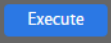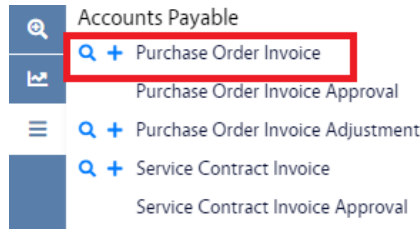# Create Purchase Order Invoice

A Purchase Order Invoice can be created for any Purchase Order that has had at least one Purchase Receiving and Purchase Disbursement done for it. Only items that have been received and disbursed will show up on an invoice.

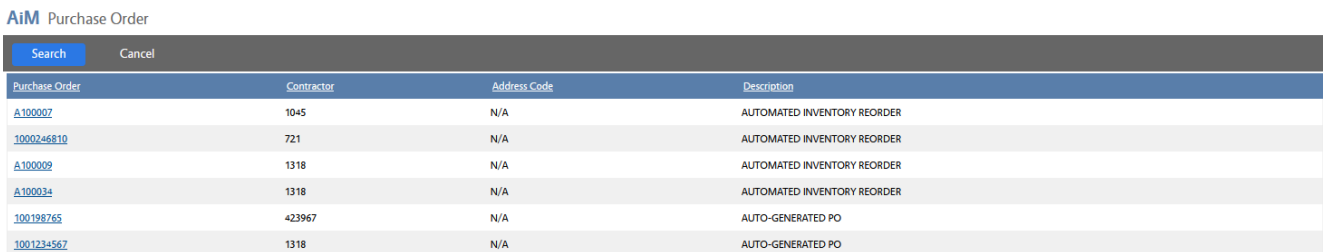1. From the menu, under **Accounts Payable** – **Purchase Order Invoice**

2. Click Purchase Order Invoice hyperlink and then click [New]

    - Alternatively, you can click + to go right to the Purchase Order Invoice link.

3. To create the Purchase Order Invoice, you must first find the Purchase Order it is associated with. Enter the criteria needed to find the Purchase Order and click [Execute]
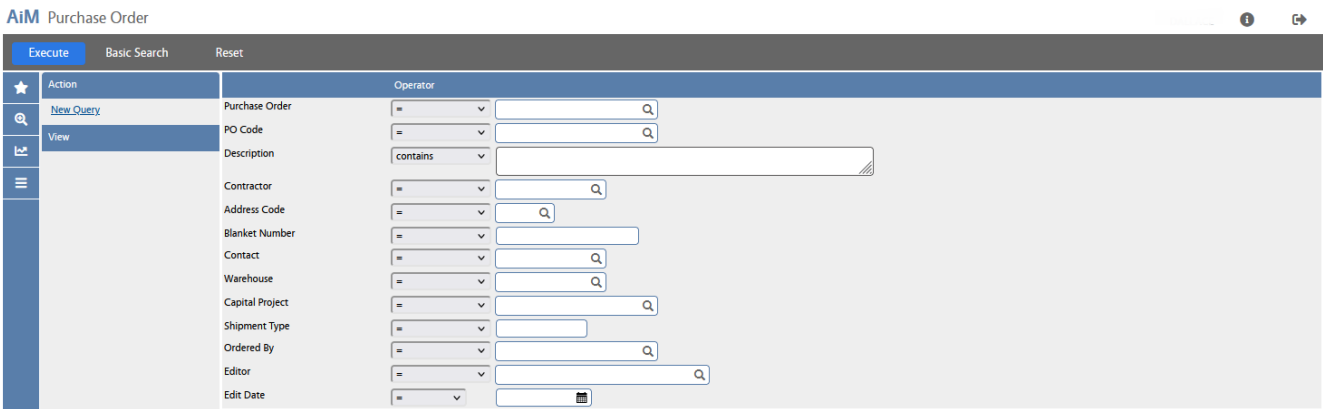
4. You will get a list of Purchase Orders that meet your criteria, select the one you want and click the Purchase Order hyperlink. You will only see Purchase Orders that are ready for invoice processing.

Purchase Order	Contractor	Address Code	Description
A100007	1045	N/A	AUTOMATED INVENTORY REORDER
1000246810	721	N/A	AUTOMATED INVENTORY REORDER
A100009	1318	N/A	AUTOMATED INVENTORY REORDER
A100034	1318	N/A	AUTOMATED INVENTORY REORDER
100198765	423967	N/A	AUTO-GENERATED PO
1001234567	1318	N/A	AUTO-GENERATED PO

5. A list of the Lines on the Purchase Order will be presented. Click the box next to the Line to include, to include all click the box at the top next to the PO Code title.

AiM Purchase Order Transactions

	PO Code	Line	Description
☑	100007	1	IDEAL 45-615 INDUST. REFLEX STRIPPER
☑	100007	2	PLATES 4 SQ IND 2 RECPT RS8
☑	100007	3	PLATE IV 1 GA DUP RECEPT 84101 MULBERRY
☑	100007	4	SWITCH 3 WAY 20A IVORY HBL1223I
☑	100007	5	RING EXTENSION 1 GANG TO 2 GANG P/N 4SSBESPL
☑	100007	6	CONDULET COVER 3/4" K75

6. Click **Done** to proceed.

7. The Purchase Order Invoice screen will then come up with data from the Purchase Order selected populated into the Invoice.

AiM Purchase Order Invoice

View	1016		Last Edited by DALLACE UNGER On 4/14/23 9:10 AM	Status	NEW
Extra Description				Type	P-CARD
Notes Log				Purchase Order	A100007
User Defined Fields					AUTOMATED INVENTORY REORDER
Status History					
Related Documents					

Contractor	1045	Invoice Number		Currency Code	USD
	REXEL			Subtotal	$106.21
Address Code	N/A			Discount	$0.00
Blanket Number		Invoice Date	Apr 14, 2023	Tax	$0.00
				Shipping	$0.00
Contact				Line Total	$106.21
Term Code				Markup	$0.00
				Grand Total	$106.21

Line Items   [Remove] [Add]

	Line	Vendor Part	Description	Quantity	Accepted Quantity	Invoice Cost	Accepted Cost	Line Total	Allow	Voided
☐	1	27181	IDEAL 45-615 INDUST. REFLEX STRIPPER	1.0000	1.0000	$18.0900	$18.0900	$18.09	Yes	No
☐	2	34770	PLATES 4 SQ IND 2 RECPT RS8	9.0000	9.0000	$0.9890	$0.9890	$8.90	Yes	No
☐	3	202779	PLATE IV 1 GA DUP RECEPT 84101 MULBERRY	25.0000	25.0000	$0.4260	$0.4260	$10.65	Yes	No
☐	4	HBL1223I	SWITCH 3 WAY 20A IVORY HBL1223I	10.0000	10.0000	$4.8280	$4.8280	$48.28	Yes	No
☐	5	19544	RING EXTENSION 1 GANG TO 2 GANG P/N 4SSBESPL	3.0000	3.0000	$5.6031	$5.6031	$16.81	Yes	No
☐	6	23504	CONDULET COVER 3/4" K75	1.0000	1.0000	$3.4800	$3.4800	$3.48	Yes	No

8. Enter the Invoice Number. This number must be unique for that Contractor.

9. By default, each line will default in with the Cost from the Purchase Order and the quantity that has been accepted up to this point and not already invoiced. If any of this information is incorrect there is two ways to change it:

   - If none of the items on a line is on the current invoice, click the box to the left of the Line number and then click **Remove** and the line will be removed from the invoice.

   - If some, but not all, of the quantity is on the invoice, or if the cost has changes, click the Line hyperlink for that line.

- Update the quanitity in the left hand box. Changing the Quantity number will change the Invoice column while change the Accepted Quantity will change the Accepted column. Changes to the Accepted column will impact the current invoice.

- The Unit Cost on the Invoiced and Accept columns work the same way.

- Other dollar amounts can be added to the line as needed.

- You can click [⟳ Totals] to recalculate the column.

10. When done, click [Done]

11. When done with the Purchase Order Invoice, change the status if need by clicking the 🔍 in the Status field and selecting the correct status.

12. Click [Save]