

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
ALL COMPANIES - PAYABLE INVOICE PROCESSING FOR PAYMENT	Page : 1 of 2	Date : Revision : 05/21/04
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ALL COMPANIES PAYABLE INVOICE PROCESSING FOR PAYMENT

- ❖ When vendor invoices arrive in the mail, separate Companies and match with PO and Receiving Documents.
- ❖ Code each invoice and place in appropriate colored folder corresponding to each company and place in mailbox located on Controller's door.
 1. GCC—Gray folder
 2. GNY—Dark Blue folder
 3. GMF—Aqua Folder
 4. GCI—Red Folder
 5. Wrenn Air—Purple Folder
- ❖ When Controller approves coded invoices, he puts them in mailboxes at Payable Clerk's work area.
- ❖ Take 1 complete set of folders (there are 3—a,b,c) and switch empty folders with folders that Controller has placed in mailboxes at Payable Clerk's work area. Then enter in Dynamics.
 1. Select appropriate Company
 2. Select Transactions/Purchasing/Transaction Entry
 3. Write Voucher Number on Invoice. Tab
 4. Enter Document Type—Invoice or Credit. Tab
 5. Description if needed. Tab
 6. Enter Batch ID—Initials, Company #, AP, Date and Release Number—(ex: jag10ap032404_1). Tab.
 7. Enter Document Date. Tab down to Vendor ID.
 8. Enter first few letters of Vendor Name/Then click hourglass. Select appropriate vendor and click Select. Tab.
 9. Enter Document Number (Invoice Number). If invoice has no document number, enter the date of the invoice (Ex: 032404). Tab.
 10. Enter PO Number if applicable. Tab down to Purchases.
 11. Enter Invoice Total.

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12. If a discount is applicable, this is the step where you click the expansion box beside the hourglass on Payment Terms. Enter the currency amount (amount discounted) and then enter due date for the check to print.
13. Click Distribution.
14. Enter code if one does not default. If more than one code is used, tab to debit and enter amount for each code. When finished the Functional Totals should agree at the bottom. (Debit and Credit).
15. If only one code is used, click OK and the screen will go back to page 1. Then click Save.
16. When all invoices have been entered, click on Batches.
17. Batch ID—Click hourglass and batch. Then click Select. Then click File/Print.
18. This will print an Edit List for you to check each entry from your invoices. Now is the time to make changes because after you post you cannot make any changes.
19. After checking Edit List against invoices, select Series Post. Click in box beside your Batch ID and the click POST.
20. After posting invoices, file alphabetically in file cabinet labeled “invoices in process” and hold until checks are printed.

SPECIAL INSTRUCTIONS:

1. Raw Materials—In description line, enter railcar number (RC#), 2 spaces, weight (Wt.) pounds (Ex: RC# GLNX4003 Wt.193,500 lb). Then go to Terms, enter day you want to pay the invoice. Take the received date from Plant Managers white copy of PO, add 30 days and pay on Friday before the 30 days are up. Make copies of all invoices of raw materials to enter on raw material spreadsheet. All raw material invoices received in the mail that have not been received yet need to be placed in black folder on desk of Accounts Payable clerk until Jason turns in white PO that shows delivery date.
2. No PO or Receiving Document—Put invoice in suspense file on Payables Clerk’s desk and check with PO issuer to find out where PO is or to wait until item is received. Any invoice that cannot be matched should be in the suspense folder.
3. When you receive PO’s, stamp with rotary time and date stamp. Put these in Controller’s mailbox for him to code. He then puts them back in AP mailbox. When AP receives the coded PO’s, file them alphabetically by company color in left file cabinet, 3rd file drawer on side labeled Receiving Documents and PO’s. Each company is color coded so make sure that all documents are in the appropriate folder.
4. When you receive invoices, match PO’s and receiving documents, place code on front of invoice making sure that all invoices that need authorization by managers have been initialed on front of invoice. Place each company invoice in appropriate colored folder in Controller’s office door.