



Entering Bills and Approval Process In Accounts Payable



Entering Bills/ Invoices

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In Account Payable application we can:

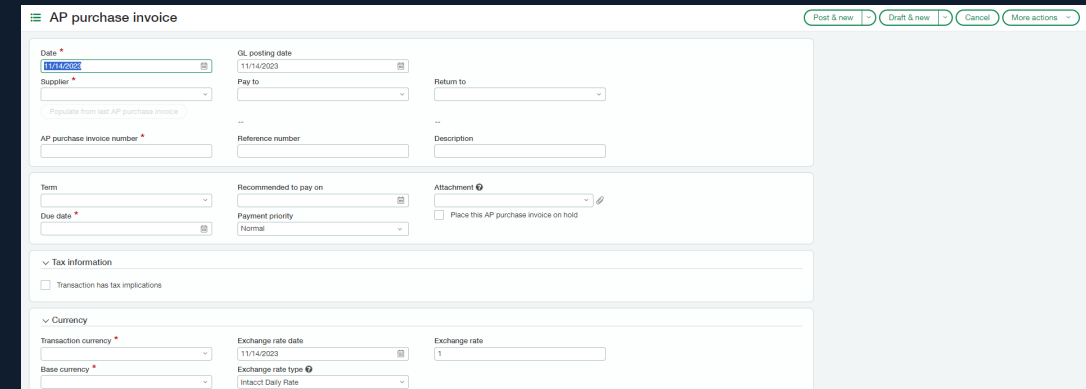
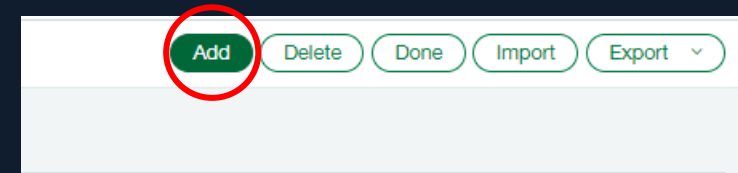
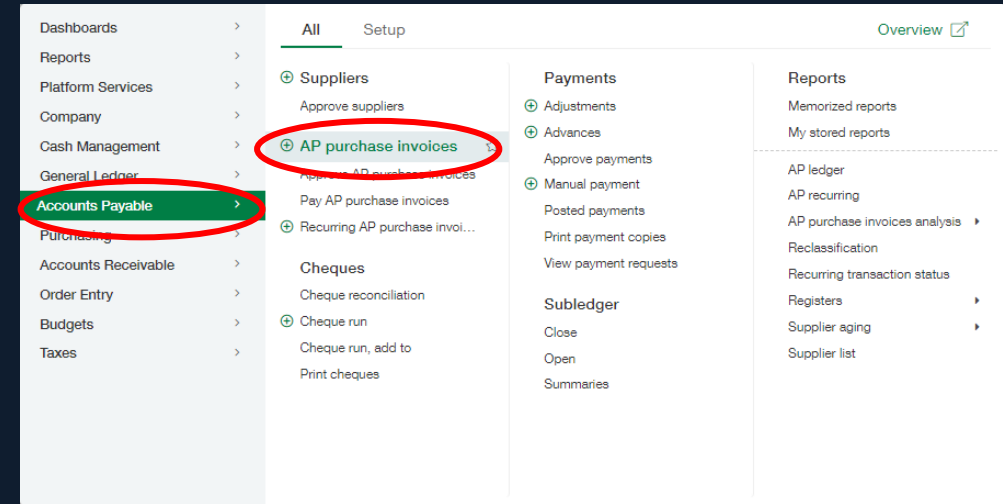
Add Bills by:
 Entering a new
 Importing bills

We can pay
 Pay an existing bill
 Reverse a bill
 Delete a bill

For this session we will focus on adding bills to the system

To add a bill/ Invoice go to:

Accounts Payable > All > Bills/ AP purchase invoice.
 Select Add in the right-hand corner



Date *	GL posting date	
11/14/2023	11/14/2023	
Supplier *	Pay to	Return to
<input type="button" value="Populate from last AP purchase invoice"/>		
AP purchase invoice number *	Reference number	Description
Term	Recommended to pay on	Attachment ?
Due date *	Payment priority	<input type="checkbox"/> Place this AP purchase invoice on hold
	Normal	
Tax information		
<input type="checkbox"/> Transaction has tax implications		
Currency		
Transaction currency *	Exchange rate date	Exchange rate
	11/14/2023	1
Base currency *	Exchange rate type ?	
	Intacct Daily Rate	

In the sections above fill in the required fields:

Date: (if your configuration setting is set to not allow future postings you cannot select a future date)

Supplier/ Vendor: Certain fields will auto populate such as “Pay to”, “Return to”, “Term” and “Due Date” depending on the details provided when creating the Vendor.

Invoice number: Set the invoice number

Due Date: if the due date did not auto populate after setting the Vendor you need to allocate a due date.

Date *	GL posting date	
11/14/2023	11/14/2023	
Supplier *	Pay to	Return to
Populate from last AP purchase invoice		
AP purchase invoice number *	Reference number	Description
Term	Recommended to pay on	Attachment ?
Due date *	Payment priority	<input type="checkbox"/> Place this AP purchase invoice on hold
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Tax information		
<input type="checkbox"/> Transaction has tax implications		
Currency		
Transaction currency *	Exchange rate date	Exchange rate
	11/14/2023	1
Base currency *	Exchange rate type ?	
	Intacct Daily Rate	

In the sections above fill in the required fields

Under **Tax information** section.

If the transaction has Tax implications make sure to select the check box.
Select the appropriate Tax Solution.

If the company is setup to use multi-currency make sure to select the right **Transaction and base currency** for the transaction.

Once all the required fields has been completed scroll down to the Entries Table

In the Entries Table below:

Adding line items:

- 1) Select the **Account**.
- 2) Set the **Amount**.
- 3) Select the required **Dimensions** (Required Dimensions are set when configuring AP).
- 4) Select the **Tax details** (only if required).
- 5) Input **Memo** (Not Required).

If Tax is applied to the transaction, there will be a **Tax summary** below the entries table

When completed click **“Post & New”** in the top right corner or click the down arrow and select **“Post”** if you done creating Bills/ invoices.

Show spend insight

Entries [Show defaults](#) What can I do here? ?

	Account *	1099	Transaction amount *	Base amount	Department	Location	Billable	Tax detail	Rate	Transaction tax	Memo	Transaction total	Base total	
☰ 1		<input type="checkbox"/>		--			<input type="checkbox"/>		--			--	--	+ 🗑
☰ 2		<input type="checkbox"/>		--			<input type="checkbox"/>		--			--	--	+ 🗑
☰ 3		<input type="checkbox"/>		--			<input type="checkbox"/>		--			--	--	+
Total				--	--					--		--	--	

Tax summary [Show summary](#)

Description	Percent	Transaction tax total	Base tax total
Total		--	--

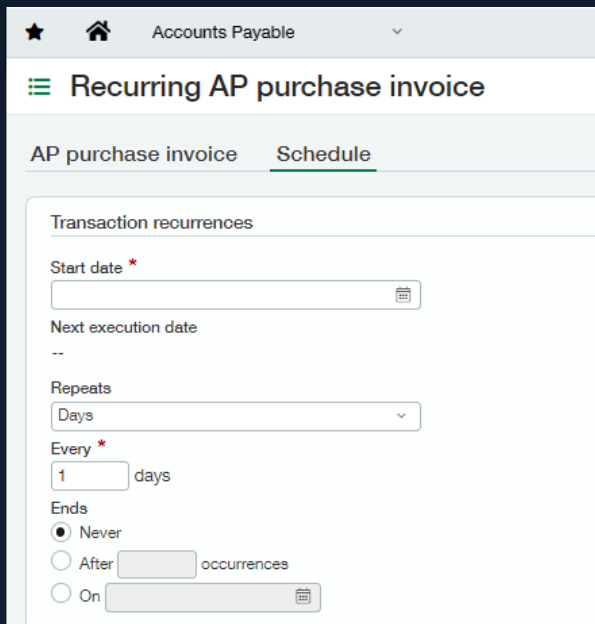
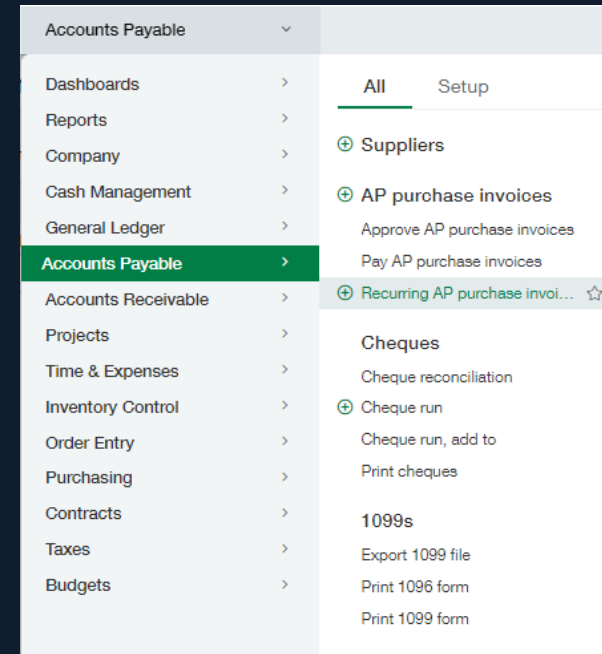
Recurring Bills/ Invoices:

Add a **recurring bill** if you are continuously entering the same bill on a monthly/weekly basis. The system will automatically enter the bill.

To add a recurring bill, go to **Accounts Payable > All > Recurring Bill/ AP purchase invoices**. select **Add** in the top right corner.

Complete the bill/invoice Tab as you would when entering a normal bill/invoice.

NB: Recurring bills are not automatically paid. You still need to follow the bill payment process



SCHEDULE TAB

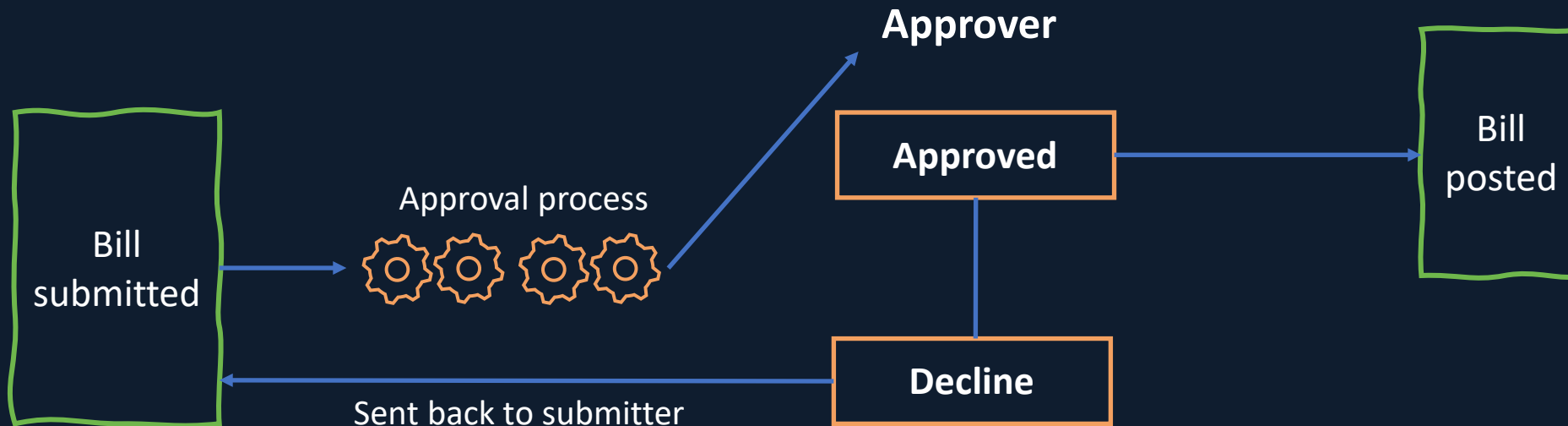
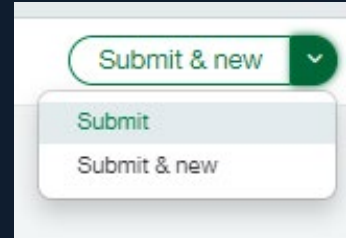
on the schedule tab at the top set these fields

- **Start date:** which is when the first bill will be created.
- **Repeats:** how often it will be repeated (Days/weeks/months/years)
- **Ends:** when the recurring bill needs to stop/expire

Bill / Invoice Approvals

Bill / Invoice Approvals

- If Approvals have been enabled, bills need to go through the approval process that was set up. The option to post will now be submit as the user needs to submit the bill for approval
- Before bill are posted it needs to be fully approved. – the approver has permission to make changes except on the bill total.
- Bills that are edited while waiting for an approval the bill is then resubmitted for approval.
- When you view the bill, you have the option to check the approval history by clicking on the history tab.
- NB: **Accounts Payable** approvals are different to **Purchasing** Approvals



Approvals Types

User approval:

All bills submitted for approvals are sent to a specific user to approve.

Value Approver:

For this type approvers are setup as levels and levels are assigned a certain value for which the bill will be categorised in. E.g. a level 1 approver can be setup to only approve bills where the value ranges from 1000 - 1999.99.

Value Approver – Transaction Department:

This type is similar to Value approver however the difference here is that the bill approval is categorised by department. Therefore, a single transaction needs to have the same department on all lines in the entries table.

E.g. the transaction is recorded for the **admin department** an approver might not be required for **values 0 to 1499.99**. however, if the transactions was recorded for the **sales department** an approver might be required for bill values over 1000. (see tables on the right)

Value Approval

Value	Approver
0 – 999.99	No approver
1000 – 1999.99	Level 1 approver
2000 and above	Level 2 approver

Value Approval – Transaction Department

Admin

Value	Approver
0 – 1499.99	No approver
1500 and above	Specific user

Sales

Value	Approver
0 – 499.99	No approver
1000 – 1999.99	Level 1 approver
2000 and above	Level 2 approver

NB: all approvers needs to have the appropriate permissions in order to approve bills

Once the bill/ invoice has been submitted. The “State” column will show the bill as submitted. This means that the bill still needs to be approved. If the state is “Posted” then the bill has been approved however the bill is not paid yet.

To view bills/invoices go to **Accounts Payable > All > Bills/ AP purchase invoice.**

AP purchase invoices Add Delete Done Import Export

All Manage views Include private [Advanced filters](#) [Clear all filters](#)

Supplier name	AP purchase invoice number	Date	Transaction currency	Transaction amount	Base currency	Base amount	State	Summary title	Delete
View American Express	123456789-Test 2	12/31/2019	USD	\$500.00	USD	\$500.00	Submitted	AP purchase invoices (USD): 2023/11/15 08:21:46:9951 Batch	Recall Print <input type="checkbox"/>
Edit View American Express	123456789-Test	12/31/2019	USD	\$500.00	USD	\$500.00	Posted	AP purchase invoices (USD): 2023/11/15 08:20:14:1051 Batch	Pay Print <input type="checkbox"/>

(1 - 2 of 2)

For the approver to approve bills/invoices go to **Accounts Payable > All > Approve AP purchase invoices**

- **To approve a bill**, on the right-hand side of the bill click approve/decline. To approve/decline multiple bills at the same time select the checkbox to the right of those bills. Then **click approve** in the top right corner.
 - **If the user want to view and edit** before approving the bill, select view on to the right of the bill.
- From this page the **user can approve, decline or edit the bill.**

Approve AP purchase invoices View all Approve Decline Done Export

All Manage views Include private

Select	Supplier ID	AP purchase invoice number	Date	Transaction currency	Total transaction amount	Total amount	State
<input checked="" type="checkbox"/> View Approve Decline	20006	123456789-Test 2	12/31/2019	USD	500.00	500.00	Submitted

(1 - 1 of 1)

End

