

## HOW TO PROCESS SUPPLIER INVOICES

The purpose of this document is to provide users with the basic understanding of processing supplier invoices.

The entered invoices are linked to the Purchase Order receipts.

For domestic purchases, the purchase receipt precedes the posting of the invoice. Therefore, the invoice can be matched to the purchase receipt. If purchasing overseas, the invoice precedes the purchase receipt. Therefore, the invoice is posted first and applied to the purchase order only.

**Note:** For overseas purchase receipts, the receipt cannot be accepted and posted unless an invoice has been applied first. Standing Invoice templates can be created for ongoing commitments, such as an equipment lease or rental payment.

For domestic purchases, the purchase receipt precedes the posting of the invoice. Therefore, the invoice can be matched to the purchase receipt.

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## ENTERING SUPPLIER INVOICES

1. From the Menu, select **Suppliers > Invoicing**
2. Click ADD NEW
3. Enter the **Invoice Date**
4. Select the **Supplier Code** for the invoice

This will display the **Supplier Name**.

5. Alternatively, select the **Supplier Name** to display the **Supplier Code**
6. Enter the supplier invoice number in the **Ref.** field

The **Due Date** automatically calculates based on the **Payment Terms** already set on the invoice but can be changed. Double click for the calendar.

**Document Type** defaults to I – Invoice but can be changed to C – Credit Note, if required.

7. Select the **PO No.** that the invoice relates to

Only 'OPEN' POs for the selected supplier will be available for selection.

8. Enter the invoice total in the **Document Total** field

For overseas invoices involving a different currency, the **Foreign Currency Total** displays when the relevant purchase order has been selected.

9. Click the SELECT button

### Overseas Purchase Order

For overseas invoices, clicking the SELECT button will display the relevant purchase order detail to be selected.

1. Check the **Selected** checkbox to select the PO lines
2. Click OK

The selected lines will be added to the supplier invoice.

The **Details Total** (in domestic currency) will be updated with the value selected on the purchase order line(s).

The **Foreign Currency Total** will be updated with the foreign currency value of the purchase order lines selected.

3. If the overseas invoice has additional charges on the invoice that are not on the purchase order, click the *Entry/Edit Details* tab to add another line.

4. In the *Entry/Edit Details* tab, enter a **Description** for the additional charge
5. Select the account that this charge must be posted to, using the **Major, Minor, Account** and **Sub Account** drop down lists
6. Enter the **Quantity**
7. Enter the **Foreign Currency** price

Foreign suppliers are usually exempt from GST.

8. Select a **Reason** for the additional charge
9. Click SAVE in the *Entry/Edit Details* tab
10. Click SAVE in the toolbar

This will update the **Details Total** and **Foreign Currency Total**.

**Note:** The **Details Total** of the invoice must equal the **Document Total** of the invoice before the invoice can be posted to the General Ledger and Accounts Payable.

#### Domestic Purchase Order

For domestic invoices, clicking the SELECT button will display the relevant purchase order detail to be selected.

1. Check the **Selected** checkbox to select the PO lines
2. Click OK

The **Details Total** will be updated with the value selected on the purchase order line(s).

The **Foreign Currency Total** will be \$0.00 and is not used because the invoice is a domestic invoice.

3. If the domestic invoice has additional charges on the invoice that are not on the purchase order, click the *Entry/Edit Details* tab to add another line.
4. In the *Entry/Edit Details* tab, enter a **Description** for the additional charge
5. Select the account that this charge must be posted to, using the **Major, Minor, Account** and **Sub Account** drop down lists
6. Enter the **Quantity**
7. Enter the **Price** from the invoice

The **Price incl GST** will automatically calculate. The **Tax** will also automatically calculate.

The **Line Total** automatically calculates and displays (Price including GST X Quantity. This field is editable and a new line total can be entered. This will change:

- Price excluding GST
- Tax
- Price Including GST

**Note:** If only the line total is known, the **Quantity** and **Line Total** can be entered and the other fields will calculate based on those 2 fields.

8. Select a **Reason** for the additional charge
9. Click SAVE in the *Entry/Edit Details* tab
10. Click SAVE in the toolbar

This will update the **Details Total**.

**Note:** The **Details Total** of the invoice must equal the **Document Total** of the invoice before the invoice can be posted to the General Ledger and Accounts Payable.

## POSTING SUPPLIER INVOICES

When the supplier invoice has been entered and the **Document Total** equals the **Details Total**, the invoice can be posted.

The posting of the invoice will create and post a General Ledger Journal and will also update the Accounts Payable for the supplier.

1. From the Menu, select **Suppliers > Invoicing**
2. Display the relevant 'OPEN' invoice
3. Click the POST CURRENT button located at the bottom of the screen.

**Info:** "Posting has been completed successfully!"

4. Click OK

The **Status** of the invoice will be updated to 'POSTED'.

**Note:** If there is any problem with the invoice, an error message will indicate the problem.

**For example:** "The invoice is on hold, cannot post."

### Post All Invoices

The *Supplier Invoices / Credit Notes* screen also has a POST ALL button.

This allows the user to post all the 'OPEN' invoices created by that user without entering each invoice individually.

1. From the Menu, select **Suppliers > Invoicing**
2. Display the relevant 'OPEN' invoice

This will display the *Post All* screen.

3. Select the **Branch** that the invoices must be posted to
4. Click POST

All the invoices will be posted provided the **Document Total** on each invoice equals the **Details Total**.

**Info:** "Operation Successful."

5. Click OK

The **Status** of the invoices will be updated to 'POSTED'.

## MOVE ATTACHMENT

If an invoice has a document attached to it, that document can be removed and attached to another invoice.

1. From the Menu, select **Suppliers > Invoicing**
2. Display the relevant invoice
3. Select **Actions > Move Attachment**

This will display the *Move Attachment* screen.

4. Select the **Transaction Sub Type**, i.e. 'I – Invoice' or 'Credit Note – C'
5. Select the **Transaction No.** that the document is to be attached to
6. Click OK

**Info:** "Operation Successful."

7. Click OK

The document attached to the **From Transaction No.** will be moved to the **To Transaction No.**

The new supplier invoice record that the document is moved, will have the DOCUMENT button available in the toolbar.

## BATCH INVOICING

The batching of 'OPEN' invoices allows the linking of two or more invoices together with a unique number allowing users to post the batch rather than the individual invoices.

There is the ability to add or remove invoices from a batch with an 'OPEN' status.

The unique batch number allows the invoices in the batch to be posted together having no effect on all other invoices with an 'OPEN' status.

### Adding a New Supplier Invoice to a Batch

1. From the Menu, select **Suppliers > Batch Invoicing**
2. Select an existing batch from the **Batch Number** drop down list
3. Click NEW

This will display the *Supplier Invoices / Credit Notes* screen, allowing the user to add a new invoice. When saved, this invoice will have the selected batch number attached to it. Once added, the following message will be displayed:

**Info:** "Would you like to add another invoice to the batch?"

4. Click YES to continue adding invoices or NO if only one invoice was to be added.

### Adding an Existing Open Invoice to a Batch

1. From the Menu, select **Suppliers > Batch Invoicing**
2. Select an existing batch from the **Batch Number** drop down list
3. Click ADD TO BATCH

This will display a list of all the 'OPEN' invoices, with a **Selected** checkbox on each detail line.

4. Check the **Selected** checkbox individually for all the invoices that are to be added to the batch or click SELECT ALL
5. Click OK



## View Invoices in a Batch

1. From the Menu, select **Suppliers > Batch Invoicing**
2. Select an existing batch from the **Batch Number** drop down list
3. Click OPEN

This will display the first invoice from the batch.

When viewing the invoices from the *Batch Invoicing* screen, users can remove the invoice from the batch by clicking the REMOVE FROM BATCH button.

All the invoices can also be posted by clicking the POST BATCH button.

Prior to posting the invoices, a Pre-Posting Invoices Listing for the Batch can be displayed and printed. Click PREVIEW to view the report. This report can be printed, saved as PDF or emailed.

Click POST will post the batch.

## STANDING INVOICES

A standing invoice is a template for an ongoing commitment, such as equipment lease or rental payment. The template excludes the specific invoice details. **For example:** Supplier's invoice number, dates etc.

### Creating a Standing Invoice

1. From the Menu, select **Suppliers > Standing Invoices**
2. Click ADD NEW
3. Select the relevant **Supplier Code**
4. Enter the **Due** date for the expense
5. Select the **Branch**
6. Enter the total invoice amount in the **Document Total** field
7. Click SAVE
8. Click EDIT
9. Click the *Entry/Edit Details* tab
10. Select the **Equipment** if the expense is to be attributed to an equipment item
11. Enter a **Description** for the expense
12. Select the account that the standing invoice must be posted to, using the **Major, Minor, Account** and **Sub Account** drop down lists
13. Enter the **Quantity**
14. Enter the **Price ex. GST**
15. Select a **Reason** for the invoice, if required
16. Click SAVE in the *Entry/Edit Details* tab
17. Click SAVE in the toolbar

### Posting a Standing Invoice

A standing invoice can be posted upon receiving its corresponding invoice or noticing the corresponding direct debit charge in the daily bank reconciliation.

1. From the Menu, select **Suppliers > Standing Invoices**
2. Display the relevant standing invoice
3. Click the POST CURRENT button

**Info:** "Posting has been completed successfully."

4. Click OK

### Posting All Standing Invoices

1. Instead of posting each standing invoice individually while still in the *Standing Invoices* screen, instead of clicking POST CURRENT, click POST ALL

This will display the *Supplier Standing Invoices Post All* screen.

2. Select the relevant **Branch**
3. Click POST

**Info:** "Operation Successful."

4. Click OK

The standing invoices posted will now be 'OPEN' supplier invoices. These invoices can now be edited – putting in the details of those particular invoices and posting them to the General Ledger and Accounts Payable.

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