

How To Post A Vendor Local Grower Invoice

Local apple growers have a fixed price for type of apple. The buyer (Jay) will send an email listing the price per apple type per grower. Save the email in P:AP/Accounting/Apple Price/Local Growers/current year. The Local Growers must be paid by the 10th of the following month the apples are received. All invoice processing must be done before the close of inventory.

Purchase Order Review

1 Click "Posting Date 7/20/2026" to open the PO

The screenshot shows the Dynamics 365 Business Central interface for MANZANA PRODUCTS CO., INC. The 'Purchase Orders' list is displayed with columns: Posting Date, Document Date, Q No., Q Buy-from Vendor No., Q Buy-from Vendor Name, Q Location Code, and Q Vendor Order No. The first row, with a posting date of 7/20/2026, is highlighted in blue. The 'Posting Date' column header is circled in orange.

Posting Date	Document Date	Q No.	Q Buy-from Vendor No.	Q Buy-from Vendor Name	Q Location Code	Q Vendor Order No.
7/20/2026	7/20/2026	PO1002127	V000167	NICOLAS CORTEZ	GREEN	
7/23/2026	7/23/2026	PO1002144	V000167	NICOLAS CORTEZ	GREEN	
7/27/2026	7/27/2026	PO1002185	V000167	NICOLAS CORTEZ	GREEN	
7/29/2026	7/29/2026	PO1002196	V000167	NICOLAS CORTEZ	GREEN	

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In the Vendor Invoice No. line enter the PO number as the invoice number. Do not change dates

Purchase Order

PO1002127 · NICOLAS CORTEZ

Home Prepare Print/Send Request Approval Order EDI More options

Post... Reopen Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

General Show less

Vendor No. V000167 Due Date 8/10/2026

Vendor Name NICOLAS CORTEZ Vendor Invoice No. *

Buy-from

Address PO BOX 842 Your Reference

Address 2

City GRATON Purchaser Code

State CA No. of Archived Versi... 1

ZIP Code 95444 Order Date 7/17/2026

Country/Region Quote No.

Contact No. CT000662 Vendor Order No.

Phone No. Vendor Shipment No.

Mobile Phone No. Alternate Vendor Ad... Receive from Address...

Summary Preview

Details Attachments (0)

Vendor Statistics

Vendor No.	V000167
Balance (\$)	1,677.90
Balance (\$ As Customer)	0.00
Outstanding Orders (\$)	0.00
Amt. Rcd. Not Invd. (\$)	8,605.11
Outstanding Invoices (\$)	0.00
Total (\$)	10,283.01
Overdue Amounts (\$ as o...	0.00
Invoiced Prepayment Amo...	0.00
Payments (\$)	0.00
Refunds (\$)	0.00

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Review the Quantity value

Home Prepare Print/Send Request Approval Order EDI More options

Post... Reopen Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Email Assigned User ID

Contact Status Released

Document Date 7/20/2026 Linked with E-Docum... ☐

Invoice Received Date Appt. Time 11:00:00 AM

Posting Date 7/20/2026

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Loc... Code	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax
Item	100109	ORG BLEND APPLE - VIN - DM...	GREEN	12,176	0.175	2,130.80

Subtotal Excl. Tax (US... 2,130.80 Total Excl. Tax (USD) 2,130.80

Inv. Discount Amount... 0.00 Total Tax (USD) 0.00

Invoice Discount % 0 Total Incl. Tax (USD) 2,130.80

Summary Preview

Details Attachments (0)

Vendor Statistics

Vendor No.	V000167
Balance (\$)	1,677.90
Balance (\$ As Customer)	0.00
Outstanding Orders (\$)	0.00
Amt. Rcd. Not Invd. (\$)	8,605.11
Outstanding Invoices (\$)	0.00
Total (\$)	10,283.01
Overdue Amounts (\$ as o...	0.00
Invoiced Prepayment Amo...	0.00
Payments (\$)	0.00
Refunds (\$)	0.00
Last Payment Date	-

Incoming Document Files

Name File Ex

(There is nothing to show in this view)

4

matches the Quantity Received value. Otherwise the PO will no close. Supply Chain (Jay) should be making sure these match, but if they don't you can change the quantity amount only on apple POs. DO NOT CHANGED THE QUANTITY RECEIVED.

The screenshot displays a software interface for managing a Purchase Order (PO). The top navigation bar includes options like 'Post...', 'Reopen', 'Create Whse. Receipt', 'Create Inventory Put-away/Pick...', and 'Archive Document'. The main form contains fields for 'Email', 'Contact', 'Document Date' (7/20/2026), 'Invoice Received Date', 'Posting Date' (7/20/2026), 'Assigned User ID', 'Status' (Released), 'Linked with E-Docum...', and 'Appt. Time' (11:00:00 AM). Below these fields is a table with columns: Type, Quantity, Direct Unit Cost, Excl. Tax, Line Amount, Excl. Tax, Qty. to Receive, CW Qty. Received, Quantity Received, and Qty. to Receive. The 'Quantity Received' column for the first line item is circled in orange, showing a value of 12,176. To the right of the table is a 'Summary' section with 'Vendor Statistics' and 'Incoming Document Files'. The 'Vendor Statistics' section shows details for Vendor No. V000167, including Balance (\$), Balance (\$ As Customer), Outstanding Orders (\$), Amt. Rcd. Not Invd. (\$), Outstanding Invoices (\$), Total (\$), Overdue Amounts (\$ as o...), Invoiced Prepayment Amo..., Payments (\$), Refunds (\$), and Last Payment Date. The 'Incoming Document Files' section shows a table with columns for Name and File Extension, with a note '(There is nothing to show in this view)'. At the bottom, there is an 'Invoice Details' section with a date of 7/17/2026 and a note '10TH OF MO'.

5

Jay's Local Grower Pricing email is saved in P:\VAP\Accounting\APPLEPRICE\LOCAL GROWERS\2026 Verify the amount on the PO matches Jay's price listed on the email. There will be times Jay will provide a different price for a PO. He should have the note written on a PO line. If not, email Jay to verify price.

The screenshot shows an email client interface with a message titled 'Local's Pricing - Message (HTML)'. The email is from Jay Holmgren (Manzana) to List-ECL-MANZANA AP and Andy KAY (Manzana). The email content includes the following information:

- J/S: \$520
- VIN: \$360
- Meyer+Kozlowski:
- J/S: \$500
- VIN: \$350
- All others:
- J/S: \$475
- VIN: \$350

The 'All others: J/S: \$475 VIN: \$350' line is circled in orange. At the bottom of the email, it says 'All July POs checked and ready.' The email was received on Mon 8/3/2026 10:43 AM. The background shows a software interface with a 'NICOLAS CORTEZ' header and various navigation options.

6

Verify the price matches the Local Grower Pricing email from Jay

The screenshot shows a software interface for creating a new line item. The 'Direct Unit Cost (Pricing Unit)' field is circled in orange and contains the value 350.00. The interface includes a top navigation bar, a left sidebar, a main form area, and a right sidebar with summary and vendor statistics.

Form Fields:

- Email: [Empty]
- Contact: [Empty]
- Document Date: 7/20/2026
- Invoice Received Date: [Empty]
- Posting Date: 7/20/2026
- Assigned User ID: [Empty]
- Status: Released
- Linked with E-Docum...: [Empty]
- Appt. Time: 11:00:00 AM

Lines Table:

Type	Prod line Code	Project Code	Direct Unit Cost (Pricing Unit)	Catch Weight Qty.	Promised Receipt Quantity	Quantity Invoiced	Ur	Me
→ Item	FRUIT		350.00	6.088	50.000			LE

Summary:

- Subtotal Excl. Tax (US...): 2,130.80
- Total Excl. Tax (USD): 2,130.80
- Inv. Discount Amount...: 0.00
- Total Tax (USD): 0.00
- Invoice Discount %: 0
- Total Incl. Tax (USD): 2,130.80

Vendor Statistics:

- Vendor No.: V000167
- Balance (\$): 1,677.90
- Balance (\$) As Customer: 0.00
- Outstanding Orders (\$): 0.00
- Amt. Rcd. Not Invd. (\$): 8,605.11
- Outstanding Invoices (\$): 0.00
- Total (\$): 10,283.01
- Overdue Amounts (\$) as o...: 0.00
- Invoiced Prepayment Amo...: 0.00
- Payments (\$): 0.00
- Refunds (\$): 0.00
- Last Payment Date: -

Incoming Document Files:

- Name: [Empty]
- File Ex: [Empty]

(There is nothing to show in this view)

Order Statistics

7 Click "Order"

The screenshot shows the Dynamics 365 Business Central interface for a Purchase Order (PO1002127) associated with Nicolas Cortez. The 'Order' tab is selected and highlighted with an orange circle. The interface includes a left sidebar with navigation options, a top navigation bar, and a main content area. The main content area displays the 'Order' tab with various fields and a table of lines. The 'Order' tab is part of a set of tabs including Home, Prepare, Print/Send, Request Approval, Order, and More options. The 'Order' tab contains fields for Email, Contact, Document Date, Invoice Received Date, Posting Date, Assigned User ID, Status, Linked with E-Docum..., and Appt. Time. The 'Status' field is set to 'Released'. The 'Order' tab also includes a 'Summary' section on the right with 'Vendor Statistics' and a 'Details' section. The 'Details' section shows 'Vendor No.', 'Balance (\$)', 'Balance (\$ As Customer)', 'Outstanding Orders (\$)', 'Amt. Rcd. Not Invd. (\$)', 'Outstanding Invoices (\$)', and 'Total (\$)'.

8 Click "Statistics" to verify the amount to be posted

The screenshot shows the Dynamics 365 Business Central interface for a Purchase Order (PO1002127) associated with Nicolas Cortez. The 'Statistics' tab is selected and highlighted with an orange circle. The interface includes a left sidebar with navigation options, a top navigation bar, and a main content area. The main content area displays the 'Statistics' tab with various fields and a table of lines. The 'Statistics' tab is part of a set of tabs including Home, Prepare, Print/Send, Request Approval, Order, and More options. The 'Statistics' tab contains fields for Email, Contact, Document Date, Invoice Received Date, Posting Date, Assigned User ID, Status, Linked with E-Docum..., and Appt. Time. The 'Status' field is set to 'Released'. The 'Statistics' tab also includes a 'Summary' section on the right with 'Vendor Statistics' and a 'Details' section. The 'Details' section shows 'Vendor No.', 'Balance (\$)', 'Balance (\$ As Customer)', 'Outstanding Orders (\$)', 'Amt. Rcd. Not Invd. (\$)', 'Outstanding Invoices (\$)', and 'Total (\$)'.

9 These two items should match to completely close out the PO. Click "Close"

General

Amount Excl. Tax	2,130.80	Quantity	12,176
Inv. Discount Amount	0.00	Parcels	0
Total Excl. Tax	2,130.80	Net Weight	0
Tax Amount	0.00	Gross Weight	0
Total Incl. Tax	2,130.80	Volume	0
Purchase (\$)	2,130.80	No. of Tax Lines	1

Invoicing

Amount Excl. Tax	2,130.80	Quantity	12,176
Inv. Discount Amount	0.00	Parcels	0
Total Excl. Tax	2,130.80	Net Weight	0
Tax Amount	0.00	Gross Weight	0
Total Incl. Tax	2,130.80	Volume	0
Purchase (\$)	2,130.80	No. of Tax Lines	1

Close

10 Click "Home"

Purchase Order - PO1002127 · NICOLAS CORTEZ

Home Prepare Print/Send Request Approval Order EDI More options

Dimensions Comments Approvals Vendor Prepayment Invoices

Statistics Attachments Invoices Receipts Prepayment Credit Memos

Document Date: 7/20/2026

Invoice Received Date: []

Posting Date: 7/20/2026

Appt. Time: 11:00:00 AM

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Loc... Code	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax
Item	100109	ORG BLEND APPLE - VIN - DM...	GREEN	12,176	0.175	2,130.80

Summary Preview

Details Preview

Vendor Statistics

Vendor No. []

Balance (\$) []

Balance (\$) As Customer []

Outstanding Orders (\$) []

Amt. Rcd. Not Invd. (\$) []

Outstanding Invoices (\$) []

Post the Order

11 Click "Post..."

The screenshot shows the Dynamics 365 Business Central interface for a Purchase Order (PO1002127) for NICOLAS CORTEZ. The 'Post...' button in the top ribbon is circled in orange. The interface includes a left sidebar with navigation options, a top ribbon with various actions, and a main area with fields for Invoice Received Date, Posting Date, and Appt. Time. A table of lines is visible below, showing item details and quantities.

Type	No.	Description	Loc...	Quantity	Direct Unit Cost	Excl. Tax	Line Amount	Excl. Tax
Item	100109	ORG BLEND APPLE - VIN - DM...	GREEN	12.176	0.175		2,130.80	

12 Click OK to confirm Receive and Invoice

The screenshot shows the Dynamics 365 Business Central interface with a dialog box open for confirming the action. The dialog box has three radio buttons: 'Receive', 'Invoice', and 'Receive and Invoice'. The 'Receive and Invoice' option is selected. The 'OK' button is circled in orange. The background shows the same Purchase Order details as the previous screenshot, including the 'Summary' and 'Vendor Statistics' sections.

Vendor Statistics

Vendor No.	Balance (\$)	Balance (\$)	As Customer	Outstanding Orders (\$)	Amt. Rcd. Not Invd. (\$)	Outstanding Invoices (\$)	Total (\$)	Overdue Amounts (\$)	as of ...	Invoiced Prepayment Amou...	Payments (\$)	Refunds (\$)	Last Payment Date
V000167	1,677.90	0.00	0.00	8,605.11	0.00	10,283.01	0.00	0.00	0.00	0.00	0.00	0.00	-