

Managing vendor invoices

Goal: Learn how to view, change, and pay a vendor invoice.

In this quick lesson


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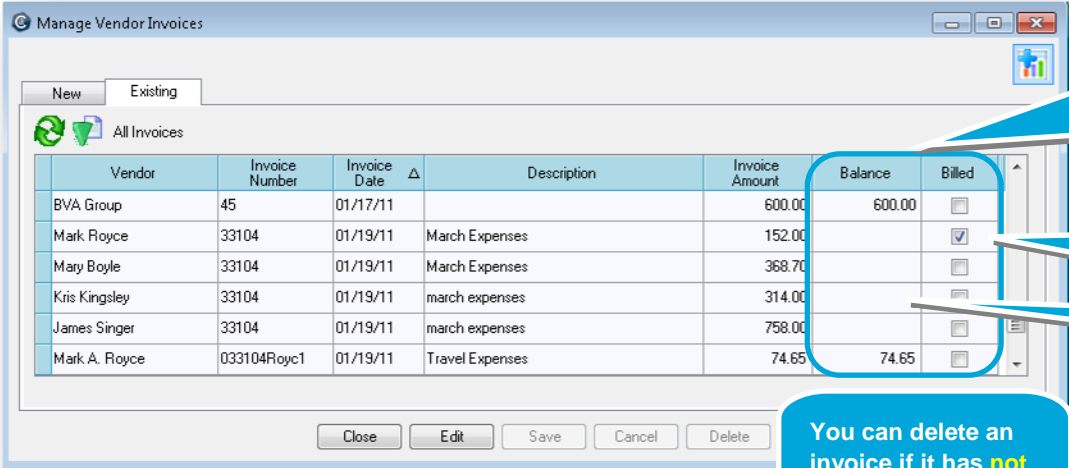
With Ajera, it's easy to view, change, and pay vendor invoices.

Step 1: View vendor invoices

1. Click **Manage > Vendor Invoices > Existing**.

You use the **Existing** tab to view or change invoices you already entered.
You use the **New** tab to enter vendor invoices.

2. If the window does not contain the invoice you want, click the **Change View**  button and change the invoices that appear in the window.



Vendor	Invoice Number	Invoice Date	Description	Invoice Amount	Balance	Billed
BVA Group	45	01/17/11		600.00	600.00	<input type="checkbox"/>
Mark Royce	33104	01/19/11	March Expenses	152.00		<input checked="" type="checkbox"/>
Mary Boyle	33104	01/19/11	March Expenses	368.70		<input type="checkbox"/>
Kris Kingsley	33104	01/19/11	march expenses	314.00		<input type="checkbox"/>
James Singer	33104	01/19/11	march expenses	758.00		<input type="checkbox"/>
Mark A. Royce	033104Royc1	01/19/11	Travel Expenses	74.65	74.65	<input type="checkbox"/>

At a glance, you can see if the invoice has been paid or billed to a client.

If the **Billed** check box is selected, the invoice was fully or partially billed to the client.

If the Balance column is blank, the invoice was paid.

You can delete an invoice if it has **not** been billed or paid.

If it **has** been billed or paid, you must either change the invoice status or void the check. For more information, from the Contents in Help, select **Vendor invoices > Deleting vendor invoices**.

Step 2: Change a vendor invoice

1. Let's change an invoice. Double-click the invoice.

Manage Vendor Invoices

New Existing

Vendor: BVA Group Description: On hold

Invoice number: 45 Date to pay: 02/16/11 Accounting date: 01/17/11

Invoice date: 01/17/11 Amount: 600.00 Notes:

Project	Commitment #	Phase	Activity	Units	Cost Rate	Cost Amount	Billing Amount	Account
03-121 Gliso...		Space Planni...	Other Consulta...			600.00	690.00	5310 Billable Consultant Expense

In balance

Close Edit Save Pay Help

Change the cost amount here.

2. When you press the **Tab** button after changing the amount, you'll notice a few things:

Manage Vendor Invoices

New Existing

Vendor: BVA Group Description: On hold

Invoice number: 45 Date to pay: 02/16/11 Accounting date: 01/17/11

Invoice date: 01/17/11 Amount: 600.00 Notes:

Project	Commitment #	Phase	Activity	Units	Cost Rate	Cost Amount	Billing Amount	Account
03-121 Glison Lo...		Space Planni...	Other Consulta...			700.00	805.00	5310 Billable Consultant Expense

Over 100.00

Close Edit Save Cancel Delete

The invoice amount is not updated.

The invoice is now out of balance.

The billing amount is updated.

Step 2: Change a vendor invoice (continued)

- To update the invoice amount, delete it and press the **Enter** key.

Manage Vendor Invoices

New Existing

Vendor: BVA Group

Invoice number: 45

Invoice date: 01/17/11

Description:

Date to pay: 02/16/11

Accounting date: 01/17/11

Amount: 700.00

Notes:

On hold

Project	Commitment #	Phase	Activity	Units	Cost Rate	Cost Amount	Billing Amount	Account
03-121 Gison Co...		Space Planni...	Other Consulta...			700.00	805.00	5310 Billable Consultant Expense

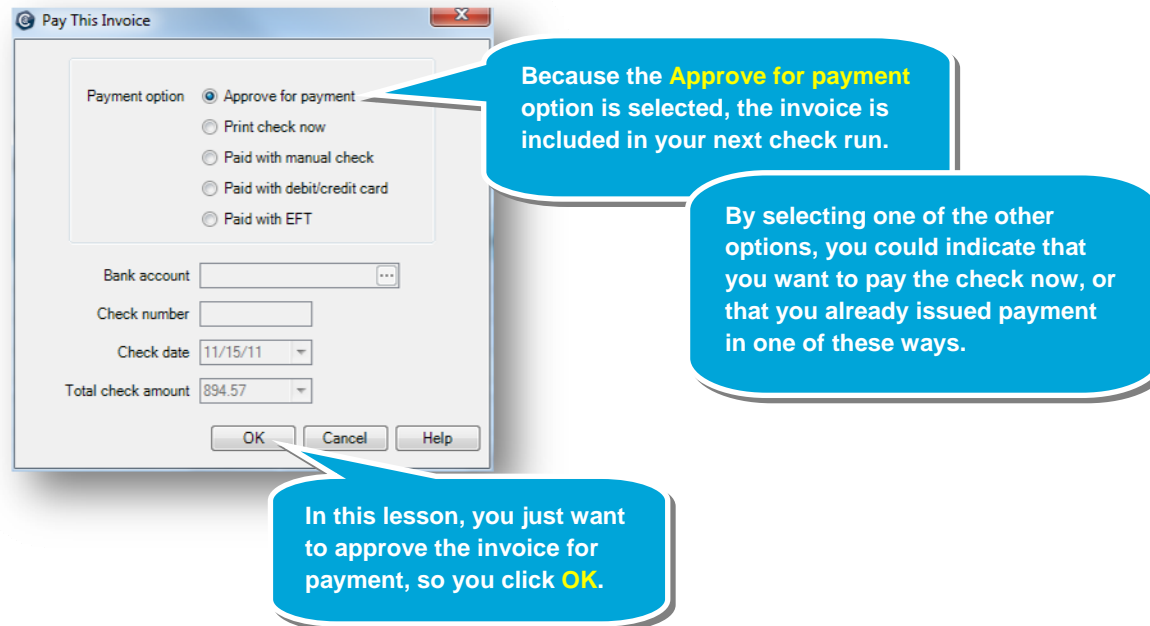
In balance

Close Edit Save Cancel Delete Reset Pay Help

Step 3: Pay a vendor invoice

Now you're finished changing the invoice. You can save it or pay it. Let's look at how to pay it.

1. Click the **Pay** button. The Pay This Invoice window appears.



2. Now, you're ready to save the invoice you just changed. Click the **Save** button.

Summary

You now know how to view, change, and pay a vendor invoice.

To learn more, see these lessons:

- *Entering vendor invoices.*
- *Setting up and creating recurring vendor invoices.* (for vendor invoices you enter repeatedly)