

## PURCHASE GOODS OR SERVICES WITHOUT A PURCHASE ORDER

### OVERVIEW

The Payables Transaction Entry window is used to process and record a vendor's invoice for goods or services purchased without a purchase order, such as utility charges or legal fees. If payment of the invoice is made on the date the invoice is recorded, the payment can also be recorded in the Payables Transaction Entry window at the same time.

The posted transaction updates the vendor subsidiary records. Later, when the transaction is posted to the general ledger, an expense or asset account is debited and accounts payable or cash is credited, depending upon whether payment is made on the same day.

### QUICK REFERENCE TABLE

Step	Box or Other Location	Procedure
<b>A</b>	Navigation Pane buttons	Click <i>Purchasing</i> → <i>Transactions</i> → <i>Transaction Entry</i> .
<b>B</b>	Description	Type a description of the transaction.
<b>C</b>	Doc. Date	Review the default transaction date and change if necessary.
<b>D</b>	Vendor ID	Select the Vendor ID.
<b>E</b>	Payment Terms	Review the payment terms and change if necessary.
<b>F</b>	Document Number	Type the vendor invoice number.
<b>G</b>	Shipping Method	Accept or select the shipping method, if applicable.
<b>H</b>	Purchases	Type the purchase amount from the invoice.
<b>I</b>	Check	Type the amount of the check, if applicable.
<b>J</b>	Distributions button	Click the Distributions button.
<b>K</b>	Payables Transaction Entry Distribution window ( <i>not shown</i> )	Verify the general ledger account distributions.
<b>L</b>	Payables Transaction Entry window	Review the Payables Transaction Entry window for completeness and accuracy.
<b>M</b>	Post button	Post the invoice transaction.

**Payables Transaction Entry Window** **A** *Purchasing* → *Transactions* → *Transaction Entry*

**L** **Payables Transaction Entry** ✕

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Save Delete Post **M** AA Options Print Document Print Help Add Note

Actions Options File Help

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**Voucher No.** 0000000000000461 🔍  Intercompany Batch ID 🔍 →  
**Document Type:** Invoice ▼ **Doc. Date** 04/12/2017 **C** 📅 →  
**Description** Legal Fees-Doud Case **B**

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**Vendor ID** ASSOCIAT0001 **D** 🔍 **Currency ID** Z-US\$ 🔍 →  
**Name** Associated Insurance Inc. **Document Number** D1593 **F** 🔍 →  
**Address ID** PRIMARY 🔍 **P.O. Number**   
**Remit-To ID** REMIT TO 🔍 **Shipping Method** EXPRESS MAIL **G** 🔍 →  
**Payment Terms** Net 30 **E** 🔍 → **Tax Schedule ID** 🔍 →

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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Purchases</td><td style="text-align: right;"><b>H</b> \$175.00</td></tr> <tr><td>Trade Discount</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Freight</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Miscellaneous</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Tax</td><td style="text-align: right;">\$0.00 <span>→</span></td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>\$175.00</b></td></tr> </table>	Purchases	<b>H</b> \$175.00	Trade Discount	\$0.00	Freight	\$0.00	Miscellaneous	\$0.00	Tax	\$0.00 <span>→</span>	<b>Total</b>	<b>\$175.00</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1099 Amount</td><td style="text-align: right;">\$0.00 <span>→</span></td></tr> <tr><td>Cash</td><td style="text-align: right;">\$0.00 <span>→</span></td></tr> <tr><td>Check</td><td style="text-align: right;"><b>I</b> \$175.00 <span>→</span></td></tr> <tr><td>Credit Card</td><td style="text-align: right;">\$0.00 <span>→</span></td></tr> <tr><td>Terms Disc Taken</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>On Account</td><td style="text-align: right;">\$0.00</td></tr> </table>	1099 Amount	\$0.00 <span>→</span>	Cash	\$0.00 <span>→</span>	Check	<b>I</b> \$175.00 <span>→</span>	Credit Card	\$0.00 <span>→</span>	Terms Disc Taken	\$0.00	On Account	\$0.00
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Apply **J** Distributions Print Check

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⏪ ⏩ by Batch ID ▼ Status Unsaved

## DETAILED INSTRUCTIONS

### A. Click *Purchasing* → *Transactions* → *Transaction Entry*

- ▶ Click *Purchasing* → *Transactions* → *Transaction Entry* to access the *Payables Transaction Entry* window.

### B. Type a description of the transaction

- ▶ Type a brief description of the transaction, for example: “*Legal fees — Doud case.*”

### C. Review the default transaction date and change if necessary

The date entered in the *Doc. Date* box is the date the invoice will be posted to the general ledger. The date entered should represent the date the company incurred the liability. In many cases, the date is the same as the invoice date.

- ▶ If the transaction date is different than the date shown, type the correct date.

### D. Select the Vendor ID

- ▶ Use the adjacent lookup button to select the *Vendor ID*.

### E. Review the payment terms and change if necessary

*Microsoft Dynamics GP* automatically completes the *Payment Terms* box using information on file for the selected vendor.

- ▶ Review the payment terms and change if necessary.

### F. Type the vendor invoice number

- ▶ Type the vendor invoice number in the *Document Number* box.

### G. Accept or select the shipping method, if applicable

If applicable to the selected vendor, the software automatically completes the *Shipping Method* box using information on file for the selected vendor.

- ▶ Accept the default shipping method or use the adjacent lookup button to select the shipping method, if applicable.

### H. Type the purchase amount from the invoice

The *Purchases* box is used to type the dollar amount of goods or services from the vendor's invoice.

- ▶ Type the purchase amount from the invoice.

**I. Type the amount of the check, if applicable**

If the invoice is being paid on the same date it is entered in the system, you can record the payment simultaneously. Only checks are used in this project.

- ▶ *For an invoice being paid on the same date, type the check amount in the Check box and press [Tab]. The Payables Check Entry window appears. Review the information in the window and change it if necessary. When you are done, click the OK button to return to the main window.*

**J. Click the Distributions button**

- ▶ *Click the Distributions button to open the Payables Transaction Entry Distribution window.*

**K. Verify the general ledger account distributions**

Microsoft Dynamics GP automatically distributes amounts from the transaction to general ledger accounts based upon information on file for the selected vendor. The debit side of the transaction is usually an expense or asset account. The credit side is a liability account (if no payment was entered in step I) or cash (if a cash payment was entered in step I).

- ▶ *Click the Show Details button to display detailed general ledger account information for each posting account.*
- ▶ *If the account distributions are correct, close the window.*
- ▶ *If the account distributions are not correct, correct the distributions and click the OK button to save the changes and to return to the Payables Transaction Entry window.*

**L. Review the Payables Transaction Entry window for completeness and accuracy**

Before a transaction is posted, most errors can be corrected by clicking the box with the error and making the correction. Certain boxes cannot be changed after they are originally completed. Errors in these boxes can only be corrected by deleting the transaction and entering the transaction again.

- ▶ *Review the Payables Transaction Entry window for completeness and accuracy. If you find an error while reviewing the window, click the box with the error and make corrections.*
- ▶ *If the box with the error cannot be accessed or changed, click the Delete button and click Delete again when asked if you are sure that you want to delete this record. Enter the transaction again by returning to step B.*

**M. Post the invoice transaction**

- ▶ *After you are satisfied with all of the data in the Payables Transaction Entry window, click the Post button to post the invoice transaction.*

## **TRANSACTION REVIEW**

After clicking the Post button in the Payables Transaction Entry window, you can determine if the transaction has been posted to the subsidiary records by completing the steps that follow. Recall that the transaction has not yet been posted to the general ledger.

- ▶ *Click Purchasing → Inquiry → Transaction by Vendor to open the Payables Transaction Inquiry – Vendor window.*
- ▶ *Select the Vendor ID related to the invoice you want to review.*
- ▶ *Locate the line containing the invoice you want to review and click once on its line.*
- ▶ *Zoom on the Document Number description field to open the Payables Transaction Entry Zoom window for the selected invoice.*

The window that appears is a replica of the Payables Transaction Entry window for the selected invoice. It is not possible to change information through the inquiry window. You can review the account distributions for the selected invoice by clicking the Distributions button. You can also click the Apply button to review any payments that have been applied to the invoice.

- ▶ *Close the Payables Transaction Entry Zoom window to return to the Payables Transaction Inquiry – Vendor window.*
- ▶ *If the invoice was posted and paid on the same day, locate the line containing the payment of the selected invoice and click once on the line.*
- ▶ *Zoom on the Document Number description field to open the Payables Payments Zoom window for the selected payment.*
- ▶ *After reviewing the payment, close the Payables Payments Zoom window and the Payables Transaction Inquiry – Vendor window.*

## **ERROR CORRECTION AFTER POSTING THE TRANSACTION**

If you discover an error after posting an invoice transaction, refer to Appendix A.