

Direct Purchase Invoice

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Direct Purchase invoicing updates inventory Amount On Hand, creates unpaid bill, updates costs and affects the General Ledger.

1. Navigate to *Accounting / Inventory / Purchase Invoicing*.
2. Select **Add** on the *Select a Purchase Invoice* window.
3. Choose the vendor and then **Select**.
4. On the *Add a Purchase Invoice* window, enter the *Invoice #* from the vendor's Invoice.
5. Select the *Invoice Date* and *Due Date*.
6. Choose the *Direct* tab, and double-click the *Product Name* column heading.
7. On the *Select Products* window, choose the necessary department. Double-click the desired products or select the **Arrow** icon(s) to add products to the grid on the bottom of the window. Enter the *Quantity* and select **Done**.
8. 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.
9. 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 and choose the vendor. Select **Apply Freight** to distribute the cost.
10. Select **Save** to save the Purchase Invoice and create an unpaid bill for the vendor.



Note: It is possible to have a combination of *Direct* and *From Receipt* products on the same Purchase Invoice.