

## **Entering Invoices, when it pertains to cost to be applied to a vehicle**

1. Go into Parts Purchases (vs Purchases & Payables)
2. Select 'Other purchases'
3. Click in the 'No.' field, and hit F3, to get a new record
4. Whenever the dialog box comes up to 'Choose a PO type', select SO..
5. Choose the 'buy from vendor' number, and hit the return/enter key to get the vendor name, address to populate the fields
6. Choose the type, 'account g/l', then the 'No.' which is the account to post this line item to (i.e. 128 or 127..)
7. At this point a dialog box should appear and ask for the stock number, enter the stock number, and enter/return
8. Enter the quantity amount, enter the \$\$ amount
9. IF there are multiple entries, then click on the next line, and repeat 6-8
10. Once complete, choose 'post' and then 'Post and Print'
11. That's it, move to the next one.
12. These invoices can be paid by writing a check, from the 'Purchases and Payables' menu, and the 'Payment Journal'

WARNING: Robin's notes; verify these against what you might already know or against your personal notes