

Vendor Invoices

04/30/2025 3:17 pm CDT

Overview

Vendor invoices are documents that outline the amount a buyer needs to pay to a supplier for the goods or services provided. In contrast to manual handling of **PO Payments**, you also have the option to manage payments through **Vendor Invoices**. This workflow assists in tracking payments and invoices at the vendor level, facilitating the reconciliation of bills against received inventory for precise financial management.

Client Setting Enable Vendor Invoices Workflow must be enabled. To enable the setting go to **Settings > Client Settings > General Client Settings**.

Configure Vendor Invoices

Once you enable the above-mentioned setting, you will be able to see different tabs in the toolbox on the Vendor details page, allowing you to manage payments and invoices at the Vendor level.

To enable the Vendor Invoices Workflow go to **Client Settings > General Client Settings > Enable Vendor Invoices Workflow**.

- If enabled, the **Invoices**, **Payments**, and **Receive Sessions** tabs will appear within the **Purchasing > Vendors > Manage Vendors > Toolbox** section.
- When activated, the workflow is designed to present the first invoice found in the vendor's Invoices toolbox that is associated with a PO receiving session.
- If deactivated while the **Enable Multiple Invoices For Purchase Orders** client setting is enabled, the workflow will show the initial invoice in the Purchase Invoice section.
- If deactivated and the **Enable Multiple Invoices For Purchase Orders** client setting is also disabled, the system should display the **PO Vendor Invoice Number**.

To configure your vendor invoices navigate to **Purchasing > Vendors > Manage Vendor Invoices**.

Invoices

The Invoices tab shows all PO invoices related to that vendor, and you can manage all **PO payments** from the tab.

Access the Invoice tab from the **Toolbox > Invoices**. You also have the flexibility to add an invoice individually or in bulk.

The following actions can be performed

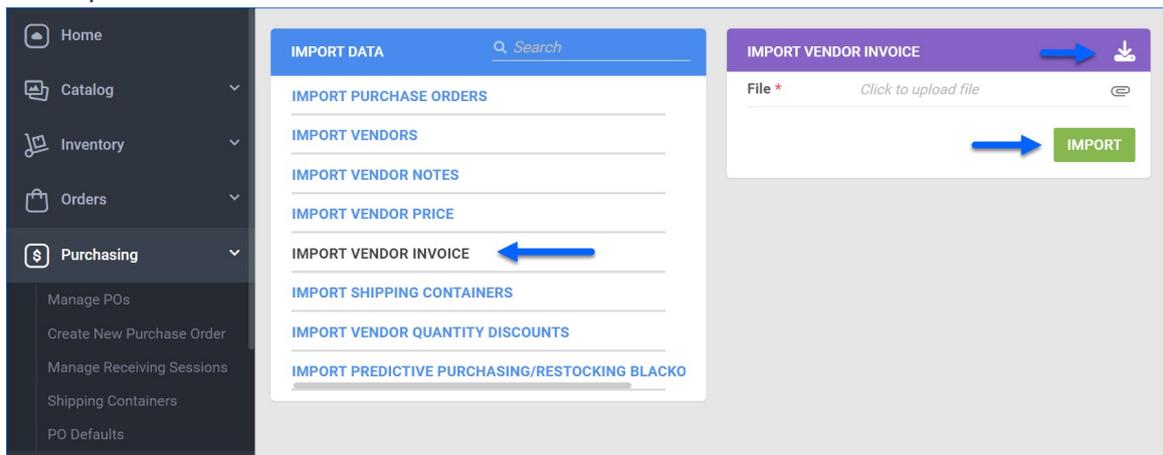
- **Add Payment** – Log a payment for the corresponding invoice.
- **Delete** – Delete a payment from the invoice.
- **Mark Quickbooks Unexported** – Edit an exported PO in Quickbooks to make it unexported.
- **Mark Quickbooks Exported** – Edit an unexported PO in Quickbooks to make it exported.

To view vendor invoice information on an individual PO, go to **Purchasing > Manage POs > Select a PO > Toolbox > Billing & Payments**

ID	INVOICE DATE	INVOICE #	PO #	INVOICE TYPE	AMOUNT	PAID
1231	11/13/2023 07:00 AM	test2223	1234453465	PO	\$15.00	\$0.00

To manually import Vendor Invoices:

1. Go to **Purchasing > Tools**.
2. Click **Import Purchase Info**.
3. From the list in the **Import Data** panel, select **Import Vendor Invoice**.
4. Download the template by clicking the icon. Then, fill in the columns of the file.
 - a. If you choose to include a **ReceiveSessionID** in the template, you must also provide a **PONumber** on the same row. Upon import, the **Receive Session** will be added to the **Vendor Invoice** automatically.
5. Go back to Sellercloud and upload your filled-in template.
6. Click **Import**.

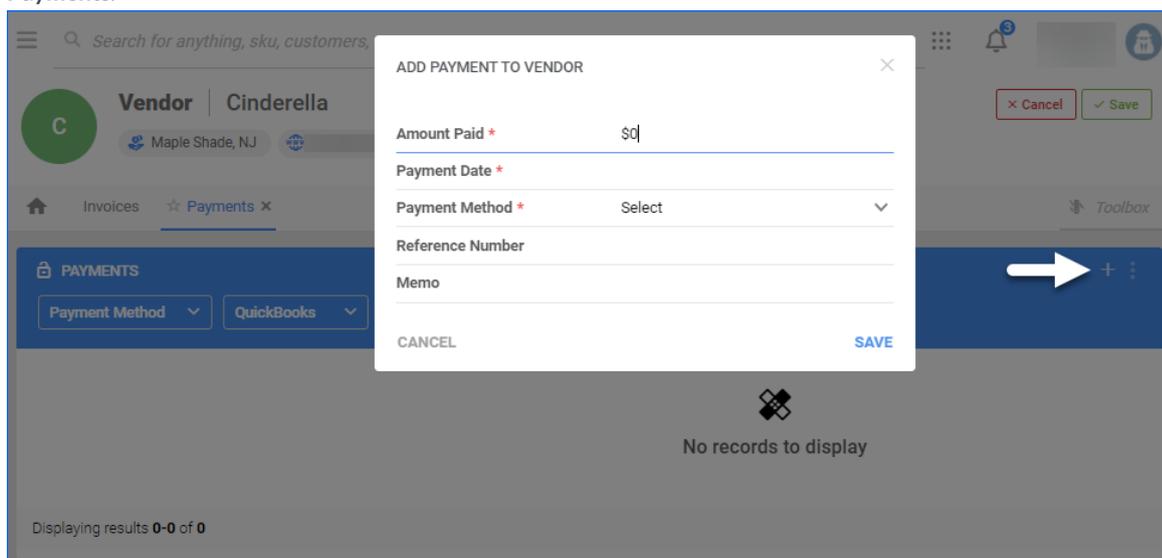


You can also [Schedule a Task](#) with the type **Import Vendor Invoice** to create Vendor Invoices and assign **Receive Sessions**.

Payments

The Payments tab shows any payments made to the selected vendor. You have the option to add a new payment or delete existing ones.

To view payment information on an individual **PO**, go to **Purchasing > Manage POs > Select a PO > Toolbox > Billing & Payments**.



Receive Sessions

The Receive Sessions tab shows separate receivings on POs for the selected vendor. You can export them to an Excel sheet.

Navigate to the Action Menu and select **Export to Excel**.

SESSION ID	PO #	RECEIVED ON	QTY RECEIVED	SESSION COST	STATUS	DROP SHIP
13778	1234453465	11/13/2023 09:41 PM	40	\$0.00	Open	No
13176	555142	05/09/2023 03:27 PM	100	\$0.00	Open	No
12902	1321	02/13/2023 11:35 AM	22	\$142.00	Open	No
12780	1234451846	01/17/2023 04:39 PM	4	\$38.40	Open	No
12735	1234451846	01/12/2023 04:52 PM	0	\$0.00	Open	No
10899	1234443778	07/05/2021 09:57 PM	1	\$31.00	Open	Yes

To view receiving information on an individual PO, go to **Purchasing > Manage POs > Select a PO > Toolbox > Receiving**. On this tab, you have the option to print sessions and delete a receiving.

SESSION ID	UNITS RECEIVED	SESSION TOTAL	RECEIVED BY
13812	10	\$0	

Vendor Invoice Reconciliation

You have the option to verify any discrepancies between vendor invoices and received inventory directly from the PO's page.

1. Navigate to **Purchasing > Manage POs**.
2. Open a **PO > Action Menu > Manage Invoices**.

PO #1234453572

Received Normal Fully shipped Fully Received Not Total prod

Actions: Export to Excel, Export to Excel (Merged SKUs), Make Payment, **Manage Invoices**, Merge Similar SKU Items, Print to PDF, Print to PDF (Merged SKUs), Print to PDF (with discounts), Recalculate Average Cost of Products, ReCalculate PO, ReCalculate Last Cost of Products, Split SKU

GENERAL

Company: [Redacted]
Vendor: 14112
Description: Created for Order# 5149773
Ordered On: 11/27/2023 8:54 PM
Requested On: [Redacted]
Order Type: Default

3. Open an Invoice, click **Edit**, and navigate to the **Existing Sessions** panel.
4. Click on the **Plus** button and select the matching sessions.

EXISTING SESSIONS								
<input type="checkbox"/>	^	SESSION ID	RECEIVED ON	PO#	QTY RECEIVED	SESSION COST	COST FOR INV	
<input type="checkbox"/>	^	14580	05/14/2024 08:06 PM	1234454582	10	\$500.000	\$500.000	
		RECEIVE ID	PURCHASE ITEM ID	PRODUCT ID	VENDOR SKU	QTY FOR INVOICE	UNIT COST	TOTAL COST
		16803	36614	B07NSPPQFZ	Test	10	\$50.000	\$500.000

Displaying results 1-1 of 1

5. In the pop-up dialog:

- a. Click **View Filters** to expand the dropdown and filter down the sessions.
- b. Check the boxes to select and edit the **Qty For Invoice** if necessary.
- c. Click **Add**.

ADD RECEIVE SESSION ✕

View Filters ←

PO# <input type="text" value="0"/>	Product Id <input type="text" value="Search by product ID"/>
Received From: <input type="text" value="Click to select date"/>	Received To: <input type="text" value="Click to select date"/>
Session Id <input type="text" value="Search by PO number"/>	Container Id <input type="text" value="0"/>
Vendor SKU <input type="text" value="Search by Vendor SKU"/>	<input type="checkbox"/> Dropship PO Only

🔍 APPLY FILTERS →

<input type="checkbox"/>	^	SESSION ID	RECEIVED ON	PO#	QTY RECEIVED	SESSION COST		
<input checked="" type="checkbox"/>	^	14581	05/14/2024 08:06 PM	1234454582	20	\$1,000.000		
		RECEIVE ID	PURCHASE ITEM ID	PRODUCT ID	VENDOR SKU	TOTAL RECEIVED	QTY INVOICED	QTY FOR INVOICE
<input checked="" type="checkbox"/>		16804	36614	B07NSPPQFZ	Test	10	0	<input type="text" value="10"/>
<input checked="" type="checkbox"/>		16805	36613	B07FMCLVX		10	0	<input type="text" value="10"/>

CANCEL
→ ADD

6. Back on the Invoice Details page, click **Save**.

The sessions' total cost will appear in the **Grand Total** field. If it equals the Paid Amount and there are no differences, the invoice can be considered **reconciled**. If there is a difference between what was paid for and what was received, it will be displayed in the Invoice Summary panel.

Relevant Client Settings

The following related client settings are available:

- **Enable Vendor Invoices Workflow**
 - Enable this setting to manage payments and invoices at the Vendor level.
- **Enable Multiple Invoices For Purchase Orders**
 - When enabled, this setting lets you create and handle multiple invoices for one purchase order. If disabled, only one invoice can be created per purchase order.

Overview

Vendor invoices are documents that outline the amount a buyer needs to pay to a supplier for the goods or services provided. In contrast to manual handling of [PO Payments](#), you also have the option to manage payments through **Vendor Invoices**. This workflow assists in tracking payments and invoices at the vendor level, facilitating the reconciliation of bills against received inventory for precise financial management.

[Client Setting Enable Vendor Invoices Workflow](#) must be enabled. To enable the setting go to **Settings > Client Settings > General Client Settings**.

Configure Vendor Invoices

Once you enable the above-mentioned setting, you will be able to see different tabs in the toolbox on the Vendor details page, allowing you to manage payments and invoices at the Vendor level.

To enable the Vendor Invoices Workflow go to **Client Settings > Enable Vendor Invoices Workflow > Click Save**.

- If enabled, the **Invoices, Payments, and Receive Sessions** tabs will appear within the **Company Settings > Open a Company > Toolbox > Vendors > Toolbox** section.
- When activated, the workflow is designed to present the first invoice found in the vendor's Invoices toolbox that is associated with a PO receiving session.
- If deactivated while the **Enable Multiple Invoices For Purchase Orders** client setting is enabled, the workflow will show the initial invoice in the Purchase Invoice section.
- If deactivated and the **Enable Multiple Invoices For Purchase Orders** client setting is also disabled, the system should display the **PO Vendor Invoice Number**.

To configure your vendor invoices navigate to **Company > Vendors > Manage Vendor Invoices > Choose a Vendor**.

Invoices

The Invoices tab shows all PO invoices related to that vendor, and you can manage all [PO payments](#) from the tab.

Access the Invoice tab from the **Company > Toolbox > Vendors > Manage Vendor Invoices**. You also have the flexibility to add an invoice individually or in bulk.

The following actions can be performed

- **Add Payment** – Log a payment for the corresponding invoice.
- **Delete** – Delete a payment from the invoice.
- **Mark Quickbooks Unexported** – Edit an exported PO in Quickbooks to make it unexported.
- **Mark Quickbooks Exported** – Edit an unexported PO in Quickbooks to make it exported.

To view vendor invoice information on an individual PO, go to **Purchasing > Select a PO > Action Menu > Manage Invoices**.

Home > Companies > > Vendors > Vendor Invoices

- Select Action
- Save Search
- Print To PDF
- Export To Excel
- Delete
- Mark QuickBooks Unexported
- Mark QuickBooks Exported

Invoice Type:

Paid Status:

Reconciled:

QuickBooks:

Date: From: To:

PO#:

Invoice#:

ID:

Receive Session ID:

Amount:

SKU:

Select all Pages

Payments

The Payments tab shows any payments made to the selected vendor. You have the option to add a new payment or delete existing ones.

To view payment information on an individual **PO**, go to **Inventory > Purchasing > Select a PO**.

Home > Companies > > Vendors > Target > Payments

Date: From: To:

New Payment 

<input type="checkbox"/>	Payment ID	Created By	Created On	Paid On	Reference #	Payment
<input type="checkbox"/>	35					Wire
<input type="checkbox"/>	36					Cash
<input type="checkbox"/>	37					Check
<input type="checkbox"/>	38					Cash
<input type="checkbox"/>	39					Cash
<input type="checkbox"/>	40					Cash
<input type="checkbox"/>	42					Cash
<input type="checkbox"/>	43					Cash
<input type="checkbox"/>	49					Cash

General Information
 Contact Info
 Additional Properties
 Categories
 Products
 Notes
 Purchase Orders
 PO Items by Invoice#
 PO Email Template
 Dropship Preferences
 Promotions
 Multi Discounts
 Rebates
 Emails
 Invoices
 Payments

Receive Sessions

The Receive Sessions tab shows separate receivings on POs for the selected vendor. You can export them to an Excel sheet. Navigate to the Action Menu and select **Export to Excel**.

Home > Companies > > Vendors > Target > Receive Sessions

General Information
 Contact Info
 Additional Properties
 Categories
 Products
 Notes
 Purchase Orders
 PO Items by Invoice#
 PO Email Template
 Dropship Preferences
 Promotions
 Multi Discounts
 Rebates
 Emails
 Invoices
 Payments
Receive Sessions
 Change Log

Status: All
 DropShip: All
 Date: From: To:
 Session ID:
 PO#:
 Container#:
 SKU:
 Include Ignored Sessions
 Search

Select Action Go

Session ID	PO #	Received On	Qty Received	Session Cost	Ship
> 2566	1333	2/22/2017	8	\$159.92	Open No
> 6610	30432	2/9/2018	3	\$8.97	Open No
> 6729	30629	4/12/2018	21	\$222.35	Open No
> 6775	30681	5/14/2018	1	\$5.00	Open No
> 6901	30790	7/3/2018	3	\$8.97	Open No
> 6902	30790	7/3/2018	9	\$20.99	Open No
> 6928	30821	7/25/2018	1	\$3.99	Open No
> 6930	30825	7/25/2018	10	\$259.90	Open No
> 7948	30845	8/7/2018	1	\$2.60	Open No
> 8312	555119	12/20/2018	3	\$38.97	Fully Invoiced No
> 8331	555127	1/1/2019	2	\$9.57	Open No

To view receiving information on an individual PO, go to **Inventory > Purchasing > Select a PO**. On this tab, you have the option to print sessions and delete a receiving.

PO#: 1287

Currency: USD
 Company:
 Ordered On: 12/15/2016 11:25 AM
 Requested On:
 Priority: Normal
 Order Status: Received
 Order Type: Default
 Description: Created for Order# 5006647
 Vendor: SplashNet
 Payment Terms: None
 Memo:
 Expected Delivery: 6/21/2022

Created On: 12/15/2016
 Updated On: 06/14/2016
 Received On: 12/15/2016
 Receiving Warehouse: Splash
 Bill To:

Receive Shipment Go

- Close PO
- Transfer to other PO
- Split PO
- Print to PDF
- Print to PDF (Merged SKUs)
- Print to PDF (with discounts)
- Export
- Export to Excel
- Export to Excel (Merged SKUs)
- Export to Excel (Open Items)
- Print PO Barcode
- Print Product Barcode
- Print FBA Barcode
- Create FBA Inbound Shipment for Vendor
- Create WFS Shipment Plan for Vendor
- Copy to FBA Shipment
- Copy to WFS Shipment Plan

Vendor Invoice Reconciliation

You have the option to verify any discrepancies between vendor invoices and received inventory directly from the PO's page.

1. Navigate to **Company > Toolbox > Vendors**
2. Open a **Invoices > Open an Invoice**.
3. Navigate to the **Existing Sessions** panel and click **Add Receive Session**.

Home > Companies > > Vendors > Target > Invoices > Invoice Details

General Information

Contact Info

Additional Properties

Categories

Products

Notes

Purchase Orders

PO Items by Invoice#

PO Email Template

Dropship Preferences

Promotions

Multi Discounts

Rebates

Emails

Invoices

Payments

Receive Sessions

Change Log

View Log

Invoice Date: * 11/13/2023

Invoice Number: * clonePO1

Invoice Amount: * 4000

Memo:

Due Date:

PO #:

Use Actual Price for Receive Sessions

Invoice Type: PO

Invoice File: Choose File No file chosen

Invoice Summary

Invoice Amount: \$4,000.000

Grand Total: (\$3.071)

Difference: \$4,003.071

Paid Amount: \$0.000

Balance Due: \$4,000.000

Reconciled: No

QuickBooks: Unexported

Payment Status: Unpaid

Existing Sessions Add Receive Session

Select Action Go

Page size: 10								1 items in 1 pages
<input type="checkbox"/>	SessionID	Received On	PO#	Qty Received	Session Cost	Cost for Invoice		
<input type="checkbox"/>	13803	11/23/2023 02:49 PM	1234453546	1	(\$3.071)	(\$3.071)	Remove	

<input type="checkbox"/>	ReceiveID	Purchase ItemID	ProductID	Qty for Invoice	Unit Cost	Total Cost	
<input type="checkbox"/>	15951	34955	THOMASDE	1	(\$3.071)	(\$3.071)	Remove

Sub Total: (\$3.071)

Discount: 0

Sales Tax: 0

Shipping Cost: 0

4. Select the matching sessions, scroll down and click **Add Selected Sessions**.

Add Receive Session

PO#:

Product ID:

Session ID:

Container#:

Dropship PO only

Include Ignored Session(s)

Received On: From: To:

Search Select Action Go

<input type="checkbox"/>	SessionID	Received On	PO#	Qty Recieved	Session Cost
<input checked="" type="checkbox"/>	13817	11/30/2023 01:49 PM	1234453587	9	\$39.06

<input checked="" type="checkbox"/>	ReceiveID	Purchase ItemID	ProductID	Vendor SKU	Total Received	Qty Invoiced	Qty for Invoice
<input checked="" type="checkbox"/>	15965	35000	COLESLAW	ColeslawTarget	9	0	9

5. Then Click **Save Invoice**.

The sessions' total cost will appear in the **Grand Total** field. If it equals the Paid Amount and there are no differences, the invoice can be considered **reconciled**. If there is a difference between what was paid for and what was received, it will be displayed in the Invoice Summary panel.

Relevant Client Settings

The following related client settings are available:

- **Enable Vendor Invoices Workflow**
 - Enable this setting to manage payments and invoices at the Vendor level.
- **Enable Multiple Invoices For Purchase Orders**
 - When enabled, this setting lets you create and handle multiple invoices for one purchase order. If disabled, only one invoice can be created per purchase order.
- **Enable vendor invoices to be product/qty level**

- This setting is enabled by default and displays session detail on the Add sessions to Vendor Invoice page.
 - **Display all related vendor invoices on PO**
 - Turn on this setting to see all associated vendor invoices with the purchase order.
 - **Require PO Number while creating Vendor Invoice**
 - When enabled, a PO number will be one of the requirements to create a Vendor Invoice.
 - **Set Vendor Invoice number as DropShip Vendor OrderID**
 - When enabled, it will assign the DropShip Vendor OrderID as the Vendor Invoice number.
-