

**SECTION VIII: INVOICES AND CREDIT MEMOS**

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**A. OVERVIEW**

An Invoice is a document from the vendor that itemizes charges to be paid. In GetIt, creating and approving Invoices expends funds out of the appropriate fund accounts. At the same time, funds that were encumbered at the point of order are un-encumbered. This is true even if the price at ordering is different from the price at invoicing. The appropriate amount of money is expended and un-encumbered when the Invoice is approved.

A Credit Memo is a document from the vendor that itemizes charges to be credited. In GetIt, creating and approving Credit Memos will credit (or “un-expend”) funds out of the appropriate fund accounts.

**B. INVOICE AND CREDIT MEMO STATUSES**

Each **Invoice** is assigned a status. These statuses are explained below:

- **Open:** When you create an Invoice, its status defaults to **Open**. This status lets you save and update the invoice before approving it for payment. You can make changes to an invoice with this status. Invoices with the Open status appear in red.
- **Approved:** When you approve an Invoice for payment, its status changes to **Approved**. You cannot edit invoices with this status. Also, you should not delete Approved invoices. Invoices with the Approved status appear in orange.

- **Completed:** When all PO Line Copies on the Invoice have been Received, and the Invoice has been Approved, then the status of the Invoice is **Completed**. Invoices with a Completed status appear in blue.

Invoices						
New Edit Approve... Delete Print						
	+	Inv Number..	Lin..	Vendor Account..	Status	Total Funded ..
	+	1000	1	BT-PRINT	approved	\$22.95
	+	999	2	Amazon	completed	\$40.98
	+	998	0	Amazon	open	\$0.00

Each **Credit Memo** is assigned a status. These statuses are explained below:

- **Open:** When you create a Credit Memo its status defaults to **Open**. This status lets you save and update the Credit Memo. You can make changes to a Credit Memo with this status. Credit Memos with the Open status appear in red.
- **Completed:** When you approve a credit for payment, its status changes to **Completed**. You cannot edit Credit Memos with this status. Credit Memos with a Completed status appear in blue.

Credit Memos						
New Edit Approve... Delete Print						
	+	Memo Nu..	Lin..	Vendor Account	Status	Total Funded ...
	+	6	1	Amazon	open	\$27.99
	+	5	1	SCLS TEST VENDO...	completed	\$10.00

### C. CREATING INVOICES

1. On the left side of the screen, under **Dashboard**, click the **Invoices** link.
2. A new tab will appear, labeled **Invoices**.
3. If the **Invoices** tab is not active, click on it to make it the active tab.
4. Click the **New** button. Fill in the fields as follows.
  - a. **Vendor Account:** Click on the drop-down box and select the appropriate Vendor Account. Alternatively, you can begin typing the correct Vendor Account, and GetIt will search for matching Vendor Accounts
  - b. **Invoice Number:** You can assign an Invoice Number here, or leave the field blank. If you leave it blank, GetIt will assign an Invoice Number for you (in sequential order). Please do not use any punctuation or spaces in your Invoice Number.
  - c. Click the **Save** button when you are finished.



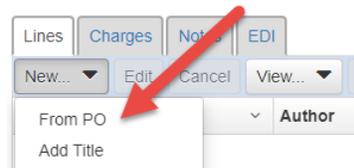
### D. ADDING INVOICE LINES

Each Invoice must contain at least one Invoice Line. There are two ways to create Invoice

Lines in GetIt: 1) adding PO Line Copies from an approved Purchase Order, and 2) using the “Add Title” option to add a charge to an Invoice that isn’t connected to an existing PO. Both methods are explained below. You can also add miscellaneous charges to existing Invoices.

### Adding Invoice Lines by adding PO Line Copies from an approved Purchase Order

1. Open the appropriate Invoice by highlighting the Invoice and clicking the **Edit** button or by double-clicking on the Invoice.
2. Open the Invoice, click the **New** button and choose **From PO**.
3. The **Add Copies to Invoice** box will pop up. This will display a list of all non-Invoiced PO Line Copies that are on approved POs associated with the Invoice’s Vendor Account.



- a. Checking the option for **Include Copies on Unapproved Orders** will add the PO Line Copies that are on unapproved POs associated with the Invoice’s Vendor Account. If you do add Copies from unapproved POs to an Invoice, and then approve the Invoice, the PO will be approved at the same time. *This is not something that you would normally do in the course of ordering and invoicing.* If you wish to add a charge for a miscellaneous item or a title that isn’t on a PO, a better option is to use the **Add Title** feature, which is explained below.
- b. If you would like to Receive items while adding them to the Invoice, check the **Mark as Received** box in the lower left-hand corner of the box.
- c. You can search the list of PO Line Copies by using the **Search** box.

4. To add PO Line Copies to the Invoice, click the checkbox to the left of the appropriate item. You can add more than one item at a time.

Include Copies  on Unapproved Orders

Search

Title	Order L.:	Location	Received?	Note
<input checked="" type="checkbox"/> Y llegaste tú	684-17	SCA BOOKS ADULT FIC...	Expected	
<input checked="" type="checkbox"/> Un escándalo muy conveniente	684-16	SCA BOOKS ADULT FIC...	Expected	
<input checked="" type="checkbox"/> This is the title	684-1	SCA BOOKS ADULT FIC...	Expected	this is the vendor note; this is t
<input checked="" type="checkbox"/> The color of lies	684-13	SCA BOOKS ADULT FIC...	Expected	
<input checked="" type="checkbox"/> Sandkings	684-2	SCA BOOKS ADULT FIC...	Expected	
<input checked="" type="checkbox"/> Pedro Páramo	693-6	SCA BOOKS ADULT FIC...	Expected	
<input checked="" type="checkbox"/> La estación de las mujeres	693-4	SCA BOOKS ADULT FIC...	Expected	
<input checked="" type="checkbox"/> Fear inoculum[sound recording]	697-1	SCA BOOKS ADULT FIC...	Expected	
<input checked="" type="checkbox"/> Engañando a don Perfecto	684-12	SCA BOOKS ADULT FIC...	Expected	

Total Items: 10 (Selected Items: 4)

1 / 1 1000 items per page 1 - 10 of 10 items

5. Click the **Select** button when you are finished selecting items to add to the Invoice.
6. The selected PO Line Copies will be added to the Invoice. If you checked the Mark as Received box, the PO Line Copies will be received as well.

Mark as Received

- a. Note: If the PO Line Copy is linked to an item record in Bibliovation, and you update item records when receiving, you will get a pop-up prompting you to update the item record.
7. If you would like to edit the Invoice lines, click the plus sign next to each title on the Invoice to expand the title.

- a. Click the **Edit** button (pencil icon) to see more details about the item. You will get a pop-up where you can adjust the price of an individual item, change the fund account, receive an item, and change the location.

- i. To choose a different fund account, choose a new fund in the Fund dropdown.
- ii. To change the price, enter a new price in the **Amount** field.
- iii. To Receive the item, click the **Receive** button.

1. Note: If the PO Line Copy is linked to an item record in Bibliovation, and you update item records when receiving, you will get a pop-up prompting you to update the item record.
2. Note: To unreceive an item, click the **Unreceive** button (this will not update the item record in Bibliovation – when unreceiving, item record updates must be done manually).
- iv. Click the **Save** button when you are finished.

- b. If you need to delete an individual item on an Invoice line, click the **Delete** button (x icon). Click **Yes** in the pop-up box to confirm the deletion.
  - i. Note: If you delete all of the items that are listed under a title, then the title will appear in red.
  - ii. Note: To delete the title (the entire Invoice line), select the title and click the **Delete** button. This will delete the title and all of its items from the Invoice.

### Adding Invoice Lines by using the Add Title option

1. Open the appropriate Invoice by highlighting the Invoice and clicking the **Edit** button or by double-clicking on the Invoice.
2. Open the Invoice, click the **New** button and choose **Add Title**.
3. The **Create Title** box will pop-up.
  - a. At a minimum, enter the **Title, Quantity, Disc. Price, Location, and Fund**.
  - b. Optionally, check the **Received** box to Receive the item.
  - c. Optionally, enter **Author** and/or **ISBN**.

Create Title

Title

Author

ISBN

Quantity

Disc. Price

Order Type

Received

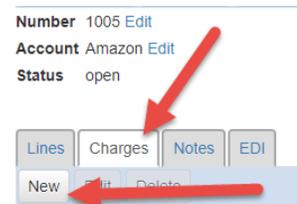
Location

Fund

4. Click the **Save** button when finished.
5. The title will be added to the Invoice as an Invoice line, with the appropriate number of items under the Invoice line.
  - a. A PO will be created with corresponding PO Lines and PO Line Copies. The PO number will start with **Inv**.

### Adding Miscellaneous Charges to an Invoice

1. You can add miscellaneous charges to an Invoice that already has at least one Invoice line that was created by either adding from a PO or adding a Title.
2. Click the **Charges** tab on the Invoice, and then click the **New** button.
3. The **New Invoice Charge** box will pop-up. Fill in the fields as follows:
  - a. **Fund**: Click on the drop-down box to select the appropriate fund.
  - b. **Amount**: Enter the appropriate amount.
  - c. **Memo**: Optionally, you can enter a descriptive note for the charge, such as "Shipping."



New Invoice Charge

Fund

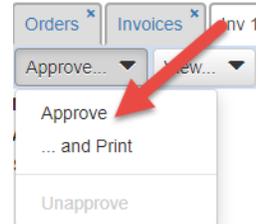
Amount

Memo

4. Click the **Save** button when finished.
5. The Invoice charges will be added to the Invoice.

## E. APPROVING INVOICES

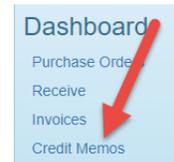
1. When you have finished creating your Invoice, go to **Approve>Approve** to approve the Invoice. This will expend funds out of the appropriate fund accounts.
  - a. Note: If you are not ready to Approve your Invoice, you can close the tab. The Invoice will be saved and its status will be **Open**. You can then add additional line items or changes or approve the Invoice later on.
2. The Invoice status will change to **Approved or Completed** after you have approved the Invoice.
  - a. If there are Invoice lines on the Invoice that have not been Received, then the Invoice will have a status of **Approved** and will appear in orange.
  - b. If all Invoice lines on the Invoice have been Received, then the Invoice will have a status of **Completed** and will appear in blue.



	New	Edit	Approve...	Delete	Print		
	+	✓					
	+	✓	Inv Number	Lines	Vendor Account	Status	Total Funded
	+	✓	1005	3	Amazon	approved	\$50.00
	+	✓	1004	3	SCLS TEST VENDOR ...	open	\$30.78
	+	✓	1003	1	SCLS TEST VENDOR ...	completed	\$79.99

## F. CREATING CREDIT MEMOS

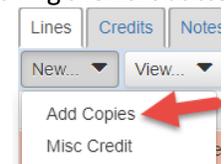
1. On the left side of the screen, under **Dashboard**, click the **Credit Memos** link.
2. A new tab will appear, labeled **Credit Memos**.
3. If the **Credit Memos** tab is not active, click on it to make it the active tab.
4. Click the **New** button. Fill in the fields as follows.
  - a. **Vendor Account:** Click on the drop-down box and select the appropriate Vendor Account. Alternatively, you can begin typing the correct Vendor Account, and GetIt will search for matching Vendor Accounts
  - b. **Credit Memo Number:** You can assign a Credit Memo Number here, or leave the field blank. If you leave it blank, GetIt will assign a Credit Memo Number for you (in sequential order). Please do not use any punctuation or spaces in your Credit Memo Number.
  - c. Click the **Save** button when you are finished.



## G. ADDING CREDIT MEMO LINES

### Adding Credit Memo Lines by adding Copies from an approved Invoice

1. Open the appropriate by Credit Memo highlighting the Credit Memo and clicking the **Edit** button or by double-clicking on the Credit Memo.
2. Click the **New** button and choose **Add Copies** to add Invoice Line Copies to the Invoice.
3. The **Add Copies to Credit Memo** box will pop-up.



- a. This will display a list of all Invoice Line Copies that are on approved Invoices associated with the Credit Memo's Vendor Account.
  - b. Checking the option for **Include Copies on Unapproved Invoices** will add the Invoice line Copies that are on unapproved Invoices associated with the Credit Memo's Vendor Account. If you do add Copies from unapproved Invoices to a Credit Memo, and then approve the Credit Memo, the Invoice will be approved at the same time. *This is not something that you would normally do in the course of invoicing and approving Credit Memos.* If you wish to add a charge for a miscellaneous item or a title that isn't on an Invoice, a better option is to use the **Misc Credit** feature, which is explained below.
  - c. Checking the option for **Include Copies on Previously Credited** will add the Invoice line Copies that have been previously credited. This might be something that is necessary in very rare circumstances.
4. To add Invoice lines to the Credit Memo, click the checkbox to the left of the appropriate item. You can add more than one item at a time.
  5. Click the **Select** button when you are finished selecting items to add to the Credit Memo.
  6. The selected Invoice Line Copies will be added to the Credit Memo.
  7. Click the plus sign next to each title on the Credit Memo to expand the title.
    - a. You can click the **Edit** button (pencil icon) to see more details about the item, and to edit the price or fund information. However, if you are receiving a credit for a specific item, you most likely want the original fund to be credited.
  8. If you need to delete an individual item on a Credit Memo line, click the **Delete** button (x icon). Click **Yes** in the pop-up box to confirm the deletion.
    - a. Note: If you delete all of the items that are listed under a title, then the title will appear in red.
    - b. Note: To delete the title (the entire Credit Memo line), select the title and click the **Delete** button. This will delete the title and all of its items from the Credit Memo.

### Add Copies to Credit Memo

Include Copies  on Unapproved Invoices  Previously Credited

Search

<input type="checkbox"/>	Title	Invoice #	Price
<input checked="" type="checkbox"/>	1917 (Blu-ray)[video...	999	\$22.99
<input checked="" type="checkbox"/>	1917 (DVD)[videoreco...	999	\$17.99
<input checked="" type="checkbox"/>	A bag of marbles (D...	20190128amaz	\$19.89

### Adding Credit Memo Lines by adding Miscellaneous Credits

1. Open the appropriate by Credit Memo highlighting the Credit Memo and clicking the **Edit** button or by double-clicking on the Credit Memo.
2. Click the **New** button and choose **Misc Credit** to add miscellaneous credits to the Credit Memo.
3. The **Create Misc Credit** box will pop-up.
  - a. Enter a **Description** and the **Amount**.
  - b. In the **From Fund** and **To Fund** boxes, click on the drop-down boxes and select the fund, in both boxes, that will be credited. The funds selected in each box should match.
4. Click the **Save** button when finished.
5. The miscellaneous credit will be added to the Credit Memo.

Lines Credits New... View...

Add Copies Misc Credit

Create Misc Credit

Description

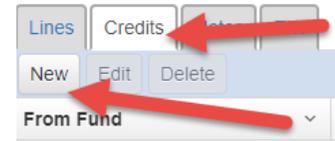
Amount

From Fund

To Fund

## Adding Miscellaneous Charges to a Credit Memo

1. You can add miscellaneous credits to a Credit Memo that already has at least one Credit Memo line that was created by either adding from an Invoice or by adding a Miscellaneous Credit.
2. Click the **Credits** tab on the Invoice, and then click the **New** button.
3. The **New Credit Memo Charge** box will pop-up. Fill in the fields as follows:
  - a. **From Fund and To Fund:** click on the drop-down boxes and select the fund, in both boxes, that will be credited. The funds selected in each box should match.
  - b. **Amount:** Enter the appropriate amount.
  - c. **Memo:** Optionally, you can enter a descriptive note for the charge.
4. Click the **Save** button when finished.



New Credit Memo Charge

From Fund (Expenses)  
BOOKS

To Fund (Assets)  
BOOKS

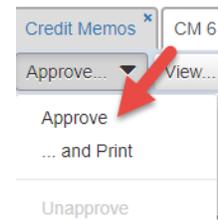
Amount  
10.00

Memo  
credit for late shipping

Save Cancel

## H. APPROVING CREDIT MEMOS

1. When you have finished creating your Credit Memo go to **Approve>Approve** to approve the Credit Memo. This will un-expend funds from the appropriate fund accounts.
  - a. Note: If you are not ready to Approve your Credit Memo, you can close the tab. The Credit Memo will be saved and its status will be **Open**. You can then add additional line items or changes and approve the Credit Memo later on.
2. The Credit Memo status will change to **Completed** after you have approved the Credit Memo, and it will appear in blue.



	+	✓	Memo Number	Lines	Vendor Account	Status	Total Funded
			6	2	Amazon	open	\$57.99
			5	1	SCLS TEST VENDOR AC...	completed	\$10.00

## I. EDI INVOICES

If you are using EDI (electronic ordering), the vendor will send Invoices for titles that have been ordered via EDI. These Invoices will automatically appear in GetIt. Vendor Invoices will list the Owner as **System Generator**.

New EDI Invoices will have a status of **Open**. The Invoices must be Approved in order for the funds to be expended. To approve the Invoice, make any changes as needed and approve the Invoice, following the instructions above.

If your vendor has generated an EDI Invoice but that Invoice has not appeared in GetIt, contact your vendor to verify that the Invoice was posted. Ask the vendor to post the Invoice again, and also ask the vendor to email you a copy of the EDI Invoice file. If the EDI Invoice continues to not appear in GetIt, report the problem via the SCLS Help Desk Portal and attach the EDI Invoice file from the vendor.

#### **J. INVOICING PREPAID ORDERS**

If you marked a PO Line as Prepaid at the time of order, then the funds for that PO Line were expended when the PO was approved, rather than encumbered. You may add Prepaid PO Lines to an Invoice if you wish to do so. However, when the Invoice is approved, the Prepaid PO Lines will not be expended again.