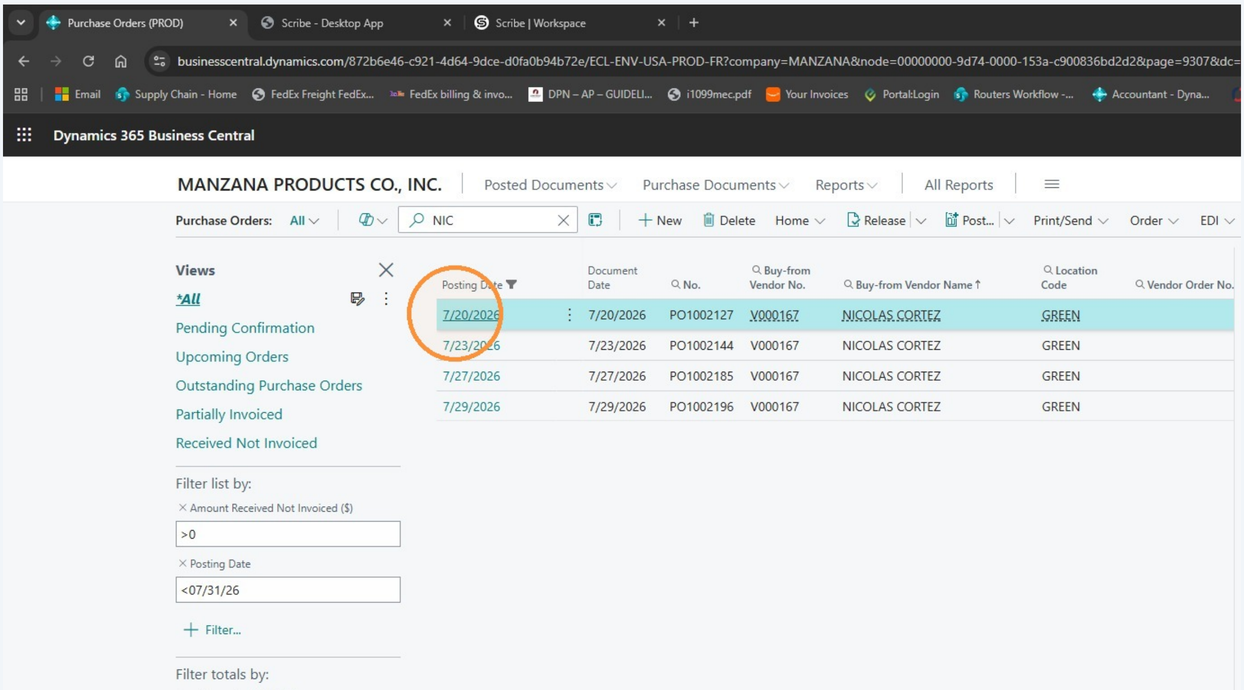
How To Post A Vendor Local Grower Invoice

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.

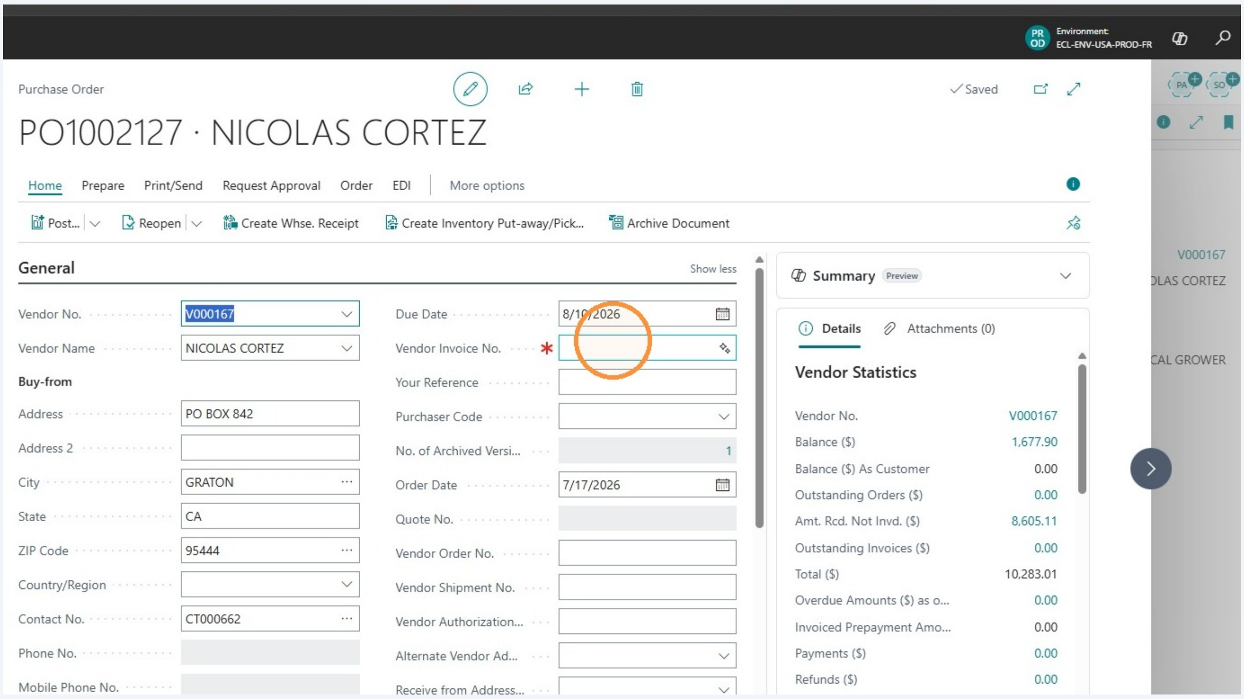
Purchase Order Review

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



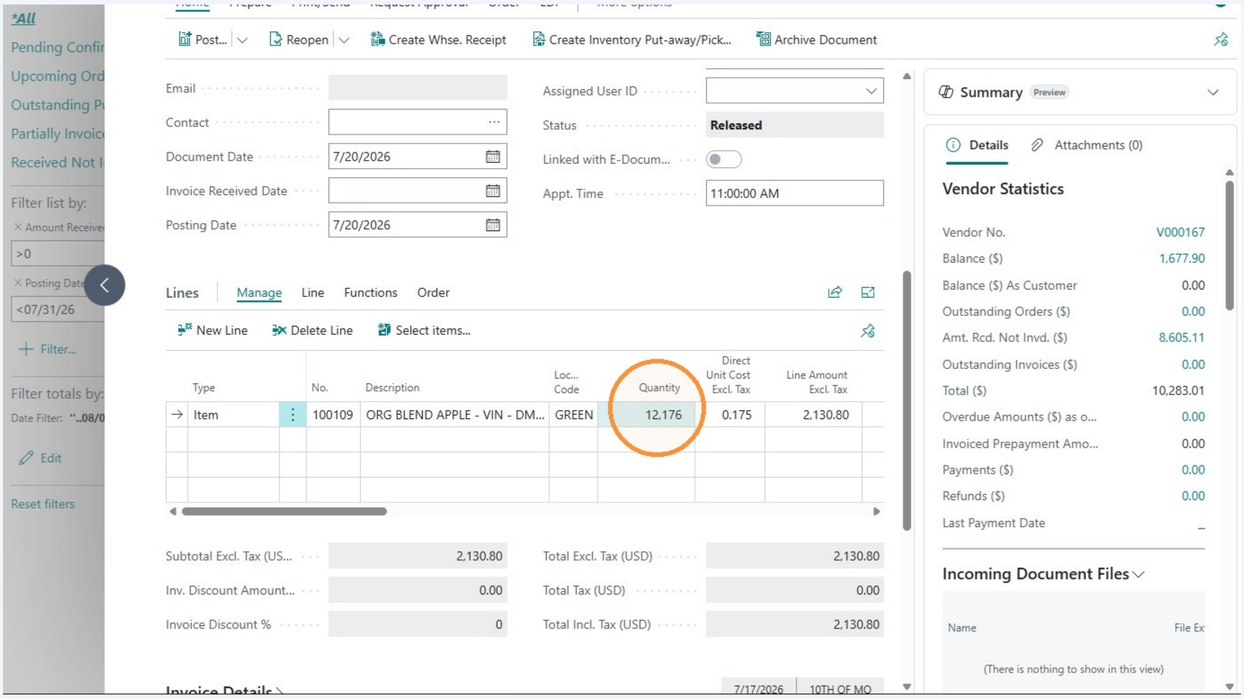
2

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



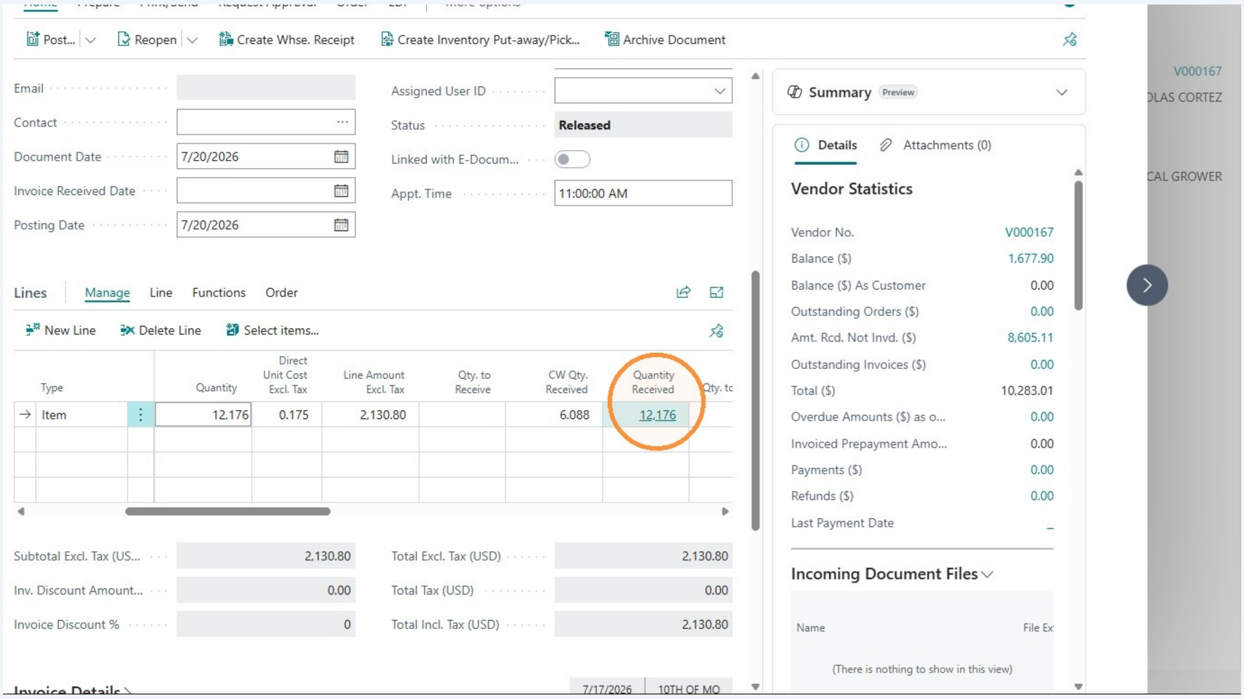
3

Review the Quantity value



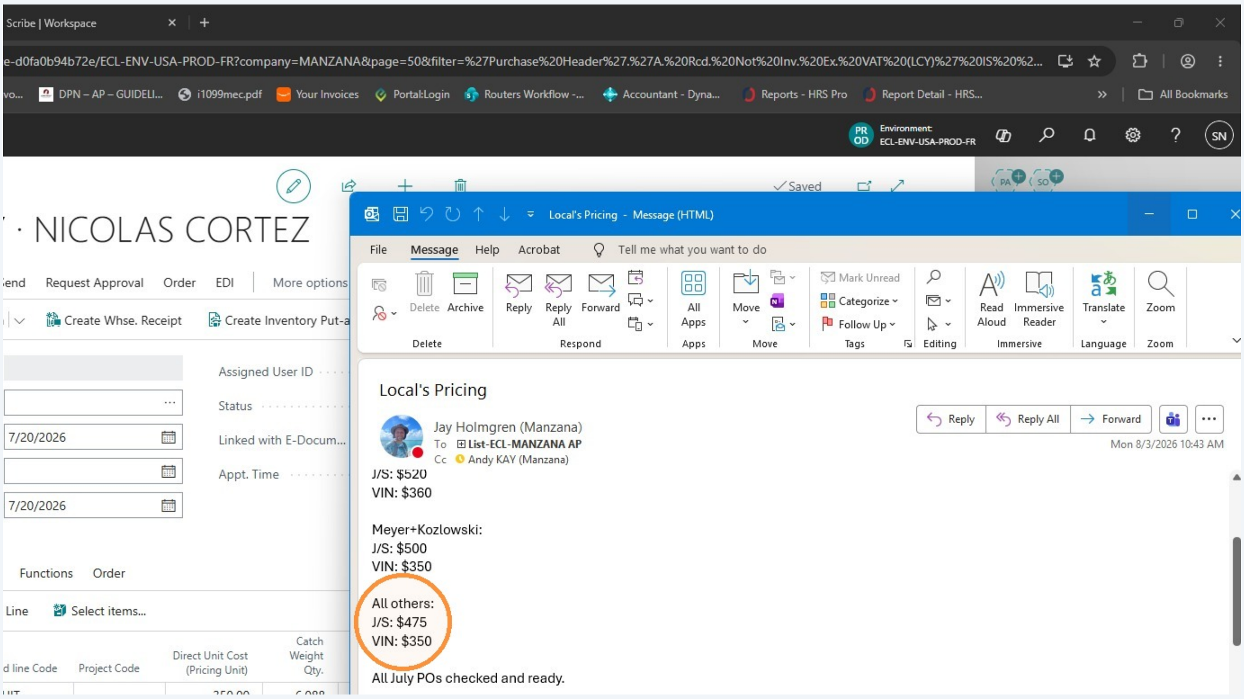
4

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.

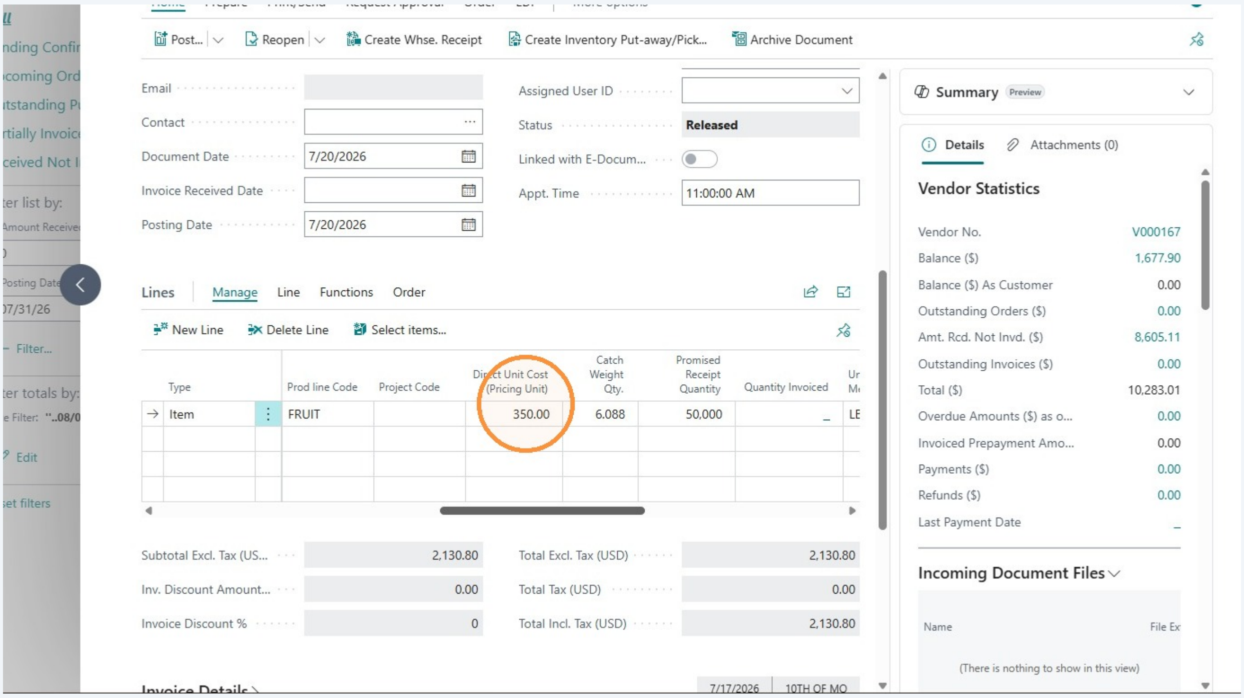


5

Jay's Local Grower Pricing email is saved in P:\AP\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.

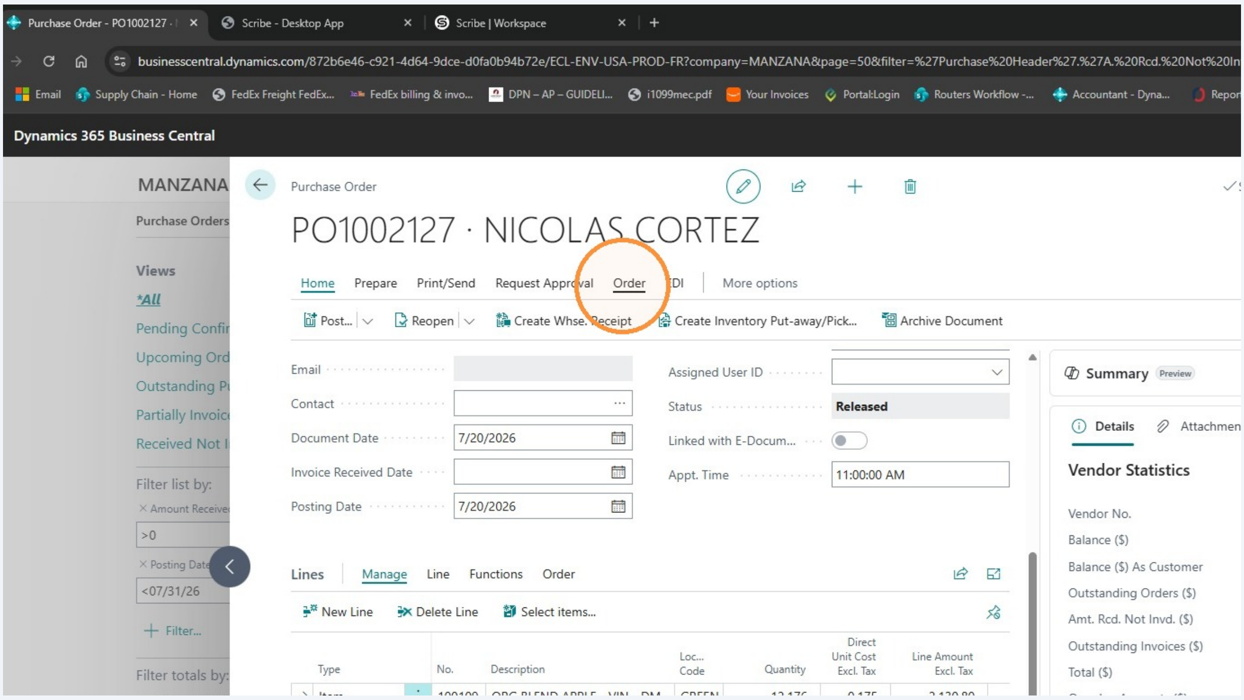


6 Verify the price matches the Local Grower Pricing email from Jay

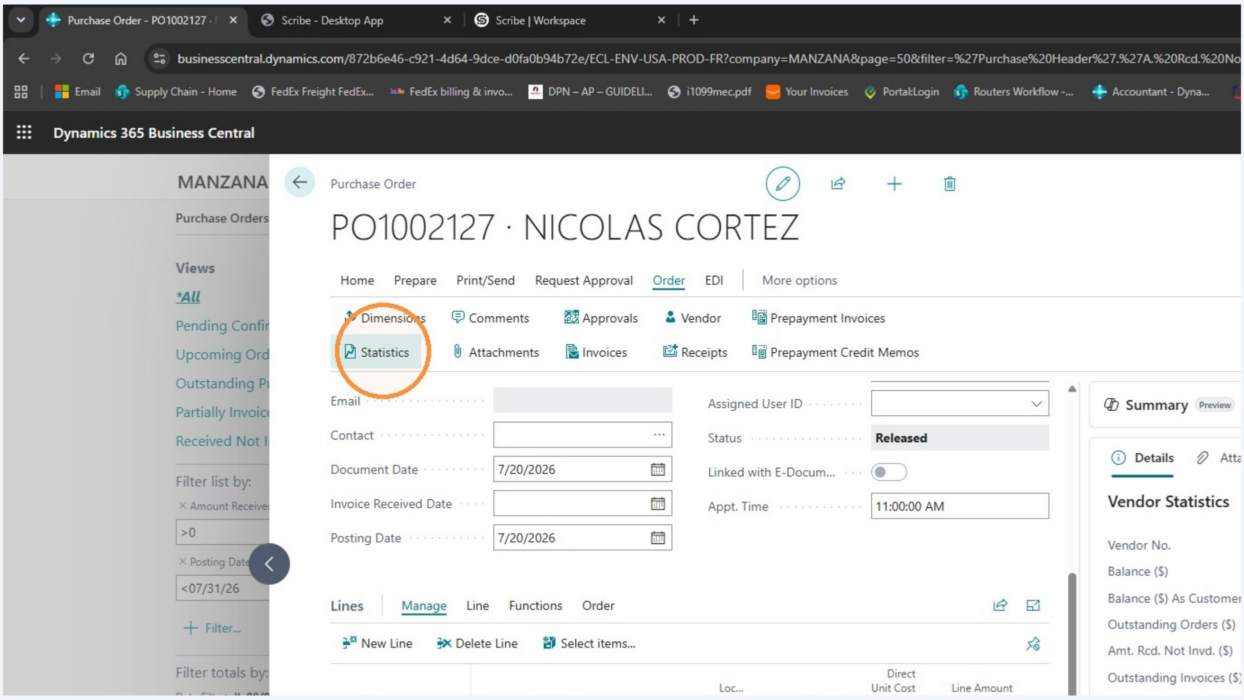


Order Statistics

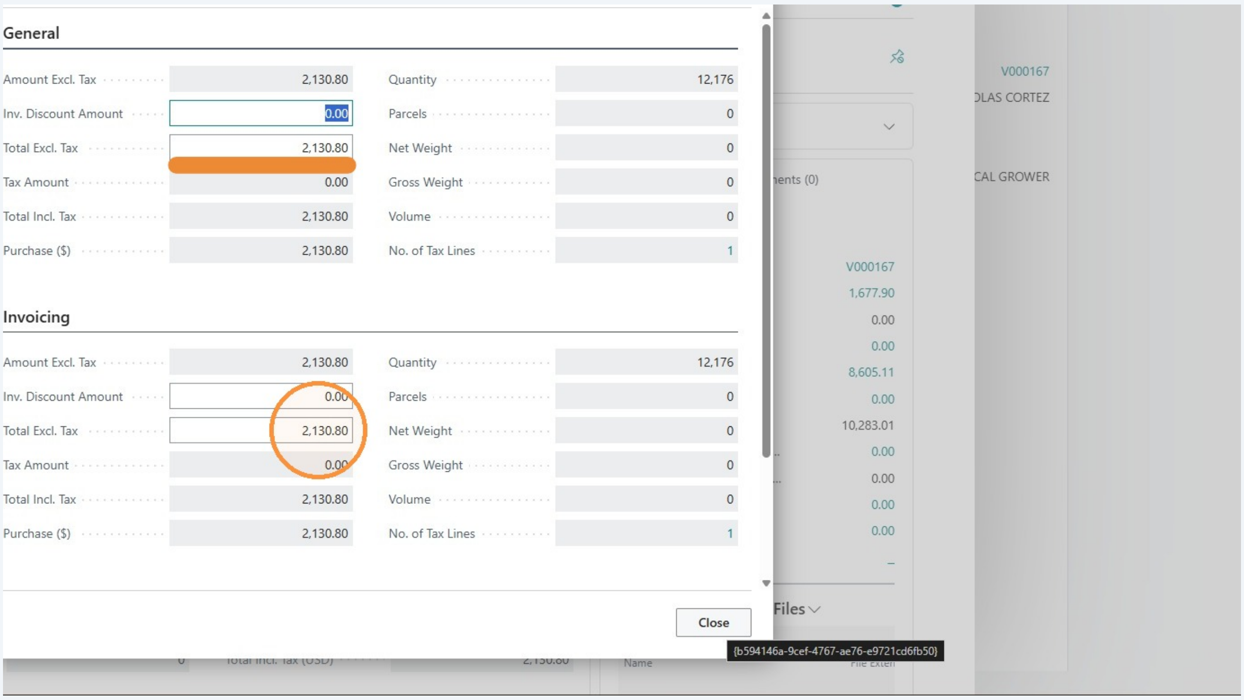
7 Click "Order"



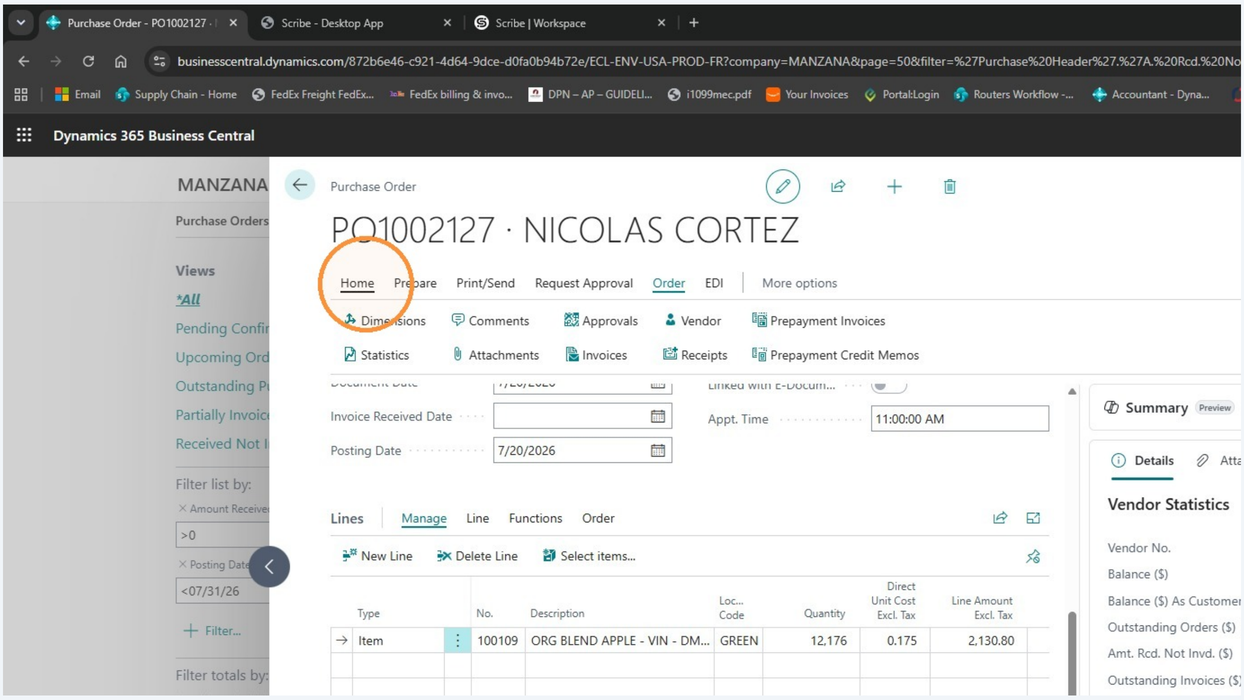
8 Click "Statistics" to verify the amount to be posted



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

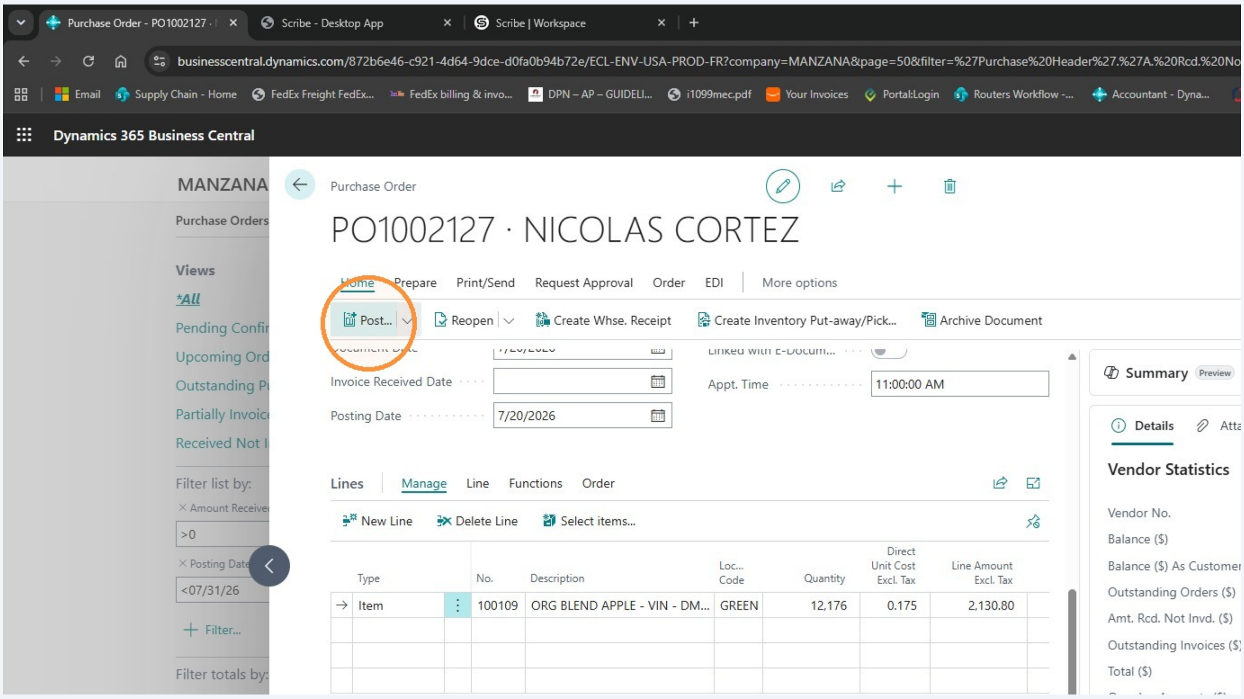


10 Click "Home"



Post the Order

11 Click "Post..."



12 Click OK to confirm Receive and Invoice