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Category	Inventory
Course	Payables
Version	1.1
Client	Generic
Software	2.15.8

# Manually Record a Receipt/Invoice

You can use the Transactions function to:

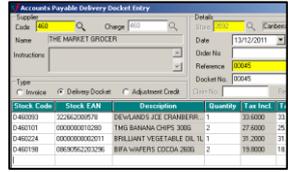
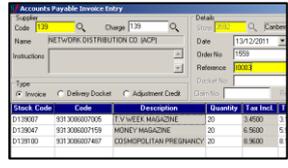
- edit a receipt that has been finalised on an RF mobile scanning device
- create an invoice without receipting the products
- edit a processed (matched) invoice (e.g. if you saved the wrong quantity or cost against the invoice).

**Hints and Tips**

- ✓ **IMPORTANT:** You usually only use this function to create an invoice by exception, if you're not going to process the transaction using the **Payables -> Electronic Invoicing** function.
- ✓ You can only **edit a receipt** BEFORE you match it using the **Payables -> Electronic Invoicing** function.
  - Once matched, the receipt is overridden by the invoice.
- ✓ You can also use this function to raise a **credit note** against the supplier.
  - Refer to the [INV-5c Credit Notes Fact Sheet](#).
- ✓ If you create an **invoice**, you must include the **order number** if it exists, so that the order doesn't remain as 'outstanding' (which impacts automatic ordering if used).
  - You can only select from outstanding orders (ones that haven't already been matched).
- ✓ There are two ways to add **delivery/service fees** against an invoice:
  - Configure **Invoice Total** and **GST Total** to display (via System Params); you can then add and enter the fees to the Total.



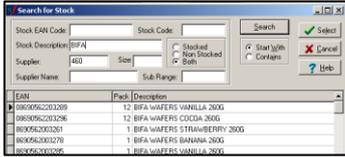
**Procedure to Edit a Receipt or Create/Edit an Invoice**

<p>1. From the BOS <b>Payables</b> menu, select <b>Payables -&gt; Transactions</b>.</p>	
<p>2. In the <b>Supplier Code</b> field type, or click  to search for, the supplier's code.  <i>*The <b>Charge</b> field is populated with the same supplier, unless a different billing supplier has been saved against the suppliers AP record.*</i></p>	
<p>3. <b>To:</b> edit a finalised receipt  <i>*from the RF mobile scanning device*</i></p> <p><b>then:</b> select the option <b>Delivery Docket</b>.                  In the <b>Reference</b> field, type the invoice number that was entered against the receipt.  <i>*The products &amp; quantities receipted are populated.*</i>                  In the <b>Docket No:</b> field, type the same Reference number.                  Go to step 4.</p>	
<p>create an invoice for products delivered  <i>*without receipting them*</i></p> <p><b>then:</b> select the option <b>INVOICE</b>.                  Select the <b>Date</b> on the invoice/delivery docket.                  In the <b>Order No:</b> field, type or search for the matching order number if one exists.  <i>*The products &amp; quantities ordered are populated.*</i>                  In the <b>Reference</b> field, type the invoice number on the paperwork.                  Go to step 4.</p>	
<p>edit a processed (matched) invoice</p> <p><b>then:</b> select the option <b>INVOICE</b>.                  In the <b>Reference</b> field, type the invoice number.  <i>*The products &amp; quantities that were saved are populated.*</i>                  Go to step 4.</p>	

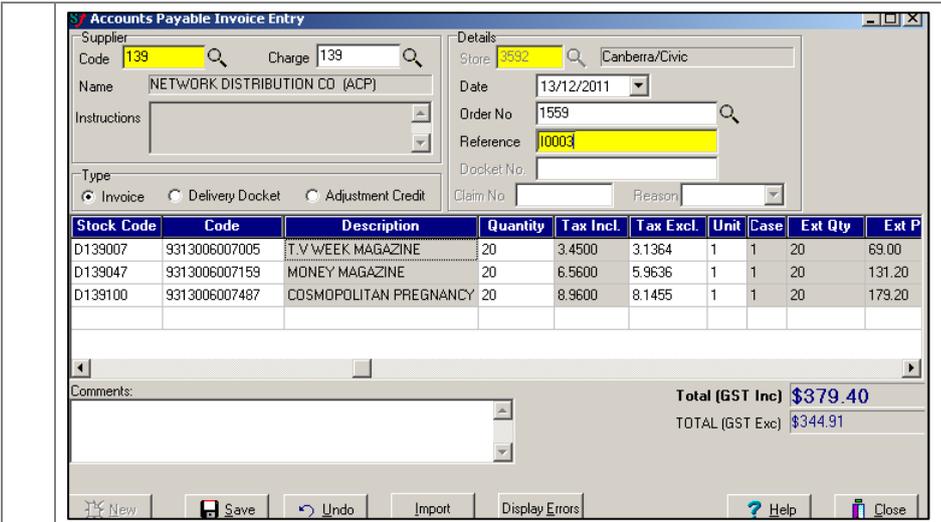
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## Hints and Tips

- ✓ Double-click in a blank **Code** row to search for a product; e.g. by description and supplier.



- ✓ The system tries to match the product number entered in the following order: EAN, stock code, and then manufacturer code.
- ✓ Click to undo all changes you've made since the last time you saved.
- ✓ The **Import**, **Display Errors**, and **Comments** options are not used in this version.
- ✓ SOH is updated once you've **saved** the transaction.
  - If you've edited a finalised receipt or invoice, SOH only increases/decreases by the quantity you changed.
- ✓ The saved transaction is listed in the supplier's record; **Payables** menu -> **Accounts** -> **Transactions** tab.
  - If you edited a finalised receipt, the transaction (highlighted blue) and stock records are updated with the revised products/quantities.
  - If you entered the order number during invoice creation, the order is removed from the **Orders** tab; it's shown against the corresponding invoice on the **Transaction** tab.



4.	<p><b>To:</b> add products to the transaction</p> <p>enter or edit the quantity</p> <p>edit the cost to match the invoice *this won't update the stock record cost*</p>	<p><b>then:</b> in a blank <b>Stock Code</b> or <b>Code</b> field, scan, type or search for the product. *An error is displayed if you add a product not sourced from the supplier (you can still save the product).*</p> <p>Press <b>Tab</b> or <b>Enter</b> if you typed the code.</p> <p>in the <b>Quantity</b> field, type the cases or cases.units being processed. *To enter units and not the entire case (when <b>Case</b> qty is greater than 1), change <b>Unit</b> to [1] so that the <b>Quantity</b> reflects units.* *To remove a product, change the qty to [0].*</p> <p>Press <b>Tab</b> or <b>Enter</b>.</p> <p>in the <b>Tax Excl.</b> field, overtype the price displayed. *The <b>Tax Incl.</b> field is updated.*</p>
5.	Click .	
6.	Click <b>OK</b> to continue. *A settlement discount (\$) is only populated if it has been set up in the suppliers <b>Account</b> ; it's only relevant if you manage payments in SUREfire.*	
7.	Click <b>Yes</b> if you want to print the transaction.	
8.	Click .	