

MMS

Purchase Order Invoice

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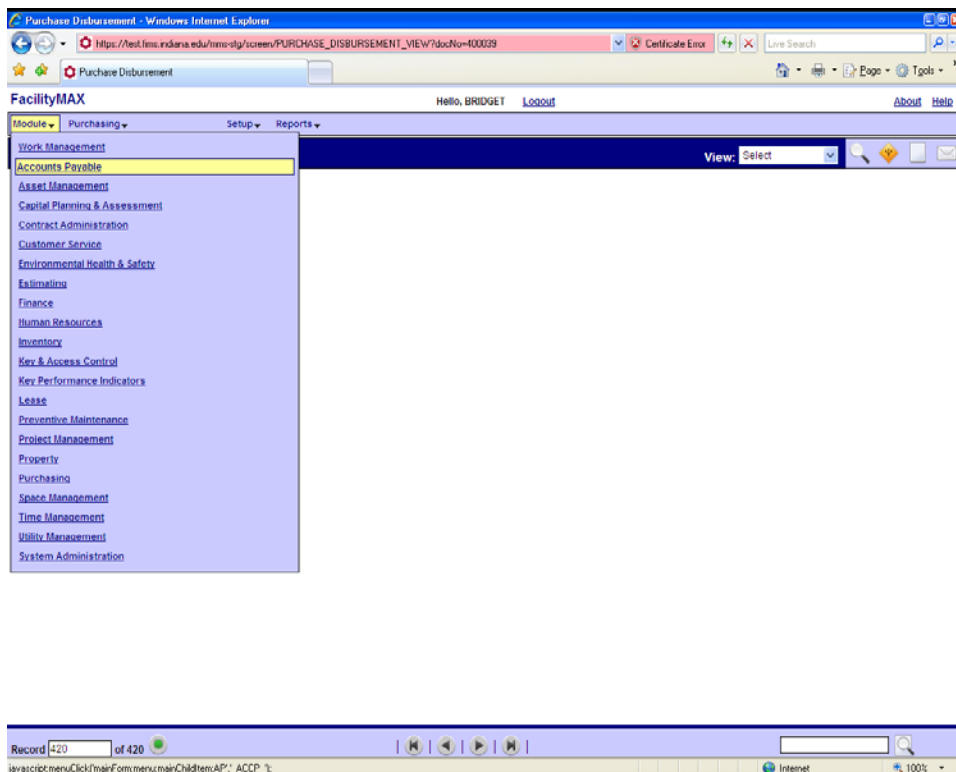
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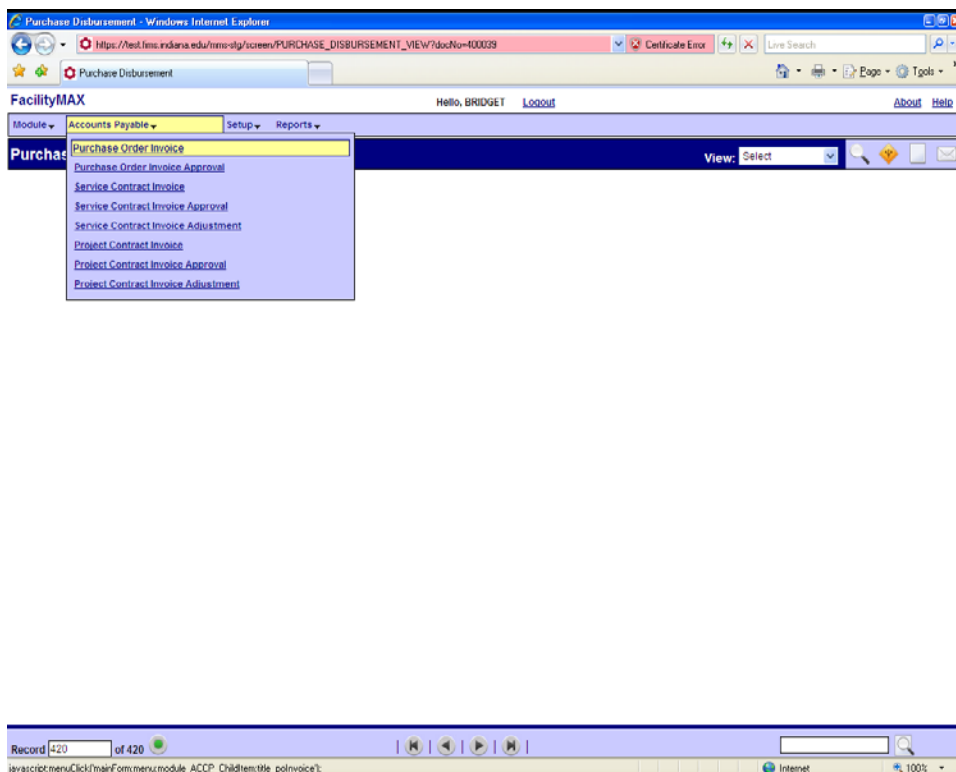
812-856-2407
Pager: 812-337-4710

This manual will show you how to create a new
Purchase Order Invoice.

Purchase Order Invoice



To get to the Purchase Order Invoice, go to Accounts Payable on the Module Menu and on the Accounts Payable go to Purchase Order Invoice.



Purchase Order Invoice - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/PO_INVOICE_EDIT

FacilityMAX Hello, BRIDGET Logout

Module Accounts Payable Setup Reports

Purchase Order Invoice View: Select

Transaction	210003	Editor	BLGENTRY	Status	RELEASED
Description		Edit Date	Jun 22, 2009 12:55 PM	Type	AP0
			Purchase Order	188113	
			EPIC PO #574693		

Contractor	71030207800	Invoice Information	Invoice Number	AP-NUMBER	Totals
Address Code	BL	Invoice Date	10 Jun 2009	Currency	USD
Blanket Number				Sub Total	\$1,388.40
Contact				Discount	\$0.00
Terms				Tax	\$0.00
				Shipping	\$0.00
				Markup	\$0.00
				Total	\$1,388.40

Line	Vendor Part	Description	Invoice Quantity	Accepted Quantity	Invoice Cost	Accepted Cost	Line Total	Allow
1	HT79-4	HAUNG TIGHT RAIL-4 FT LENGTH CLARIDGE CORK, 1105 DESERT TAIL	40.0000	40.0000	\$30.9600	\$30.9600	\$1,238.40	Yes
2	2	FREIGHT	1.0000	1.0000	\$150.0000	\$150.0000	\$150.00	Yes

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Done

Fill in the invoice number, change the Invoice date if needed and then make any changes to the line items you might need to make. Below I have clicked on line 1. You can add shipping, or make adjustments in the price, qty. Click on the green done flag

Purchase Order Invoice Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/PO_INVOICE_LINE_ITEM_EDIT

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Module Accounts Payable Setup Reports

Purchase Order Invoice Line Item View: Select

Line	1	Editor	BLGENTRY	Allow	Yes
Description		Edit Date	Jun 22, 2009 12:55 PM	External Reference Code	
			Subledger	Material	
			Transaction	210003	

Quantity	Vendor Part	Unit Cost	Sub Total	Discount	Tax 1	Tax 2	Tax Rebate	Shipping	Markup	Line Total
Ordered	HT79-4	\$30.9600	\$1,238.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123.84	\$1,362.24
Disbursed	EA									
Prior Invoiced										
Current Invoice	40.0000									
Accepted	40.0000									

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Sequence Total
1	1173814	002				40.0000	\$1,362.24

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Done

Purchase Order Invoice - Windows Internet Explorer
https://test.fms.indiana.edu/fms-sql/screen/PO_INVOICE_EDIT Certificate Error Live Search

Purchase Order Invoice

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Module Accounts Payable Setup Reports

Purchase Order Invoice View: Select

Transaction	210003	Editor	BLGENTRY	Status	RELEASED
Description		Edit Date	Jun 22, 2009 12:55 PM	Type	APO
				Purchase Order	188113
					EPIC PO #574693

Contractor	Invoice Information	Totals
Contractor	Invoice Number	Currency
71030207800	AP-NUMBER	USD
CLARIDGE PRODUCTS & EQUIPMENT INC.		Sub Total
Address Code		\$1,308.40
BL		Discount
		\$0.00
Blanket Number	Invoice Date	Tax
	10 Jun 2009	\$0.00
Contact		Shipping
		\$0.00
Terms		Markup
		\$138.84
		Total
		\$1,527.24

Line Items									
Line	Vendor Part	Description	Invoice Quantity	Accepted Quantity	Invoice Cost	Accepted Cost	Line Total	Allow	
1	HT79-4	PLANK TIGHT RAIL-4 FT LENGTH CLARIDGE CORK, 1105 DESERT TAN	40.0000	40.0000	\$30.9600	\$30.9600	\$1,362.24	Yes	
2	2	FREIGHT	1.0000	1.0000	\$150.0000	\$150.0000	\$165.00	Yes	

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Internet 100%