

Process an Invoice

Quick Start Guide

Document Details

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Related User Group Permission

Screen Name	Control Name	Description
NC-Other Store Tasks	View/Edit Recent Vendor Orders	Enables <i>Recent Vendor Orders</i> on the Purchasing menu.
NC-Purchasing	Reconcile	Displays the "Reconcile" link; allows users to initiate and complete the reconcile process.
NC-Purchasing	Edit Electronic Invoice	Allows users to edit e-invoice data uploaded for an order.
NC-Purchasing	Edit Invoice for Posted Periods	Allows users to add/edit invoice data for a physically reconciled vendor order in a posted period.

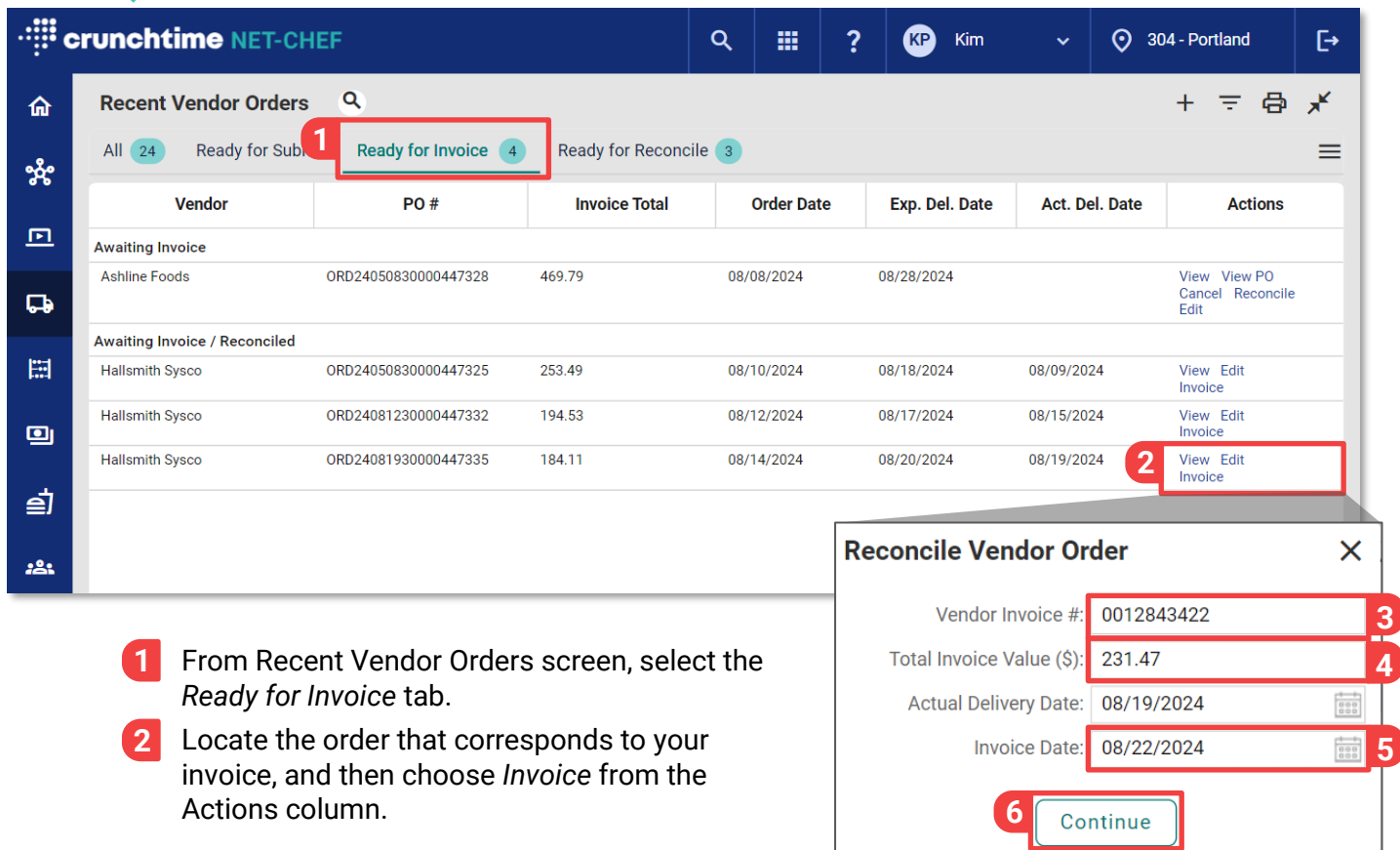
Process an Invoice



E-Invoice Note: To process an e-invoice after an order has been physically reconciled, the vendor must have the *Allow E-Invoice Processing after Reconcile* pricing rule enabled in Enterprise Manager.

Getting Started

Net-Chef > Purchasing: Recent Vendor Orders



Recent Vendor Orders

1 Ready for Invoice 4 Ready for Reconcile 3

Vendor	PO #	Invoice Total	Order Date	Exp. Del. Date	Act. Del. Date	Actions
Awaiting Invoice						
Ashline Foods	ORD24050830000447328	469.79	08/08/2024	08/28/2024		View View PO Cancel Reconcile Edit
Awaiting Invoice / Reconciled						
Hallsmith Sysco	ORD24050830000447325	253.49	08/10/2024	08/18/2024	08/09/2024	View Edit Invoice
Hallsmith Sysco	ORD24081230000447332	194.53	08/12/2024	08/17/2024	08/15/2024	View Edit Invoice
Hallsmith Sysco	ORD24081930000447335	184.11	08/14/2024	08/20/2024	08/19/2024	2 View Edit Invoice

Reconcile Vendor Order

Vendor Invoice #: 0012843422 3

Total Invoice Value (\$): 231.47 4

Actual Delivery Date: 08/19/2024

Invoice Date: 08/22/2024 5

6 Continue

- 1 From Recent Vendor Orders screen, select the *Ready for Invoice* tab.
- 2 Locate the order that corresponds to your invoice, and then choose *Invoice* from the Actions column.



Tips: Use the *Purchase Order Number (PO #)* column to find the order that matches your invoice. If the invoice arrives after the period is posted, your User Group must have the "NC-Purchasing – Edit Invoice for Posted Periods" permission enabled for you to enter/edit the invoice data.

- 3 Enter the *Vendor Invoice Number #*.
- 4 If necessary, update the *Total Invoice Value*. This total should include any miscellaneous charges.
- 5 If necessary, update the *Invoice Date* to match what is on the vendor's invoice.
- 6 When ready, choose *Continue*.

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Process an Invoice (Continued)

Update Invoice Quantity and Price

 [Net-Chef](#) > [Purchasing: Recent Vendor Orders](#) > [Invoice](#)

crunchtime NET-CHEF

KP Kim
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 304 - Portland

Purchase Order Number: ORD24081930000447335

Order Date: 08/19/2024

Expected Delivery Date: 08/24/2024

Vendor : Hallsmith Sysco

Reference Number: 300004081924

Actual Delivery Date: 08/19/2024

Vendor Invoice Number: 0012843422

Invoice Date: 08/22/2024

Reconcile Date: 09/26/2024

Vendor Currency: USD - US Dollar

Currency Conversion: 1.0000

[Vendor Feedback \(2\)](#)

[Reconcile](#) [Allocate](#)

Actual Delivery Date: 08/19/2024

[Substitute](#)
[Attach Files](#)
[Labels](#)
[Save](#)
[Close](#)

Catch Weight ☐	Product #	Product Name	Order Quantity	Physical Quantity	Unit	Invoice Quantity	Unit Price (\$)	Conversion	Invoice Price (\$)	Invoice Extended Value (\$)
☐	SFP-132	Juice - Fruit Punch	5 CS	4.00	7	4.00	19.8500	24.0000	19.8500	8 79.40
☐	SIT-152	Juice - Iced Tea	2 CS	2.00	CS	2.00	10.2000	12.0000	10.2000	20.40
☐	SJL-159	Juice - Lemonade	3 CS	3.00	CS	3.00	7.1200	8.0000	7.1200	21.36
☒	SPC-874	Produce - Carrots	1 CS	12.00	LB	10.00	7.0700	1.0000	0.7070	7.07
☐	SPO-841	Produce - Onions	3 Bag	3.00	Bag	3.00	7.4300	10.0000	7.4300	22.29
☐	SPP-848	Produce - Potatoes	2 Bag	2.00	Bag	2.00	6.8700	10.0000	6.8700	13.74
Invoice Subtotal:										164.26

GL Number	GL Name	GL Amount
5000-0001	Beverages	121.16
5010-0005	Produce Costs	44.51

Tax: --- ▼

Freight/Shipping: --- ▼

Misc. 1: --- ▼

Misc. 2: --- ▼

Invoice Total: 231.47

Invoice Total: 164.26

Over/Short: -67.21

- 7 Update the *Invoice Quantity* column to match your receipt as needed.
- 8 Update the *Invoice Price* column to match your receipt as needed.



Note: If you are invoicing a vendor order that was physically reconciled in a period now posted, you will not be able to edit the physical receiving data, such as the Physical Quantity or the Conversion.

(Continued)

Net-Chef > Purchasing: Recent Vendor Orders: Invoice

- 9 Enter any *Tax, Freight/Shipping*, or *Miscellaneous* charges that appear on the invoice. First choose the appropriate category from the dropdown menu, and then add the charge total.
- 10 Confirm the *Invoice Totals* are equal and the *Over/Short* value is zero (0). If there is a discrepancy, repeat steps 7-9 to ensure everything is accurate. If everything is correct, you can manually update the Invoice Totals to match.
- 11 Select the *Save* button to finish processing the invoice.