

## How to Enter an Invoice

1. Click **Invoices** from the Button Bar, click **Bill** (or from the **Upper Menu**, click **Purchasing, Invoices, Bill**)
2. Enter in the Supplier and Invoice information. **See Invoice Information descriptions below.**

Notice when you select a supplier, the list on the left is populated with all the items and package sizes that you have set up for that supplier.

3. Select the Items for the invoice.

**You can select items a few different ways:**

- Scroll down the list and click and drag the Item and drop into the purchase list.
- Click into the search box and begin typing the name of the Item, the list will shorten as you type. Double click on the item. It will display in the purchasing list.
- Click into the search box and type the order code of the Item, the list will shorten as you type. Highlighted the item, press **Add**.

4. Enter in the **Qty (Quantity)** of the received item.
5. Select the **UOM (Unit of Measure)**. There are two choices available, the **Purchase Unit** size and the **Case Unit** size.

The default unit of measure is the purchase unit that you indicated in the Items windows during the initial setup.

6. Optimum Control will automatically enter the current **Unit Cost** for this item/supplier. Compare it to the Unit Cost on the invoice. If there has been a price change, type in the new price or type in the total in the Amount field.
7. If the item price has changed, a check mark will automatically be placed in the **(O) Price Override** box. This will allow you to override the unit cost applied to this item.
8. Enter in Taxes/Adjust, Credits and Expenses as required.
9. Ensure that the **Invoice Totals** balance.
10. Click **Save** and
11. If prices have been changed, you will receive a window allowing you to **Update Pricing for Selected Items**. If the price change is permanent, check the box. This will update the recipe costing. If it is a onetime change, do not select the box. The recipe cost will not be affected.

The screenshot shows the 'Invoice Selection Window' with the following details:

- Supplier:** Freds Food Supply
- Invoice Date:** 11/1/2006
- Invoice #:** 8975612
- Invoice Total:** \$508.59
- Due Date:** 11/15/2006
- Terms:** 14 days
- Comments:**

Item Description	Code	Qty	Uom	O	Unit Cost	Amount
Buns-Kaiser cs. /18.00 ea(s)	23775	3.00	cs.		\$2.89	\$8.67
Coffee cs. /64.00 bag(s)	639617	2.00	cs.		\$19.95	\$79.90
Herbs-Fresh cs. /4.00 oz(s)		1.00	cs.		\$6.00	\$6.00
Pepper-White cs. /5.00 lb(s)	658	1.20	lb.		\$5.07	\$6.08
Sliced bacon cs. /11.00 lb(s)	631703	14.00	lb.	<input checked="" type="checkbox"/>	\$2.29	\$32.07
Tomatoes-canned cs. /6.00 can(s)	610634	2.00	cs.		\$17.50	\$35.00
Tuna cs. /6.00 can(s)	628727	1.00	cs.		\$65.26	\$65.26
Sugar portion cs. /1.00 cs(s)	603043	1.00	cs.		\$17.49	\$17.49
Wraps-Burger cs. /6.00 pak(s)	45222	2.00	cs.		\$66.00	\$132.00
Lemon Juice cs. /2.00 Jar(s)	65687	2.00	cs.	<input checked="" type="checkbox"/>	\$18.59	\$37.18
Mustard cs. /2.00 Jar(s)	6667	1.00	cs.		\$8.90	\$8.90
<b>Item Total:</b>						<b>\$508.59</b>

Summary Totals:

- GST: \$0.00
- PST: \$0.00
- Tax3: \$0.00
- Items: \$508.59
- Expenses: \$0.00
- Grand Total: \$508.59**

Click to Change Price.