BUYERS EDGE PLATFORM
BACK OFFICE

EDI Workflow: 8 Steps to ensure accounts payable accuracy through EDI Invoices

01

Order Placed

- Order placed through the distributor on order day.

02

EDI Invoice Populated in Pending Invoices

- Distributor processes invoice, transmits digitally into Profit Center Pending Invoices. *NOTE: The invoice could appear in Pending invoices prior to the order being received. Do not accept the invoice until the product has been received.
- EDI invoices will show with a lightning bolt to the left of the invoice number.

03

Order Received

- Order received at the restaurant and checked in to ensure all product was received.

04

Invoice Reviewed & Adjusted

- Invoice reviewed for accuracy inclusive of pack type, quantity received, and price. *NOTE: Invoice line items will appear in Profit Center in the order of the EDI image.

05

Upload Invoice Image

- Upload the invoice for historical records. *NOTE: This is not required but will provide an image of the actual invoice received in conjunction with the EDI image.
- Once submitted, OCR will identify the invoice as a duplicate and attach the image to the existing EDI file.

06

Pending EDI Invoice Approved

- Payment type entered and/or verified.
- Invoice submitted to move it from Pending Invoice to Open Invoices.

07

Invoice Submitted on Submittal Day

- Invoice moved to submit and send through with Accounts Payable batch on submittal day.
- If Back Office is processing the check, the check will be cut and distributed once submittal is complete based on vendor terms.

08

Invoice Matched in Cash Management

- Once the transaction clears the bank, match the Profit Center invoice to the banking transaction.
- If any discrepancies exist between the submitted invoice and the total that cleared the bank review the vendor account to determine what caused the difference.
- If it is due to a credit, enter the credit invoice and match the invoice and credit invoice to the banking transaction. *NOTE: Vendor credits will appear via EDI if applicable as well.