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Category	Inventory
Course	Invoicing
Version	1.0
Client	Generic
Software	2.15.5

Manually Create an Invoice

You only perform this process in the invoice isn't received electronically in SUREfire, and you want to invoice match.

Procedure to Manually Create an Invoice in SUREfire

Hints and Tips

- ✓ If a supplier only provides a paper copy of the invoice, you need to get this detail into SUREfire; this makes it easier to identify any discrepancies, and ensures that SOH and pricing is correct.
- ✓ When you **finalise the matching records**, SOH immediately adjusts to match the quantities on the 'invoice' you created.
 - Refer to the [INV-4a Invoice Matching Fact Sheet](#).
- ✓ Don't perform this procedure if your business only applies the **finalised receipt quantities** against SOH for the supplier.
- ✓ Have the paper invoice in-front of you, so that you can enter the details into the system.
- ✓ Some suppliers don't list the total cost excluding GST on their invoice. Manually calculate the **Tax Excl.** cost (Net \$ Cost) using **Total Cost** minus **GST**.
- ✓ Changing GST for a **Fee** does NOT update the fee.
- ✓ You can sort by and resize any column on all Invoice screens.
- ✓ Fields:
 - **Qty:** the cases or cases.units of the product (depending on how your system is configured). If you selected a purchase order and a receipt, the receipt values are populated in this field.
 - **Units:** the number of units in a case (carton).
- ✓ You can only add lines to the invoice if the product is already in the SUREfire database.

1.	From the BOS Payables menu, select Electronic Invoicing .	
2.	In the Supplier field, type, or click to search for, the supplier's code.	
3.	Press Enter if you typed the code.	
4.	In the Purchase Order section, tick all matching orders (if entered into the system).	
5.	In the Stock Receipt section, tick all the matching receipts.	
6.	Click	
7.	Click	
8.	Update the following fields to match the details on the paper invoice: <ul style="list-style-type: none"> • Date • Reference invoice number • Qty invoiced • Tax Exc (or Inc) case cost (Net \$ Cost) • Any Fees (GST inclusive). 	

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Hints and Tips

9.	<p>While still on the Invoice Editing Screen, complete the following steps if there's a line on the invoice that you couldn't receipt (e.g. it didn't physically arrive), add the product to the invoice:</p> <ol style="list-style-type: none"> Click the mouse cursor in the last row. Press the Insert or [↓] key to add a blank row. Type the Stock Code or EAN. Type the Qty and Tax Inc or Tax Exc cost. 																																									
10.	<p>Click Save Invoice.</p> <p><i>*The updated Discrepancy screen is displayed; the Inv Qty column is now populated.*</i></p>	<table border="1"> <thead> <tr> <th>PO Number</th> <th>Inv Number</th> <th>Stock Co.</th> <th>Stock Description</th> <th>Order Qty</th> <th>Rec Qty</th> <th>Inv Qty</th> <th>Order Cost</th> <th>Inv Cost</th> <th>Margin</th> </tr> </thead> <tbody> <tr> <td>31</td> <td></td> <td>304403</td> <td>COCOA FARM PINOT CHO</td> <td>3.0</td> <td>3.0</td> <td>3.0</td> <td>138.6000</td> <td>138.6000</td> <td>35.5109</td> </tr> <tr> <td>31</td> <td></td> <td>613771</td> <td>COCOA FARM SHIRAZ CH</td> <td>2.0</td> <td>0.0</td> <td>2.0</td> <td>92.4000</td> <td>92.4000</td> <td>35.5109</td> </tr> <tr> <td>31</td> <td></td> <td>614133</td> <td>COCOA FARM MERLOT CH</td> <td>2.0</td> <td>2.0</td> <td>2.0</td> <td>92.4000</td> <td>92.4000</td> <td>35.5109</td> </tr> </tbody> </table>	PO Number	Inv Number	Stock Co.	Stock Description	Order Qty	Rec Qty	Inv Qty	Order Cost	Inv Cost	Margin	31		304403	COCOA FARM PINOT CHO	3.0	3.0	3.0	138.6000	138.6000	35.5109	31		613771	COCOA FARM SHIRAZ CH	2.0	0.0	2.0	92.4000	92.4000	35.5109	31		614133	COCOA FARM MERLOT CH	2.0	2.0	2.0	92.4000	92.4000	35.5109
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11.	<p>Finalise the invoice as normal.</p> <p><i>*Refer to the INV-4a Invoice Matching Fact Sheet., from step 7 onwards (to compare discrepancies)*</i></p>																																									