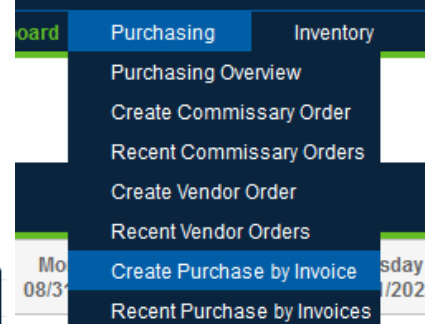# PURCHASE BY INVOICE

This is to be used why have an invoice for something that people don't eat, drink or count during inventory. You will use these for things like hood cleaning or equipment repair. This is also helpful because you can easily track what your service vendors have done for you.

1. Start by going to the *Purchasing* tab and click *Create Purchase by Invoice*
2. When the window pops up, click the dropdown next to *Vendor* and you will see a complete list of vendors that are eligible for PBI transactions
   a. If you find that the vendor is not listed, you will have to reach out the MIS team

3. Enter the *Invoice #* and click *Create*
4. This screen allows you to enter information about the PBI
   a. Select the *Delivery Date* which is the actual date you received the service
      • You can only select this date if it's in an open period
      • If for some reason you have gone beyond the period that it was actually done in, you will have to select an open period for the expense to be charged to

   b. The *Invoice Date* is the date they sent the invoice
   c. Enter the *Invoice Total*
   d. In the *Category, Subcategory* column, you will use the drop down menus to choose the correct category for the charges
   e. In the *Value* field you will enter the charge for that line item
   f. It's a best practice to enter a note in the *Memo* field so you remember what the purchase or service was for specifically
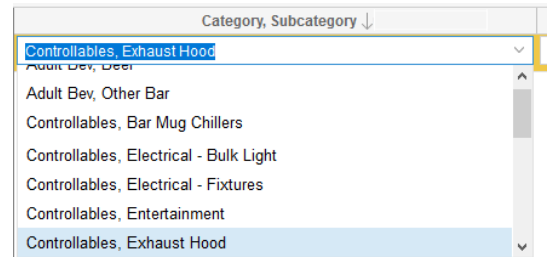
   g. You can use the *Attach File* button at the top of the page to attach a scanned copy of the invoice

   h. Click *Save and Review* and you are all done
5. A good tool to use is the *Recent Purchase by Invoice* screen that will show you all your recent services. Here you can filter them by vendor and you can notice if there are any trends in the services you are receiving. This can be a great research tool for you.