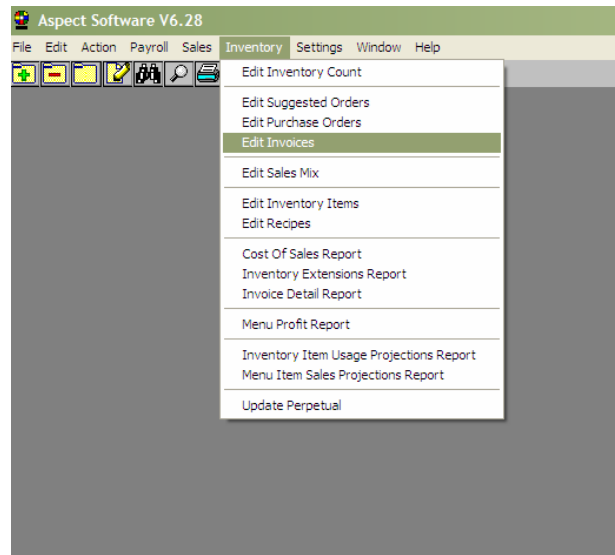




Aspect Software, Inc.

Entering Invoices

1. Under the Inventory Menu, Choose the option for “Edit Invoices”.



2. Select the Store you are entering information for (ie..Villa San Diego).

3. To enter your invoice:

- a. Click on the green “+” sign (located on the tool bar on the far left)
- b. Select the correct vendor.

The 'Edit Invoice' dialog box is shown with the following fields and options:

- Vendor: A dropdown menu with 'Unused' selected. A list of vendors is visible: Sea World International, Servitex, Smith St John Store, Superior Coffee And Food, Sutherland's, The Haagen-Dazs Company, The Salad Factory, Tropical Iltut, U.s. Foodservice, United Distributors, **Unused**, and Vick's Wholesale, Inc.
- Invoice Date: 07-27-07
- Invoice No.: [Empty field]
- Due Date: [Empty field]
- Discoun: [Empty field]
- Amount: [Empty field]
- Percent: [Empty field] %
- Date: [Empty field]
- Payment: Paid By: Outstanding (dropdown)
- Check: [Empty field]
- Posted to A/P

At the bottom of the dialog box, there is a table with columns: Size, Unit Price, Qty, and Amount Paid. Below the table are buttons: Note, Load PO, Insert, Delete, Edit, Display, Print, Ok, and Cancel.

- c. Enter the correct invoice date and invoice number.

4. The following fields are NOT needed to enter an invoice, but may be required by your corporate office.

- a. Under Due/Date Amount:
- b. Enter the date that payment for the invoice is due.
- c. Enter the total amount of the invoice.
- d. Under Discount:
- e. Enter the discount percent, the Amount will be completed for you after the percent is entered.
- f. Enter the date the invoice is due to receive the discount.
- g. Under Payment:
- h. Chose the payment option for the invoice (ie. Outstanding, check)
- i. If paid by check, enter the check number.
- j. "Posted to A/P" – check only if it posted.

The screenshot shows the 'Edit Invoice' window with the following fields and values:

- Vendor: Superior Coffee And Food
- Invoice Date: 07-25-07
- Invoice No.: 033190
- Due Date / Amount:
 - Due Date: 08-24-07
 - Amount: 126.87
- Discount:
 - Amount: 6.34
 - Percent: 5.000 %
 - Date: 08-09-07
- Payment:
 - Paid By: Outstanding
 - Check: (empty)
 - Posted to A/P
- Items Purchased: (Empty table with columns: Line #, Item Name, Size, Unit Price, Qty, Amount Paid)

Buttons at the bottom: Note, Load PO, Insert, Delete, Edit, Display, Print, Ok, Cancel.

5. Entering the inventory items to the invoice:

- a. Click on "INSERT".

The screenshot shows the 'Edit Invoice' window with an 'Edit Invoice Item' dialog box open. The dialog box contains the following fields and values:

- Description: Anisette
- Quantity: 1
- Unit: Pound
- Total Cost: (empty)
- Select only from items supplied by this vendor
- Sort items by invoice order

Buttons in the dialog box: Ok, Cancel.

The background 'Edit Invoice' window shows the same fields as the previous screenshot, but the 'Items Purchased' table now has a header row with columns: Line #, Item Name, Size, Unit Price, Qty, Amount Paid.

Buttons at the bottom: Note, Load PO, Insert, Delete, Edit, Display, Print, Ok, Cancel.

- b. To find your Inventory Item, click on the down arrow in the Description Field.
- c. Enter the quantity of the items purchased. Double check the purchase size (ie. Case, pound)
- d. Based on the information entered into the "Edit Inventory Items", the Total Cost will be calculated for you. If the invoice amount is different, simply enter the Total Cost that matches the invoice.
- e. Click on "OK", that item will be saved in the invoice and you will be prompted to enter the next item. When you are finished entering the invoice items, click on "Cancel".

The screenshot shows the 'Edit Invoice' window with the 'Edit Invoice Item' dialog box open. The dialog box has the following fields and options:

- Description: Espresso
- Quantity: 1
- Unit: Case
- Total Cost: 107.00
- Select only from items supplied by this vendor
- Sort items by invoice order
- Buttons: Ok, Cancel

The background window shows the following information:

- Vendor: Superior Coffee And Food
- Invoice Date: 07-25-07
- Invoice No.: 033190
- Due Date / Amount: Due Date 08-24-07, Amount 126.87
- Discount: Amount 6.34, Percent 5.000%, Date 08-09-07
- Payment: Paid By Outstanding, Check, Posted to A/P

The screenshot shows the 'Edit Invoice' window with the 'Items Purchased' table populated. The table has the following columns: Line #, Item Name, Size, Unit Price, Qty, and Amount Paid.

Line #	Item Name	Size	Unit Price	Qty	Amount Paid
1	Espresso	Case	107.00	1.00	107.00
2	Hot Tea	Box	3.97	5.00	19.87

The total amount paid is 126.87.

The background window shows the following information:

- Vendor: Superior Coffee And Food
- Invoice Date: 07-25-07
- Invoice No.: 033190
- Due Date / Amount: Due Date 08-24-07, Amount 126.87
- Discount: Amount 6.34, Percent 5.000%, Date 08-09-07
- Payment: Paid By Outstanding, Check, Posted to A/P

Buttons at the bottom: Note, Load PO, Insert, Delete, Edit, Display, Print, Ok, Cancel

- f. When you have entered all items in the invoice, click on "OK".