

Exercise

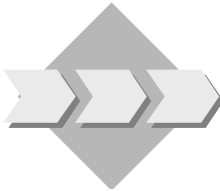


Unit: Purchasing-A/P
Topic: Procurement Process



At the conclusion of this exercise, you will be able to:

- Create an A/P Invoice in a streamlined purchasing process



In this exercise, you create an A/P invoice to receive the goods and to record what you owe the vendor.

1-1 You have received some supplies that were urgently needed from a regular vendor. The order was placed initially by telephone and now that the supplies have arrived, you want to use one document to receive the supplies into inventory and to document what is owed to the vendor.

1-1-1 Enter the following values in the A/P invoice.

Field Name or Data Type	Values
<i>Vendor</i>	V60000
<i>Posting Date</i>	Today's date
<i>Item No.</i>	C00009
<i>Quantity</i>	2
<i>Item No.</i>	C00010
<i>Quantity</i>	2

Enter the information but don't save the A/P invoice yet.

1-1-2 Check the proposed journal entry.

Open the context menu by right-clicking and choose ***Journal Entry Preview***. What postings are proposed for this invoice document?

1-1-3 Save the A/P invoice.

A/P Invoice Number: _____