Importing E-Invoices:

Exporting Electronic Invoices from US FOODS (Alliant link)

1. Log into **AlliantLink.com** or **USFood.com** Web site (using your user name and password)

2. From the Home page, go to **Reports**

3. Go to **Invoice History**

Login to USFood.com
1. Select Reports from Main Menu
2. Select Invoice History from Reports

4. Select the range of dates fro the invoice(s) you want to export

5. Under **report format** choose **"Invoice History Report Data Download"**

6. **Submit Request for download**

7. The **Invoice History** will display **Deliveries** and **Credits** for the period selected

8. Find the invoice you want to export and check the **select** box

9. Click on **Submit** at bottom to download the export

IMPORTANT: We suggest printing Credit Invoices and entering them manually instead of downloading them. To print, click the link on the invoice number to display the invoice on the screen and select print. See notes on Credit invoices for more detail.

---

10. Once the download is complete you will see an Excel spreadsheet, showing all the information from the invoice you selected in a CSV file (comma separated value)

Invoice Nu	District	Class Des	Order Date	Ship Date	Product N	Product D	Brand	Cases Ord	Eaches O	Cases Shi	Each
304501	Cleveland/	APPETIZE	8/30/2004	8/31/2004	9473836	Appetizer	Anchor	3	0	3	
304501	Cleveland/	APPETIZE	8/30/2004	8/31/2004	3370061	Appetizer I	Poppers	1	0	1	
304501	Cleveland/	BAKERY	8/30/2004	8/31/2004	4341632	Flour Hote	Hilltop Hr	1	0	1	
304501	Cleveland/	BAKERY	8/30/2004	8/31/2004	7021082	Sugar Brov	Pioneer	6	0	6	
304501	Cleveland/	BAKERY	8/30/2004	8/31/2004	2041077	Sugar Gra	Dixi Crysl	1	0	1	
304501	Cleveland/	BAKERY	8/30/2004	8/31/2004	9192584	Tortilla Cor	Mission	1	0	1	

11. Save the file to the Aspect folder called **"E-Bill"** give the file a name which matches the invoice number (for invoice number 304501 save as C:\Aspect\E-Bill\840750.csv)

> Click **File > Save as > 304501.csv** (file type CSV)
>
> Click **"yes"** at the Excel prompt to accept the CSV file

12. After saving, close the document. Choose **NO** to save changes again when prompted

13. After saving the file, you can return to **Invoice History** and select another file to export

Special Notes about US Food.com:

Downloading more than one invoice at a time (selecting multiple invoices to download)

If you select more than one invoice, **USFood.com** will combine all the information into one file, which does not identify separate invoices. If you attempt to import a file with combined invoices included, Aspect will import the totals, but all the purchases will be assigned to the first invoice. It is possible to edit combined files in Excel and save the separate invoices before importing the invoices to Aspect. If you are interested in learning this technique contact your Bullseye representative

Credits

USFood.com lists separate credit invoices in the **Invoice History Unit Level** list under the original **invoice number**, not the **credit number**. If you view the credit onscreen it will show you the credit number, but if you download the credit it will download using the invoice number

> **We suggest printing credit invoices and entering the invoices in Aspect manually**

1. Print the credit invoice from USFood.com
2. Add a new invoice to Aspect with the credit invoice info
3. Enter all quantities as negative for credits (example –1 Qty case)

Quantity Issues:

Aspect may not import the desired quantity for taxable items, or split cases.

Tax: USFood will list taxable items as **Qty 1.07** (for 7% tax on 1 unit). If you want the tax to be included in the unit price, change the Qty to 1, leaving the total purchase amount the same

Split cases: USFood treats split cases as a fraction of a whole case. For example, if you purchase 1 gallon of Mayo that comes 4gal/case, the import may list the item as .30 Qty of size case. *You are actually only receiving .25 Case, but you are being charged for splitting the case.* **Change the quantity to 1 and the size to gallon (or jar)**

Look for fractional QTY units and correct them before saving invoice

You should have fractional quantities for things you buy by the pound

You should not have fractional quantities for things you buy by the case or other unit except pound

Line #	Item Name	Size	Unit Price	Qty	Amount Paid
1	Cheesesticks 1/10lb	Case	34.17	3.00	102.51
2	Batter Tempura 6/5lb	Case	29.22	2.00	58.44
3	Sugar Brown 1/25lb	Bag	12.30	6.00	73.80
4	Tortilla Flour 12"" 12/1dz	Case	25.99	1.00	25.99
5	Base Ham No Msg 6/1lb	Case	48.15	1.00	48.15
6	Beef Briskett	Pound	1.43	82.30	117.69
7	Cloud Burger 8oz	Case	31.86	4.00	127.44
8	Ribeye 6/12lb lipon	Pound	4.91	69.20	339.77
9	Tomato Juice 6oz can	Case	14.29	1.00	14.29
10	Tomato Juice 12/46oz can	Case	13.39	1.00	13.39
11	Cheese American 4/5lb	Pound	40.80	0.30	12.24
12	Cheese Monterey Jack 4/5lb	Case	47.04	2.00	94.08
13	Cheese Swiss Slcd 10/1 lb	Case	31.19	1.00	31.19
14	Chix Brst Whl Raw 6oz Btfly	Case	64.29	2.00	128.58
15	Chix Whole 1/48-52 lb	Pound	1.01	51.00	51.51

Importing Electronic Invoices to Aspect

Aspect can import electronic invoices from several vendors. Check with your Aspect representative to find out which vendors have import capabilities.

Importing US Foods Invoices:

1. **Get out the hard copy of the invoice you received with delivery**

2. Log on to Aspect

3. Go to invoice entry from the navigator *(or from top menu Inventory > **Edit Invoices**)*

3. From the **edit menu** select **import electronic invoice**

4. Browse to the "**E-Bill**" folder and select an invoice to import - *be sure to check the ledger first to see which invoices are already in Aspect*

5. In the import window, select the vendor (US Foodservice)

6. **Confirm the invoice number and date and put in the total from the paper invoice**

7. Click **Start** to Start the import

8. During the import Aspect will prompt you to confirm items that it does not have in inventory or that have changed in price 5% or more - *confirm any changes and add new items*

9. You may need to adjust the **QTY** for **taxable items** or **split cases**.   *For more information on Quantities and units see the section on **Quantity Issues***

10. **Confirm the total at the bottom of the invoice screen with the invoice total**

11. Click OK to save the invoice and repeat the procedure with each invoice.

Important Note about importing invoices: Some items will appear on the invoice in a different purchase unit than how you treat your inventory. This is common if you buy the item in different sizes or from different vendors. Make sure you review the unit sizes and quantities and make necessary changes. The wrong unit size will throw off your inventory and recipe calculations

For Example: *you may buy ground beef by the case sometimes and other times by a split case. The best way to value ground beef is by the pound so that you can compare the cost. The US Food invoice you are importing may say 1 case-unit. Change this to 20 pound-units (or whatever the conversion is). You will have to manually change this entry in the edit invoice window.*

Loading Purchase Orders as Invoices in Aspect

If you use Aspect to generate suggested orders and purchase orders you can load the purchase order into an invoice. *This process is presented in detail under **Aspect Purchasing Procedures.***

1. Open a new invoice for the and enter the vendor, invoice date, number, and amount

2. Choose **Load PO** from the **Edit Invoice** window

3. Select the appropriate PO from the vendor from the PO's listed

4. Examine the loaded invoice to make sure it matches the invoice received with the delivery and make changes to price or quantities if necessary

5. Click OK to accept the invoice and exit the **Edit Invoice** box