



## Aspect Software, Inc.

### Importing Electronic Invoices

1. **Locate the invoice provided by the vendor either on their website or in your e-mail.**
2. **Click on the Edit Menu of the program you are using to view the invoice and select “Select All”. Click on the Edit Menu again and chose “Copy”.**
3. **Open Aspect:**
  - a. **Select Inventory then “Edit Invoices”**
  - b. **Once the Edit Invoices screen opens, simply right click anywhere on the screen.**

The screenshot shows the Aspect Software V6.28 interface. The title bar reads "Aspect Software V6.28 - [Invoice Ledger, Sample Store]". The menu bar includes "File", "Edit", "Action", "Payroll", "Sales", "Inventory", "Settings", "Window", and "Help". The toolbar contains various icons for file operations. The main window displays an invoice ledger table with columns: Date, Number, Vendor, Due Date, Amount, Paid By, and Posted. A single record is visible with the following data: Date: 07-25-07, Number: 033190, Vendor: Superior Coffee And Food, Due Date: 08-21-07, Amount: 126.87, Paid By: Outstanding, Posted: No. A context menu is open over this record, listing various actions such as "Insert Record", "Delete Record", "Edit Record", "Display Options", "Attach Note", "Classify Record", "Find Record", "Print", "Graph", "Export", "Load As Spreadsheet", "Load As Web Page", "Load As XML Page", "Import Electronic Invoice", "Paste Electronic Invoice", "Export to BusinessWorks", "Export to BusinessWorks Gold", "Export to Great Plains (Dynamics)", "Export to MAS 90", "Export to Navision", "Export to Peachtree", "Export to QuickBooks", "Export to Solomon", "Generic Export", and "Generic Export - Details". The "Paste Electronic Invoice" option is highlighted in green.

Date	Number	Vendor	Due Date	Amount	Paid By	Posted
07-25-07	033190	Superior Coffee And Food	08-21-07	126.87	Outstanding	No

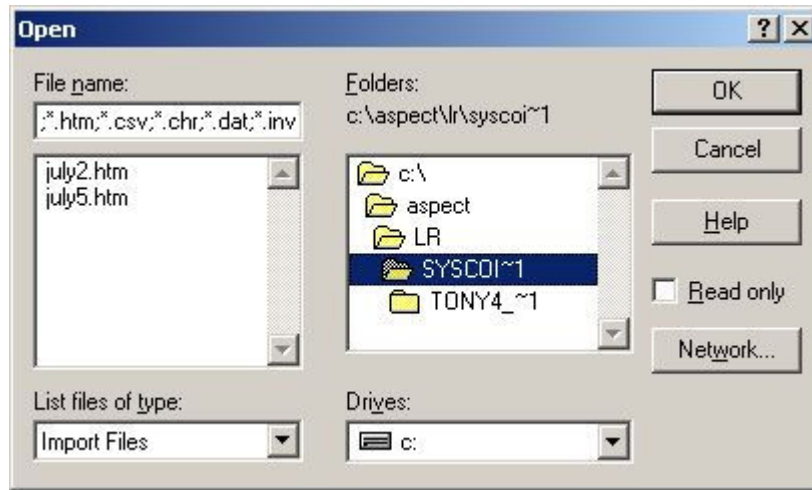
- c. **Chose “Paste Electronic Invoices”.**

#### **4. Paste the Electronic Invoice:**

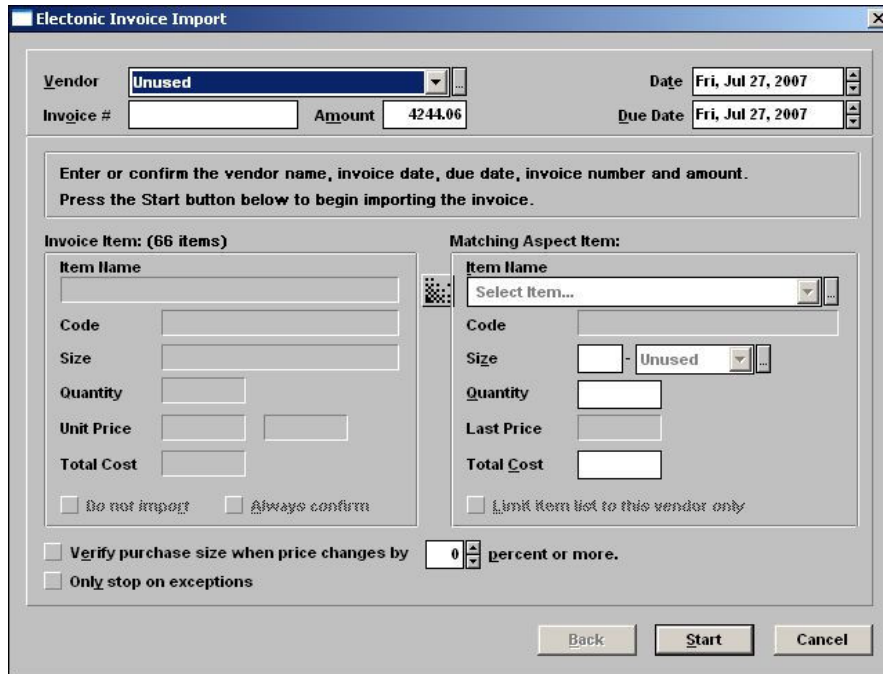
- a. **A few moments after you chose the Paste Electronic Invoice option, Aspect will open an import window.**
- b. **In this window you will chose the Inventory Item that corresponds with the invoice line items.**
- c. **After you have entered all of the invoice line items, click on “OK”.**
- d. **For further assistance, see the snap shots below.**

**5. Import the Electronic Invoice:**

- a. Instead of Paste Electronic Invoice, you have the option to Import the Electronic Invoice
- b. Follow Steps 1 – 3, however instead of choosing “Paste”, select “Import Electronic Invoice.
- c. The next screen will ask you to chose the file you would like to import.



- d. The following screen you ask you to select the proper vendor.



- e. Finally, we will need to confirm Inventory Items (Match Invoice Line Items with Aspect Inventory Items).

**Electronic Invoice Import**

Vendor: Southern wine & spirits      Date: Fri, Jul 27, 2007  
Invoice #: 11111      Amount: 4244.06      Due Date: Fri, Jul 27, 2007

An item with this code does not exist.  
Select an item or add a new one.

Invoice Item: (1 of 66)

Item Name: Cheese Blue Crumbles  
Code: 0671677  
Size: Cs  
Quantity: 1.00  
Unit Price: 33.10  
Total Cost: 33.10

Do not import     Always confirm

Verify purchase size when price changes by 0  
 Only stop on exceptions

Matching Aspect Item:

Item Name: Select Item...  
Select Item...  
TAX (CHEMICAL)  
#458 roll towels  
.eggplant  
1000 Island  
24" heavy squeegee  
2x2 label sun black  
2x2label fri green  
2x2label mon blue  
2x2label sat orange  
2x2label thu brown  
2x2label tue yellow  
2x2label wed red  
36x60 liners

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