



# Process Document

*Department:*

Customer Support

*Last Updated:*

2/13/2026 10:28 AM

**NAME OF PROCESS**

## Referencing a PO When Posting an AP Invoice and Batch

**Use Case / Objectives**

The purpose of this article is to define the standardized process for entering Accounts Payable (A/P) invoices associated with one or more Purchase Orders (POs) in RentalMan. This procedure ensures accurate vendor payment, proper GL distribution, and consistent audit controls

**Configuration, Training, and Reporting**

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

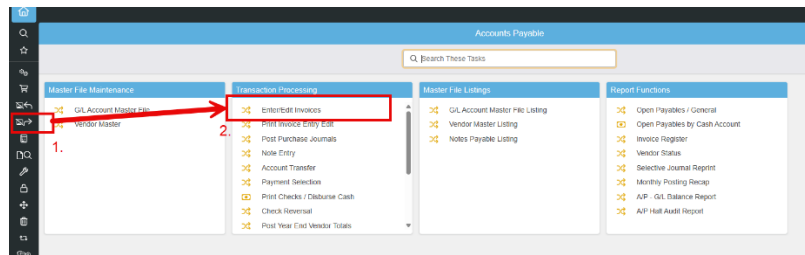
Menu options to access:

[Accounts Payable](#) => [Transaction Processing](#) => [Enter/Edit Invoice Entry \(4, 11\)](#)

## Entering an AP Invoice with POs

### Process Steps

1. Log into the [RolePlay environment](#) using your credential.
2. Click on the Accounts Payable menu option on the left side of the screen.
3. In the **Transaction Processing** section, click on the Enter/Edit Invoices option.



- a. The Invoice Entry - Launch screen opens.

8 Invoice Entry

Batch Number :  Date:

Description :

Control Total :

Recurring Batch:  Due Date:

Batch Total : .00

No. of Invoices:

Currency code :

Journal code :

4. Press **F6** on your keyboard or click on F06 Auto-Assign Number in the **Display Functions** menu to auto-assign a **Batch Number**.
5. In the **Date** field, type in the batch creation date, **not** the invoice or posting date.
6. Type in a meaningful **Description**.
7. Type in the sum of all invoices in the batch in the **Control Total** field.
8. Leave **Recurring Batch** field set to **N** (no) as this is generally not used.
9. Type in a **Due Date** only if all invoices share the **same** due date.
10. Confirm the **Currency Code** field defaults to **USD** and the **Journal Code** field is set to **APY**.

5 Invoice Entry

Batch Number : 0000062030 Date: 02/11/20

Description : MEANING FULL DESCRIPTION

Control Total : 1000.00

Recurring Batch: N Due Date:

Batch Total : .00

No. of Invoices:

Currency code : USD

Journal code : APY

11. Press Enter to continue.
  - a. The Invoice Entry - Details screen opens.

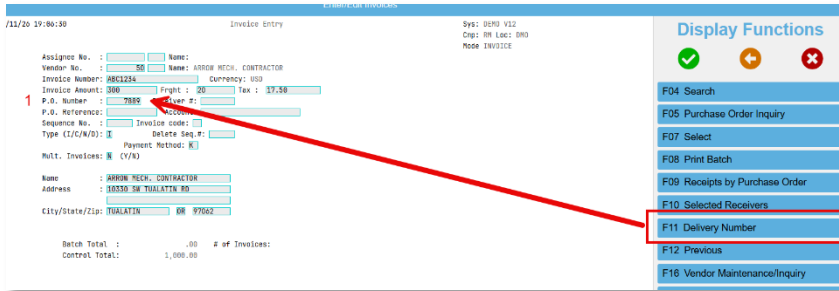
12. Type in the Purchase Order Number in the *P.O. Number* field and press Enter.
13. Verify the system-populated the corresponding *Vendor Number* and *Name*. **NOTE:** If incorrect, the PO must be corrected before processing.
14. Confirm the remittance *Name*, *Address* and *City/State/Zip* if applicable.

15. Type in the *Invoice Number* exactly as shown on the vendor invoice. **NOTE:** Do not use dashes or punctuation.
16. Type in the *Invoice Amount*, including *Freight* and *Tax*. **NOTE:**
17. Type in either I (Invoice) or C (Credit) in the *Invoice Type* field.
18. Leave the *Receiver Number* field blank if paying the PO in full; otherwise, press F4 to select the line items of the PO that are being paid on this invoice.
19. Confirm the *Payment Method* field defaults from Vendor Master.

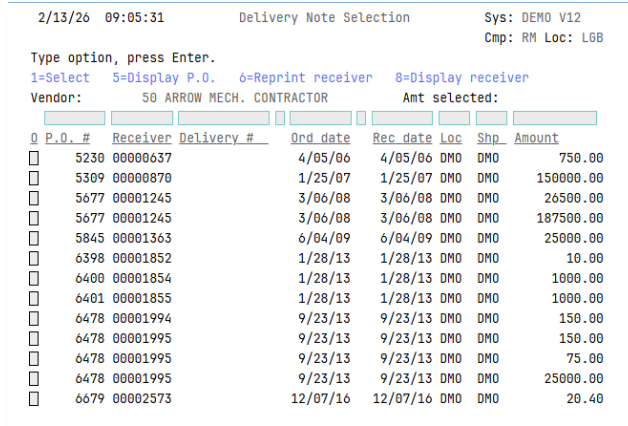
20. If you are only applying a single invoice, press Enter and [click here to continue to the next step in the process](#); otherwise, continue to the next step.

**NOTE:** Use the following steps when a single vendor invoice applies to more than one PO or receiver.

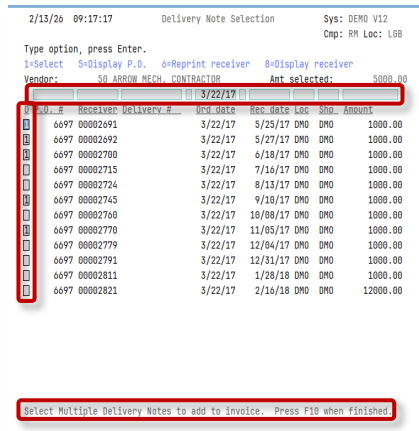
- With your cursor in the *Purchase Order Number* field, click on *F11 Delivery Number* in the **Display Functions** menu.



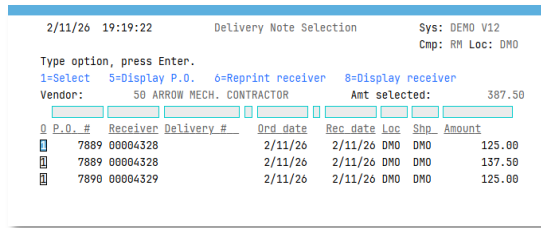
- The **Delivery Note Selection** screen opens displaying a list of available POs/Receivers for the vendor entered.



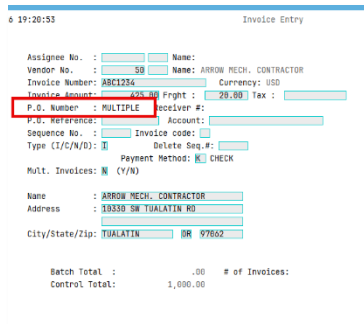
- Using the filter fields across the top, you can condense the list of PO's (for example, by *PO Date*) if needed.
- Type 1 in the *O* column next to each PO/Receiver to be included.
- Press Enter.



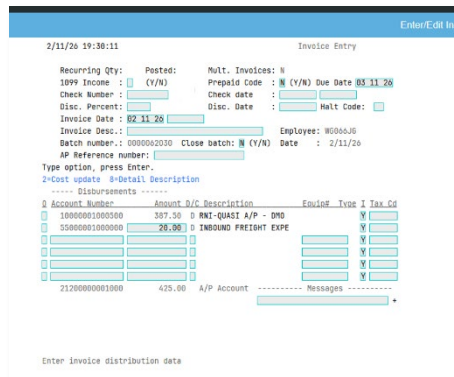
25. When prompted, press F10.
  - a. The list will condense to display only the selected PO's/Receivers.



26. Press F10 again to return to the **Invoice Entry - Details** screen.
  - a. The **PO Number** field will display **MULTIPLE** and cannot be updated, denoting multiple POs are linked to this invoice.



27. Press Enter.
  - a. The **Enter/Edit Invoice - G/L Distribution** screen opens.



28. Confirm or type in the **Invoice Date** and **Due Date** fields.
29. Verify the **Discount Percent** and **Discount Date** fields populate with defaults from Vendor Master.
30. Leave the **1099 Income** and **Halt Code** fields as is.

**NOTE:** The **Prepaid Code**, **Check Number**, and **Check Date** fields are used only for petty cash/manual checks.

31. Review the **Disbursements (GL Distribution)** section at the bottom of the screen, confirming the following:
  - a. **GL Account Numbers**

- b. **Amounts** (combined if multiple POs selected)
- c. Validate **D/C** (Debit/Credit) indicators.
- d. Credit invoices entered as type **C** may show positive amounts with debit indicators—this is expected and posts correctly.
- e. Verify or enter **Equipment Number** if applicable.
- f. Add internal notes in **Messages** if needed.

2/11/26 19:30:11 Invoice Entry

Recurring Qty: Posted: Mult. Invoices: N  
 1099 Income :  (Y/N) Prepaid Code : N (Y/N) Due Date 03/11/26  
 Check Number :  Check date :   
 Disc. Percent:  Disc. Date :  Halt Code:   
 Invoice Date : 02/11/26  
 Invoice Desc.:  Employee: W6066JG  
 Batch number.: 0000062030 Close batch: N (Y/N) Date : 2/11/26  
 AP Reference number:

Type option, press Enter.  
 2=Cost update 8=Detail Description

Account Number	Amount	D/C	Description	Equip#	Type	I	Tax Cd
1000001000500	387.50	D	RNI-QUASI A/P - DMO			Y	
5500001000000	28.00	D	INBOUND FREIGHT EXPE			Y	
						Y	
						Y	
						Y	
21200000001000	425.00	A/P	Account				

----- Messages -----

- 32. Press Enter to accept the invoice.
- 33. Continue entering invoices until the batch is complete.
- 34. Verify **Batch Total = Control Total** at the bottom of the screen.

2/11/26 19:49:03 Invoice Entry

Assignee No. :  Name:   
 Vendor No. :  Name:   
 Invoice Number:  Currency: USD  
 Invoice Amount:  Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. :  Invoice code:   
 Type (I/C/N/D): I Delete Seq.#:   
 Payment Method:   
 Mult. Invoices: N (Y/N)

Name :   
 Address :   
 City/State/Zip:

Batch Total : 425.00 # of Invoices: 1  
 Control Total: 425.00

- 35. Press F3 to exit to the **Accounts Payables** menu.
- 36. The batch is now ready for edit, review, and posting.
  - a. For assistance with any of those processes, please refer to the [Viewing and Posting AP Invoice Batches \[RolePlay\] - PDF](#) and [Entering or Editing AP Invoices \[RolePlay\] - PDF](#) articles on the resources website.

## Reference Glossary

### Field Definitions for Tasks

#### Invoice Entry - Launch

- **Batch Number** - Enter the number of the batch you want to edit or create. Press F4 to search for the correct batch number. Press F6 to have the system automatically assign a number to a new batch.
- **Date** - Enter the date you are entering the new batch. This is not an invoice date or a posting date.
- **Description** - Enter a brief, meaningful description for the new batch.
- **Control Total** - Enter the total of all invoices in the batch. This figure is compared to the calculated figure in the Batch Total field to ensure the batch is in balance and ready for posting.
- **Recurring Batch** - Indicate if this is a recurring batch where all of the invoices in the batch are recurring. If you enter *Y*, for each invoice in the batch, enter how many times you want that invoice to recur.
- **Due Date** - If all invoices in the batch have the same due date, enter it here. Otherwise, you can enter each invoice's due date later in the program. If you enter a date here and do not enter one on the invoice, the date entered here defaults as that invoice's due date.
- **Batch Total** - Displays the system-calculated total of all invoices in the batch. This is compared to the figure entered in the Control Total field to ensure the batch is in balance and ready for posting.
- **Number of Invoices** - Displays the number of invoices entered in the batch. For a new batch, this field is blank until you return to the screen after entering your invoices.
- **Currency Code** - Enter the code for the currency in which the invoices are being entered in the batch.
- **Journal Code** - If applicable, enter the journal code you want assigned to the batch.  
**NOTE:** press F4 to open the **G/L Journal Code Search** pop-up window if you do not know it.

#### Invoice Entry - Details

- **Assignee Number** - If applicable, enter a payee for the invoice other than the vendor. Enter zero (0) if the assignee is not a vendor in the vendor master file. Use the Name and Address fields at the bottom of the screen to designate who payment should go to. This is usually done for a one-time vendor; the information is not added to the vendor master file. If the assignee is a vendor in your vendor master file, enter the appropriate vendor number that is different from the vendor from whom the items were purchased. If you enter a vendor number from your master file, use the field to the right of Assignee Number to enter the sequence number of the appropriate address to which payment

should be sent. Leave the field blank to send payment to the vendor's main address.  
**NOTE:** If you do not know this value, press F4 to search.

- **Vendor Number** - Enter the number of the vendor from whom you received the invoice. If you do not know the number, press F4 to search. If payment is not sent to the vendor's main address, use the field to the right of Vendor Number to enter the sequence number of the appropriate address to which payment should be sent. The name and address are displayed in the fields at the bottom of the screen. If the **Always dft vendor** field is set to **Y** in control record **IP2102**, you can skip this field and let the system fill it in after you enter the purchase order number referenced on the invoice.
- **Invoice Number** - Enter the number on the vendor's invoice.
- **Currency** - Displays the currency code entered on the batch header screen.
- **Invoice Amount** - Enter the total amount of the vendor's invoice, including freight and taxes. Enter a negative sign for a credit.
- **Freight Amount** - Enter the total freight amount from the invoice. This amount was included in the Invoice Amount.
- **Tax Amount** - If applicable, enter the total tax amount from the invoice. This amount was included in the Invoice Amount.
- **Purchase Order Number** - Enter the purchase order number for which the invoice was sent. If you do not know the number, press F4 to search for it.
- **Receiver Number** - If applicable, enter the receiver number from the purchase order for the items on the invoice. If you do not know the receiver number, press F4 to search for it. If you want to reference all receivers for the purchase order, leave the field blank.
- **Purchase Order Reference** - If applicable, enter any reference between the purchase order and the invoice.
- **Account** - If applicable, enter the account number the vendor has assigned to your organization.
- **Sequence Number** - If you are retrieving a pending invoice, enter the invoice's sequence number. The sequence number is found on the Invoice Inquiry screen.
- **Invoice Code** - Enter a user-defined code that categorizes the invoice. The invoice code is code **AP** set up in Reason Code File Maintenance. Make this code a required field in control record **IP210T**.
- **Type** - Indicate the type of invoice you are entering. Valid codes for this program are:
  - I - Debit Invoice. This is the default code.
  - C - Credit invoice. Enter the amount of the invoice as a debit or positive amount. On the following screen, enter the distribution accounts/amounts as normal. By changing the type to a **C**, the system will then know to reverse the sign.
  - N - Note payable. This is automatically assigned to an invoice that is created by the system in the Note Entry option #14.
  - D - Delete or reverse invoice. This is used when an invoice has been posted and needs to be reversed. Enter the original invoice number and amount. Change the invoice type to **D**. Enter the invoice sequence number in the **Delete Sequence**

field. This value can be found through option 4-61 invoice inquiry by looking at the detail of the invoice or on the **Open Payables Report** option 4-81. Press Enter and follow the prompts on the screen.

- **Delete Sequence Number** - If you enter *D* in the *Type* field, enter the sequence number of the invoice to delete. The sequence number is found on the Invoice Inquiry screen.
- **Recurring Quantity** - If you marked the invoice batch as recurring on the Enter/Edit Invoices - Launch screen, enter the number of times that this invoice should recur.
- **Payment Method** - Enter the code that represents the method of payment for this invoice. If you do not know the code, press F4 to open the **Vendor Pay Methods** pop-up window.
- **Multiple Invoices** - Indicate whether you are going to enter this invoice number multiple times with different amounts and due dates.
- **Invoice OCR** - Enter the Optical Character Recognition reference number - used in European banking.
- **Name** - Displays the name of the vendor. If you enter a zero (0) in the Assignee Number field, enter the name of the assignee.
- **Address** - Displays the street address of the vendor. If you enter a zero (0) in the Assignee Number field, enter the address to which payment should be made.
- **City/State/Zip (Postal Code)** - Displays the city, state, and postal code of the vendor. If you enter a zero (0) in the *Assignee Number* field, enter the city, state, and postal code where payment should be made.
- **Batch Total** - Displays the system calculated total of all invoices in the batch. This is compared to the figure in the *Control Total* field to ensure the batch is in balance and ready for posting.
- **Number of Invoices** - Displays the number of invoices entered in the batch.
- **Control Total** - Displays the total of all invoices in the batch. This figure is compared to the calculated figure in the *Batch Total* field to ensure the batch is in balance and ready for posting.

### Delivery Note Selection

- **Vendor** - Displays the number and name of the vendor for the listed receivers.
- **Amount Selected** - Displays the total monetary amount for all the selected receivers. This amount does not display until you have made all your selections and pressed Enter.
- **Purchase Order Number** - Displays the number of the purchase order associated with the receiver.
- **Receiver** - Displays the number assigned to the receipt record.
- **Delivery Number** - Displays the delivery number entered on the receipt record.
- **Order Date** - Displays the date the purchase order was entered.
- **Receipt Date** - Displays the date the receipt was entered.
- **Location** - Displays the location that placed the purchase order.
- **Ship-to Location** - Displays the location to which the items were shipped.

- *Amount* - Displays the total amount of the receipt.

### Invoice Entry - G/L Distribution

- *Recurring Quantity* - Displays the number of times that this invoice will recur.
- *Posted* - Indicates whether the invoice batch has been posted.
- *Multiple Invoices* - Indicates whether this invoice number will be entered multiple times with different amounts and due dates.
- *1099 Income* - Indicate whether this invoice represents 1099 income for the vendor.
- *Prepaid Code* - Indicate whether this invoice has already been paid manually. If you enter *Y*, this invoice cannot be selected for payment. If you need to enter multiple invoices or credit memos for the same prepaid check, enter the invoices/credit memos as if they were not prepaid (leave this field blank), and then use the Payment Selection program to change the prepaid status of each invoice/credit memo using payment function code 5.
- *Due Date* - Enter the invoice due date. If you entered a due date on the **Batch Header** screen and leave this field blank, the system defaults the due date from the batch header. If you did not enter a due date on the **Batch Header** screen and leave this field blank, the system calculates a due date based on the invoice date and the number of days entered in the *Term Days* field in **Vendor Master Maintenance**.
- *Check Number* - If the invoice was prepaid, enter the number of the check used for payment.
- *Check Date* - If the invoice was prepaid, enter the date and time of the check used for payment.
- *Discount Percent* - Enter the percentage to use to calculate the discount on the gross amount of the invoice.
- *Discount Date* - Enter the date up to which the discount can be taken.
- *Halt Code* - If applicable, enter the halt code to prevent the invoice from being selected for payment. Based on certain circumstances when you enter the invoice header, the system might default a halt code into this field. **NOTE:** With the appropriate security setting, you can change the halt code status of an invoice in the Payment Selection program. Valid codes include:
  - H1 - Items on the purchase order have not been received.
  - H2 - Invoice amount does not equal the purchase order amount.
  - H3 - Invalid purchase order number.
  - H4 - An invoice against this purchase order already exists.
  - H5 - Same invoice amount found on another invoice (Use control record **CKINV\$** to turn this halt code off).
  - H6 - An invoice for this receiver number already exists.
  - H7 - Vendor is on hold.
- *Invoice Date* - Enter the date from the invoice.
- *Invoice Description* - Enter or accept the description of the invoice. Settings in control record **IP210T** determine how the invoice description defaults.

- *Employee* - Displays the name of the user who entered the invoice.
- *Batch Number* - Displays the batch number entered on the first screen.
- *Close Batch* - Indicate whether to close the batch after saving this invoice.
- *Date* - Displays the date that the invoice was entered in the batch.
- *Account Number* - Enter or accept the general ledger account number to be debited or credited when this invoice is posted. Various settings in control records **IP210T**, **IP2102**, and **IP2103** dictate how the G/L account numbers are defaulted and whether they can be modified on this screen. Control record **IP210T** also contains a setting to indicate whether the vendor master record should be updated with G/L account numbers entered for this invoice.
- *Amount* - Displays the amount from the invoice that applies as a debit or credit to the corresponding G/L account.
- *Debit / Credit* - Indicates whether the amount is debited or credited to the corresponding G/L account.
- *Description* - Displays a description of the G/L account.
- *Equipment Number* - Displays the number of the equipment from the purchase order. If the equipment number does not default from the purchase order, or if the item that was purchased is not equipment but is related to a specific piece of equipment, you can enter the equipment number.
- *Type* - Displays the Type code assigned to the equipment at receipt. Valid codes include:
  - C - Customer Owned
  - F - Floored
  - G - Consignment
  - L - Lease
  - N - New
  - - Non-rental Asset
  - R - Rental
  - S - Sub-leased
  - T - Trade In
- *Invoiced* - Indicate if the equipment has been fully invoiced for capitalization purposes. An asset's monthly depreciation amount is estimated and calculated as an accrual until it is verified that its initial cost has been completely entered by setting this Invoiced flag to **Y**, or by setting the *Fully Invoiced* flag on the **Equipment Maintenance - Cost** screen to **Y**. This ensures that when freight or other adjustments for the asset are entered in **Accounts Payable Invoice Entry** during the first part of the asset's life, they are calculated as accruals and reversed accordingly. Once all costs for the asset have been entered, at least one of the "Invoiced" flags to **Y**; the system brings the asset's depreciation up to date according to the true and final cost when the asset is next depreciated.
- *Messages* - If applicable, enter a brief message about the invoice.

#### Invoice Entry - Invoice Selection

- *Vendor Number* - Displays the number of the vendor who sent the invoice.
- *Vendor Name* - Displays the name of the vendor who sent the invoice.
- *Invoice Number* - Displays the number from the vendor's invoice.
- *Description* - Displays the description of the invoice.
- *Invoice Date* - Displays the date entered from the invoice.
- *Gross Amount* - Displays the total amount of the invoice including freight, taxes, and other charges.
- *Employee* - Displays the name of the user who entered the invoice.
- *Date* - Displays the date the invoice was entered into the system.