank Invoice.

Header Details												
					Save	Pause	Compl	ete (1 of 2)	Print	Close	Create Transf	fer
Vendor:	10003 YOK Comm Ent	ertainment	(701000) 💌]								
Invoice Number:			Spread:		0.00		+	Total Payal	ble:	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 C	arges:	0.00		+	Difference:		0.00		
Receiver:]	Reference:									
Comments:												_
												-
												_

Click on Vendor pull down to select correct vendor.

10003 VOK Comm Entertainment (701000)	-
10003 FOR Comm Entertainment (101000)	-
A/P 9905 CPO Club Bar 781000	
A/P 9971 Club Alliance Food 781000	
A/P 9972 Club Alliance Bar 781000	
A6/A9 Yokosuka NEX	
Aates 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	
Gorilla Barbeque, LLC	
Grinders Pizza	
Hitomoto Shouii	_
H.I (Hooters)	
Hot Stuff Foods 11C	
Kiddercorp Coins	
Kitahara Sangyo	
MWR ATSUGI WAREHOUSE	
MWR Iwakuni	
MWR Sasebo	-

Header Detail	s						
			Save Pause	Complete (1 of 2)	Print	Close Create Tra	nsfer
Vendor:	Birite Food Service	•					
Invoice Number:		Spread:	0.00	Total Paya	able:	0.00	>
Invoice Date:	8/15/2013 9:51:37 AM	Freight:	0.00	Calculated	d Payable:	0.00	
Due Date:	8/15/2013	Sales Tax Charges:	0.00	Difference	e:	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 Tra	nsfer
Vendor: Bii Invoice Number:	rite Food Service In D	nvoice Date: Jue Date:	8/15/2013 8/15/2013	Total I Total (Payable: Calculated:	\$0.00 \$0.00	Differ	ence: \$0.00)	
	Currency Conv	verter Co	orrect Invalid It	em Codes	Set Loc	ation to	Set Lo	ocation to D	efault	Find
<u>Item Code Name Purchase Location G/L Acct</u>	<u>Quantity Unit</u> <u>Backord. Date</u>	<u>Cost</u> <u>Exter</u>	nsion <u>Report G</u>	<u>roup</u>	<u>Notes</u>					
	Click her	re to insert an	item at the beg	inning of the	e form.					
							lt	ems 0 - 0 of	0	

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

Header Details										
			Save	Pause	Complet	te (1 of 2)	Print	Close	Create T	ransfer
Vendor: Invoice Number:	Birite Food Service	Invoice Date: Due Date:	8/15/2013 8/15/2013	Total Total	Payable: Calculated	\$0.00 1: \$0.00	Diff	ference: \$	0.00	
	Currency C	onverter C	orrect Invalid	Item Codes	Set Lo	ocation to	. Set	Location t	o Default	Find
Select Item to Insert: Item Code	<u>ltem Code</u> <u>Name</u> <u>Notes</u>		<u>Quantity</u> Click here to	<u>Unit</u> <u>Purchase L</u> insert an item	<u>Cost</u> ocation at the beg	Extension <u>G/L Acc</u> inning of the	Report G ct form.	<u>Group</u> <u>Backord.</u>	<u>Date</u>	
Please type in the desired search information and cl	lick									
the Search button.	7									
	1									
								ltome	0 - 0 of 0	
Add New Close	se							nems	0-0010	

Enter Item Code to look up items.



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: Invoice Number:	Birite Food Service	Invoice Date: 8/15/2013 Due Date: 8/15/2013	Total Payable: \$0.00 Total Calculated: \$0.00	Difference: \$0.00
	Currency C	onverter Correct Invalid I	em Codes Set Location to	Set Location to Default Find
Select Item to Insert: Item Code	<u>Item Code</u> <u>Name</u> <u>Notes</u>	Quantity Q	Init <u>Cost</u> <u>Extension</u> <u>Purchase Location</u> <u>G/L Acc</u> sert an item at the beginning of the	<u>Report Group</u> <u>ct Backord.</u> <u>Date</u> form.
Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028				
FOOD TRAK	11e			tame 0 - 0 of 0
				•
	Item Name: Rice I Item Code: 412030 View Current on I	Med Grain X-fancy 4% Broken 0 Vendor Descriptic <u>Hand</u>	1/50Ib 412030/412028 n: Rice Med Grain X-fancy 4% Bi	roken 1/50lb 412030
	Quantity Unit	Cost Extension Notes	Purchase Location G/L	Acct Backordered Date
FOOD TRAK		ext Edit		Update Insert Remove
Displaying 1 - 1 of 1 Add New Clo	items se			

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 E	Extension	Notes	Purchase Location
1.0000	cs50lt 🗸	24.1400 2	24.14		H-12 Dry (Central V 💌
Back	gram Ib oz	Edi	it		
	cs50lb cs25lb				

Click Update to finalize entering item on invoice.

<u>Item Code</u> Notes	Quantity Unit Cos Purchase Location	<u>Extension</u> Report	<u>Group</u> Backord Date
	Click here to insert an item at the b	eginning of the form.	<u>Dackora.</u> <u>Date</u>
			Items 0 - 0 of 0
		00	
Item Name: Rice Med Grain X-ta	ancy 4% Broken 1/50lb 412, 20/4120	28 V-fancy 4% Brokon 1/	5015 A12030
View Current on Hand	endor Description. Rice Med Gran	A-lancy 478 broken 17	3010 412030
Quantity Unit Cost	Extension Notes Purchase Lo	cation G/L Acct	Backordered Date
1.0000 cs50lt - 24.1400	24.14 H-12 Dry (C	entral V 151000	
Back Next Ed	dit	Upd	ate Insert 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.

neader Details									
			Save	Pause	Comple	te (1 of 2)	Print Clos	e Create	Transfer
Vendor: Birite Fo	od Service	Invoice Date:	8/15/2013	Total I	Payable:	\$0.00			
Invoice Number:		Due Date:	8/15/2013	Total (Calculated:	\$24.14	Difference:	-\$24.14	
	Currency Co	onverter (Correct Invalid	ltem Codes	Set Lo	ocation to	Set Locatio	on to Default	Find
Select Item to Insert:	<u>Item Code</u> <u>Name</u>		<u>Quantity</u>	<u>Unit</u>	<u>Cost</u>	Extension	Report Group	rd Data	
Item Code	Notes		Click here to i	insert an iten	n at the bed	inning of the	form.	<u>u.</u> Dale	
412030	Rice Me	ed Grain X-fand	у						
Rice Med Grain X-fancy	412030 412030	/412028	1.0000	cs50lb	24.1400	24.14	Grain/Flour/Oil		
4% Broken 1/50lb 412030/412028				H-12 Dry		151000			
412030/412020									
FOOD-THAN									
FOOD-TRAK									
AM									
F000-1-14									
FOOD TRAK									
FOOD-TRAK									
Displaying 1 - 1 of 1 items							lte	ms 1 - 1 of 1	
Add New Close									

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

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

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



Header Details				
Cl	ose Complete (2	2 of 2) Create Transfer		
Jmmary:				
	Invoice			
MWR Yokosuka	Invoice Number:	Test		
[No Address Available]	Invoice Date:	8/15/2013 9:51:37 AM		
	Due Date:	8/15/2013		
Birite Food Service	Receiver:			
123 South Hill Drive	Reference:	1		
Brisbane, CA 94005-1203	Total Pavable:	\$24.14		
	[····· · ,-···			
Critical Issues:				
None				
Warnings'				
None				
Distributioner				
Distributions:				
New				
Total Distributions: 24.14				
Total Pavable: 24.14				
Difference: 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.

FOOD TWE Seport Viewer - Windows Internet Explorer		∂ X				
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	· · · · · · · · · · · · · · · · · · ·					
	B/152013 1013.03 AM Page 1 of 1 MVR Yokosuka Invoice Invoice Date : 6/152013 9 51.37 AM Due Date : 6/152013 Beter food Service Date South BDree Transee, CA 9405-1203 Sales Tar : 50.00					
	Spread : \$0.00 Total Payable Phone : FAX : Comment :					
7	Item Name Item Code Quantity Unit Price Total Notes					
	Kall Hold Spin X-fancy 412030 1.000 CS501 S24.14 4% Broken 150lb 412030 1.000 cS501 S24.14 412030 Total 524.14 524.14					
8	Account Distribution Summary:					
	Account Description Total Amount					
:	151000 Ressie Inventory \$24.14					
	Total : 524.14					

Food-Trak Report viewer will pop up allowing for final review prior to print. If everything is good click on the Print icon.

🖶 Print					X
General					
Select Printer-					_
Add Print Client/N9	er IFEATLT42HPMM1#// IFEATLT42HPMM1#//	/n9featw Adobe PE	/sscan/PCID-E Pri)F	inter 🖶 C	lie lie lie
•					•
Status:	Ready		Print to file	Preferences	;
Location: Comment:	Auto Created Client Prir	nter N9FE	ATLT42HPMM	Find Printer.	
Page Range —	C Current Page		Number of copies	: 1 🛨	
C Pages:					
			Print	Can	cel

Your default printer will be automatically selected. Click Print.