ARRIVING & INVOICING ORDERS IN ALEPH

There are three ways of invoicing items in Aleph:

1. **One item per invoice.**
   a. Search and display your item in Aleph
   b. On the left panel, click on "Invoice"
   c. Click on “New” on the right-side
   d. Type in the invoice number and hit Enter or click on “OK”
e. Enter the price listed on the invoice in the “Net Amount” box
f. Enter “Invoice Date” (mandatory field) and other dates if you have them

g. Click on “Add”

h. As material have not being marked as arrived in Aleph, a pop-up will open asking if you want to receive the item now; click on “Yes”
i. Click on “General Invoice” on the right-side panel.

j. Now on the left panel, click on “General Invoice”.

a.

b.

c.

d.

e.

f.
k. Check for any missing information. As you still have not sent your invoice to Accounts Payable, you don’t need to do anything else in Aleph.

l. When your invoices are paid by Accounts Payable, go back to Aleph Acquisitions and search for the invoice.

m. To search for an invoice, look for the Invoice icon on Aleph Acquisitions and click on the box with dots to search for the vendor and click on “Select”, then type the invoice number in the box and hit enter or click on the arrow.
Click on “2. Payment” tab and enter payment information obtained from PeopleSoft:

i. Payment Date
ii. Check Number (Payment Ref ID in PeopleSoft)
iii. Amount paid for the invoice

b. Change “Status” to “Paid” and click on “Update” on the right-side

**Important notes:**

- As soon as you assign an invoice number to a vendor, you create an invoice; you do not need to “save” the invoice at any moment during the workflow, any changes will be automatically saved by Aleph.
- When an invoice has a status of “Paid” no changes can be made to it. So, make sure everything is all right before changing the status.
2. **Several items per invoice from the order record.**

   a. You can follow the steps above from **1. a-j**

   b. Check for any missing information, and note that "**Total Amount General Invoice**” and "**Total Amount Line Items**" do not match

c. On the left panel, click on **"Line Items"** and next click on **"Add"**. Choose and option from the drop down menu, preferably **"Order Number"** and type in proper information

d. Click on **"OK"**
e. The order record will show up, fill out the “Net Amount” box and click on “Add” on the right-side

Aleph will take you back to the invoice, on the right side, click on “Add” to add more items to the invoice. Repeat steps c-e until you have added all the line items from your print invoice to the Aleph invoice. At the end, your “Total Amount General Invoice” and “Total Amount Line Items” should match your print invoice total.

f. Enter payment information as explained before
3. **Several items per invoice from scratch.**
   a. Look for the Invoice icon on Aleph Acquisitions and click on the box with dots to search for the vendor and click on “Select”

   ![Image of the Aleph Acquisitions interface with the Invoice icon highlighted]

   b. Type in your invoice number in the second box, hit Enter or click on the arrow, and click on “Yes” in the pop out box

   ![Image of the pop out box with “Yes” selected]
c. The General Invoice front page will show up; complete any missing
information and click on “Update”

d. On the left panel, click on “Line Items” and next click on “Add”. Choose
and option from the drop down menu, preferably “Order Number” and
type in proper information

e. Click on “OK”
f. The order record will show up, fill out the “Net Amount” box and click on “Update”

g. Follow steps f-g from 2. *Several items per invoice from the order record.*

h. Enter payment information as explained before
Item Record Created in Acquisition:

Tab “2. General Information (1)”: 

Tab “3. General Information (2)”: 

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