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Category	Inventory
Course	Payables
Version	1.1
Client	Generic
Software	2.15.8

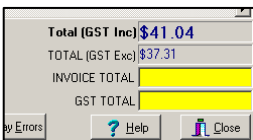
Manually Record a Receipt/Invoice

You can use the Transactions function to:


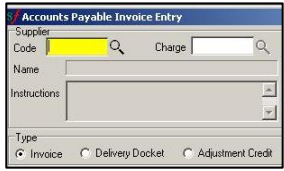
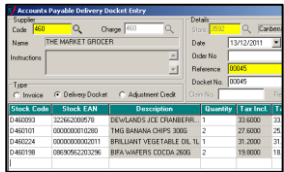
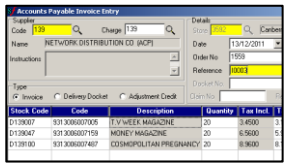
- edit a receipt that has been finalised on an RF mobile scanning device
- create an invoice without receipting the products
- edit a processed (matched) invoice (e.g. if you saved the wrong quantity or cost against the invoice).

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.



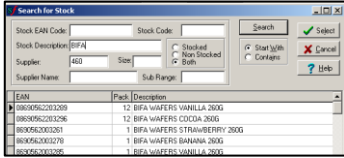
Procedure to Edit a Receipt or Create/Edit an Invoice

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

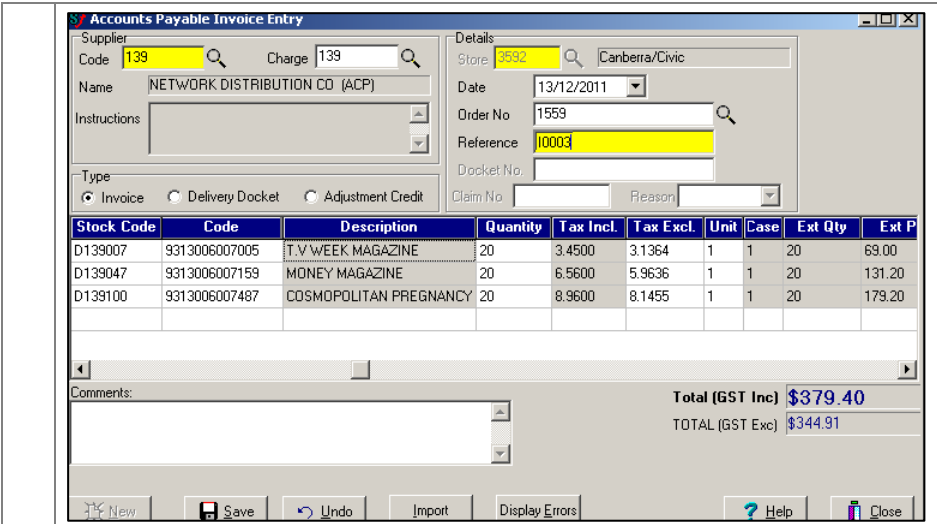
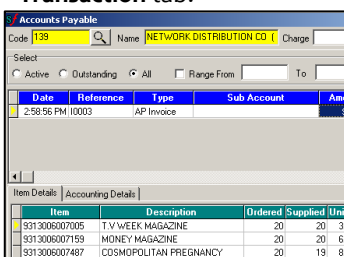
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Hints and Tips

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