This manual will show you how to create a new Purchase Order Invoice.
To get to the Purchase Order Invoice, go to Accounts Payable on the Module Menu and on the Accounts Payable go to Purchase Order Invoice.
Above you see a blank Invoice Screen. Click on the New icon in the top right corner. You will see a search screen. Put in the PO number and click the execute search icon.
Fill in the invoice number, change the Invoice date if needed and then make any changes to the line items you might need to make. Below I have clicked on line 1. You can add shipping, or make adjustments in the price, qty. Click on the green done flag.
# Purchase Order Invoice

**Transaction**: 210003
**Email**: [EMAIL] 2303-08-0315-194
**Due Date**: 2303-08-0315-194

**Contractor**: Trinity Products & Equipment Inc.
**Address**: 123 Ave 4567, 89000

**Invoice Information**:
- **Tax ID**: 1234567890
- **Invoice Date**: 6/22/2009

**Line Items**:

<table>
<thead>
<tr>
<th>Line</th>
<th>Vendor Part</th>
<th>Description</th>
<th>Invoice Quantity</th>
<th>Accepted Quantity</th>
<th>Invoice Cost</th>
<th>Accepted Cost</th>
<th>Line Total</th>
<th>Allow</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item1</td>
<td>Item1</td>
<td>45.000</td>
<td>45.000</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Item2</td>
<td>Item2</td>
<td>10.000</td>
<td>10.000</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Sub Total**: $150,000.00
**Discount**: $0.00
**Tax**: $0.00
**Shipping**: $0.00
**Total**: $150,000.00

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**Purchase Order Invoice Summary**

- **Vendor**: Trinity Products & Equipment Inc.
- **Address**: 123 Ave 4567, 89000
- **Invoice Date**: 6/22/2009
- **Total**: $150,000.00

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**6/22/2009**

**Purchase Order Invoice**