

SOP: Invoice Entry in Entrata

Department: Accounts Payable / Property Management

System: Entrata (Accounting Module)

Process Name: Invoice Entry

Prepared By: Mariah Farrell, Assistant Property Manager

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This document is to standardize the process of entering vendor invoices into Entrata for accurate expense tracking and timely payment.

This SOP applies to all staff responsible for entering and processing invoices within Entrata.

Responsibilities

- Property Staff: Enters the invoice and coding details.
- Approver (e.g., Property Manager): Reviews and approves invoices.
- Corporate/AP Supervisor: Oversees the overall process and ensures compliance.

Prerequisites

- Active Entrata login with accounting access.
- A valid vendor invoice (PDF, scanned, or paper).
- Correct GL code and property information.
- Approval hierarchy established in Entrata.

Procedure

Step 1: Log In to Entrata

1. Go to your Entrata login portal.
2. Enter your "username" and "password."
3. Click "Sign In."

Step 2: Navigate to Invoice Entry

1. From the main dashboard, go to: Accounting > Payables > Create Invoice or use the shortcut: Invoice Entry Module

Step 3: Enter Invoice Header Details

1. Property: Select the correct property.
2. Vendor: Select an existing vendor or request a new vendor setup if missing.
3. Invoice Number: Enter exactly as shown on the vendor's invoice.
4. Invoice Date: Match the date on the invoice.
5. Due Date: Auto-calculated based on vendor terms (can be adjusted).
6. Invoice Amount: Total amount including tax and fees.

Step 4: Line Item Entry

1. Add line items based on the invoice:
 - GL Code: Choose the correct expense category.
 - Amount: Enter the amount for each line.

- Description: Provide clear details (e.g., “Pest control – March”).
 - Job/Unit/Department:** If applicable, allocate accordingly.
2. Click “Add Line” for multiple line items or splits.

Step 5: Attach Supporting Documents

1. Click “Attach File” or drag and drop the invoice PDF.
2. Confirm the correct file is uploaded.

Step 6: Save and Submit**

1. Click “Save” to draft or “Submit for Approval” if complete.
2. The invoice will enter the approval workflow based on the configured rules.

Notes:

- Entrata auto-checks for “duplicate invoice numbers” for the same vendor.
- Use “recurring invoice templates” for repetitive monthly services.
- Invoices tied to “purchase orders (POs)” will auto-fill some data when matched.

Troubleshooting:

Issue	Resolution
Vendor is not in the system	Submit a Vendor request form to the Accounts Payable team.
Invoice won't save.	Ensure that all required fields are filled out.
Approval is not progressing.	Check the workflow status and approver assignment.
GL code missing	Contact the finance team or refer to the GL Guide given by the regional manager.

Related Documents:

- Entrata GL Coding Guide
- Entrata Invoice Approval SOP
- Vendor Setup Request Form
- Monthly Close Checklist