

## Templates for Vendor Invoices

April 25, 2012

Recently I added a new feature to the “Add New Multiple Invoices” option that will allow you to streamline the paying of vendors by building templates to represent the different invoice combinations you use for each vendor. These templates are assigned to individual vendors and each vendor can have up to 100 templates, which is more than you should ever use. To quote Robert Bean, the Menard County Treasurer – “I am going to build invoices for each of my vendors just one more time”.



To start the process, left click the button “Add New Multiple Invoices” and the following screen will appear:



The next step is to select the vendor. Once you have done so, the following screen will appear:

**Vendor Invoice Header Information**

Paid to: HILL COUNTRY SOFTWARE  
4 GREEN CEDAR ROAD  
BOERNE, TX 78006-7929

Default Vendor's Invoice No: [ ] (Optional)

Invoice Date: 04-25-2012  
Date Received: 04-25-2012  
Due Date: 04-25-2012

Vendor Number: 216 [Clear Vendor]  
Bank Account: 100-010  
COMBINED FUNDS CHECKING ACCOUNT

1099 Exempt: Yes  
Return Type: 1099-Misc  
Payment Type: Miscellaneous Income  
Cycle Code: (None)

Item Count: 0  
Total Amount: 0.00  
Discount Date: 09-00-0000  
Discount Percentage: 0.000  
Discount Amount: 0.00  
Net Amount: 0.00  
Claim Reg Class Code: 0

Buttons: Save Changes, Select a Group, Consolidate Lines, Generate Invoices, Add New Line, View Templates

Active Template Information: Title: [ ]

**Vendor Invoice Line Items**

Ln	Short/Long Description	Expense & Left in Budget Information	Other Information

Notice that a new line has appeared that deals with vendor templates. Since we currently have not created any templates, our next step is to build the workarea with the appropriate invoice(s) information. A screen similar to this will appear:

**Vendor Invoice Header Information**

Paid to: HILL COUNTRY SOFTWARE  
4 GREEN CEDAR ROAD  
BOERNE, TX 78006-7929

Default Vendor's Invoice No: [ ] (Optional)

Invoice Date: 04-25-2012  
Date Received: 04-25-2012  
Due Date: 04-25-2012

Vendor Number: 216 [Clear Vendor]  
Bank Account: 100-010  
COMBINED FUNDS CHECKING ACCOUNT

1099 Exempt: Yes  
Return Type: 1099-Misc  
Payment Type: Miscellaneous Income  
Cycle Code: (None)

Item Count: 1  
Total Amount: 2,300.00  
Discount Date: 09-00-0000  
Discount Percentage: 0.000  
Discount Amount: 0.00  
Net Amount: 2,300.00  
Claim Reg Class Code: 0

Buttons: Save Changes, Select a Group, Consolidate Lines, Generate Invoices, Add New Line, View Templates

Active Template Information: Title: JP SOFTWARE MAINTENANCE

**Vendor Invoice Line Items**

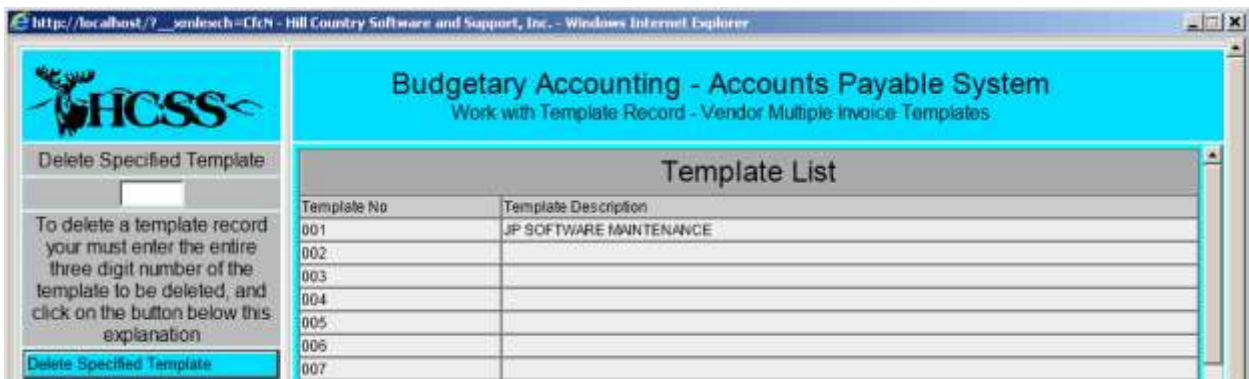
Ln	Short/Long Description	Expense & Left in Budget Information	Other Information
1	COMPUTER MAINT - JP COURT COMPUTER MAINT	010-455-481 [Select] COMPUTER MAINT Left in Budget: 7,000.00- Vendor Inv No: [ ]	Amt: 2,300.00 [Delete]

For demonstration purposes I have only created one invoice line. Depending on the situation, you can add as many invoice lines as you would like. Notice also that I have given this workarea a title. Before we actually generate the related

invoices, we have the option to add this workarea, to our list of templates, using the title I have entered. This is initiated by left clicking the button “View Templates”. The following screen will appear:



At this time there are no templates listed for this vendor. To add the new template, simply left click on the first available blank line, and the following screen will appear:



The template has been added to the vendor’s list of templates, and is available for future use. Use the “Exit This Screen” to return to the display of the workarea. It

is important that you add the template to the list before you actually generate the invoices.

To recall this template, the next time you receive this bill from the vendor, execute the following steps:

- (1) Create the empty multiple invoice workarea.
- (2) Select the vendor record.
- (3) Left click on the button “View Templates”, which will cause the vendor’s list of templates to appear.
- (4) Left click on the template you want to retrieve, and the following screen will appear:

The screenshot displays a software interface for managing vendor invoices. It is divided into two main sections: 'Vendor Invoice Header Information' and 'Vendor Invoice Line Items'.

**Vendor Invoice Header Information:**

- Paid to:** HILL COUNTRY SOFTWARE, 4 GREEN CEDAR ROAD, BOERNE, TX 78006-7929.
- Default Vendor's Invoice No.:** (Optional)
- Invoice Date:** 04-25-2012
- Date Received:** 04-25-2012
- Due Date:** 04-25-2012
- Vendor Number:** 216 (with a 'Clear Vendor' button)
- Bank Account:** 100-010
- COMBINED FUNDS CHECKING ACCOUNT**
- 1099 Exempt:** Yes
- Return Type:** 1099-Misc
- Payment Type:** Miscellaneous Income
- Cycle Code:** (None)
- Item Count:** 1
- Total Amount:** 2,300.00
- Discount Date:** 09-00-0000
- Discount Percentage:** 0.000
- Discount Amount:** 0.00
- Net Amount:** 2,300.00
- Claim Reg Class Code:** 0

Buttons on the right side of the header section include: Save Changes, Select a Group, Consolidate Lines, Generate Invoices, Add New Line, and View Templates.

**Vendor Invoice Line Items:**

Ln	Short/Long Description	Expense & Left in Budget Information	Other Information
1	COMPUTER MAINT - JP COURT COMPUTER MAINT	010-455-481 COMPUTER MAINT Left in Budget: 7,000.00- Vendor Inv No:	Amt: 2,300.00 Delete