

# Purchase Invoice from a Purchase Receipt

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Mark Purchase Receipts as processed, create unpaid bills, update costs, and affect the General Ledger.

1. Navigate to *Accounting / Inventory / Purchase Invoicing* and select **Add**.
2. Choose the vendor entered on the related Purchase Receipt and choose **Select**.
3. On the *Add a Purchase Invoice* window, enter the *Invoice #* from the vendor's Invoice.
4. Select the *Invoice Date* and *Due Date*.
5. Choose the *From Receipt* tab and double-click on the *Ticket #* column to view the unprocessed Purchase Receipts for this vendor.
6. On the *Select from Purchase Receipt* window, highlight the Purchase Receipt(s) in the left grid. In the right grid, double-click the products to include or choose **Select All**. Verify the quantity and select **Done**.
7. On the *Add a Purchase Invoice* window, choose the *Price By* method. Enter the *\$/Unit* of the product or the *\$Total* value of the line item.  
**Note:** This information defaults from the Purchase Receipt if it was entered.
8. Enter the Freight amount if applicable. From the drop-down, select *Actual \$/Unit*, *Actual Total\$*, *Estimated \$/Unit*, or *Estimated Total\$*. If using an estimated option, double-click in the *Freight Vendor* field to choose the vendor. Select **Apply Freight** to distribute the cost.  
**Note:** This information defaults from the Purchase Receipt if it was entered.
9. Select **Save** to save the Purchase Invoice and create an unpaid bill for the vendor.