Restaurant365
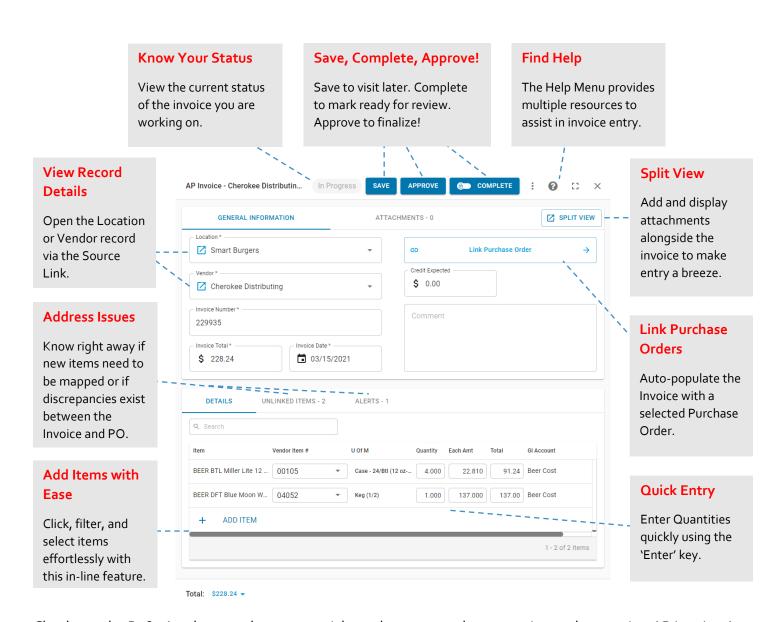
Enter AP Invoices with more Precision and Less Effort!

AP Invoice entry can be done faster than ever with direct Purchase Order linking and the ability to add items more efficiently.

Know Your Status

View the current status of the invoice you are working on.

Save, Complete, Approve!

Save to visit later. Complete to mark ready for review. Approve to finalize!

Find Help

The Help Menu provides multiple resources to assist in invoice entry.

View Record Details

Open the Location or Vendor record via the Source Link.

Split View

Add and display attachments alongside the invoice to make entry a breeze.

Address Issues

Know right away if new items need to be mapped or if discrepancies exist between the Invoice and PO.

Link Purchase Orders

Auto-populate the Invoice with a selected Purchase Order.

Add Items with Ease

Click, filter, and select items effortlessly with this in-line feature.

Quick Entry

Enter Quantities quickly using the 'Enter' key.

AP Invoice - Cherokee Distributin... In Progress **SAVE** **APPROVE** **COMPLETE**

GENERAL INFORMATION ATTACHMENTS - 0 SPLIT VIEW

Location *
Smart Burgers

Link Purchase Order →

Vendor *
Cherokee Distributing

Credit Expected
$ 0.00

Invoice Number *
229935

Comment

Invoice Total *
$ 228.24

Invoice Date *
03/15/2021

DETAILS UNLINKED ITEMS - 2 ALERTS - 1

Search

Item	Vendor Item #	U Of M	Quantity	Each Amt	Total	GI Account
BEER BTL Miller Lite 12 ...	00105	Case - 24/Btl (12 oz-...	4.000	22.810	91.24	Beer Cost
BEER DFT Blue Moon W...	04052	Keg (1/2)	1.000	137.000	137.00	Beer Cost

+ ADD ITEM

1 - 2 of 2 Items

Total: $228.24

Check out the R365 Academy and support articles to learn more about creating and approving AP Invoices!

* bit.ly/ap-invoices