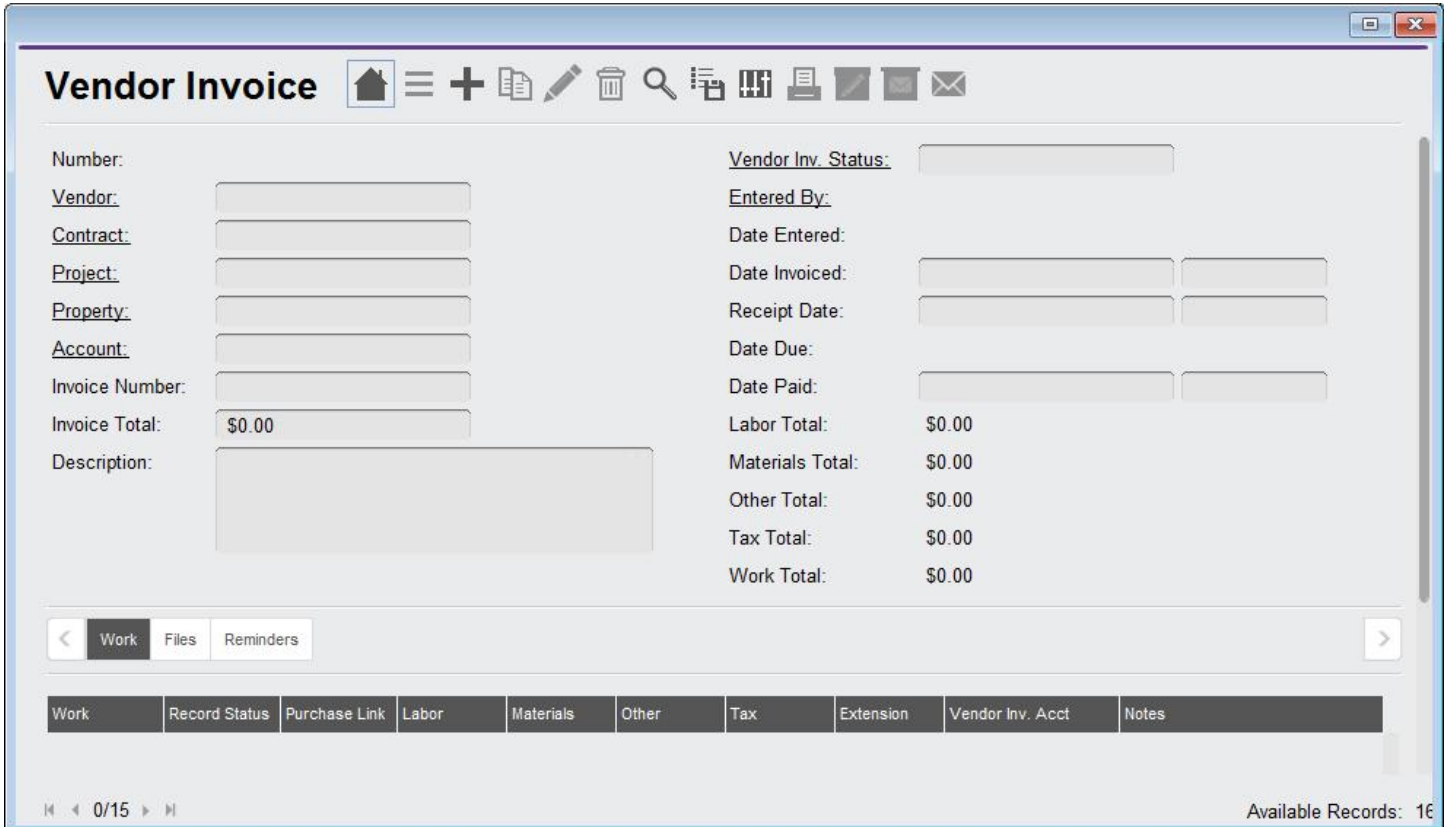The Vendor Invoice Capsule is designed to reconcile vendor invoices against your existing Work and Purchase records. If a vendor sends a single invoice that encapsulates services you are tracking across multiple Work records, this allows you to record their actual costs across each of those records within a single view.

This capsule can be accessed under the Purchases tab of the Console.

You should create a single Vendor Invoice record for each unique invoice received by a vendor. Details to track include (** indicates required*):

- *Vendor – Vendor that submitted the invoice
- Contract
- Project
- Property
- Account
- *Invoice Number – The number/unique identifier provided on the vendor invoice
- *Invoice Total – The total cost on the vendor invoice
- Description
- *Vendor Inv. Status – Current status of the invoice
- Date Invoiced – Date/Time invoice submitted
- *Receipt Date – Date/Time invoice received; the *Date Due* will default based on this
- Date Paid – Date/Time the invoice was paid

In addition, you should record the breakout of the invoice across one or more Work records via the Work tab:

- *Work – Non-locked (non-posted) Work record referenced on the invoice
- Record Status – This will default based on the selected Work record
- Purchase Link – Purchase record (of a non-requested status type) entered for the vendor/work
- Labor – Total vendor costs associated with time/labor for the given Work record
- Materials– Total vendor costs associated with materials for the given Work record
- Other – Total vendor costs not falling under the other categories for the given Work record
- Tax – Total vendor taxes noted for the given Work record
- Extension – calculates as the total of the above 4 costs
- Vendor Inv. Account – allows you to associate each detail line with its own account
- Notes

When the Vendor Invoice record is saved, it will update the Work linked via the Work details with their associated costs. For each *Labor, Material, Other,* and/or *Tax* amount recorded, it will create a new Vendor detail line which references the Vendor, Vendor Invoice Number, and any Notes recorded. The cost details for that Work record will likewise be updated.

E.g. Vendor Invoice INS-0016 (9) references *Invoice Number* 013 (1) for *Vendor* ATV (2) with the following Work details:

Work	Record Status	Purchase Link	Labor	Materials	Other	Tax	Extension	Vendor Inv. Acct	Notes
0000005	OPEN	INS-0002	$250.00	$37.50	$25.00	$16.10	$328.60	ACCT1	Other notes

When this record is saved, it will populate 4 new Vendor detail lines against Work 0000005, one for each cost recorded:

Vendor	Description	Purchase	Charge	Cost	Source	Invoice
ATV 2	1 013 Other notes 8	INS-0002 3	$0.00	4 $250.00	Labor	INS-0016 9
ATV 2	1 013 Other notes 8	INS-0002 3	$0.00	5 $37.50	Materials	INS-0016 9
ATV 2	1 013 Other notes 8	INS-0002 3	$0.00	6 $25.00	Other	INS-0016 9
ATV 2	1 013 Other notes 8	INS-0002 3	$0.00	7 $16.10	Tax	INS-0016 9

- Vendor - Vendor Invoice *Vendor*
- Description – Vendor Invoice *Invoice Number + Notes* (if no notes were entered, references the Vendor Name)
- Purchase – Vendor Invoice *Purchase Link*
- Cost – Enters a new line for each cost (*Labor, Materials, Other,* and/or *Tax*)
- Source – Indicates which category the cost fell under (*Labor, Materials, Other,* or *Tax*)
- Invoice – Vendor Invoice *Number* (unique identifier which automatically increments for each record entered)

Note: When editing Vendor Invoices, certain details will not be editable:

- Number
- Entered By
- Date/Time Entered
- Receipt Date/Time
- Due Date/Time
- Any existing Work detail lines cannot be edited or deleted