

PO-PI Process (Immediate Invoice Rule)

This video will show users the process to create from Purchase Order to Purchase Invoice (After Delivery Invoice Rule)

Navigate to Purchase, Purchase Order, New Entry.
Fill in document date, vendor, and delivery location.
Click Confirm and Approve.

STEP-BY-STEP:

1. Go to Purchase menu
2. Select Purchase Order
3. Click Create New
4. Fill in the header info, i.e. document date, vendor, deliver to and location.
(mandatory fields in red color or marked with red x)
5. Choose "Immediate" in the Invoice Rule type
6. Click Save button
7. Add procurement line items in the table below.
User can filter the products list by brand, by selecting a brand in the Product Brand drop down list.
Fill in the line info, i.e. Product, UOM, Qty, Unit Price, and Tax Rate.
Click + button or press ENTER to save the line entry.
8. Click Confirm Purchase Order when done editing
9. Click Approve Purchase Order button to approve the procurement.
10. Click on the arrow next to Generate Report button to show option to Undo the Purchase Order document.
11. Click on the arrow next to Generate Documents button, and select Generate Delivery Confirmation.
Click OK button in the creation dialog window.
It will generate a Delivery Confirmation document based on the Purchase Order document.
12. Verify the procurement lines data (Confirmed Qty, Unit Price etc).
13. Click Accept Delivery Confirmation when done editing / verifying the data.
14. Click on the arrow next to Generate Report button to show option to Undo the Delivery Confirmation document.

15. User can click on the Show Purchase Order link to view the source Purchase Order document.
 16. Click on the arrow next to Generate Documents button, and select Generate Proforma Invoice. Click OK button in the creation dialog window.
 17. Verify the procurement lines data (Confirmed Qty, Tax etc).
 18. Click Confirm Proforma Invoice when done editing / verifying the data.
 19. Click Approve Proforma Invoice
 20. Click on the arrow Generate Report button to show option to Undo the Proforma Invoice document.
 21. User can click on the Show Delivery Confirmation link to view the source Delivery Confirmation document.
 22. Click on the arrow next to Generate Documents button, and select Generate Purchase Invoice.
 23. Verify the procurement lines data (Product, Qty, Unit Price etc).
 24. Click Confirm Purchase Invoice when done editing / verifying the data.
 25. Click Post To Accounts
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