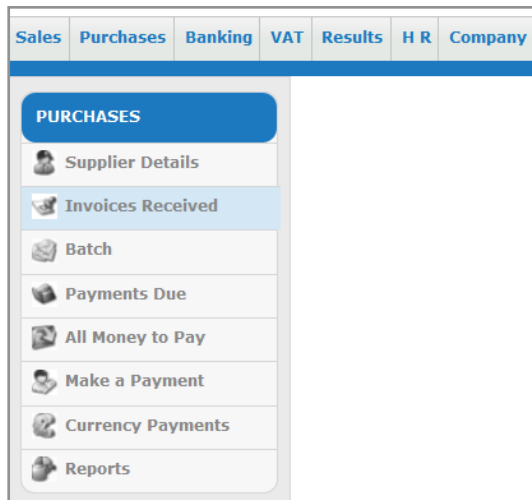


Enter a Purchase Invoice

Press the **Purchases** menu tab and then choose the **Invoices received** button.



If required, choose the correct supplier in the drop down **Search** box. It will default to the last viewed one.

Search: **AppleCorp** Year end: 20 Dec 2011

Page size 50

Date	Our inv no	Their ref	Source	Debit	Credit	Balance	Status
3 Jun 2010	4		PI		240.00	-240.00	Paid
3 Jun 2010	5		PI		240.00	-480.00	Paid
3 Jun 2010	20100603/		PP	240.00		-240.00	Allocated
2 Jul 2010	17		PI		1,175.00	-1,415.00	Paid
2 Jul 2010	20100702 142647/		PP	1,175.00		-240.00	Allocated
2 Jul 2010	20100702 142837/		PP	240.00		0.00	Allocated

When you have the right supplier, click on the **New invoice** button.

Search: **AppleCorp** Year end: 20 Dec 2011

Page size 50

Date	Our inv no	Their ref	Source	Debit	Credit	Balance	Status
3 Jun 2010	4		PI		240.00	-240.00	Paid
3 Jun 2010	5		PI		240.00	-480.00	Paid
3 Jun 2010	20100603/		PP	240.00		-240.00	Allocated
2 Jul 2010	17		PI		1,175.00	-1,415.00	Paid
2 Jul 2010	20100702 142647/		PP	1,175.00		-240.00	Allocated
2 Jul 2010	20100702 142837/		PP	240.00		0.00	Allocated

When the record is saved, the software will automatically fill in the **Our number** and **Period/ Year end** fields. The next number in the sequence or records will be chosen. Fill in the **Delivery date** and **Invoice date**. If you put a full-stop [.] and press tab in **Delivery date**, it will default to today's date and automatically fill in the other two fields. The software will supply the settle date based on the terms you input for this supplier record. You can overtype any of these dates if you need to.

Supplier transaction	
Account	AP1
Our number	
Period/Year end	
Delivery date	29 Mar 2011
Invoice date	29 Mar 2011
Settle date	28 Apr 2011

The **Deliver to** and **Their ref** fields are optional. There is also a **Debit note** field if you need it. The software will complete the **Paid** field once the invoice has been paid.

Supplier transaction		Close	
Account	AP1	Supplier	AppleCorp
Our number		Deliver to	
Period/Year end		Currency code	£
Delivery date	29 Mar 2011	Exchange rate	1
Invoice date	29 Mar 2011	On hold	<input type="checkbox"/>
Settle date	28 Apr 2011	Their ref	
		Debit note	
		Paid	
New line			

Click on **New line** to enter the line items on the invoice.

Enter the **Details** followed by the **Quantity** and **Price**. The **Net** will be automatically worked out. If you only know the **Gross** amount (the price including tax) then type that figure into the price field and press the **Gross to Net (G>N)** button. The software then calculates the correct **Net** figure and completes the rest of the line for you.

Details					Line Total
Details					12
Qty	Price	Net	VC	VAT	Nominal
1	10	10	I1	2	EXP01
		10	G>N	2	
Save					New line
Cancel					

Select the VAT code in the **VC** drop down box. The **VAT** will then be automatically calculated for you. Select the **Nominal** code from the drop down list. The **Line total** is the gross amount of that line.

VC	VAT	Nominal
	2	EXP01
<ul style="list-style-type: none"> Not Applicable (0.00%) [NA] Old VAT rate (17.50%) [I7] Purchase Input - 5% Fuel Rate (5.00%) [I2] Purchase Input - 8% Fuel Rate (8.00%) [I3] Purchase Input - Duty Import (0.00%) [I5] Purchase Input - Imports (0.00%) [I4] Purchase Input - Std (20.00%) [I1] Purchase Input - Zero (0.00%) [I0] Purchase Inputs - Exempt (0.00%) [I9] 		

Press **Save** to complete the record. Once you have saved the line, you can add additional lines by pressing the **New line** button.

Details					Line Total
Details					12
Qty	Price	Net	VC	VAT	Nominal
1	10	10	I1	2	EXP01
		10	G>N	2	
Save					New line
Cancel					

Editing and deleting the invoice

If you need to edit the header information, for example to add their reference number, you can edit what you need to and then click **Update header only**. This will save the changes you have just made.

Supplier transaction [Audit](#) [Copy](#) [Create credit note](#) [New invoice](#) [Close](#)

Account: AP1 Supplier: AppleCorp HD1 1RL

Our number: 55 Deliver to: Currency code: £ Exchange rate: 1

Period/Year end: 3 20 Dec 2011

Delivery date: 29 Mar 2011 On hold:

Invoice date: 29 Mar 2011 Their ref: [Debit note](#)

Settle date: 28 Apr 2011 Paid: 0.00

Update header only

	Line	Stock code	Detail	Total qty	Unit price	Net	VAT	Costing	Total	
Select	1		Details	1.0000	10.0000	10.00	2.00		12.00	Delete
						10.00	2.00		12.00	

To edit the line details, press **Select** next the desired line, change the details, then click **Save**.

	Line	Stock code	Detail	Total qty	Unit price	Net	VAT	Costing	Total	
Select	1		Details	1.0000	10.0000	10.00	2.00		12.00	Delete
						10.00	2.00		12.00	

[New line](#)

Press **Delete** next to the line to delete it.

	Line	Stock code	Detail	Total qty	Unit price	Net	VAT	Costing	Total	
Select	1		Details	1.0000	10.0000	10.00	2.00		12.00	Delete
						10.00	2.00		12.00	

[New line](#)