

Enter a Vendor Invoice with Quantities and Unit Costs

Document #:	3141	Product:	CenterPoint® Accounting with Inventory Module
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[Option A: Change the default screen so Quantity and Unit costs are entered](#)

[Option B: Change a specific line or lines to entering Quantity and Unit Costs instead of Quantity and Amount](#)

Prerequisite

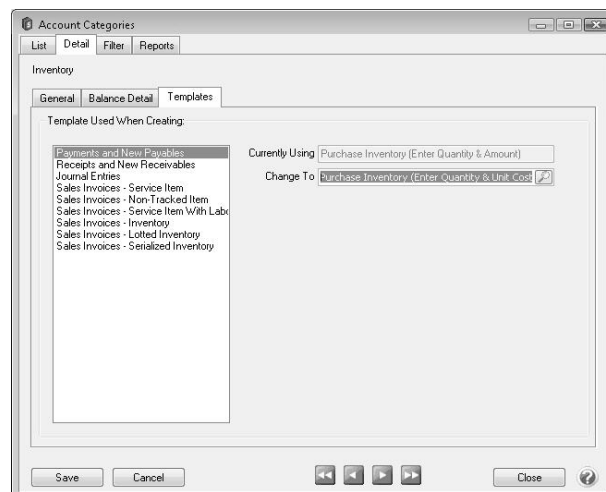
You must have the **Inventory** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering any vendor invoices for inventory items.

Option A: Change the Default Screen so Quantity and Unit Costs are Entered:

This option would normally be used if a user prefers to enter a quantity and unit cost on the majority, if not all, purchases of inventory items.

One - Time Setup: Change the Default Template Used for Vendor Invoices

1. Select **Setup > Accounts > Account Categories**.
2. Select the **Inventory** category and click **Edit**.
3. Click on the **Templates** tab.



4. Select **Payments and New Payables** on the left.
5. On the right, the **Currently Using** field will display **Purchase Inventory (Quantity and Amount)**. In the **Change To** field, select **Purchase Inventory (Enter Quantity & Unit Cost)**.
6. Click **Save**.

After changing the template assigned to the inventory account category, any time an inventory item is added to a vendor invoice, it will expect you to enter a **Quantity** and a **Unit Cost**. The system will then calculate the extended Amount.

Vendor Invoices (A/P)

Company: Alpine Sports
 Vendor: Summit Utility Company
 Vendor Address: Business Address
 Dumont, CO 80436

AP Account: Accounts Payable - Trade
☐ On Hold

Current Batch: No Batch
 Vendor Balance: \$163.00
 Reference #: 000021
 Date: 10/29/2010
 Amount: \$232.00
 Terms:
 Date Due: 10/29/2010
 Discount Date: 10/29/2010

Account	Quantity 1	Unit of Measure	Unit Cost	Amount	Quantity Available	Lot/Serial Number
Ice Fishing Rod & Reel	4.000	Each	\$58.00	\$232.00	29.000	

Memo Line 1:
 Line 2:
 Total: \$232.00
 Available Terms Discount: \$0.00
 Buttons: Save, Clear, Recall, Recurring, Options, Close

Option B: Change a specific row(s) to entering Quantity and Unit Costs instead of Quantity and Amount.

The template assigned to a row in vendor invoices is how the system knows if it should allow a Quantity and Unit Cost to be entered, or a Quantity and Amount. In this example, the default will still expect the user to enter a Quantity and Amount, but we'll explain how you can display the template column right in the grid so that it can easily be switched while an invoice is entered.

One-Time Setup: Add the Template Column to the Vendor Invoices (A/P) Grid:

1. While in **Processes > Purchases > Vendor Invoices (A/P)**, right click in the grid where items are added to an invoice and choose **Add/Remove Columns** to display the **Adjust Displayed Columns** screen.

Adjust Displayed Columns

- ☒ Account
- ☒ Quantity 1
- ☒ Unit of Measure
- ☒ Unit Cost
- ☒ Amount
- ☒ Quantity Available
- ☒ Lot/Serial Number
- ☐ Invoice / Ref #
- ☒ Template
- ☐ UOM 1
- ☐ Quantity 2
- ☐ Quantity 1 Price
- ☐ UOM 2
- ☐ Quantity 2 Price

Buttons: OK, Cancel

2. Put a check mark in **Template** and click **OK**.

Switch Between Templates While Entering Inventory Items to an Invoice

1. Follow the normal procedures for entering an Vendor Invoice. See the *Enter a Vendor Invoice with Inventory* topic for detailed instructions.
2. While adding inventory items to the vendor invoice, the template column will be displayed. When purchasing inventory items, It will default to Purchase Inventory (Quantity and Amount), which will allow the user to enter a Quantity and an extended Amount.

Vendor Invoices(A/P)

Company: Alpine Sports
 Vendor: Summit Utility Company
 Vendor Address: Business Address
 Dunmont, CO 80436

AP Account: Accounts Payable - Trade
☐ On Hold

Current Batch: No Batch
 Vendor Balance: \$163.00
 Reference #: 000021
 Date: 10/29/2010
 Amount: \$0.00
 Terms:
 Date Due: 10/29/2010
 Discount Date: 10/29/2010

Account	Quantity 1	Unit of Measure	Unit Cost	Amount	Quantity Available	Template
Ice Fishing Rod & Re	55.000	Each	18.27	\$ 1,005	29.000	Purchase Inventory (Enter Quantity & Amou
Pro Cast Fly Rod &	0.000	Each	0.00	\$ -1,005	18.000	Purchase Inventory (Enter Quantity & Amou
			0.00			

Memo Line 1:
 Line 2:

Total: \$0.00
 Available Terms Discount: \$0.00 ☐ Override

- If the user would prefer to enter a **Quantity** and a **Unit Cost** on a row, simply change the template to **Purchase Inventory (Quantity and Unit Cost)**. After changing the template, the Unit Cost field on that row will be available and the Amount field will be a calculated.

Vendor Invoices(A/P)

Company: Alpine Sports
 Vendor: Summit Utility Company
 Vendor Address: Business Address
 Dunmont, CO 80436

AP Account: Accounts Payable - Trade
☐ On Hold

Current Batch: No Batch
 Vendor Balance: \$163.00
 Reference #: 000021
 Date: 10/29/2010
 Amount: \$0.00
 Terms:
 Date Due: 10/29/2010
 Discount Date: 10/29/2010

Account	Quantity 1	Unit of Measure	Unit Cost	Amount	Quantity Available	Template
Ice Fishing Rod & Re	55.000	Each	18.27	\$ 1,005	29.000	Purchase Inventory (Enter Quantity & Amou
Pro Cast Fly Rod &	4.000	Each	48.00	\$ 192.00	18.000	Purchase Inventory (Enter Quantity & Unit C
			0.00	\$ -1,197		

Memo Line 1:
 Line 2:

Total: \$1,197.00
 Available Terms Discount: \$0.00 ☐ Override