

Invoicing SOP: Vendor Invoice Entry

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Who is this for: Accounting



Objective: Vendor invoices how to receive, update CB PO Shipment, enter and track for payment

Accounting: Vendor Invoice Entry:

Vendor Invoices are received in the accounting@charliebean.com email; this populates in the 'Trello' board under the 'New Accounting Emails' list

Open the card on the Trello board, and rename the title to the Vendor name, invoice number, and PO #

Move each renamed card to the 'To Enter Bills into QB' list.

Open Sales Force; go to 'CB PO Shipments', view: 'Received Shipments' select 'Go!'

List of all received orders will populate

Open each via selecting the 'CB PO Shipment Name'

The 'received shipment' detail will populate:

Review the 'CB Received Amount' – find the correct invoice in the Trello list (above should be able to find this via the PO #)

Open Invoice in Trello, confirm the received amount is the same as the invoiced amount

when the amounts differ:

update the 'CB Invoice Number' with the note: 'Discrepancy'

attach a pdf of the invoice to the notes & attachments below

add a note with the Title: 'Discrepancy'

in the body, note the received amount vs the invoiced amount

update the 'CB PO Shipment Status' to 'Shipment Review Needed'

confirm all your changes saved

In Trello, move the card from the 'Discrepancies: CB PO Shipment vs Invoice' list

when the amounts match:

update the 'CB Invoice Number' with the vendor invoice #

update the 'CB PO Shipment Status' to 'Shipment Invoiced'

attach the invoice to the CB PO Shipment detail in the 'Notes & Attachments' section at the bottom

confirm all your changes saved

Enter invoice into QB: make sure you enter the invoice with the same accounting month we received the shipment. If the vendor invoiced early, always use the date received shipment

In Trello, move the card to the 'To be Paid_New' list, update the date to the payment due date.

This card will now show on the Trello calendar (Calendar Power-Up to view calendar)
