



Service type invoices allow the user to create an invoice without using any items in Orchestrated. Instead, the user must create a description and choose a G/L Account to post the invoice to.

Creating one is simple! Pull up an invoice to create a new one (**Purchasing - A/P > A/P Invoice**), the same as you would create an invoice for items.

Just below the "Contents" tab you will notice a drop-down for "Item/Service Type":

The screenshot shows the 'A/P Invoice' form. The 'Item/Service Type' dropdown is set to 'Item'. Below it is a table with columns: #, Item No., Item Descript..., Quantity, and Unit P.

#	Item No.	Item Descript...	Quantity	Unit P
1				

Changing this to "Service" now displays a different list of options below:

The screenshot shows the 'A/P Invoice' form. The 'Item/Service Type' dropdown is set to 'Service'. Below it is a table with columns: #, Description, G/L Acco..., and G/L Account.

#	Description	G/L Acco...	G/L Account
1			



The user will then want to enter the vendor, description and GL Account to post this Service type invoice to:

A/P Invoice

Vendor → V1063
 Name Universal Engine Services
 Contact Person
 Vendor Ref. No.
 BP Currency \$

Contents Logistics Accounting Attac

Item/Service Type Service

#	Description	G/L Account	G/L Account Name	Tax Code	Total (LC)
1	Engine Maintenance	→ 60040-01	Building Maintenance (BREW)	→ EX	\$ 500.00

This will then post a credit to Accounts Payable (through the vendor code subledger) and post a debit to the GL Account chosen above:

Journal Entry Preview

Series	Number	Posting Date	Due Date	Doc. Date	Remarks
Primary	17237	12/31/2017	12/31/2017	12/31/2017	A/P Invoices - V1063

Origin	Origin No.	Trans. No.	Template Type	Template	Indicator	Project
PU	10083					

Trans. Code	Ref. 1	Ref. 2	Ref. 3
	10083		

Blanket Agreement

▶ Expand Editing Mode

#	G/L Acct/BP ...	G/L Acct/BP Name	Debit	Credit	Ref. 3	Due Date	Posting Date	Document Date	Tax P
1	→ V1063	Universal Engine Servic		\$ 500.00	1	12/31/2017	12/31/2017	12/31/2017	
2	→ 29999-00	System Liabilities (COR	\$ 0.00			12/31/2017	12/31/2017	12/31/2017	
3	→ 60040-01	Building Maintenance (B	\$ 500.00			12/31/2017	12/31/2017	12/31/2017	