

How to . . .

Review a vendor invoice journal

Purpose	Vendor invoices that are entered into Maconomy become part of a Vendor Invoice Journal. This journal is then posted. In Maconomy, you have the ability to review, in a pdf. format, the vendor invoice journal before it is posted.
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Individual invoices are entered in the **Invoice Allocation** window (**Menu > Accounts Payable > Registration > Invoice Allocation**). From this window, the invoices can be submitted for approval and subsequently approved for posting.

Once an invoice or group of invoices are entered, a vendor invoice journal is created that can be reviewed and posted in the window **Vendor Invoices** (**menu > Accounts Payable > Registration > Vendor Invoices**). To review the details on each individual invoice that appears in the journal, you must produce the journal in a pdf. format. To do so, take the following steps. . .

- 1) Locate the journal that you wish to review by using the search function in the **Vendor Invoices** window (**Menu > Accounts Payable > Registration > Vendor Invoices**)
- 2) After locating the journal, go to **File > Print**. A new window now appears where you can enter in journal number you wish to review. In the screen shot below, I wish to review journal 2010018. I therefore enter it into the Journal No. field range.

3) In the print control island, select the layout **Allocations**

4) Hit **Print**

The screenshot shows a software window titled "Print Vendor Invoice Journal (Maconomy X1 MCS - Demo)". The window has a menu bar with "File", "Edit", "Menu", "Reports", "Search", "Window", and "Help".

Under the "Selection Criteria" section, there are four rows of input fields:

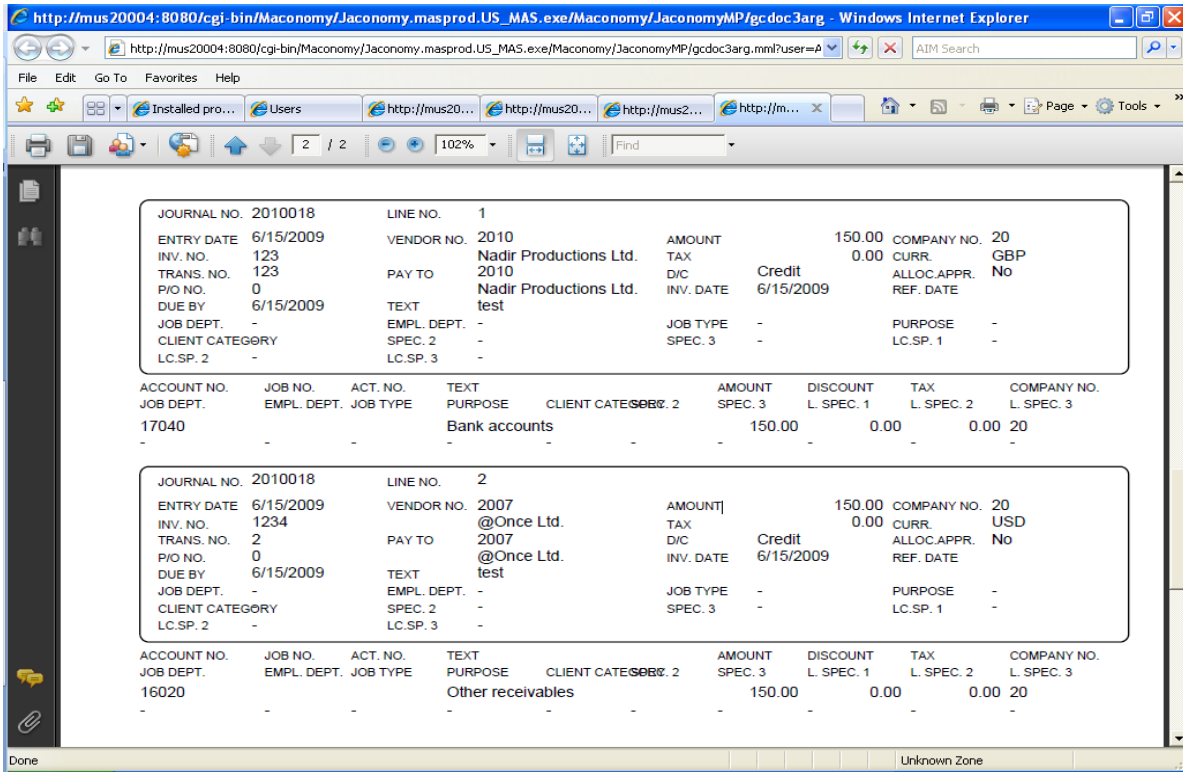
Journal No.	1010673	-	1010673
Company No.		-	
Responsible		-	
Allocation Responsible		-	

Under the "Currency" section, there are two rows:

Reporting Currency	USD
Exchange Rate Date	5/12/2010

Under the "Print Control" section, there is a "Layout" dropdown menu currently set to "Allocations". Below it, a "Print Images" dropdown menu is open, showing three options: "Allocations" (highlighted in blue), "Non-released", and "Standard".

- 5) A pdf. document will now be produced that has detailed information regarding each invoice that is included in the journal. From this, you can review the invoices.



- 6) If the invoices look correct, you can post the invoice journal. To do so, go to the **Vendor Invoice** window and select **Action > Post. . .**

Vendor Invoices

File Edit Menu Reports Navigate Search Action Window Help

Menu Save [Icons]

Journal

Journal No. 1010054

Created by Administrator

Date 6/19/2009

Period No. 6

Period Start 6/1/2009

Period End 6/30/2009

Fiscal Year 1/1/2009

Auto. Trans. No.

Post

Prior-Period [Dropdown]

Batch Total

Control 0.00

Current 500.00

Balance -500.00

Company

Company No. 10

Name BzzAgent Inc

Post

Transfer to New Journal

Submit Line for Approval

Approve Line for Posting

Show Document

Vendor No. 10062

Vendor Name Carroll, Alexis

Address 1 1731 Wallace St, Apt 201

Address 2

Pay to Vendor

Vendor No. 10062

Vendor Name Carroll, Alexis

Address 1 1731 Wallace St, Apt 201

Address 2

Giro No.

Reg. No.

Bank Acct. No.

Posting

Layout Standard

Entry Date	Trans. No.	Description	Std. Descrip	Vendor No.	Name	D/C	Amount Incl.	Currency	Invoice No.	Invoice Date	Reference	D/P
6/19/2009	10800013	invoice		10062	Carroll, Alex	Credit	500.00	USD	New invoice	6/19/2009		0

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