

	FI Invoice Entry(FIIE)
	Date:11/01/08
	Version: 1.0

Purpose: Entering invoices to account for vendor purchases.

Frequency: As needed to maintain invoice reconciliation

Responsibility: Retail Fuel Accounting Staff

Priority: Medium

Access Level: Enterprise

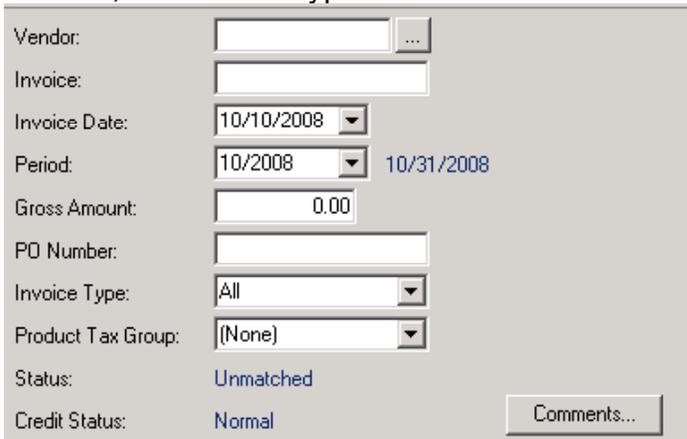
Summary:

In FI Invoices (FIIE):

1. Choose **Add** to enter a new invoice. You can modify an existing delivery by choosing the **Select** button on the record selector toolbar, selecting the delivery, and modifying it.

General

You first enter critical information about the invoice, such as the vendor, invoice number, and invoice type.



1. Select Vendor from whom you ordered the product. You assign vendors to the *Fuel* or *Carrier* vendor Class on the AP Vendors (APV): **Profile** tab.
2. Enter the Invoice number.
3. Select the Invoice Date.
4. Select the Period. FIIE automatically assigns the invoice to the period that includes the Invoice Date.
5. Enter the Gross Amount of the invoice.

6. Optional. Enter a PO Number. A purchase order (PO) is a written authorization for a vendor to supply goods or services.
7. Select an Invoice Type to determine what information is on the invoice.
 - o *All* - is for invoices with products, freight, and deferred taxes.
 - o *Deferred Taxes Only* - is for invoices that only have taxes that the vendor pays at a later period (i.e. state taxes).
 - o *Freight Only* - is for invoices that only have freight charges.
 - o *Product and Freight* - is for invoices with products and freight.
 - o *Products Only* - is for invoices that only have products.
8. Optional. Select a Product Tax Group. A taxing group pulls all products that share tax rates together. This enables you to maintain and assign rates once, instead of across a large number of products.
9. Optional. Enter any **Comments** related to the invoice.

Incidental Costs

Incidental costs are costs that were unanticipated before the fuel delivery. For example, the carrier may have delivered fuel to the destination but had a surplus that was delivered to a second location. In this case, the carrier would charge you an incidental cost for making two stops.

Cost Type	Amount
<input type="text"/>	0.00
<input type="text"/>	0.00
<input type="text"/>	0.00

1. Optional. Enter any Incidental Costs.

Site Information

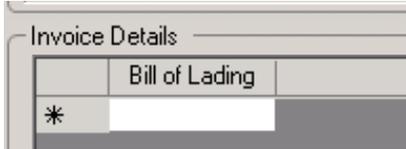
If you have a wholesale business entity and a retail business entity, you need to be able to assign a site, thus a business entity to the invoice.

Site: Retail and C/L Drop Ship

1. The default site will populate based on previous Vendor information and displays the correct site and you can change that site as necessary.

Invoice Details

If your import file includes corresponding bill-of-lading (BOL) numbers, they will display here. FIIE also includes an **Automatch & Post** feature that allows you to reconcile invoices to bills-of-lading (BOLs) directly from FIIE.



1. Enter a list of Bill of Lading (BOL) numbers that you want to associate to this invoice.

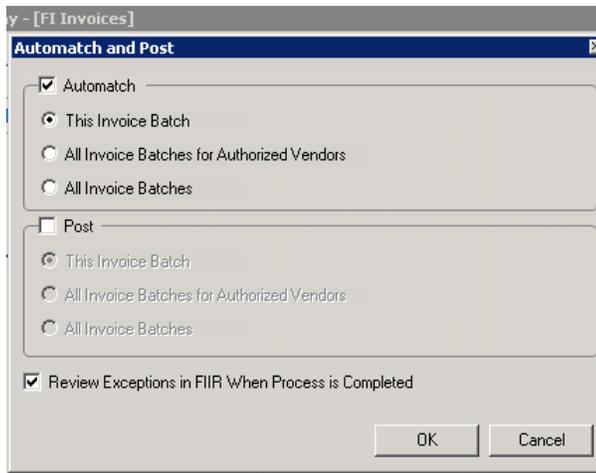
Reconcile and Post Fuel Invoices

Program: FI Invoices (FIIE)

FI Invoices (FIIE) includes an **Automatch & Post** feature that allows you to reconcile invoices to bills-of-lading (BOLs) directly from FIIE. This is helpful if you are entering a small number of invoices. In this case, it is probably more efficient to reconcile and post your invoices while you are already in FIIE rather than processing them in FI Invoice Reconciliation (FIIR).

In FI Invoices (FIIE):

1. Use the filter or select an invoice. You can also post and reconcile an invoice directly after you enter it.
2. Choose **Automatch & Post**. FIIE displays the Automatch And Post popup window.



3. Choose to Automatch to compare invoices to deliveries.
 - o *This Invoice Batch* prompts FIIE to attempt to reconcile the current invoice batch only.

- *All Invoice Batches for Authorized Vendors* prompts FIIE to attempt to reconcile all invoice batches for vendors for which you are authorized to process on the AP Vendors (APV): **Fuel Information: Deliveries** subtab.
 - *All Invoice Batches* prompts FIIE to attempt to reconcile all available invoice batches.
4. Choose Post to post *Matched* invoices to PDI/Accounts Payable (AP) so you can pay them.
- *This Invoice Batch* prompts FIIE to attempt to reconcile the current invoice batch only.
 - *All Invoice Batches for Authorized Vendors* prompts FIIE to attempt to reconcile all invoice batches for vendors for which you are authorized to process on the AP Vendors (APV): **Fuel Information: Deliveries** subtab.
 - *All Invoice Batches* prompts FIIE to attempt to reconcile all available invoice batches.
5. Optional. Choose to Review Exceptions in FIIR When Process is Completed. FIIE will then automatically open FI Invoice Reconciliation (FIIR) to display invoices that you attempted to Automatch and/or Post. You can then review and handle reconciliation exceptions.
6. Choose **OK**.

Continue to Fuel Invoice Reconciliation (FIIR)