PROCUREMENT

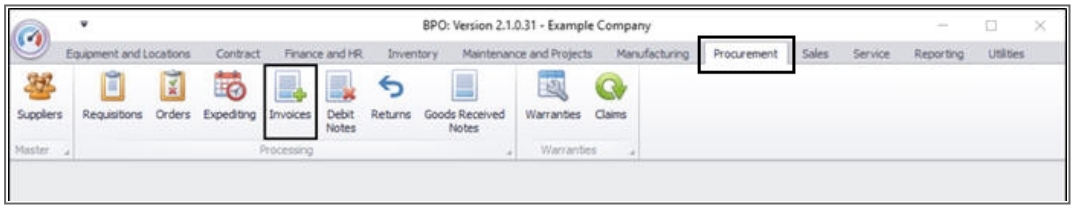
ADD / EDIT / DELETE INVOICE

Supplier Invoices are created once Goods and/or Services are **received**, and can be created automatically off the back of a goods received note if received at the same time, or added later (e.g. month end) when received from the Supplier.

Supplier Invoices must be accepted to be processed in full.

Deleting a supplier invoice will re-open the GRN.

Ribbon Access: *Procurement > Invoices*



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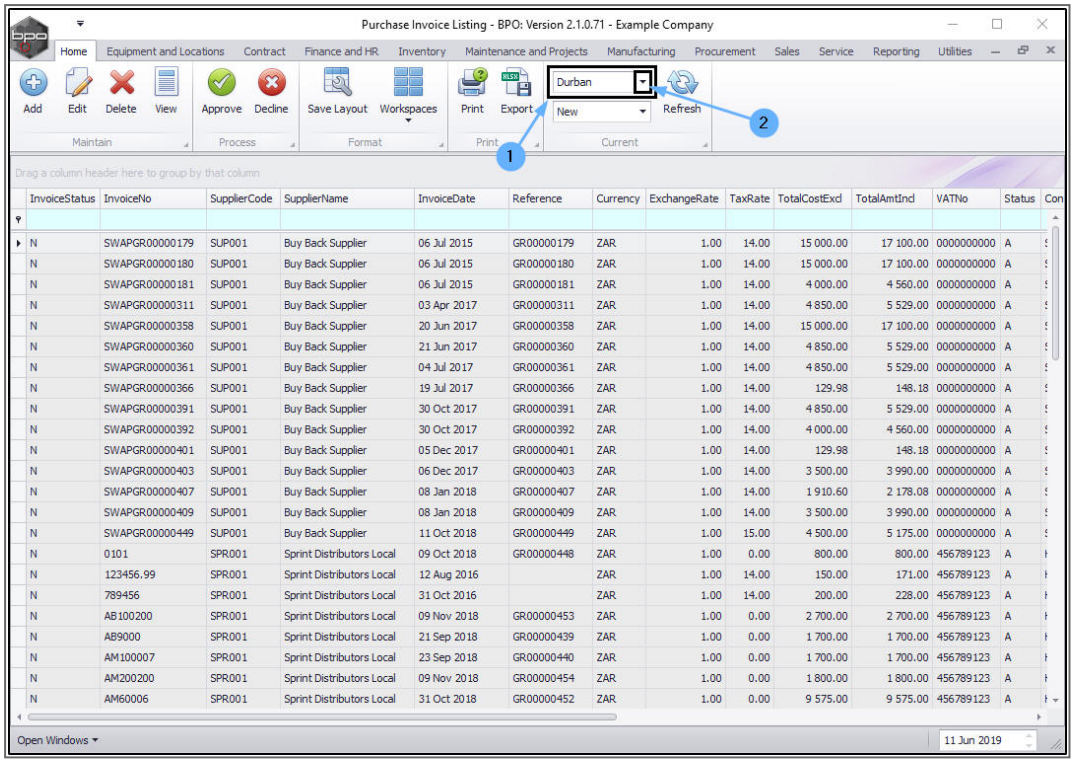

SELECT THE STATUS

1. This screen will open by default in the ***New*** status.
2. You can click on the ***drop-down arrow*** in this field and
3. select an alternative status from the drop-down ***menu***, if required.

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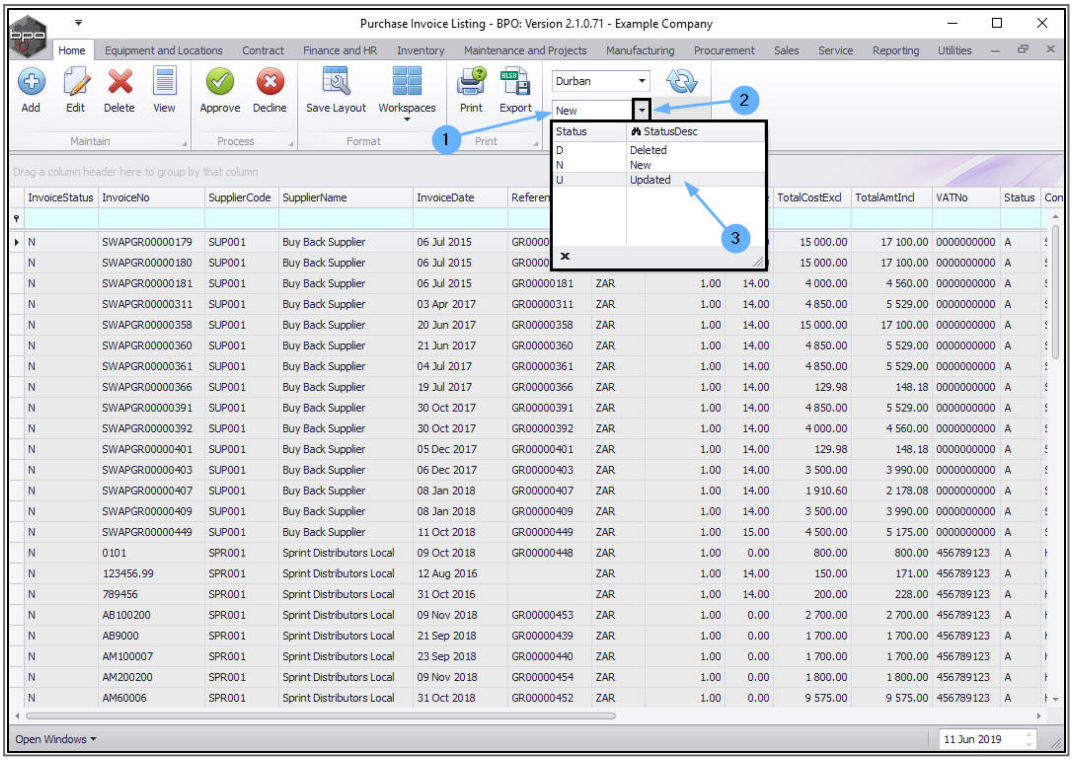

- The ***Purchase Invoices*** listed in the data grid, will be according to the site and status selection.

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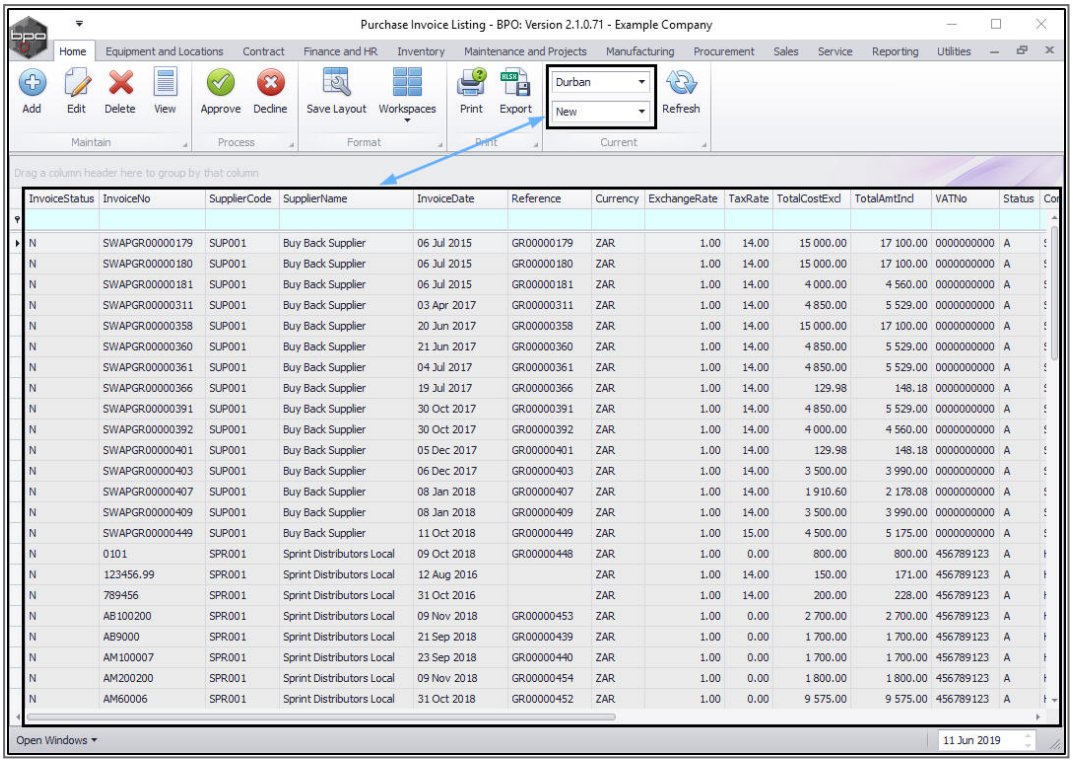

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.00	4 560.00	0000000000	A
N	SWAPGR00000311	SUP001	Buy Back Supplier	03 Apr 2017	GR00000311	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	0000000000	A
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000361	SUP001	Buy Back Supplier	04 Jul 2017	GR00000361	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000366	SUP001	Buy Back Supplier	19 Jul 2017	GR00000366	ZAR	1.00	14.00	129.98	148.18	0000000000	A
N	SWAPGR00000391	SUP001	Buy Back Supplier	30 Oct 2017	GR00000391	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	A
N	SWAPGR00000392	SUP001	Buy Back Supplier	30 Oct 2017	GR00000392	ZAR	1.00	14.00	4 000.00	4 560.00	0000000000	A
N	SWAPGR00000401	SUP001	Buy Back Supplier	05 Dec 2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	0000000000	A
N	SWAPGR00000403	SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	A
N	SWAPGR00000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR	1.00	14.00	1 910.60	2 178.08	0000000000	A
N	SWAPGR00000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	A
N	SWAPGR00000449	SUP001	Buy Back Supplier	11 Oct 2018	GR00000449	ZAR	1.00	15.00	4 500.00	5 175.00	0000000000	A
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A

VIEW PURCHASE INVOICE DETAILS

1. Select the row of the Purchase Invoice that you wish to ***view***.
2. Click on ***View***.

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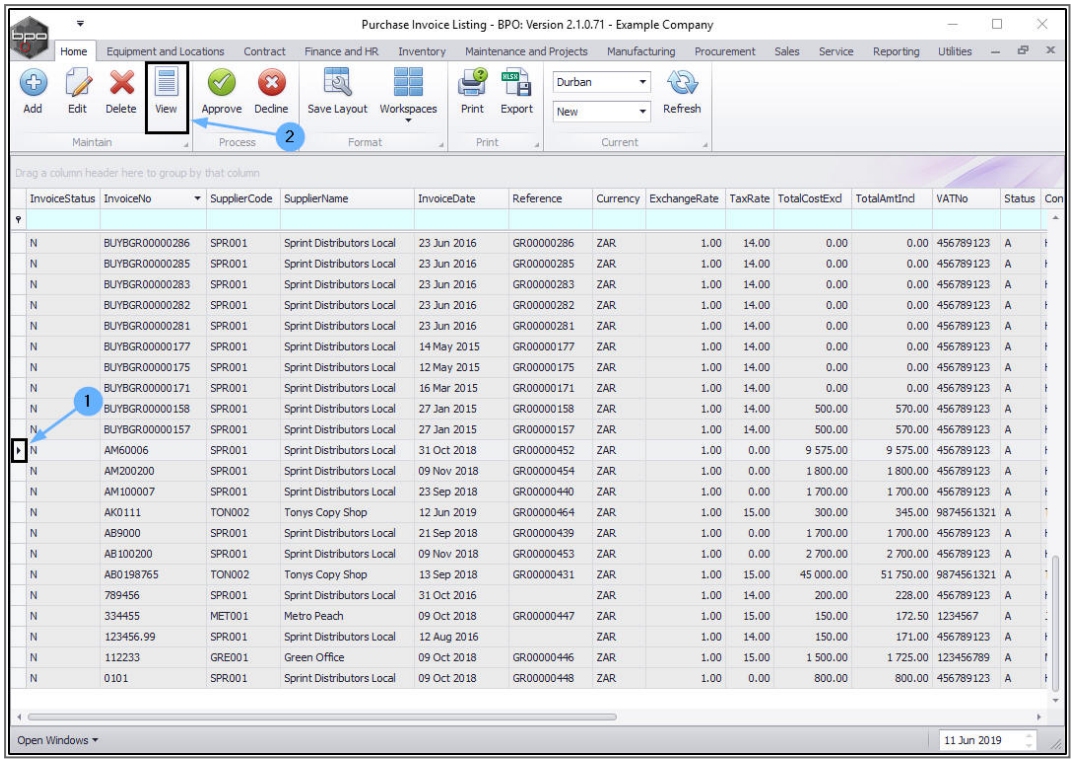

The ***Edit Supplier Invoice - [ ]*** screen will be displayed.

1. As you have navigated here via the ***View*** button - you can only view all the supplier details and item details of this Purchase Invoice.
2. You will note there is no Save button, only a ***Back*** button. This is because the supplier invoice details are uneditable - this is a ***'View'*** only screen. Click on this ***Back*** button to return to the ***Purchase Invoice Listing*** screen.

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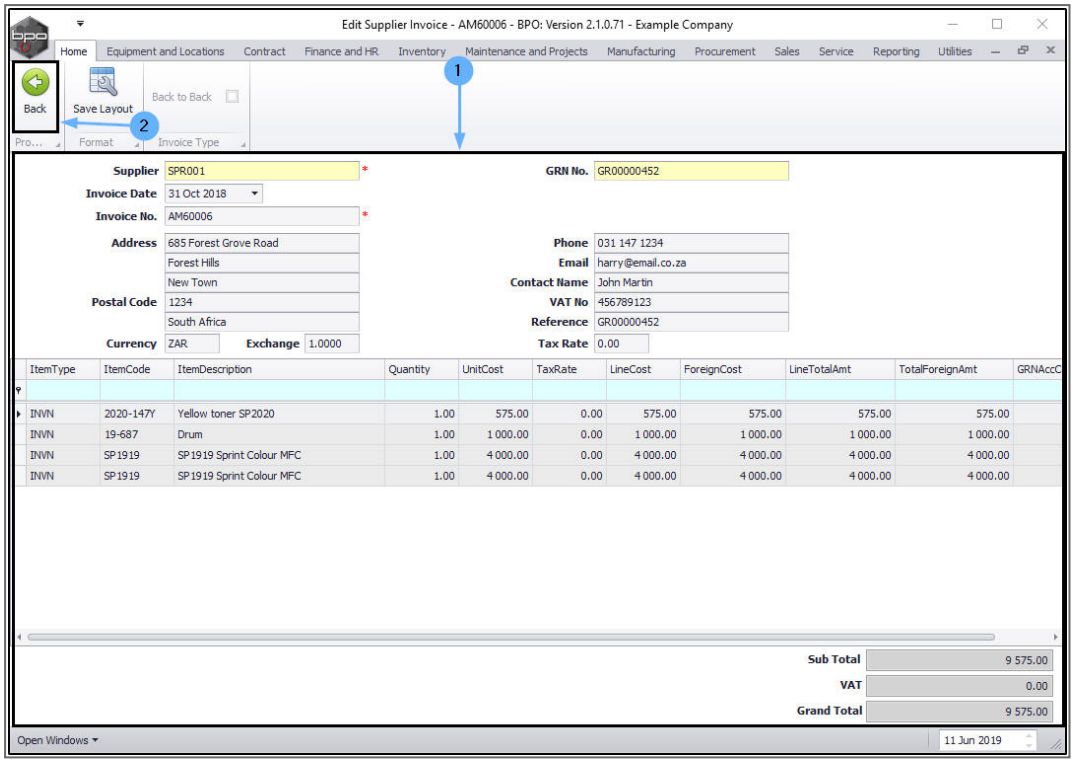

ADD A PURCHASE INVOICE

- In the ***Purchase Invoice Listing*** screen, click on ***Add***.

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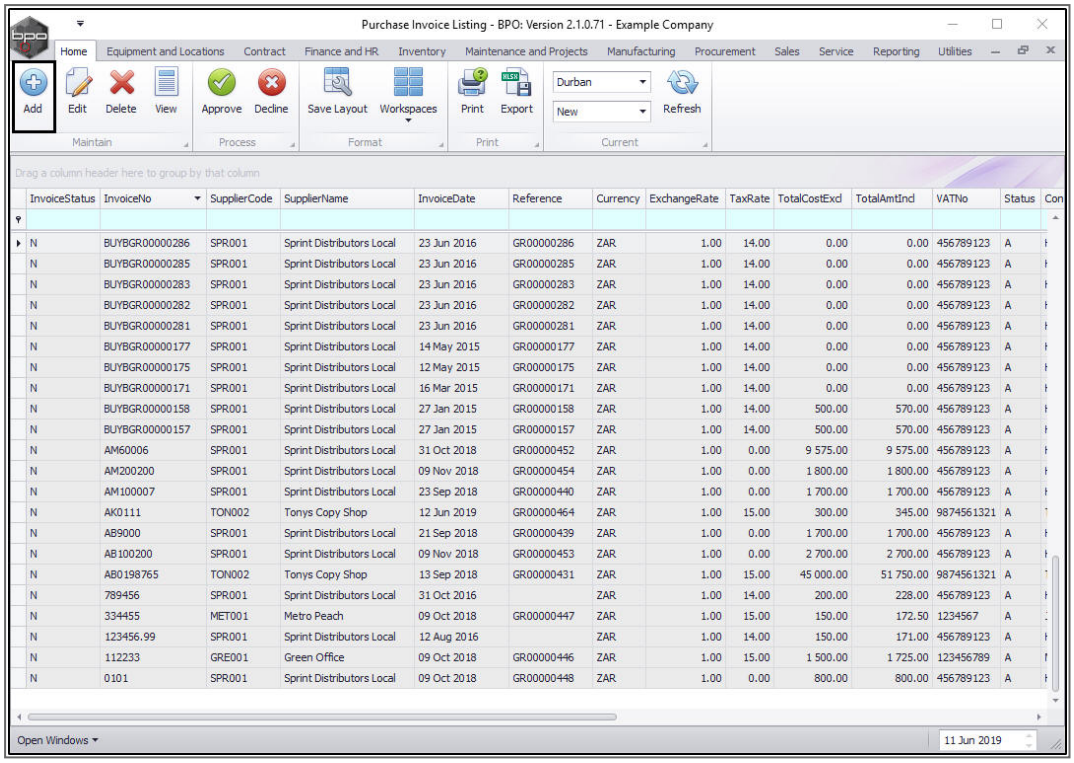

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AK0111	TON002	Tonys Copy Shop	12 Jun 2019	GR00000464	ZAR	1.00	15.00	300.00	345.00	9874561321	A
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A
N	AB0198765	TON002	Tonys Copy Shop	13 Sep 2018	GR00000431	ZAR	1.00	15.00	45 000.00	51 750.00	9874561321	A
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A
N	334455	MET001	Metro Peach	09 Oct 2018	GR00000447	ZAR	1.00	15.00	150.00	172.50	1234567	A
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A
N	112233	GRE001	Green Office	09 Oct 2018	GR00000446	ZAR	1.00	15.00	1 500.00	1 725.00	123456789	A
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A

The ***Add new supplier Invoice*** screen will be displayed.

1. From here you can follow the process to Add, Edit and Save a supplier invoice.
    - You can also Delete an Item from the supplier invoice, if required.
2. From here, you can also create a Back to Back supplier invoice.
3. Click on ***Back*** to return to the ***Purchase Invoice Listing*** screen.

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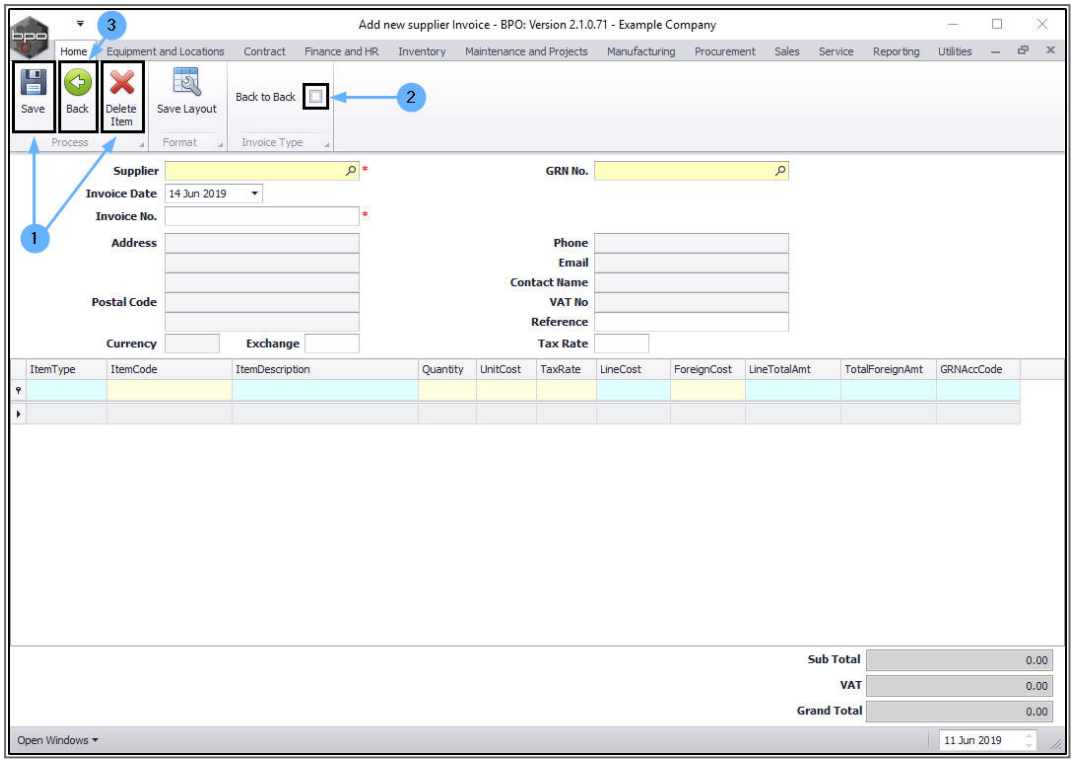

VIEW AND EDIT PURCHASE INVOICE DETAILS

In the ***Purchase Invoice Listing*** screen,

1. Click on the row selector in front of the Purchase Invoice that you wish to ***view*** or ***edit*** the details of
2. Click on ***Edit***.

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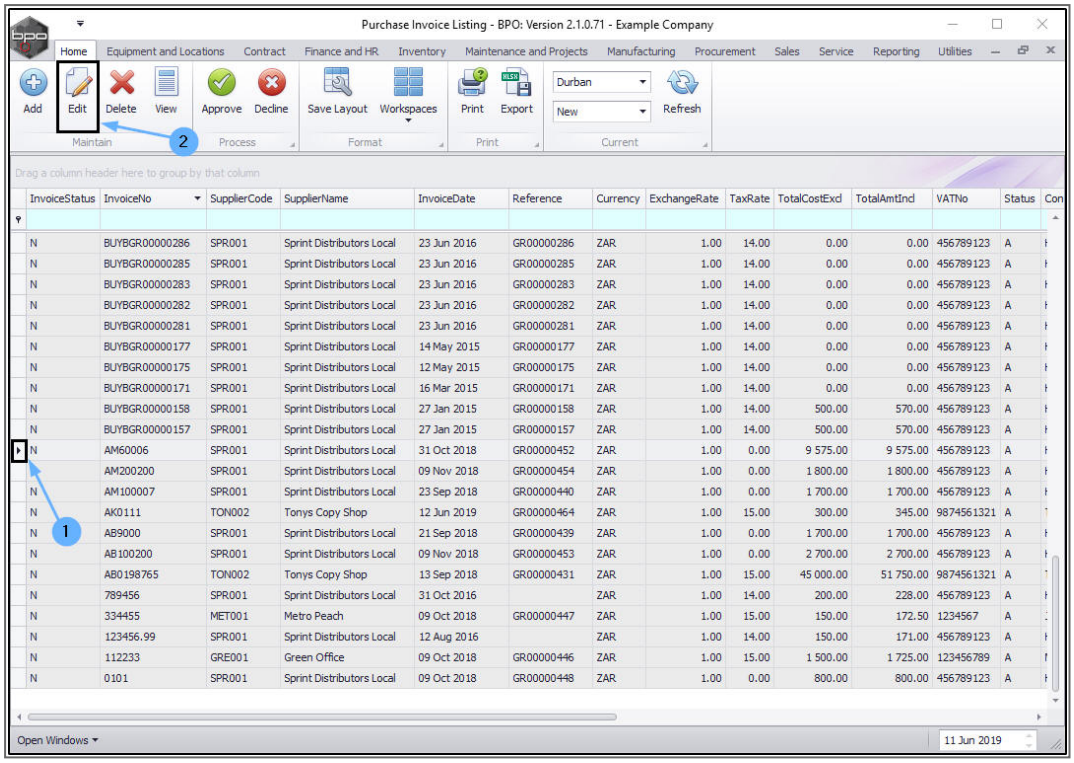

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	A
	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AK0111	TON002	Tonys Copy Shop	12 Jun 2019	GR00000464	ZAR	1.00	15.00	300.00	345.00	9874561321	A
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A
N	AB0198765	TON002	Tonys Copy Shop	13 Sep 2018	GR00000431	ZAR	1.00	15.00	45 000.00	51 750.00	9874561321	A
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A
N	334455	MET001	Metro Peach	09 Oct 2018	GR00000447	ZAR	1.00	15.00	150.00	172.50	1234567	A
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A
N	112233	GRE001	Green Office	09 Oct 2018	GR00000446	ZAR	1.00	15.00	1 500.00	1 725.00	123456789	A
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR	1.00	0.00	800.00	800.00	456789123	A

The ***Edit Supplier Invoice - [ ]*** screen will be displayed.

1. As you have navigated here via the ***Edit*** button, you can now follow the process to Edit the details and then Save the edited Supplier Invoice.
2. You can Delete an Item from the Supplier Invoice.
3. If you do not wish to make or save any changes, you can click on ***Back*** to return to the ***Purchase Invoice Listing*** screen.

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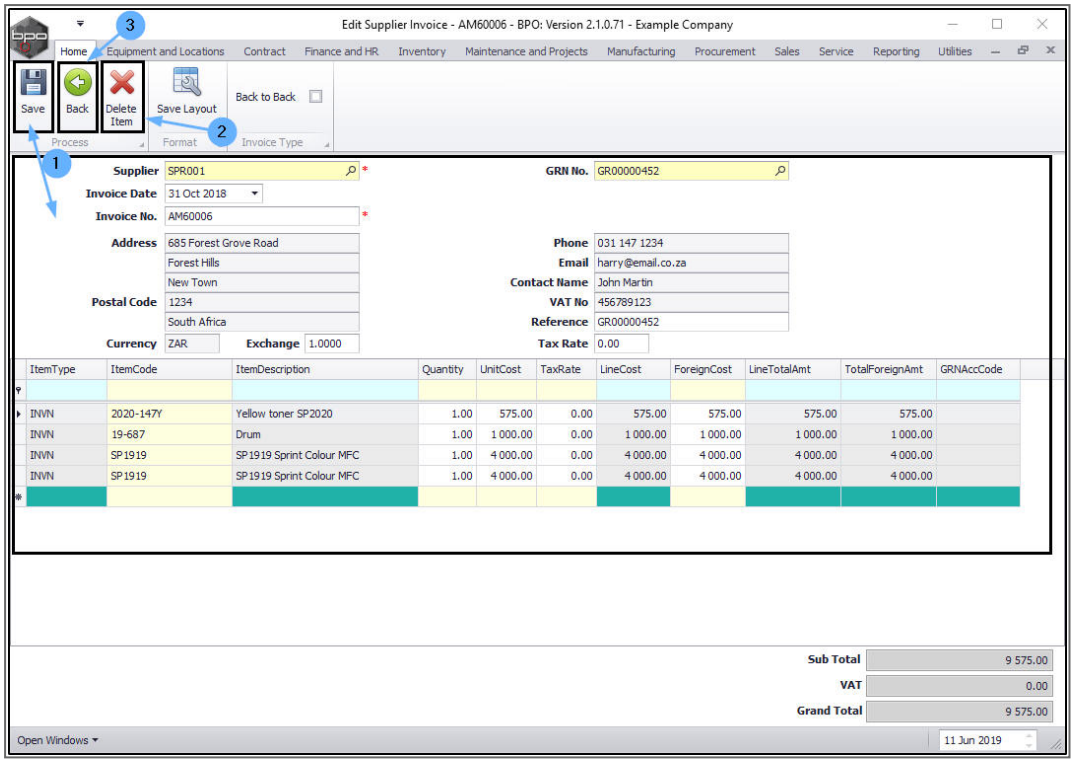

VIEW AND EDIT SUPPLIER INVOICE ITEMS

1. You can View items invoiced by going through the ***Items*** data grid and follow the process to edit or delete an item from the supplier invoice, as required.

SAVE THE EDITED SUPPLIER INVOICE

2. Save the edited details when you are done.

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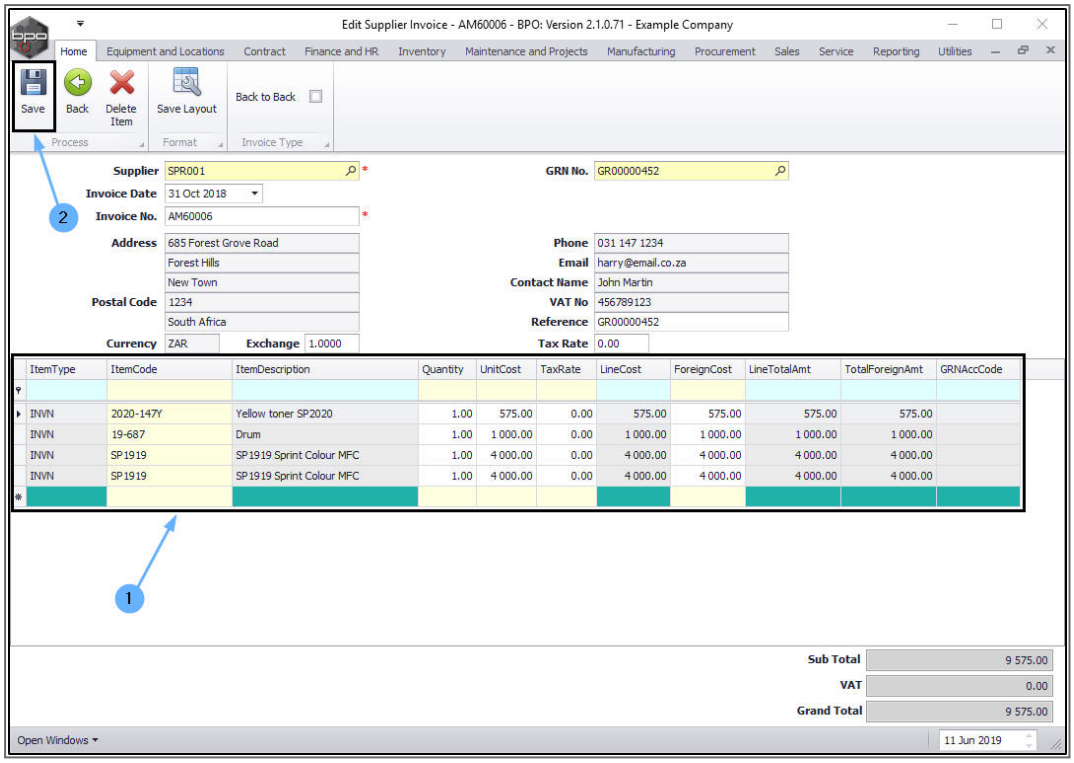

DELETE A SUPPLIER INVOICE

In the ***Purchase Invoice Listing*** screen,

1. Select the ***row*** of the supplier invoice that you wish to delete.
2. Follow the process to Delete the supplier invoice.

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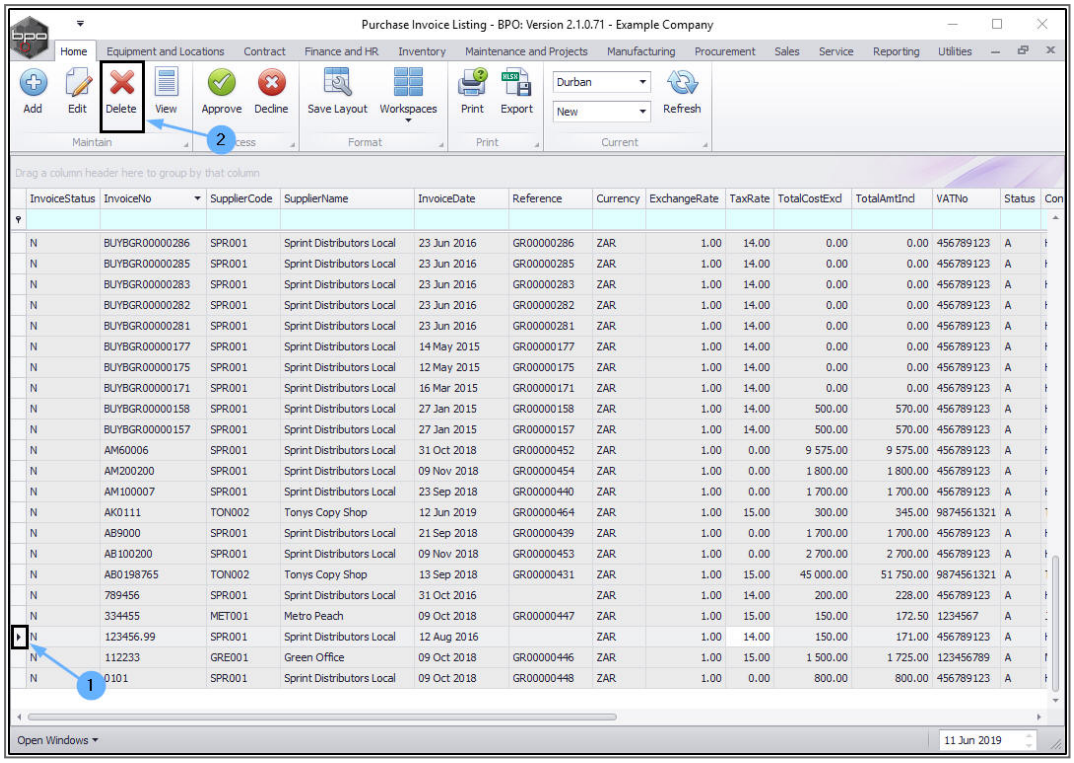

ADD SUPPLIER INVOICE

The ***Purchase Invoice Listing*** screen will be displayed.

- Select the ***Site***.
    - In this image, ***Durban*** has been selected.

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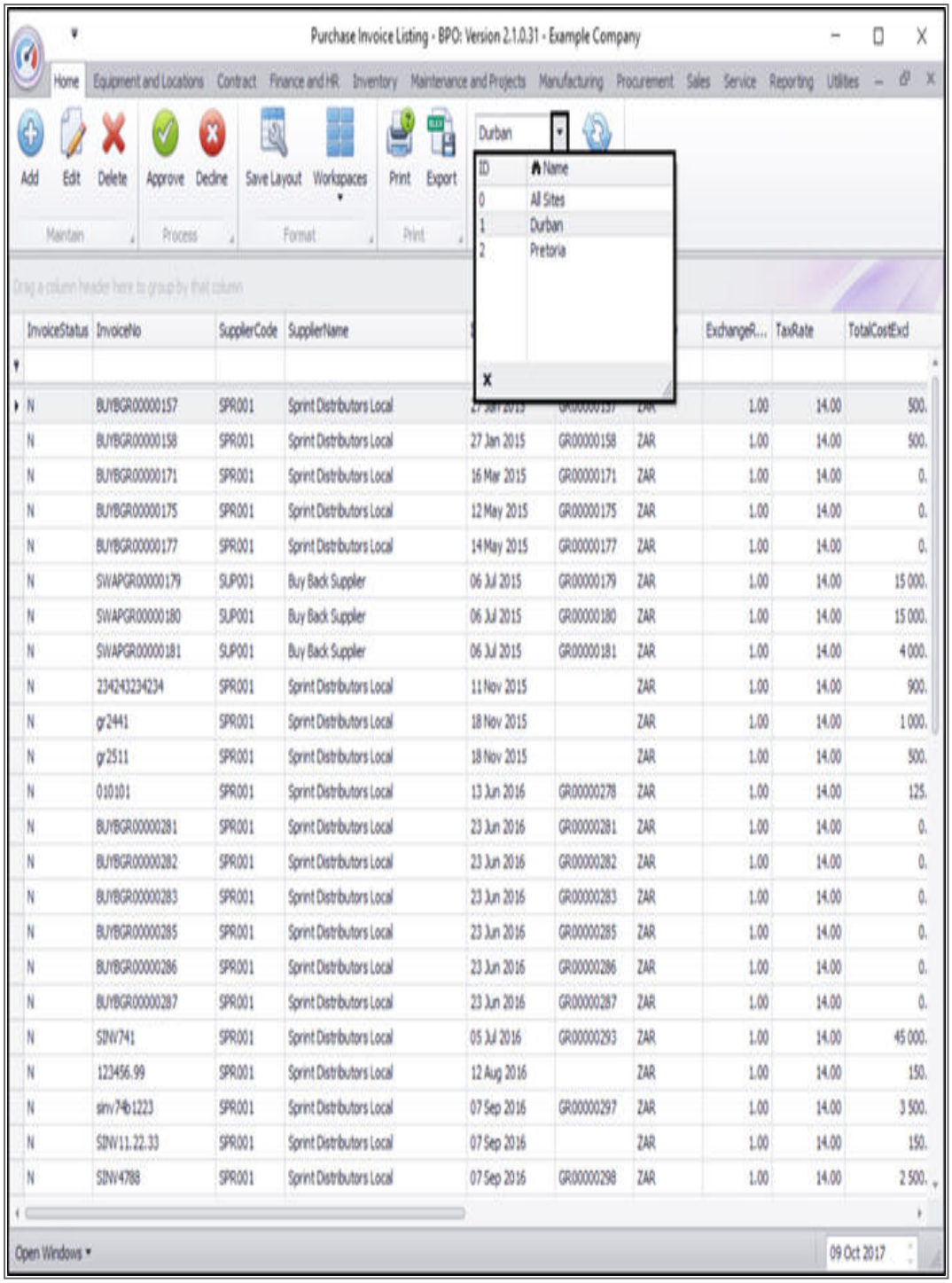

- Click on ***Add***.

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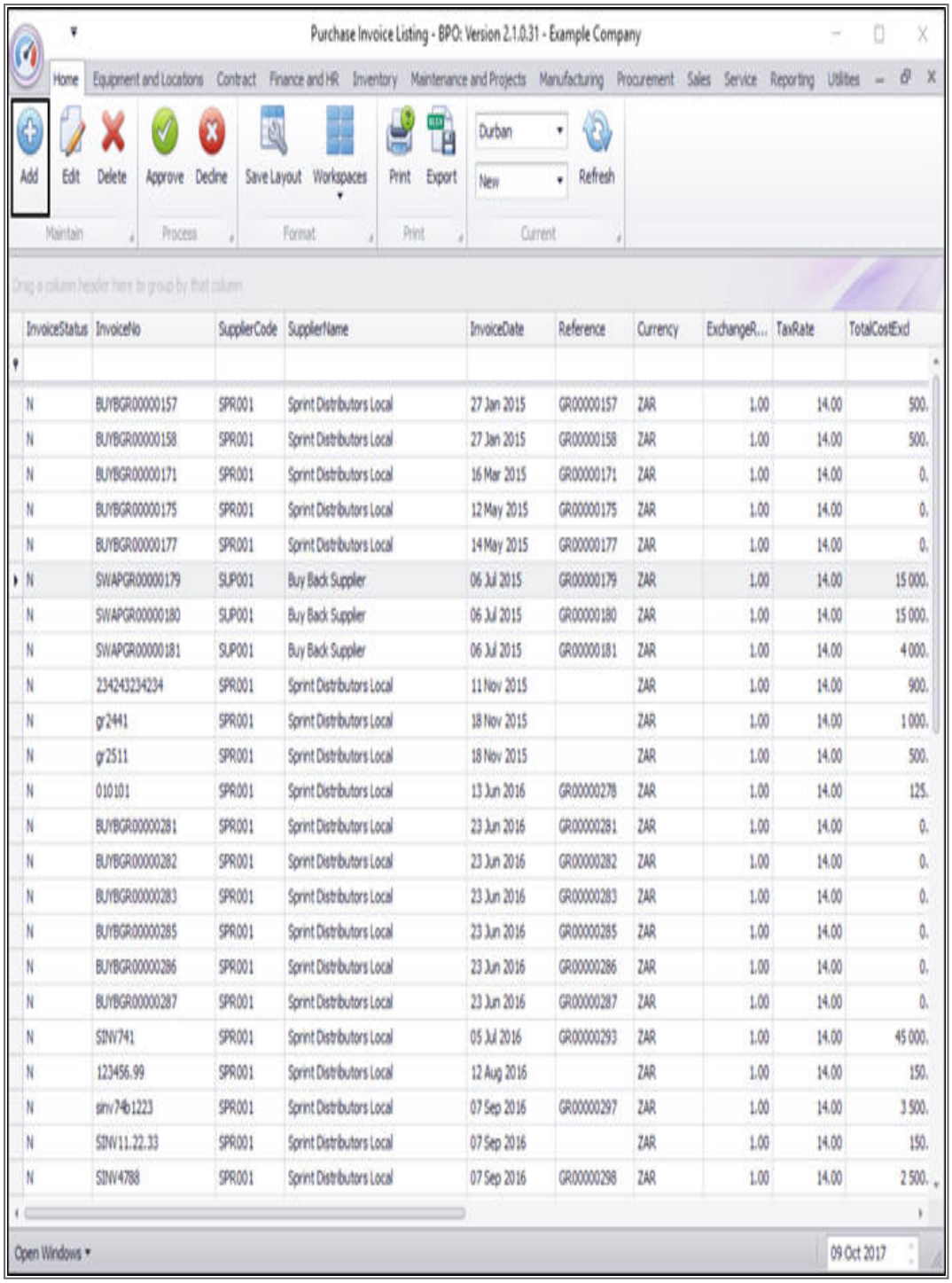

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR...	TaxRate	TotalCostExcl
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR	1.00	14.00	4 000.
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.
N	SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.

Selecting GRN No. First

The ***Add new supplier Invoice*** screen will be displayed.

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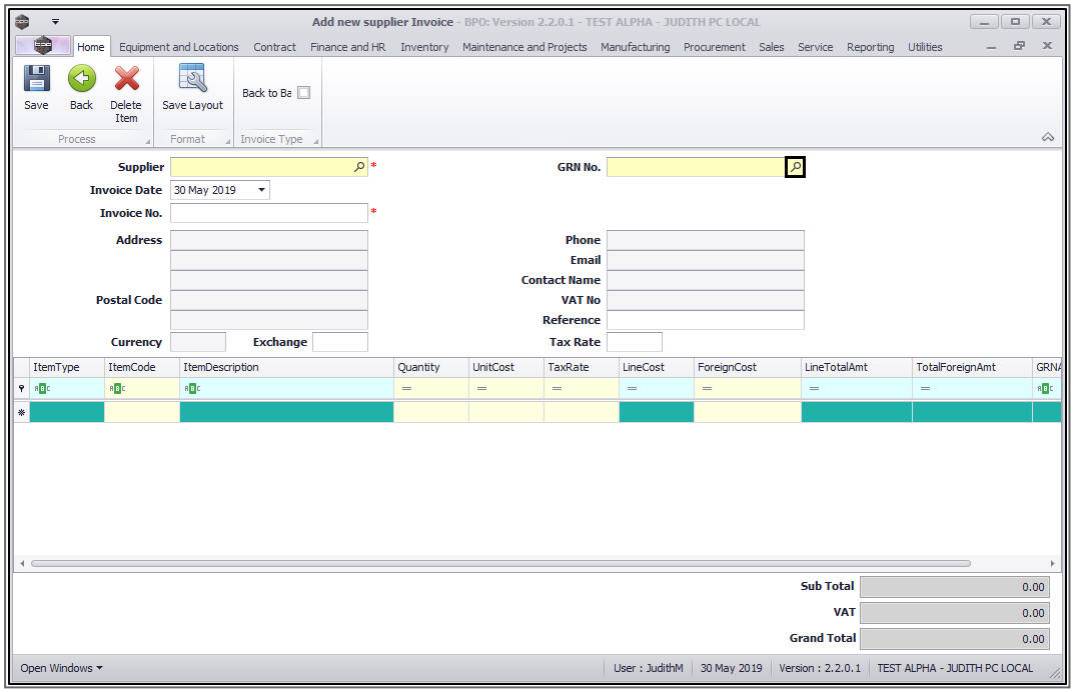
- Click on the ***search*** button in the ***GRN No.*** field.



The ***Select a GRN to invoice*** screen will be displayed.

- Click on the ***row selector*** in front of the ***GRN*** that you wish to invoice.
- Click on ***Ok***.

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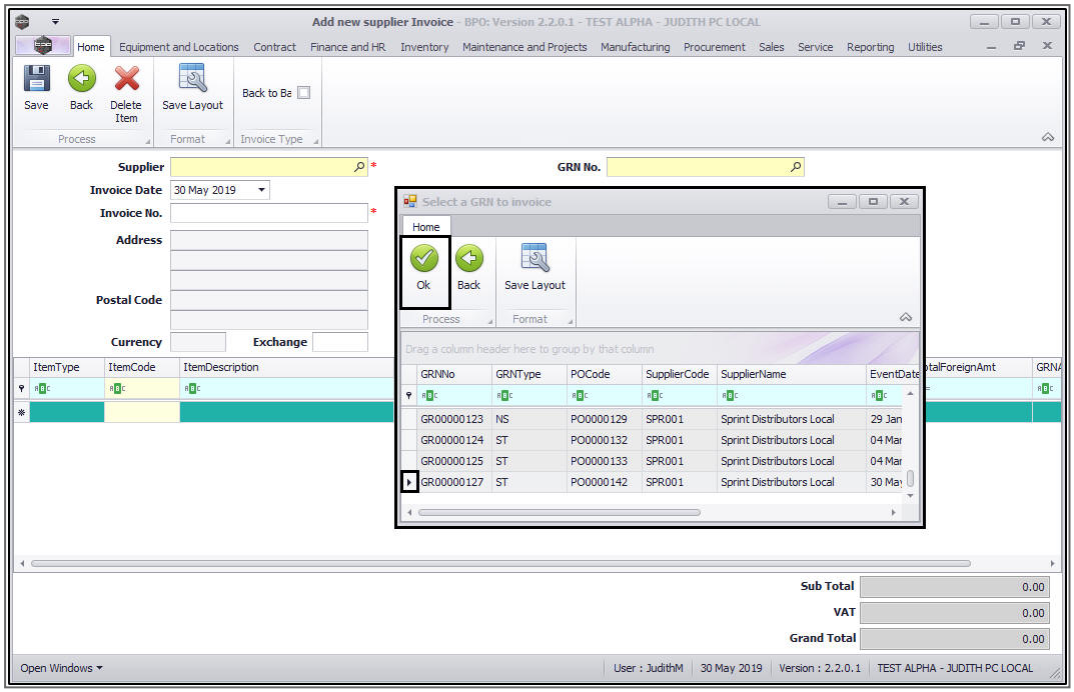
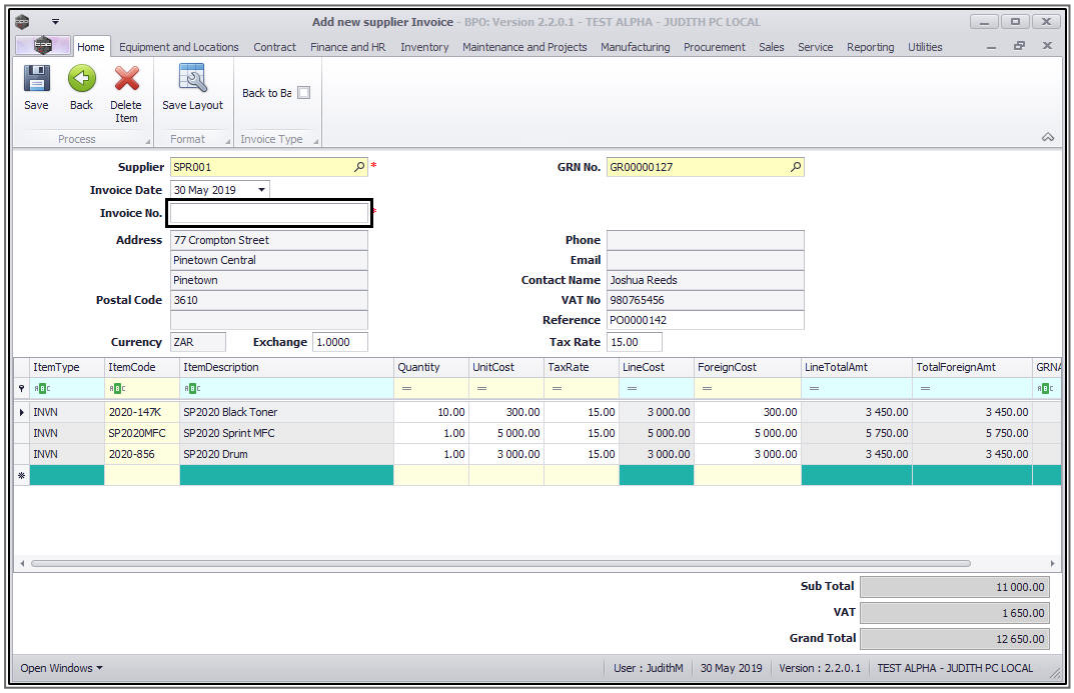


- All the fields will auto populate except the ***Invoice No.*** field.
- Type in the relevant invoice number in the ***Invoice No.*** field



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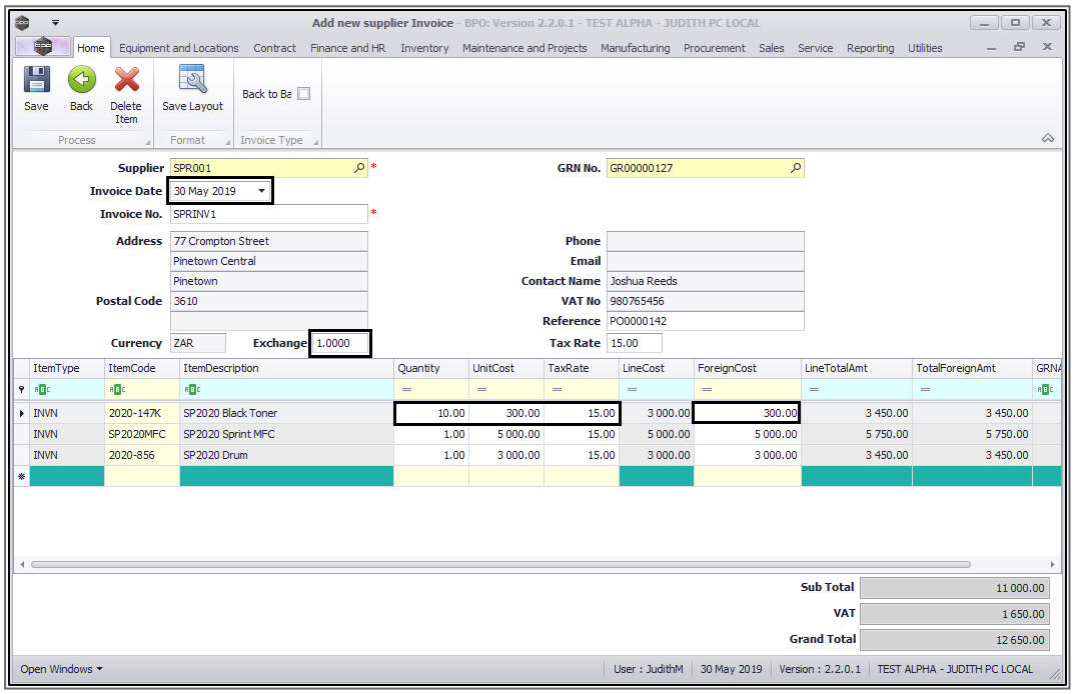
- You can edit the following fields if required:
    - **Invoice Date**
    - **Exchange**
    - **Quantity**
    - **Unit Cost**
    - **Tax Rate**
    - **Foreign Cost**



Partial Invoice

You may have received a partial shipment from a supplier in which case you may wish to edit the quantity of the

Edit the Quantity

You can create an invoice for less than the quantity that was initially received.

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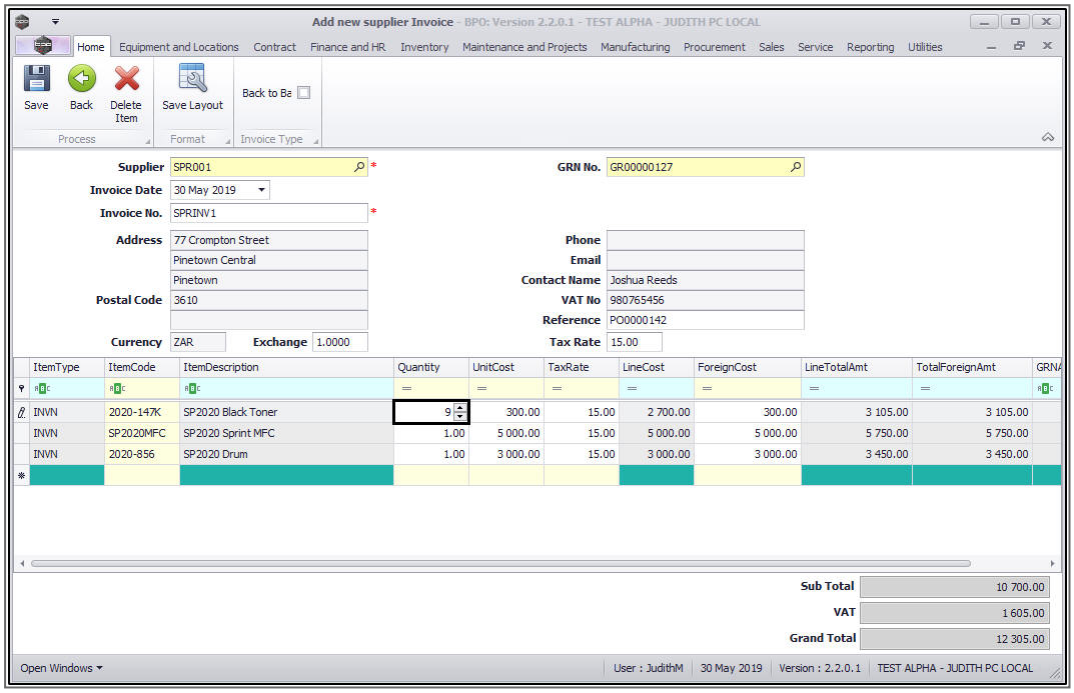
- In the ***Quantity*** text box, type in or use the arrows to input the desired quantity.
- In this image, the quantity for ***2020-147K*** has been changed from ***10*** to ***9***.



Delete an Item

- You can delete an item from the supplier invoice.
- Click on the ***row selector*** in front of the item that you wish to delete from the invoice.
- Click on ***Delete Item***.

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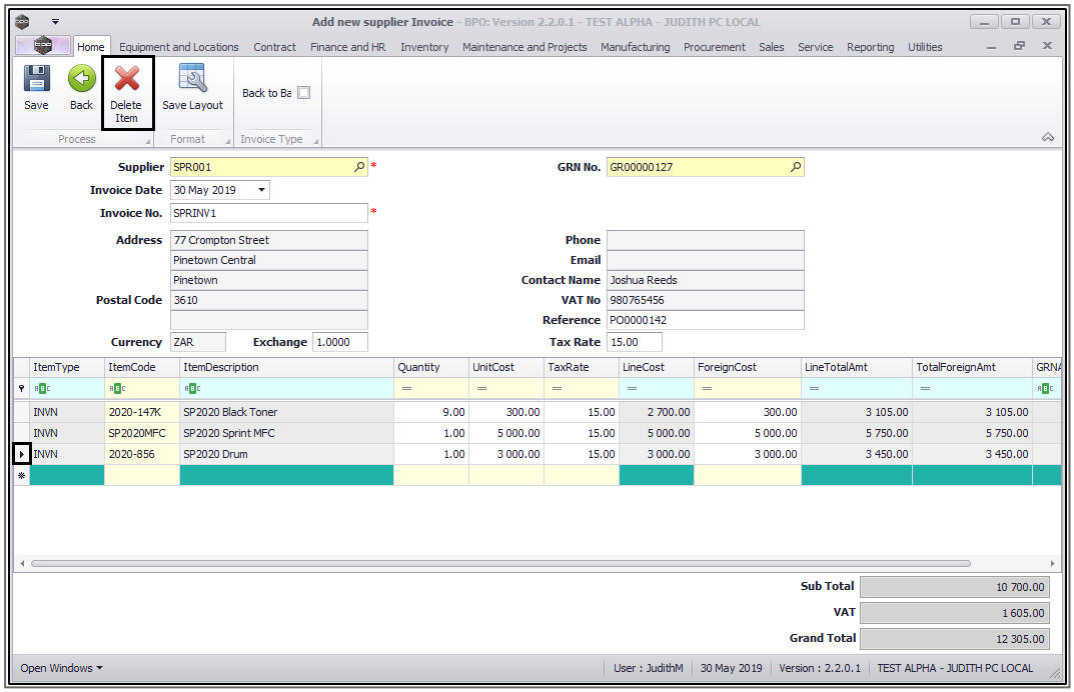
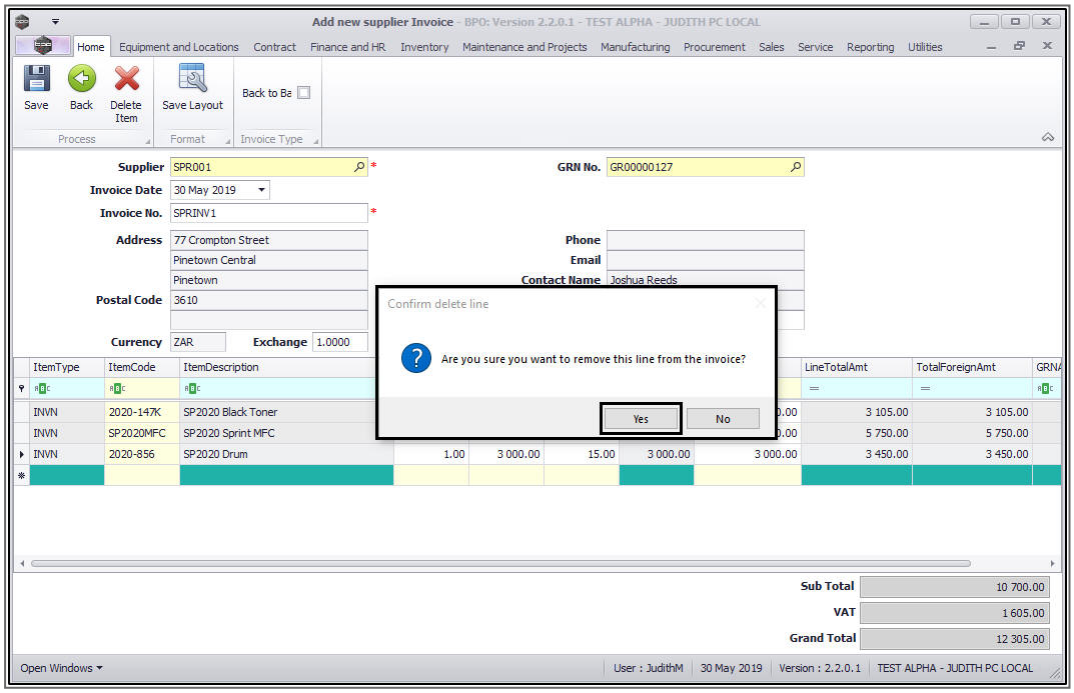


- A ***Confirm delete line*** message will pop up asking you;
    - ***Are you sure you want to remove this line from the invoice?***
- Click on ***Yes***.



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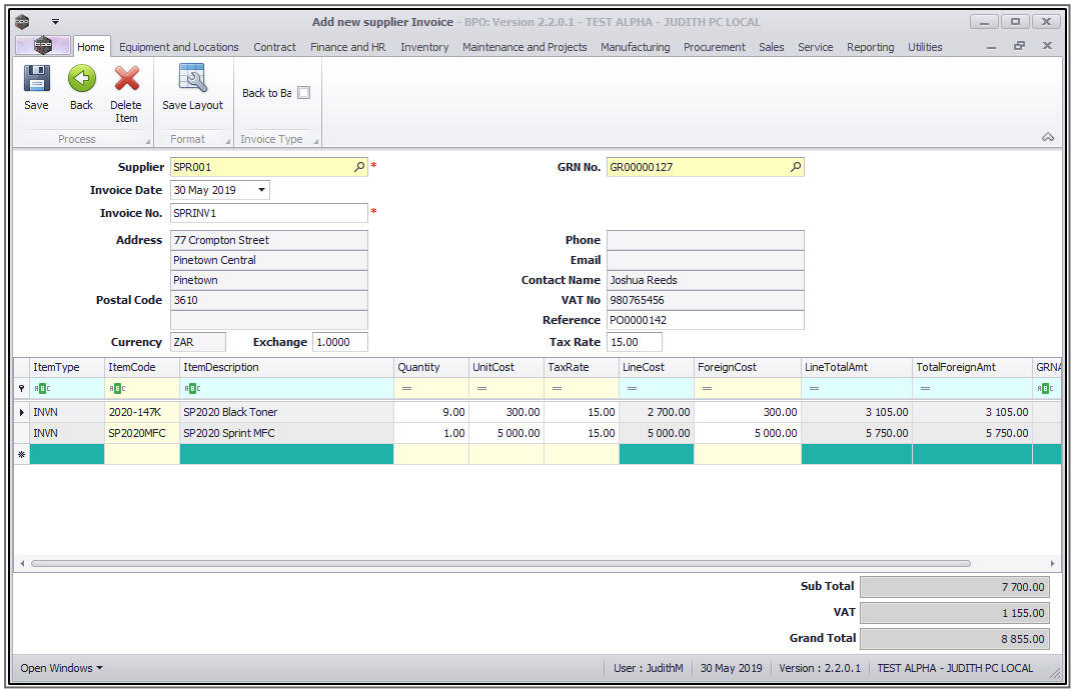
- The item will be ***removed*** from the invoice.
- Repeat the same process for other items, if required.



Save the Invoice (GRN not fully invoiced)

- Click on ***Save***.

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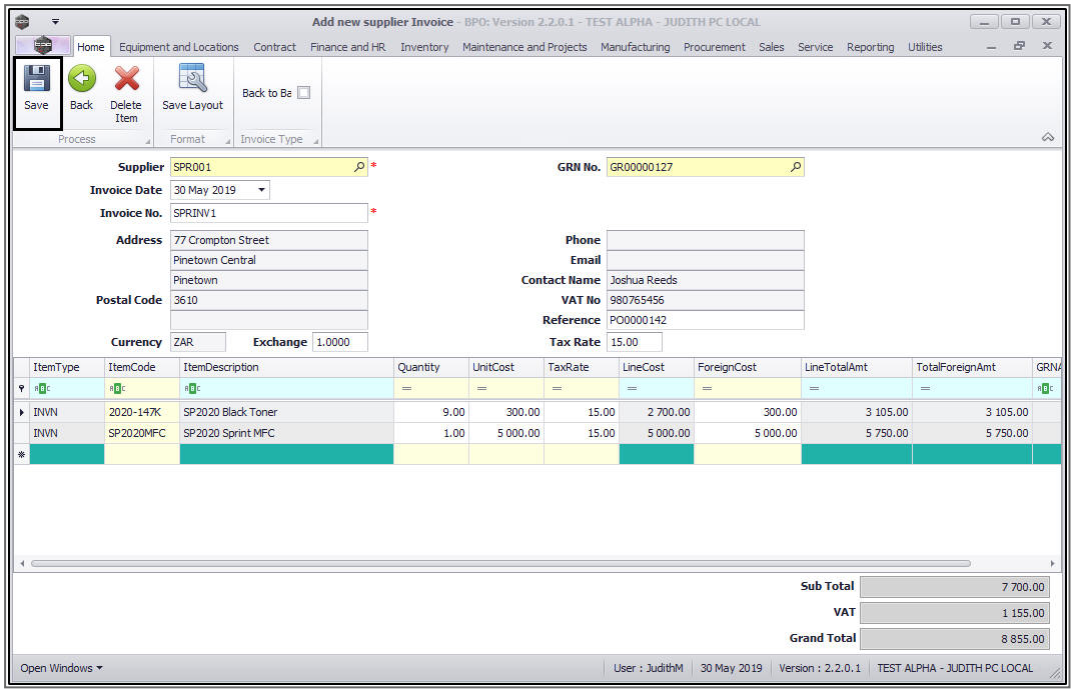

- If you changed the quantity on any of the items, an ***Input Validation*** message will pop up asking you;
    - ***The quantity of items on the Supplier Invoice is different from the quantity of items on the corresponding GRN for item Code [ ] on row [ ], a manual adjustment is necessary to bring these items (into /out) of stock. Is this correct?***
- Click on ***Yes***.

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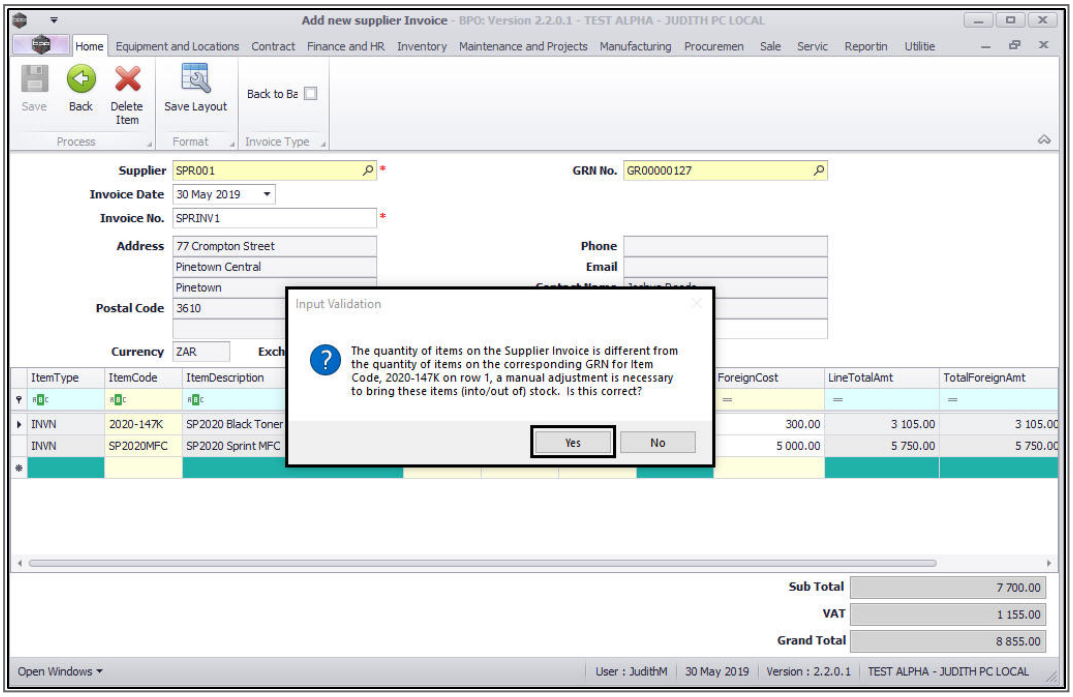
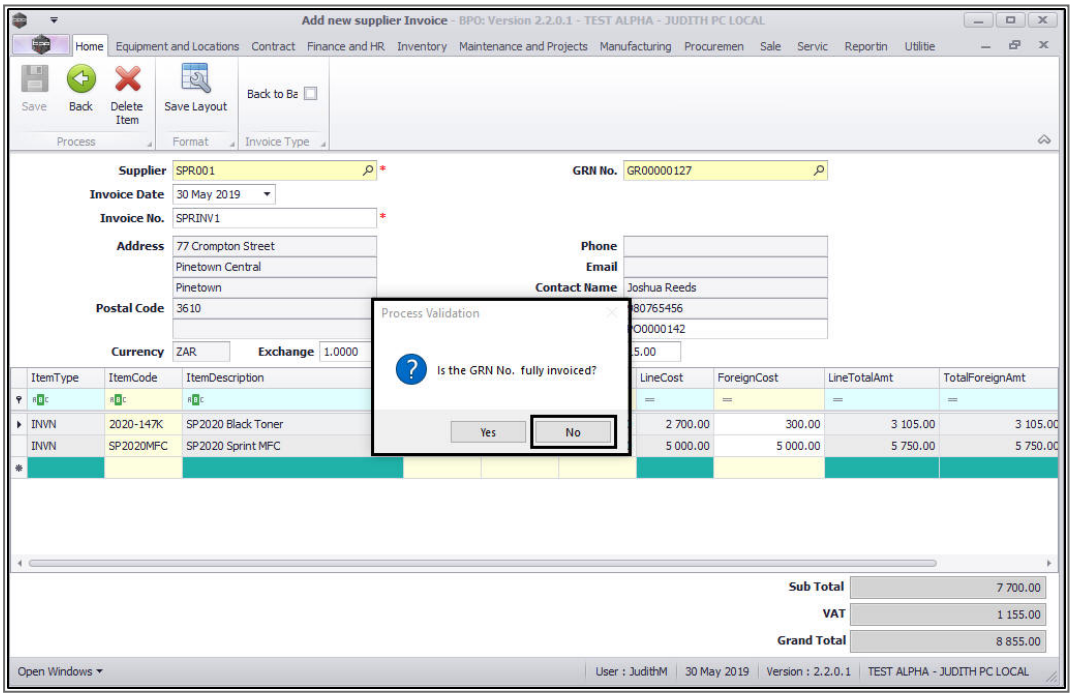


- A ***Process Validation*** message will pop up asking you;
    - ***Is this GRN No. fully invoiced?***
- Click on ***No***.



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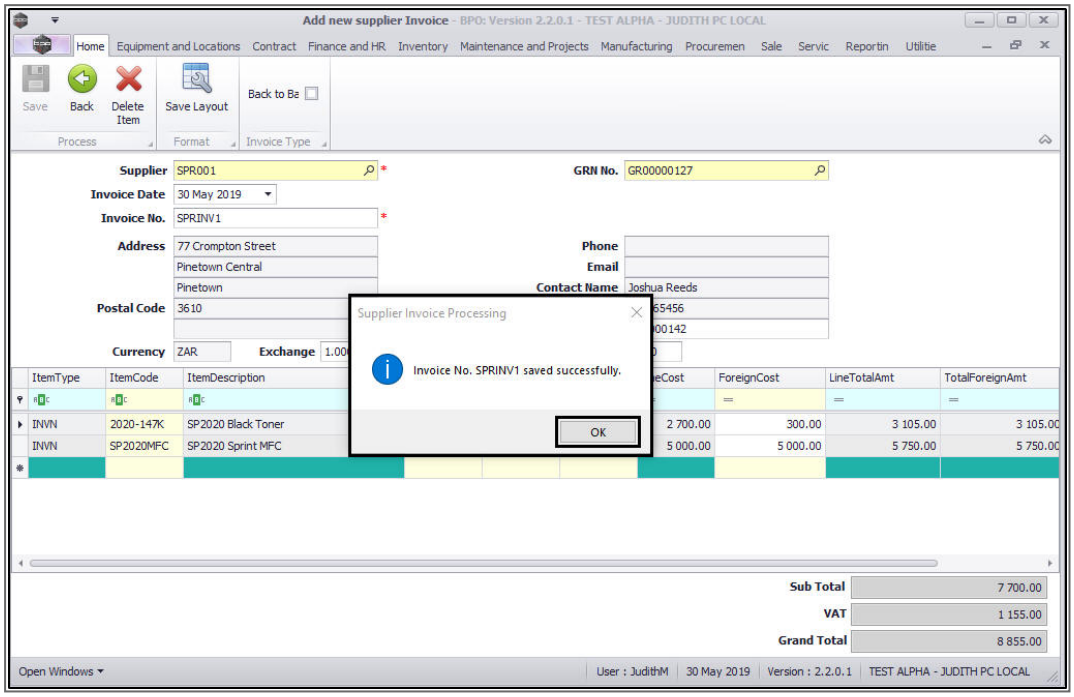
- A ***Supplier Invoice Processing*** message will pop up telling you;
    - ***Invoice No. saved successfully.***
- Click on ***OK***.



Print the Invoice (GRN not fully invoiced)

- A ***Report Generation*** message will pop up asking you;
    - ***Do you want to print the invoice [ ]?***
- Click on ***Yes*** if you want to print the invoice.
- For the purpose of this manual, ***Yes*** was selected.

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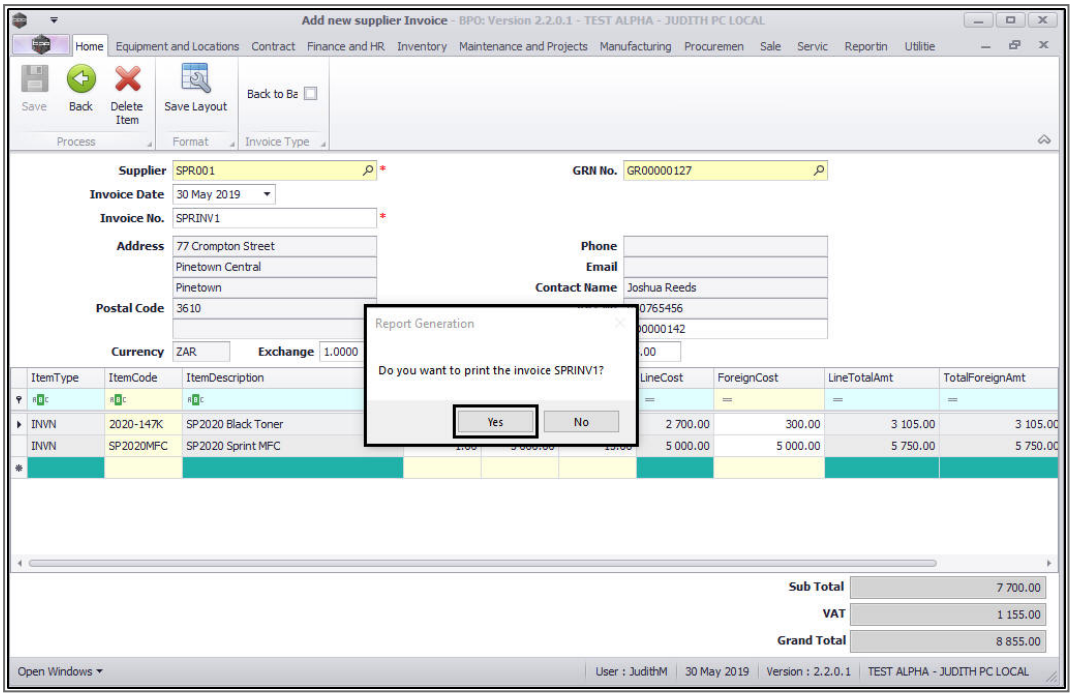
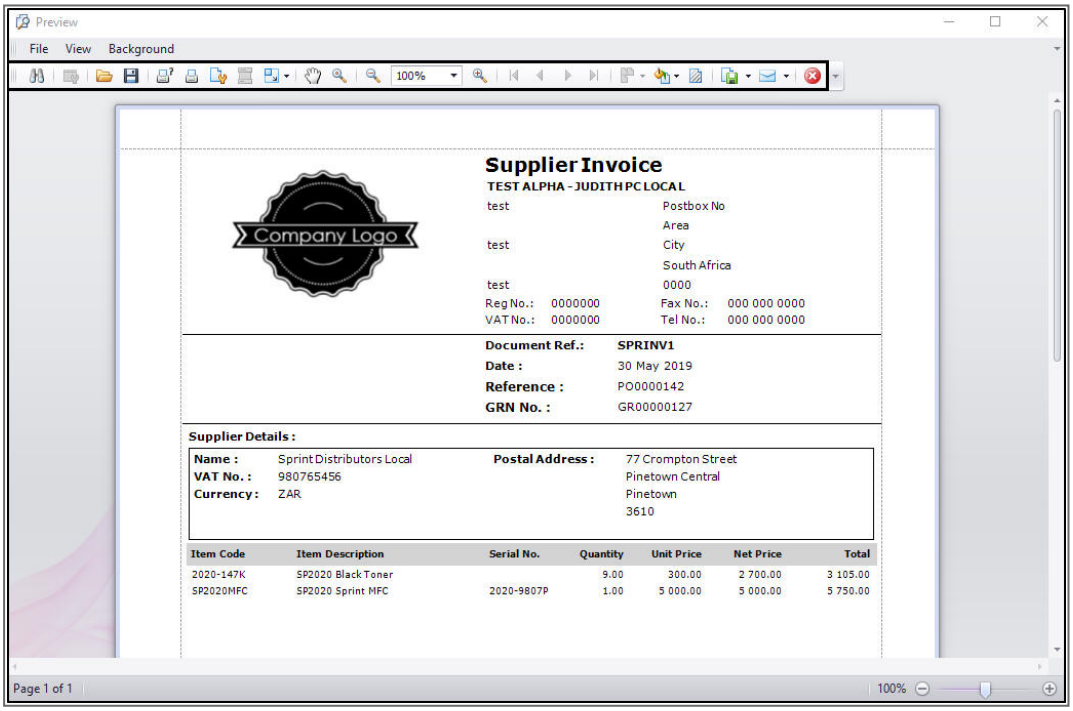


- The ***Report Preview*** screen will be displayed.
- From here you can ***View***, ***Print***, ***Export*** or ***Email***.
- ***Close*** the Report Preview screen when done.



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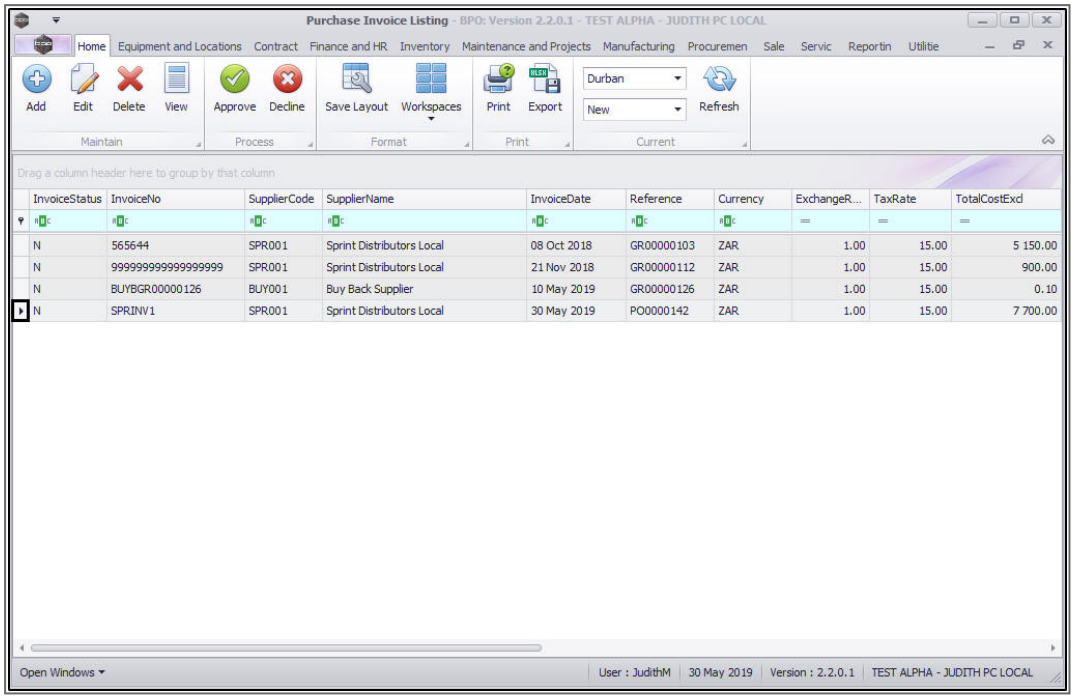
- The new invoice will be displayed in the ***Purchase Invoice Listing*** screen in ***Status*** - New



Select a Supplier First

- The ***Add new supplier Invoice*** screen will be displayed.
- Click on the ***search*** button in the ***Supplier*** field.

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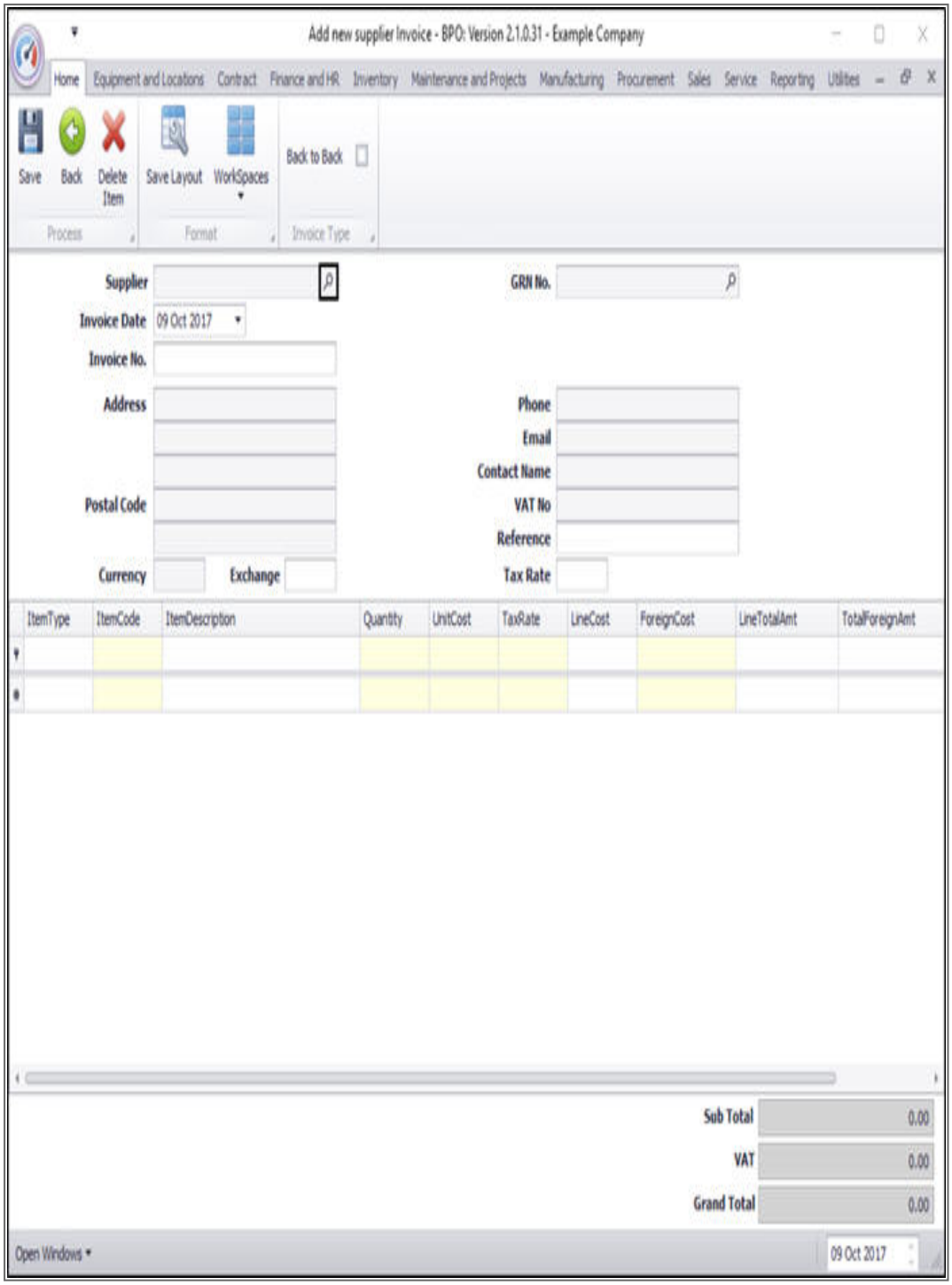

- The ***Select a supplier to configure the supply info*** screen will be displayed.

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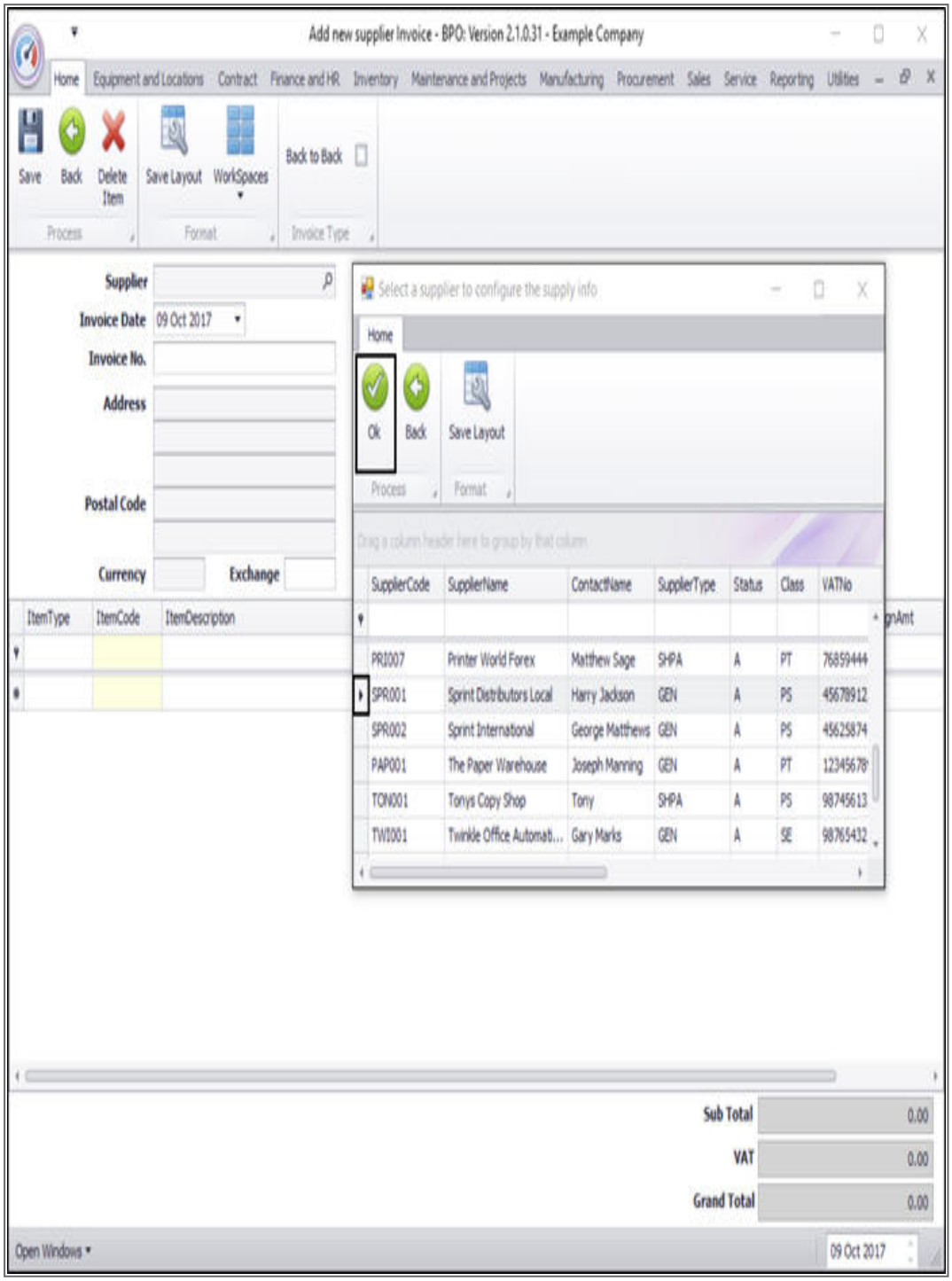
- Click on the ***row selector*** in front of the ***Supplier*** that you wish link this invoice to.
- Click on ***Ok***.



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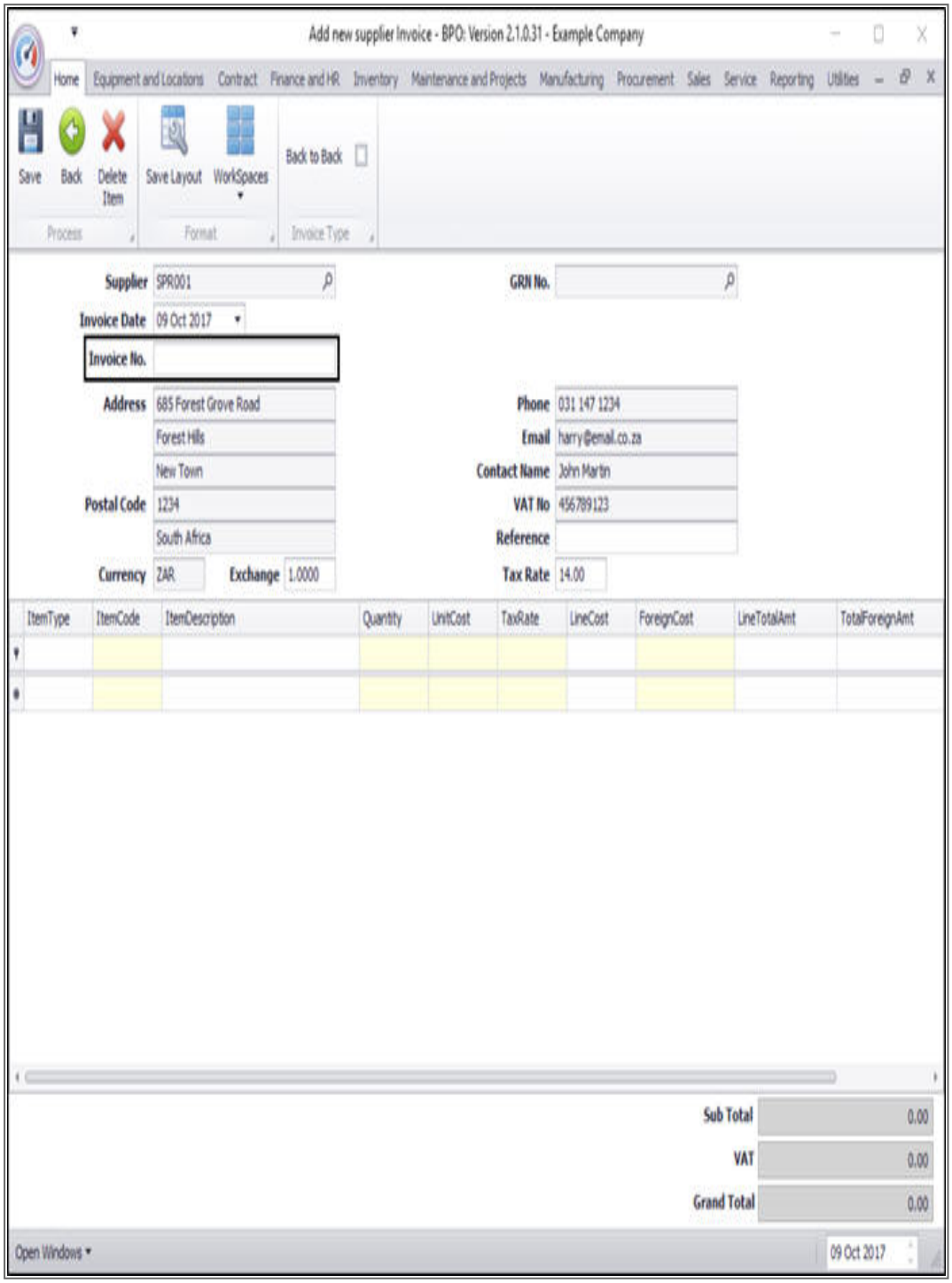
- The selected supplier details will auto populate the relevant fields.

- Type an invoice number in the ***Invoice No.*** field.



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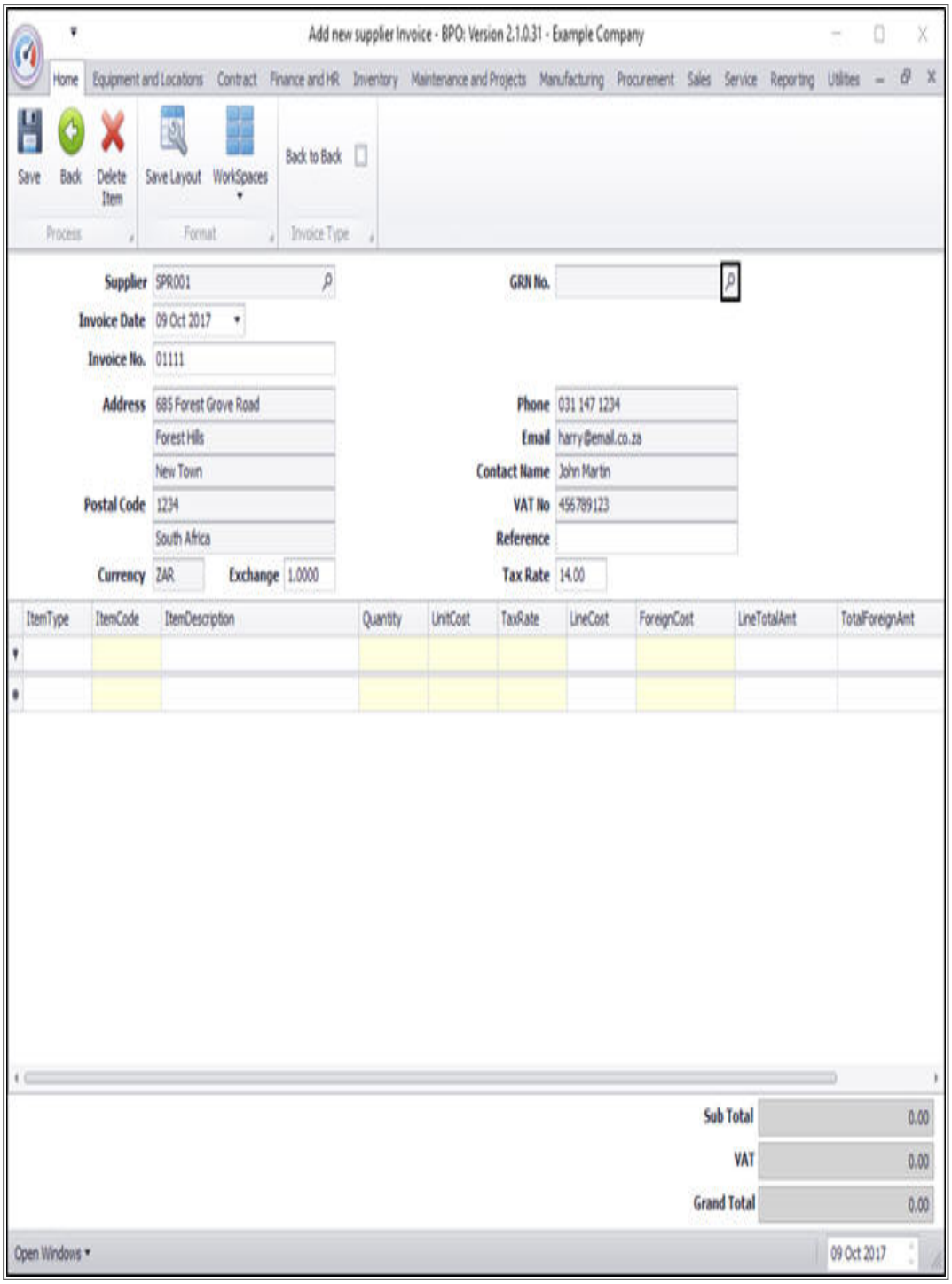
- Click on the ***search*** button in the ***GRN No.*** field.



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- The ***Select a GRN to invoice*** screen will be displayed and will list all the GRN's linked to the selected supplier.
- Click on the ***row selector*** in front of the ***GRN*** that you wish to raise an invoice for.
- Click on ***Ok***.

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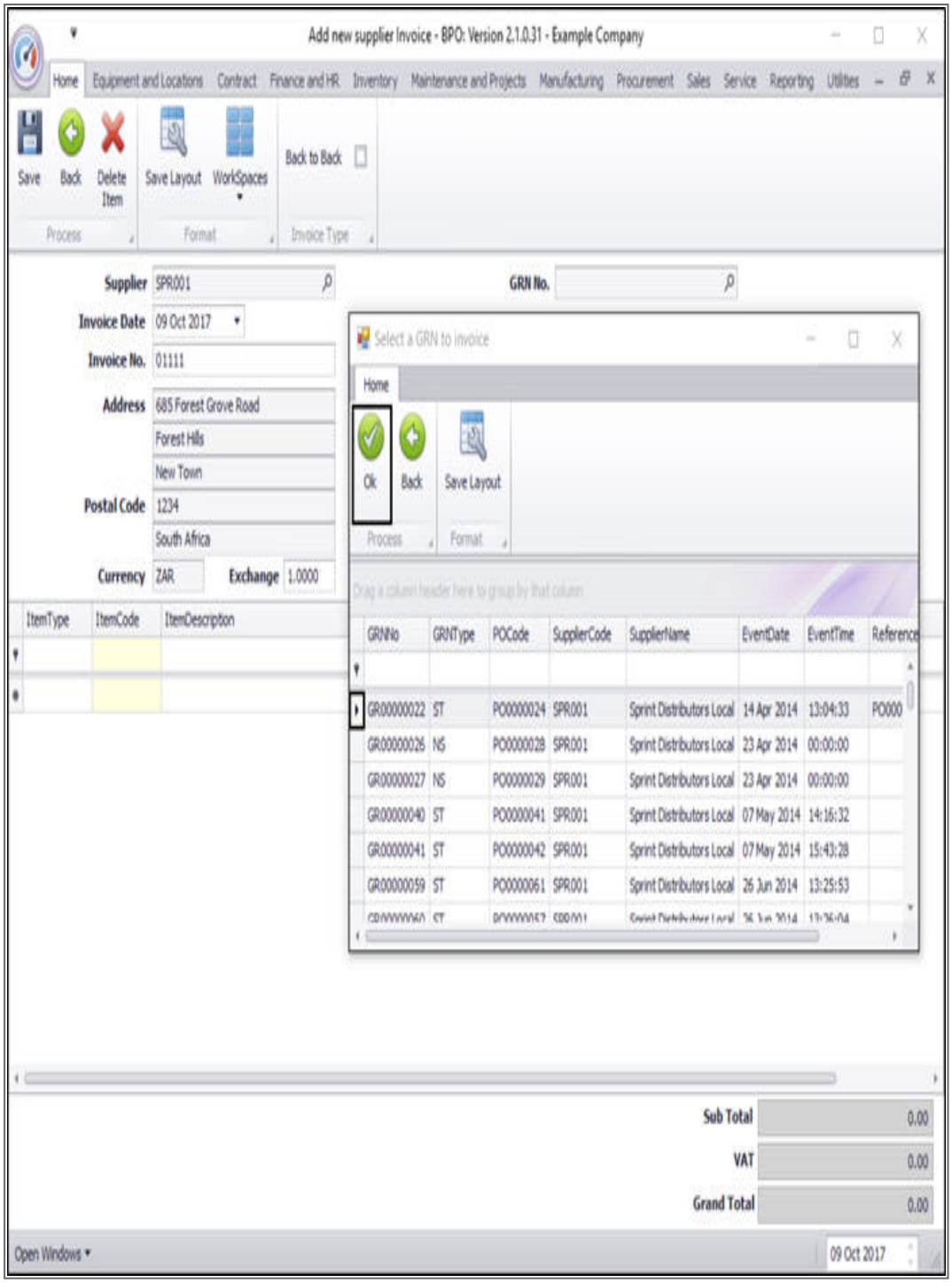

- The ***Items*** data grid will now display the ***items received***.
- The ***Reference*** field will now display a ***PO reference number***.
- Verify the details and click on ***Save***.

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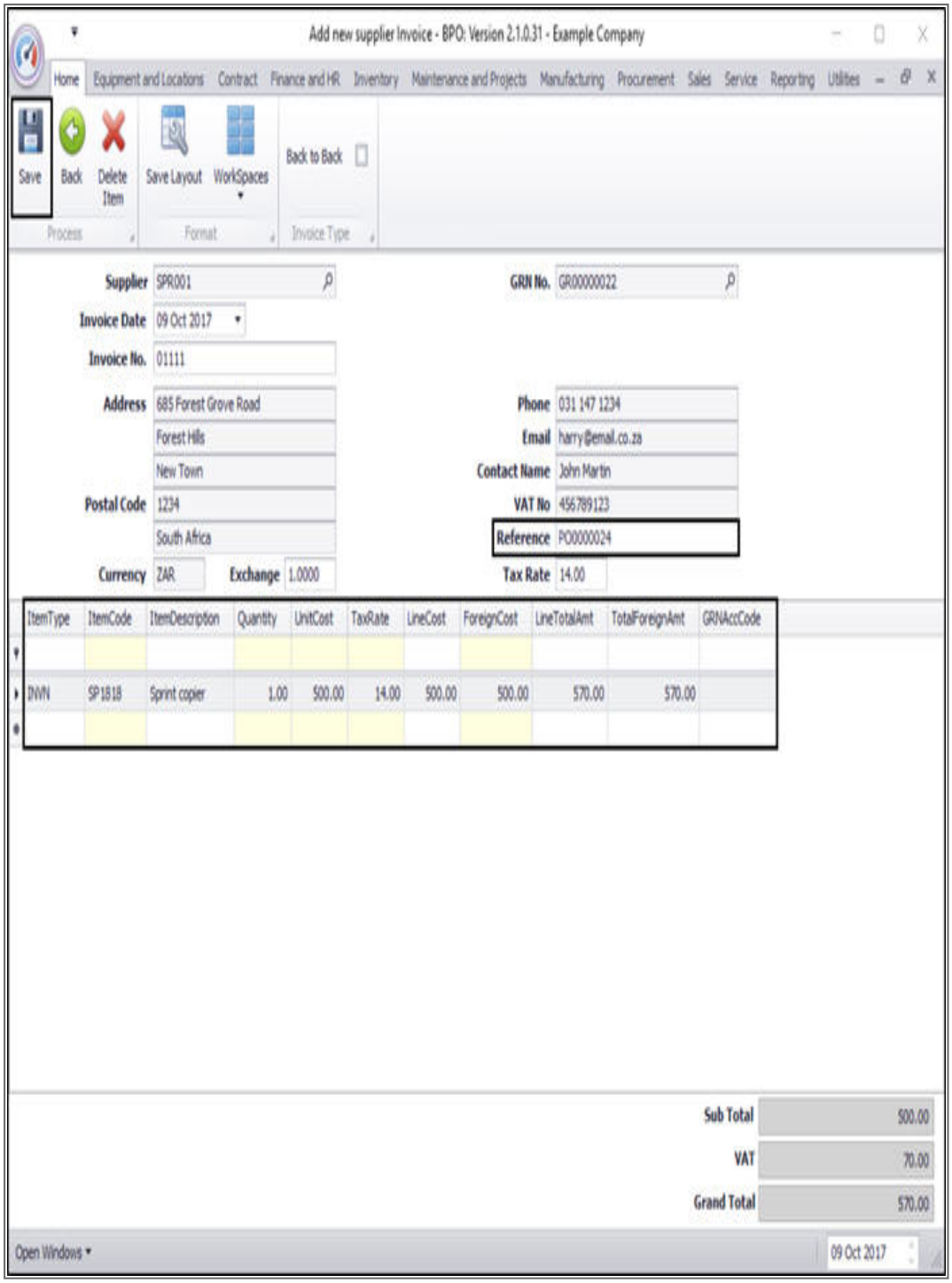

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Save Invoice (GRN fully invoiced)

- A ***Process Validation*** message box will pop up asking;
    - ***Is the GRN No. fully invoiced?***
- Click on ***Yes***.

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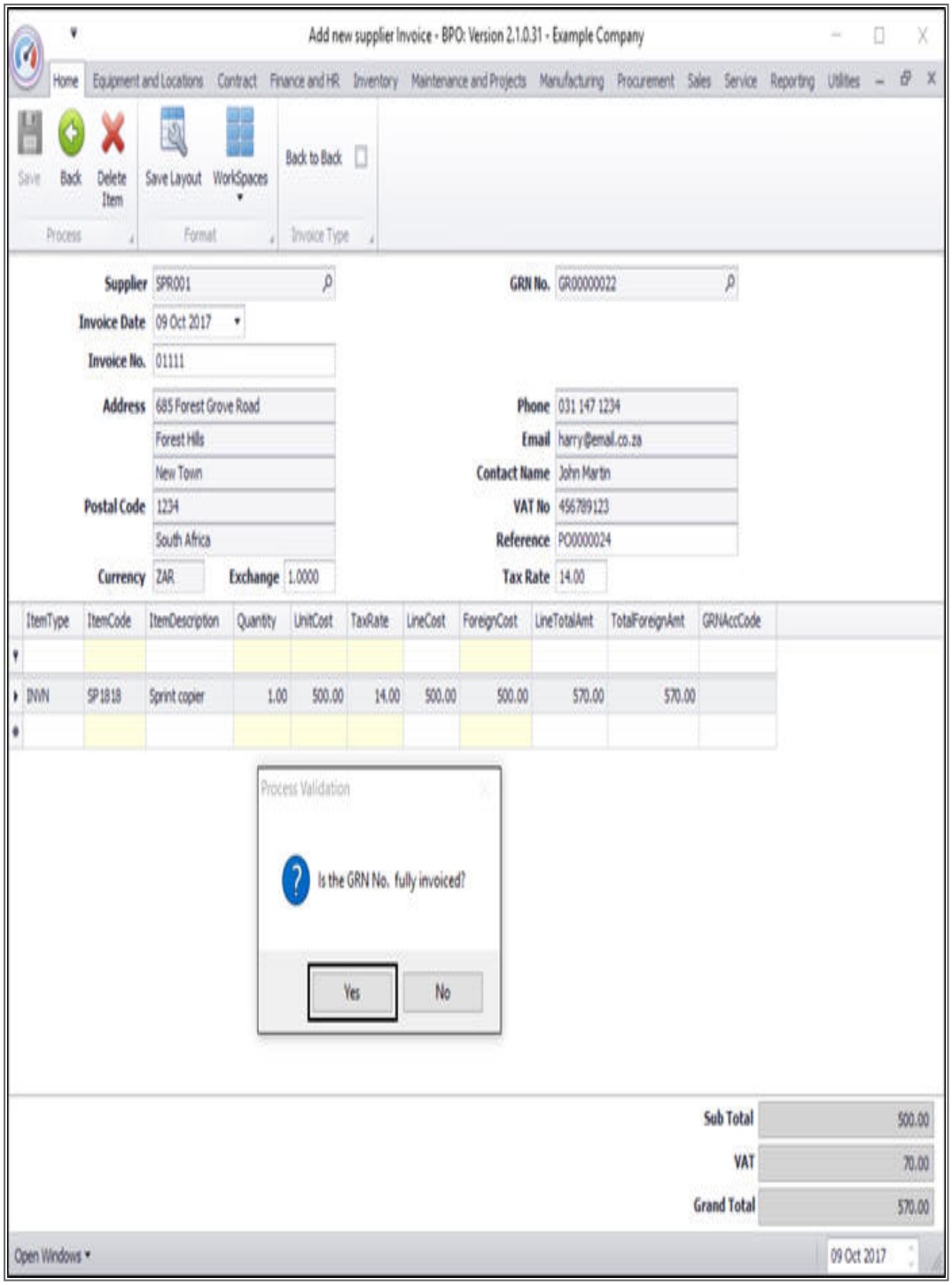

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Print Supplier Invoice (GRN fully invoiced)

- A ***Report Generation*** message box will pop up asking;
    - ***Do you want to print the invoice [ ]?***
- Click on ***Yes***.

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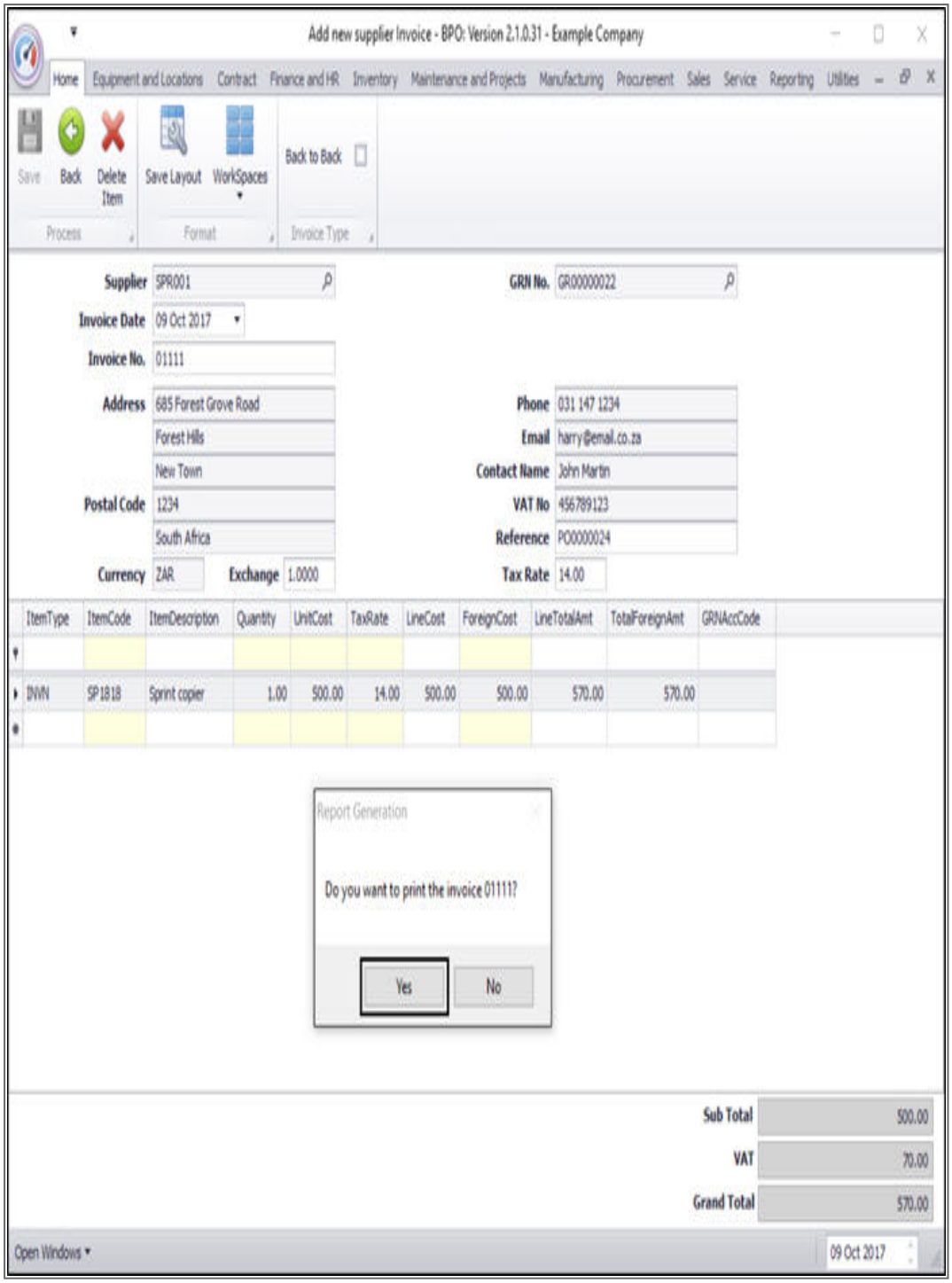

- The ***Report Preview*** screen will be displayed.
- From here you can ***View***, ***Print***, ***Export*** or ***Email***.
- ***Close*** the Report Preview screen when done.

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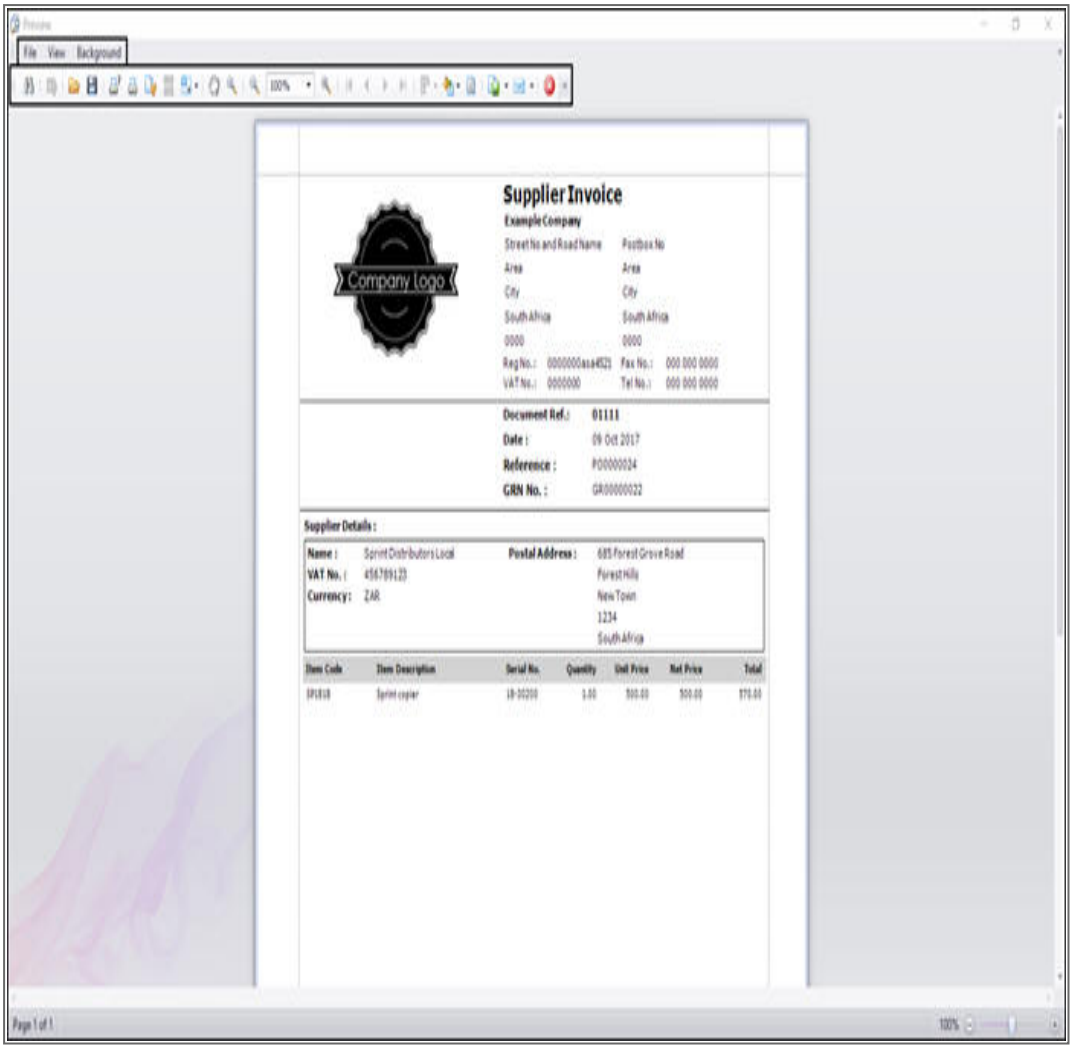

- A ***Supplier Invoice Processing*** screen will pop up informing you that;
    - ***Invoice No. [ ] saved successfully.***
- Click on ***OK***.

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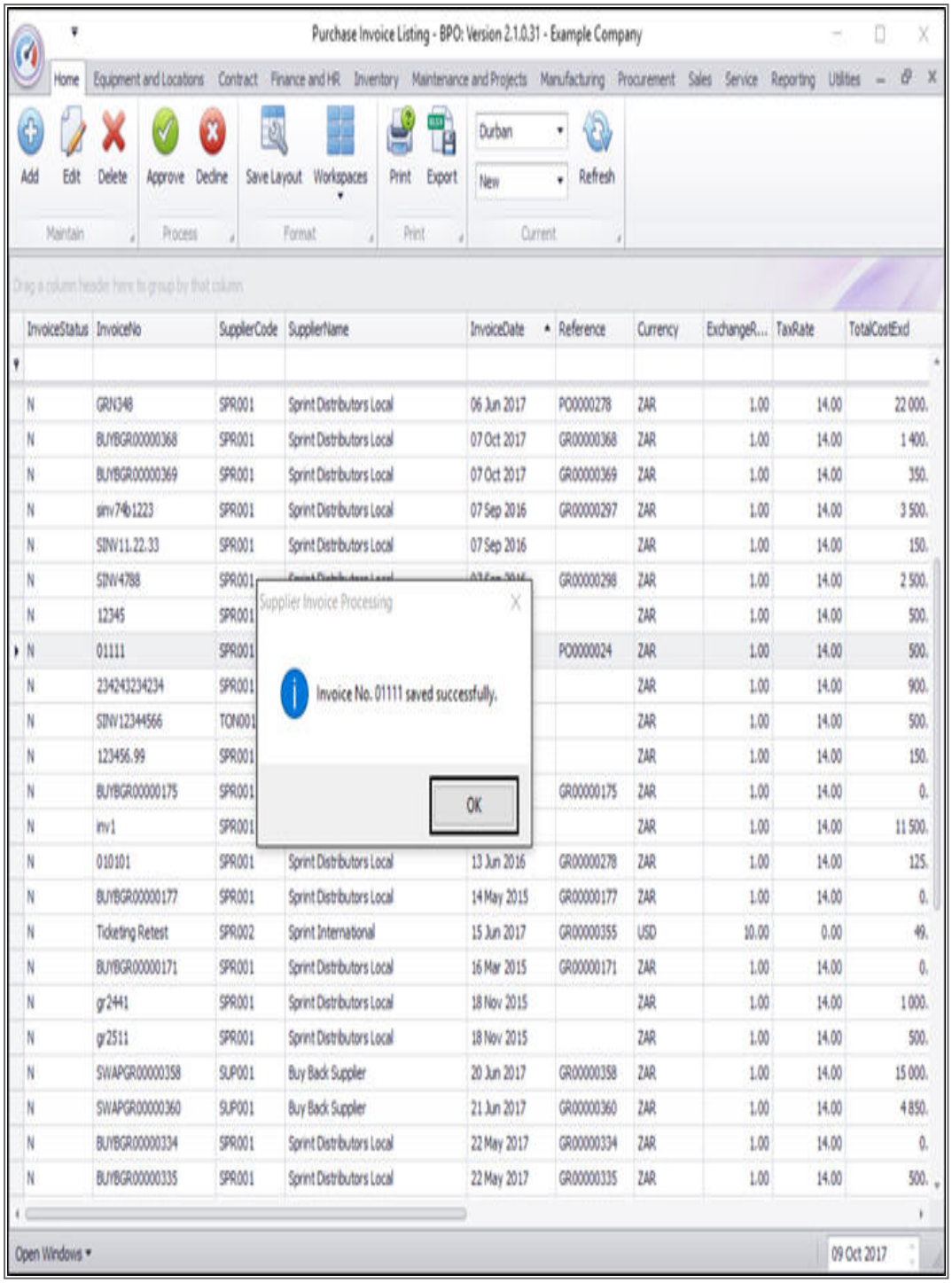

- You can now view the newly created supplier invoice in the ***Purchase Invoice Listing*** screen.

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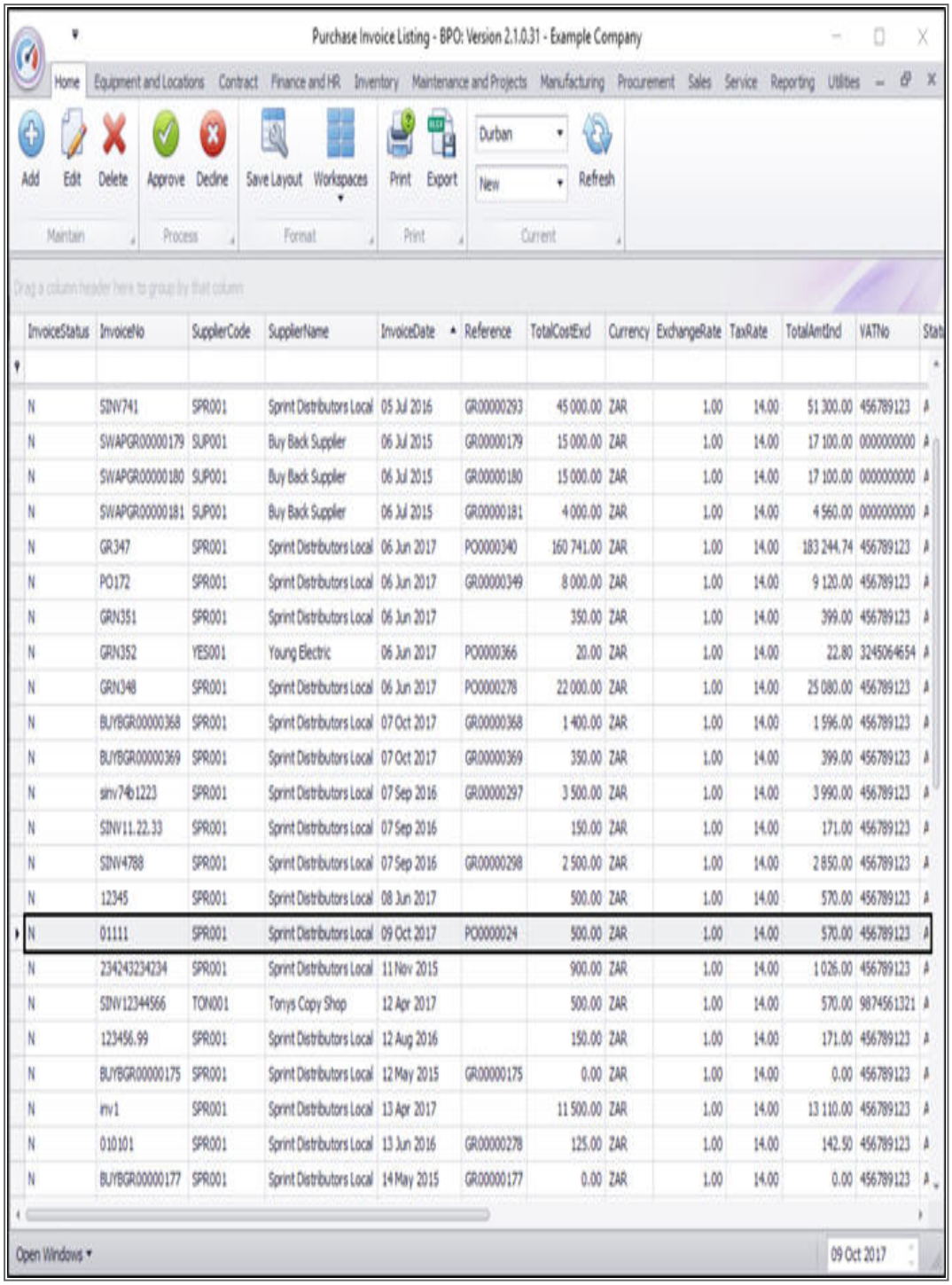

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	TotalCostExcl	Currency	ExchangeRate	TaxRate	TotalAmtInd	VATNo	Stat
N	SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	45 000.00	ZAR	1.00	14.00	51 300.00	456789123	A
N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR00000179	15 000.00	ZAR	1.00	14.00	17 100.00	0000000000	A
N	SWAPGR00000180	SUP001	Buy Back Supplier	06 Jul 2015	GR00000180	15 000.00	ZAR	1.00	14.00	17 100.00	0000000000	A
N	SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	4 000.00	ZAR	1.00	14.00	4 560.00	0000000000	A
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	160 741.00	ZAR	1.00	14.00	183 244.74	456789123	A
N	PO172	SPR001	Sprint Distributors Local	06 Jun 2017	GR00000349	8 000.00	ZAR	1.00	14.00	9 120.00	456789123	A
N	GRN351	SPR001	Sprint Distributors Local	06 Jun 2017		350.00	ZAR	1.00	14.00	399.00	456789123	A
N	GRN352	YES001	Young Electric	06 Jun 2017	PO0000366	20.00	ZAR	1.00	14.00	22.80	3245064654	A
N	GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000278	22 000.00	ZAR	1.00	14.00	25 080.00	456789123	A
N	BUYBGR00000368	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	1 400.00	ZAR	1.00	14.00	1 596.00	456789123	A
N	BUYBGR00000369	SPR001	Sprint Distributors Local	07 Oct 2017	GR00000369	350.00	ZAR	1.00	14.00	399.00	456789123	A
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	3 500.00	ZAR	1.00	14.00	3 990.00	456789123	A
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		150.00	ZAR	1.00	14.00	171.00	456789123	A
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	2 500.00	ZAR	1.00	14.00	2 850.00	456789123	A
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		500.00	ZAR	1.00	14.00	570.00	456789123	A
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	500.00	ZAR	1.00	14.00	570.00	456789123	A
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		900.00	ZAR	1.00	14.00	1 026.00	456789123	A
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		500.00	ZAR	1.00	14.00	570.00	9874561321	A
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		150.00	ZAR	1.00	14.00	171.00	456789123	A
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	0.00	ZAR	1.00	14.00	0.00	456789123	A
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		11 500.00	ZAR	1.00	14.00	13 110.00	456789123	A
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	125.00	ZAR	1.00	14.00	142.50	456789123	A
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	0.00	ZAR	1.00	14.00	0.00	456789123	A

- You can now follow the process to accept the Supplier Invoice .

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ADD BACK TO BACK SUPPLIER INVOICE

In the ***Purchase Invoice Listing*** screen,

- Select the ***Site***
    - In this image ***Durban*** has been selected.
- Click on ***Add***.

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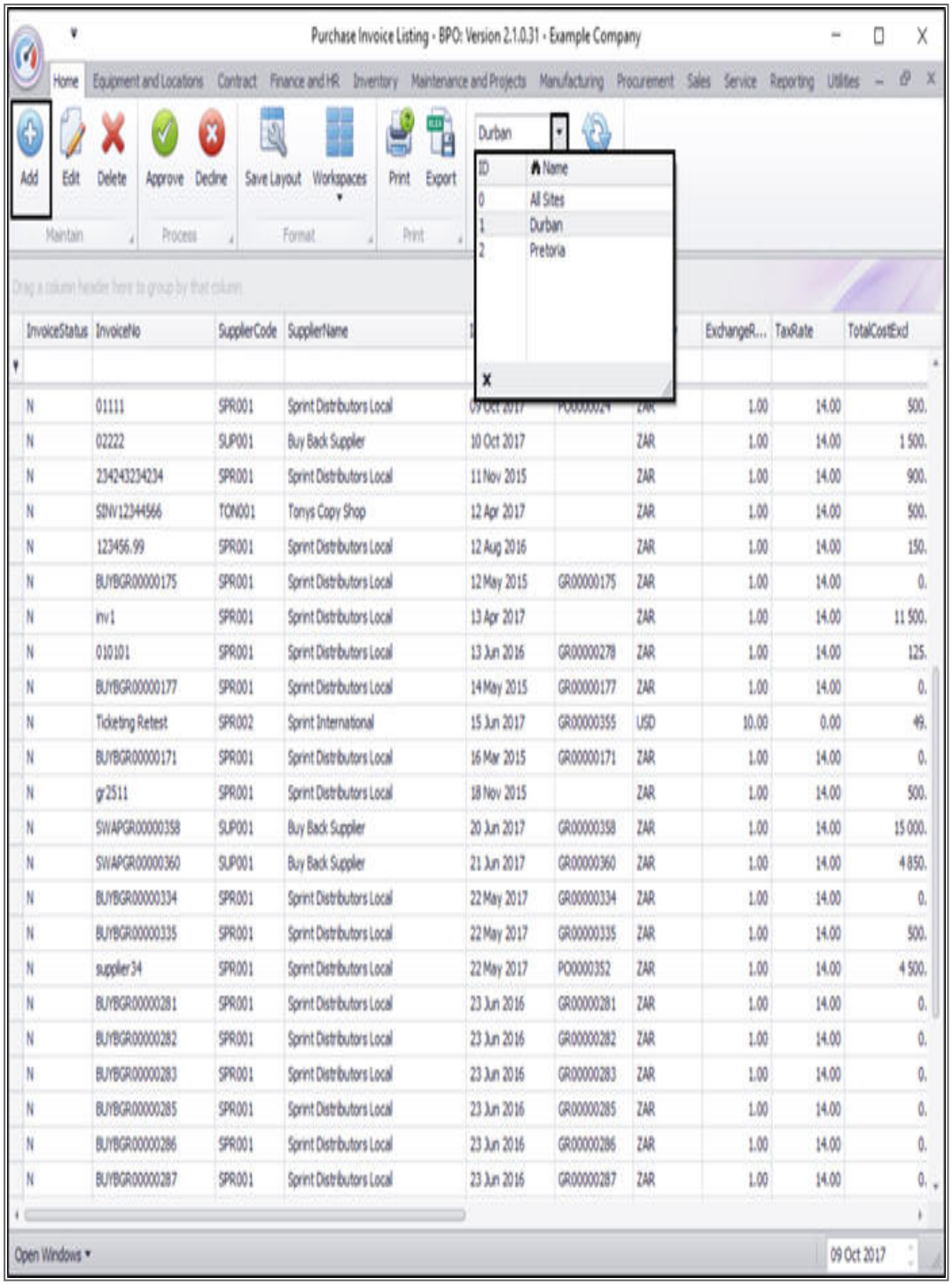

- The ***Add new supplier invoice*** screen will be displayed.
- Click on the ***Back to Back*** Invoice Type check box.

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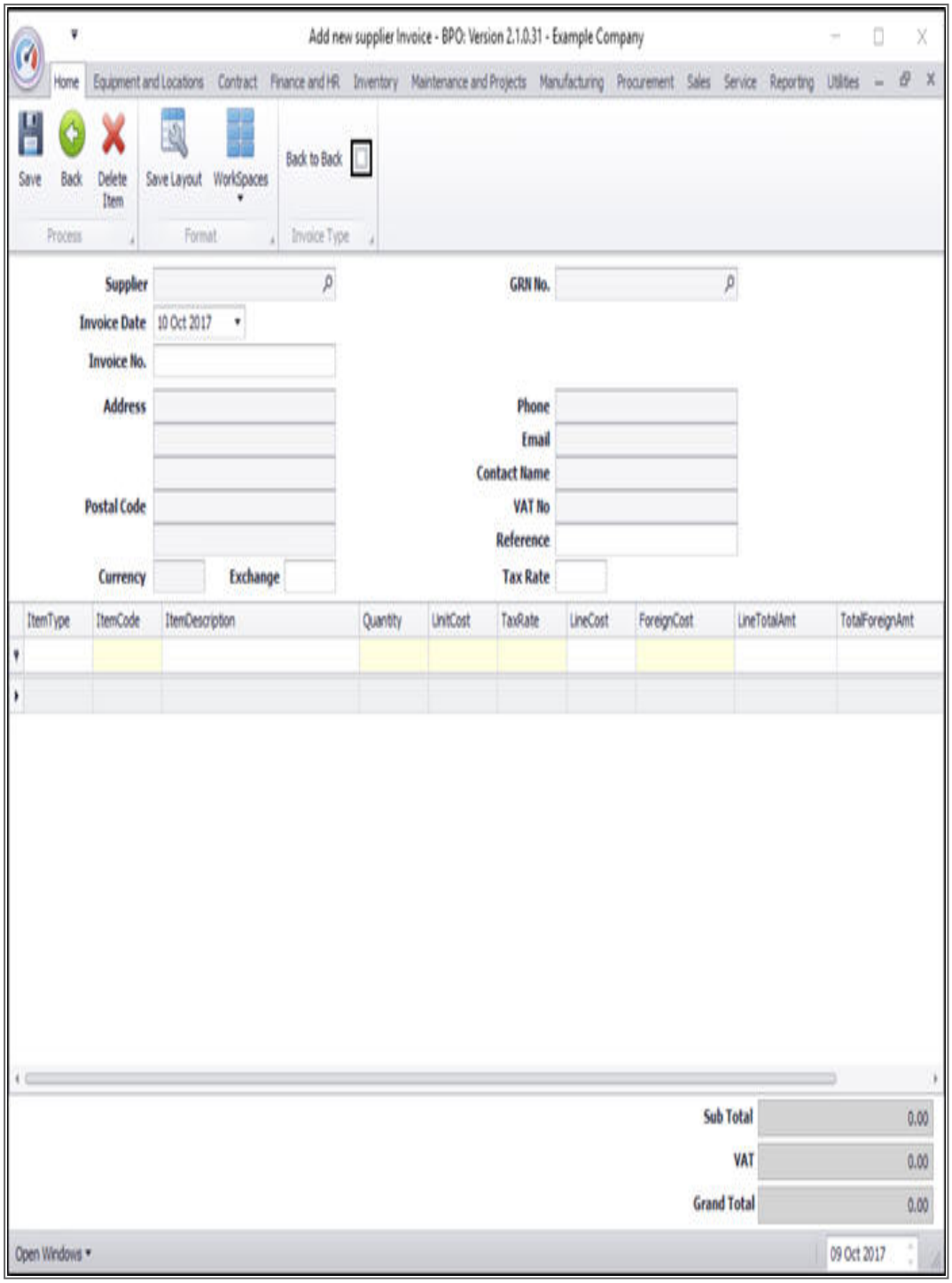

- Click on the ***search*** button in the ***Supplier*** field.
- The ***Select a supplier to configure the supply info*** screen will be displayed.

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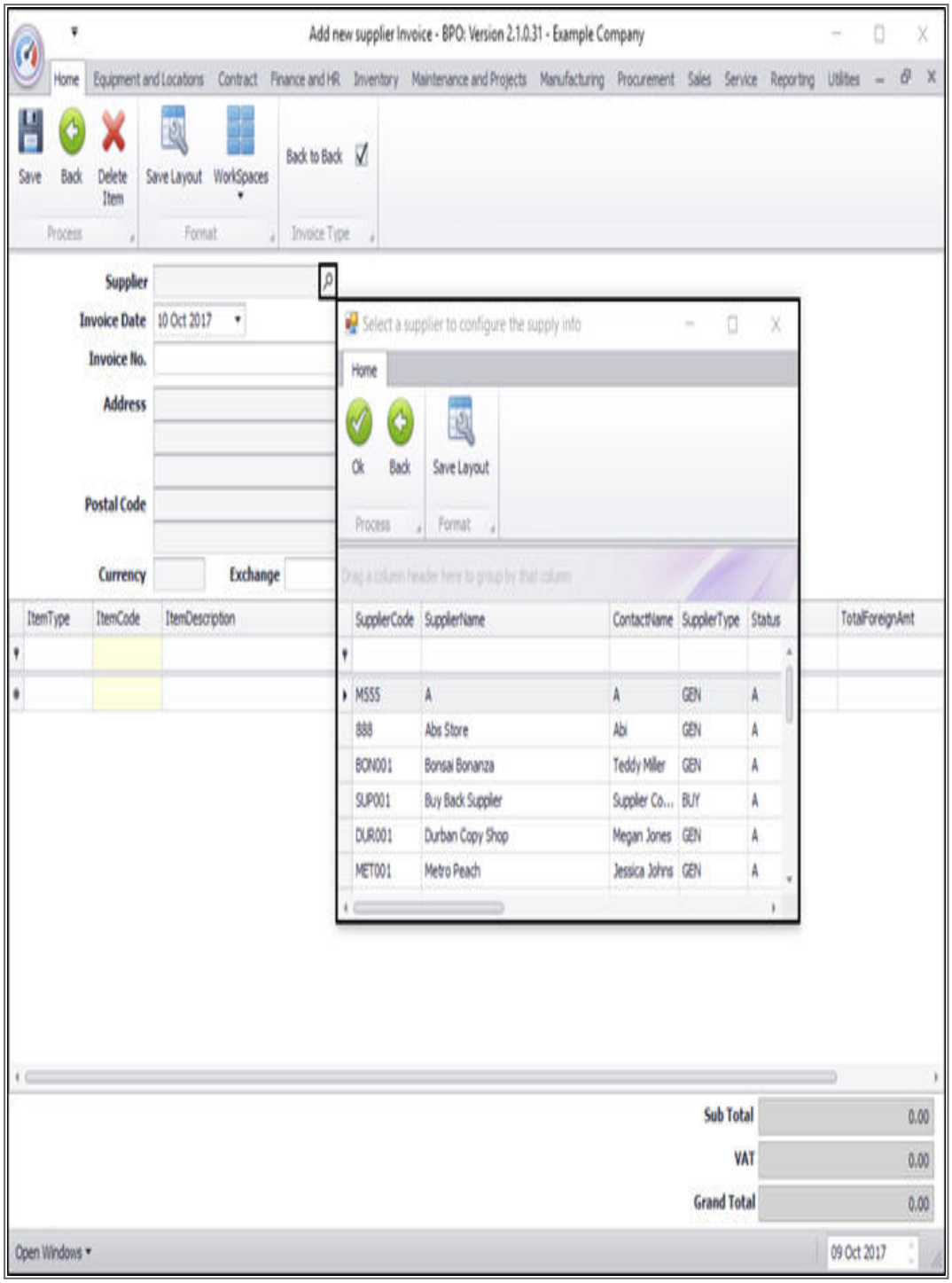
Note: The Supplier here is the finance house who has invoiced your company for the bank rental that your company has invoiced the client.



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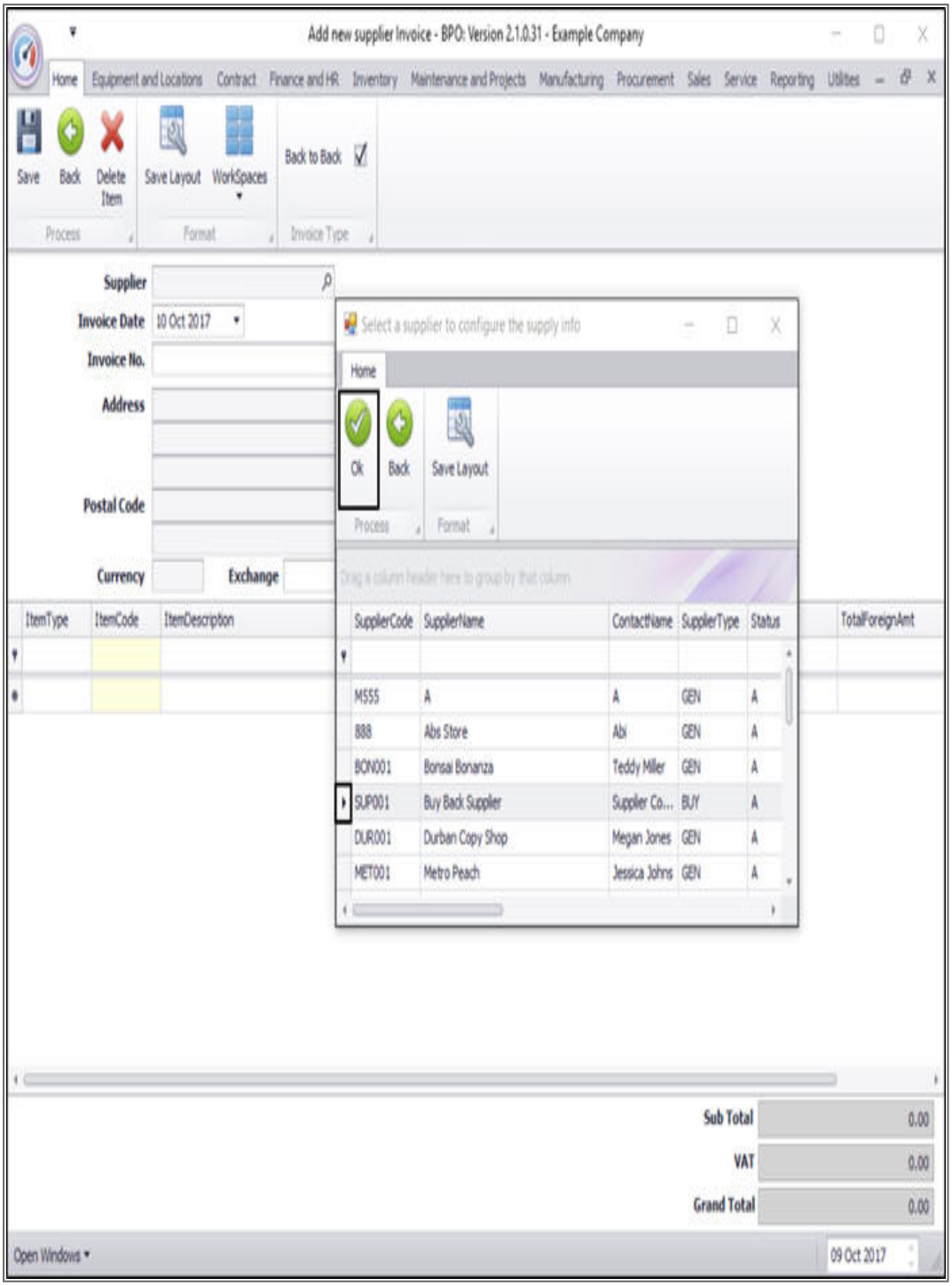
- Click on the ***row selector*** in front of the ***Supplier*** you wish to create Back to Back invoices for .
- Click on ***Ok***.



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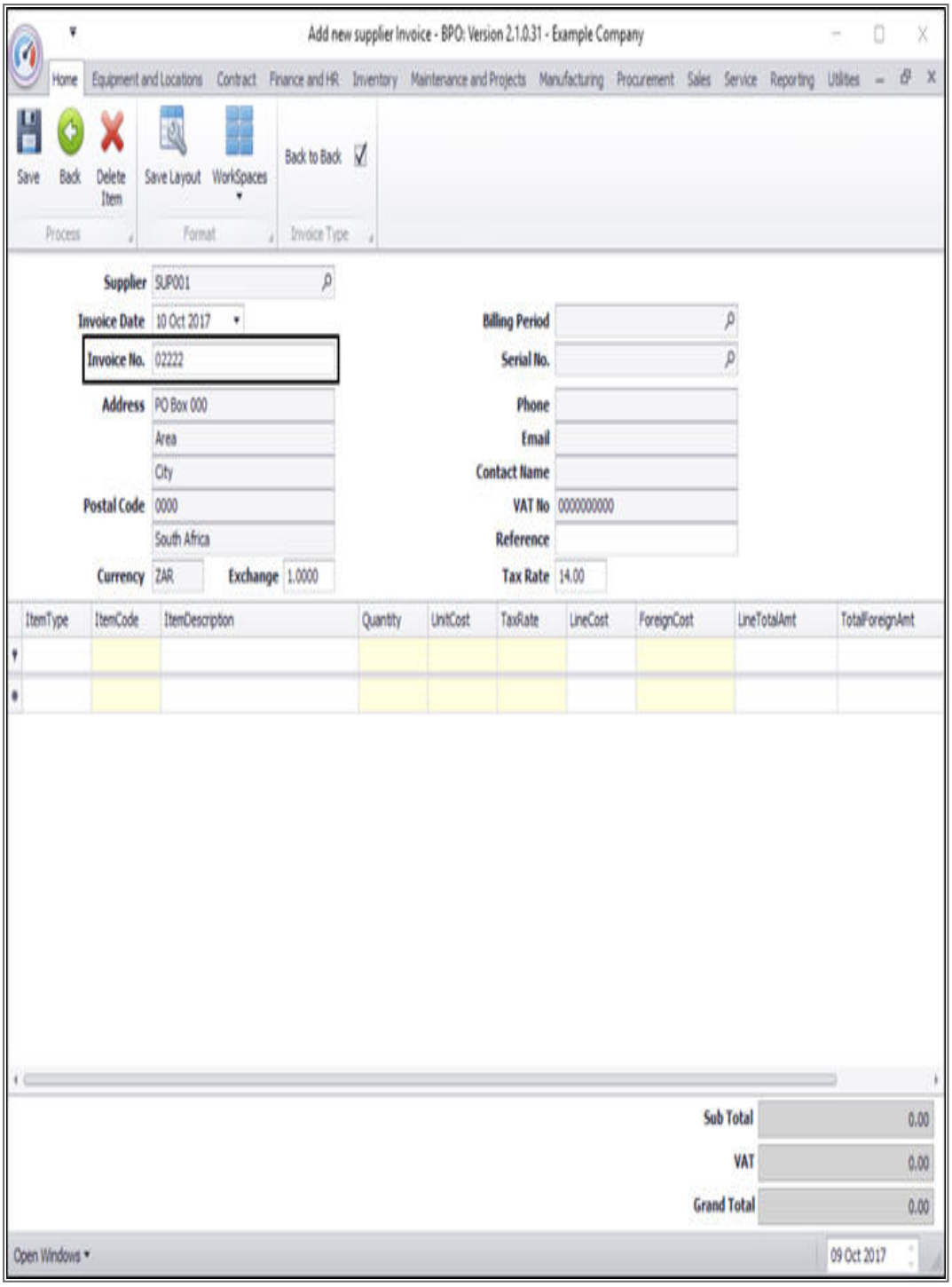
- Type in an ***Invoice Number*** for this Back to Back supplier invoice.



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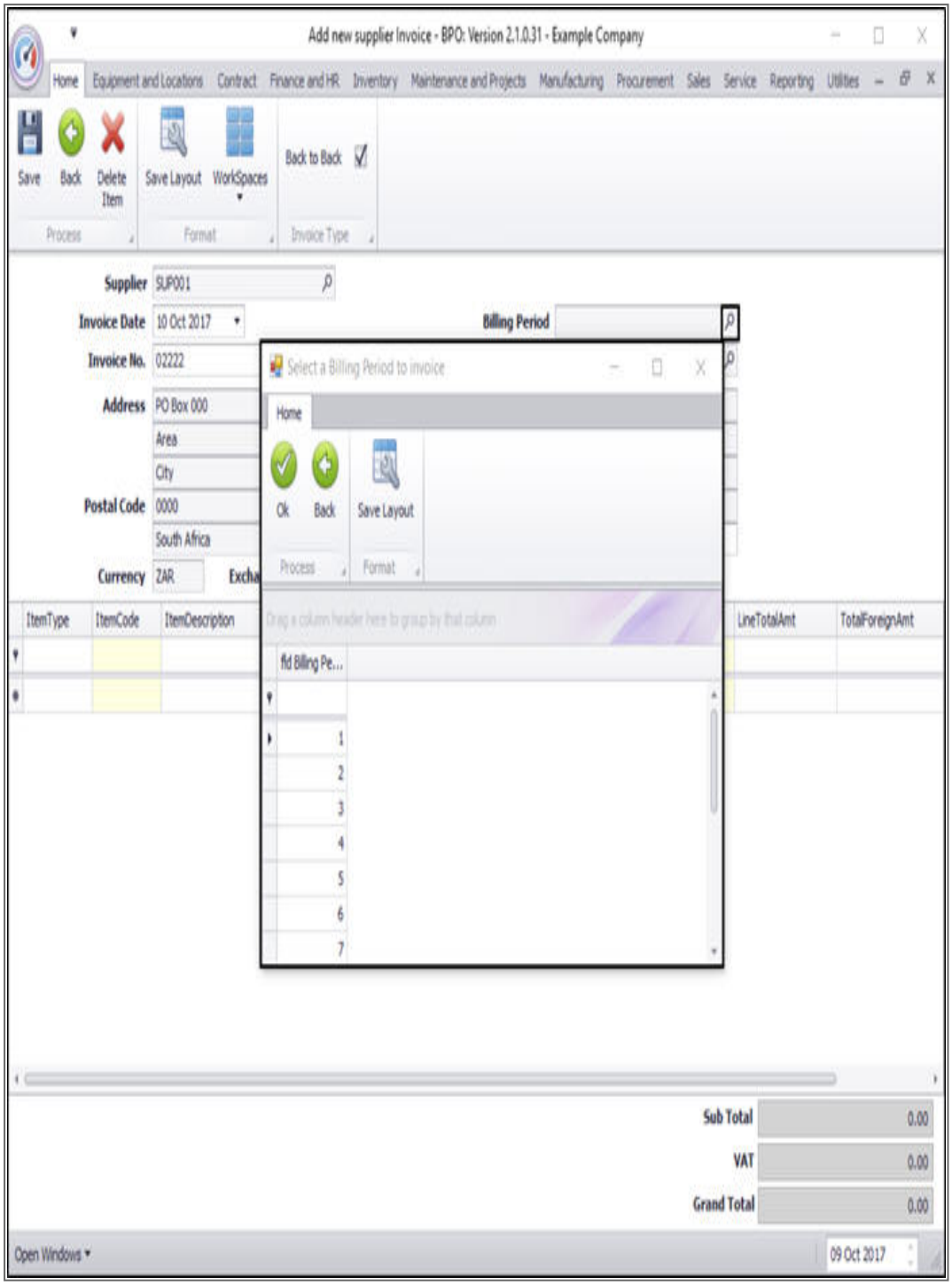
- Click on the ***search*** button in the ***Billing Period*** field.
- The ***Select a Billing Period to invoice*** screen will be displayed.



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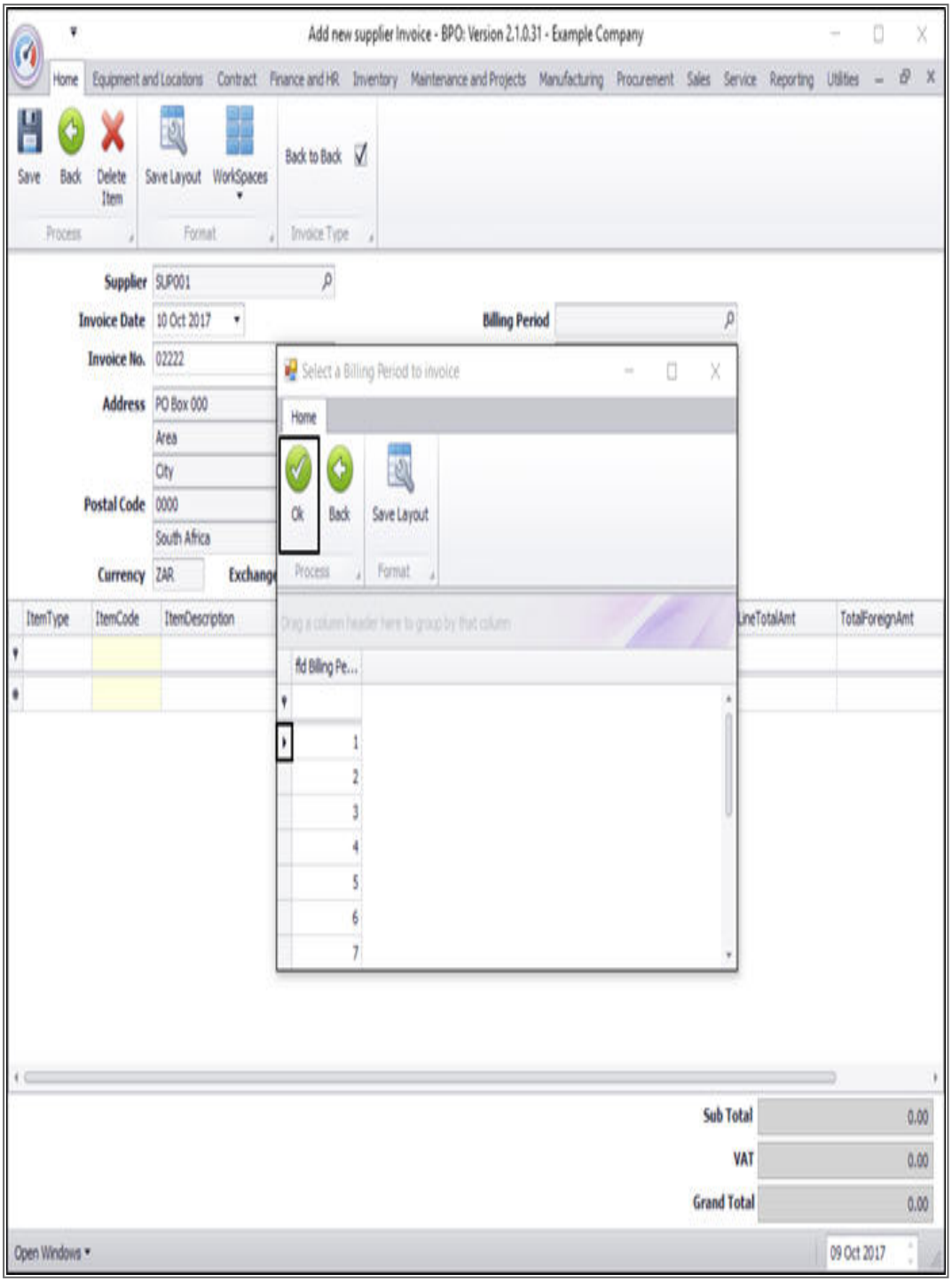
- Click on the ***row selector*** in front of the ***Billing Period*** you wish to invoice.
- Click on ***Ok***.



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- **Serial No** : If the finance house has invoiced you per machine;
    - Click on the ***search*** button in the ***Serial No.*** field.
- The ***Select a Billing Period to invoice*** screen will be displayed.
    - You can search for and select the ***serial number***. Otherwise all serial numbers invoiced via contract billing for this finance party will display.
    - You can remove items from the list to ensure the invoice matches, and raise another Back to Back invoice for the remaining items.
    - The rule is to ensure that this matches the Supplier's (finance party's) invoice to your company.

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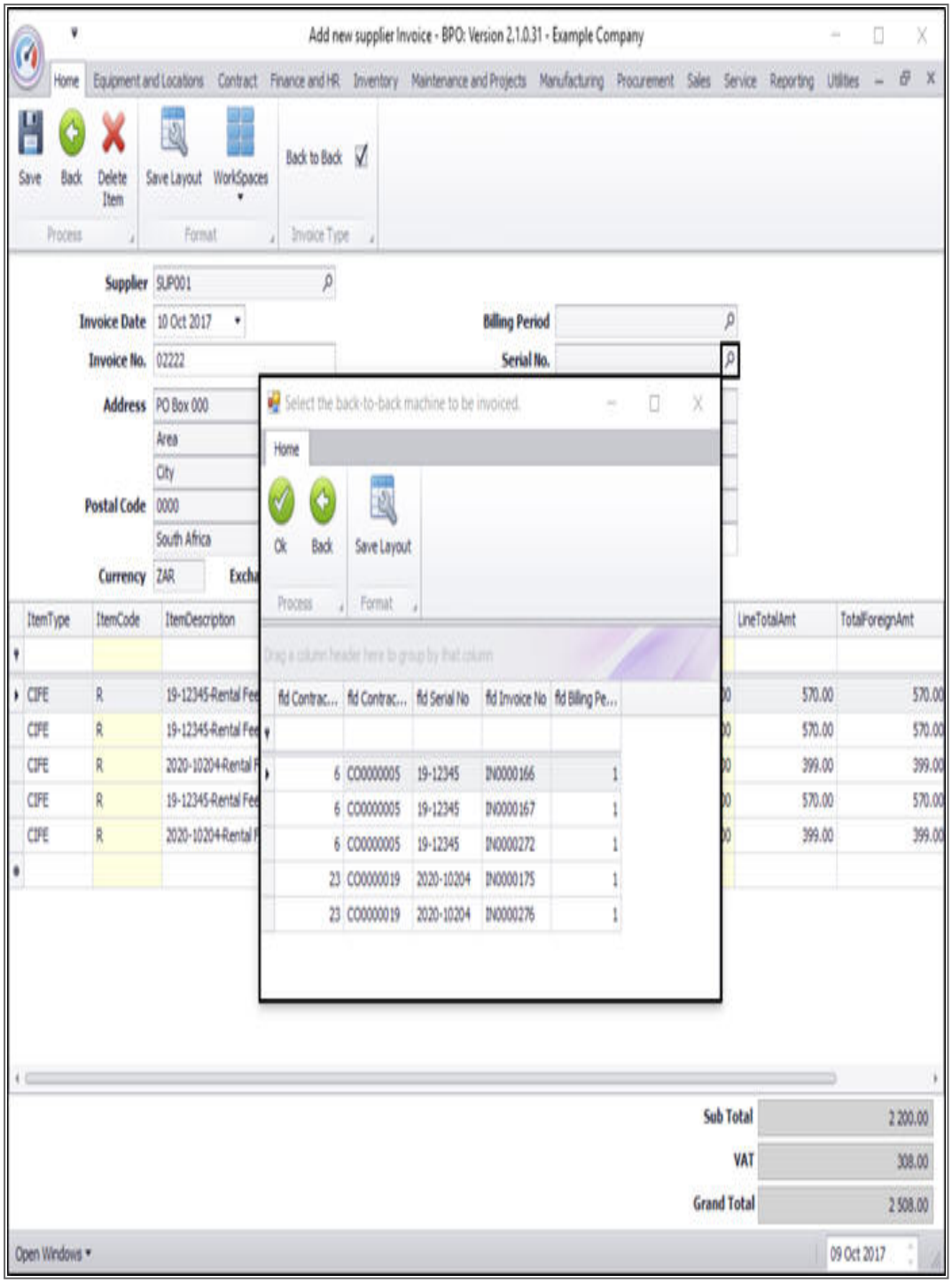

- Click on the ***row selector*** in front of the machine you wish to raise an invoice for.
- Click on ***Ok***.

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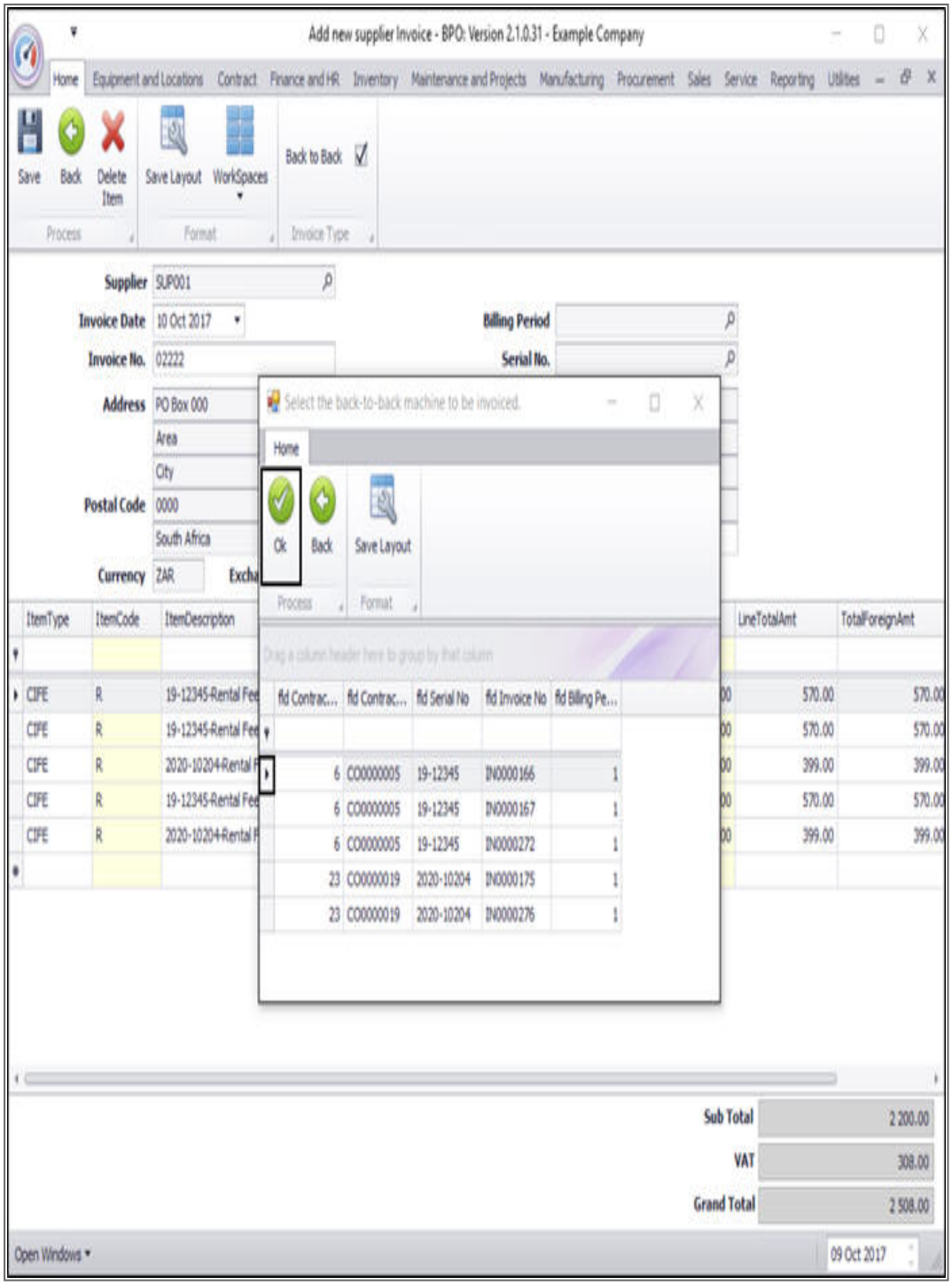

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Save Back to Back Invoice

- The selected items will now be displayed in the ***Items*** data grid.
- Click on ***Save***.

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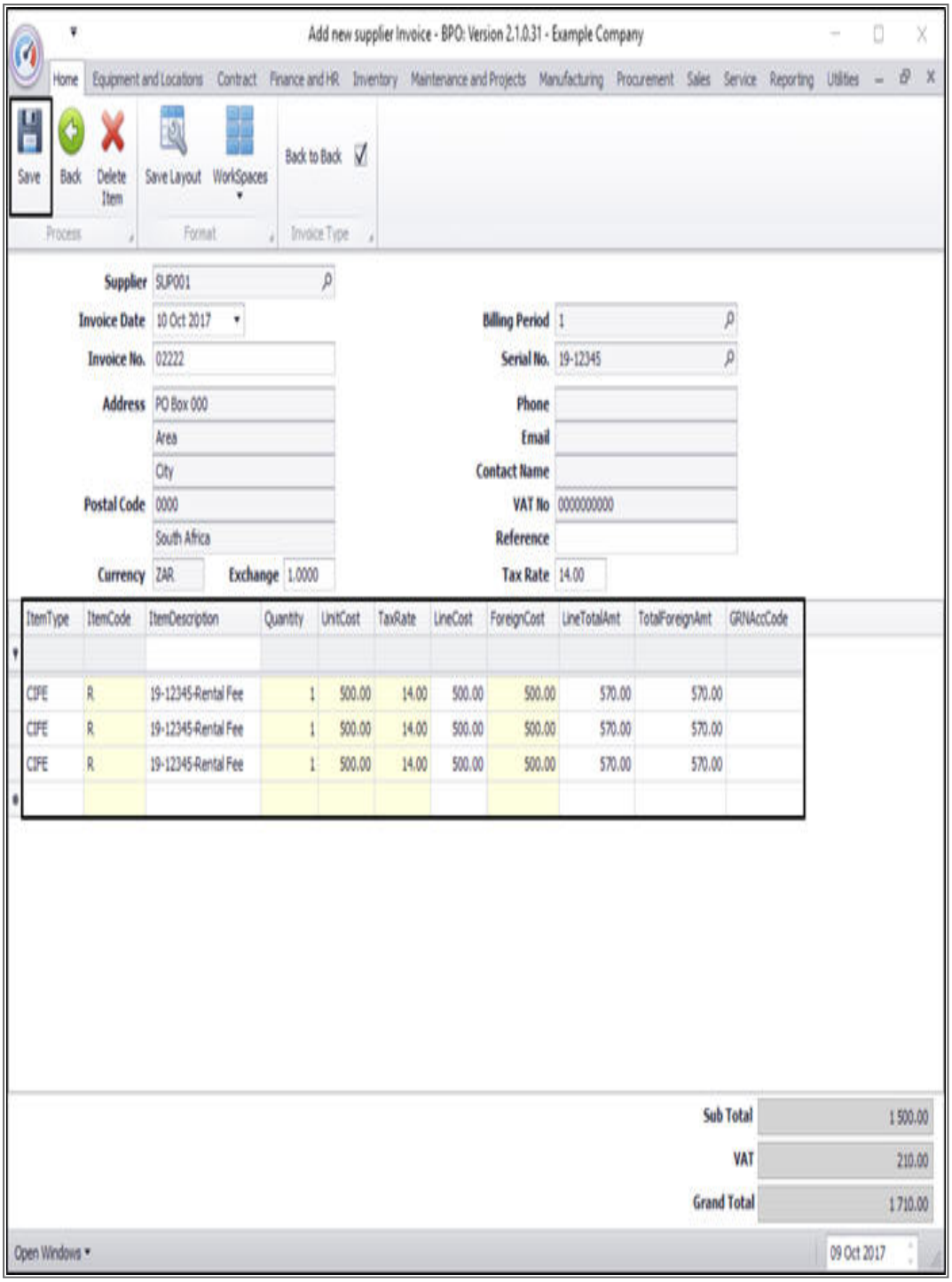

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Print Back to Back Invoice

- A ***Report Generation*** message box will pop up asking;
    - ***Do you want to print the invoice [ ]?***
- Click on ***Yes*** if you do want to print it.

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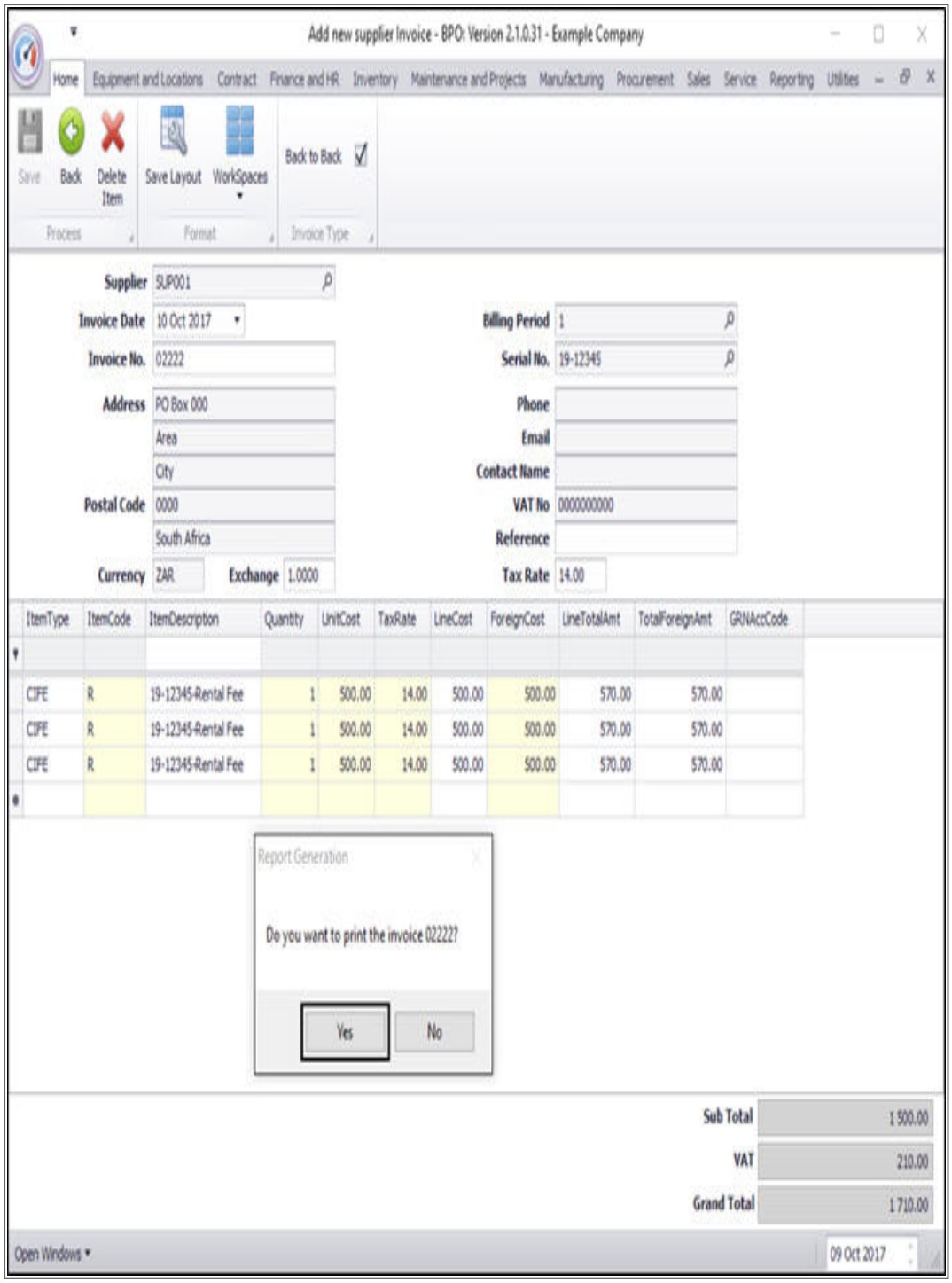

- The ***Report Preview*** screen will be displayed.
- From here you can ***View***, ***Print***, ***Export*** or ***Email***.
- ***Close*** the Report Preview screen when done.

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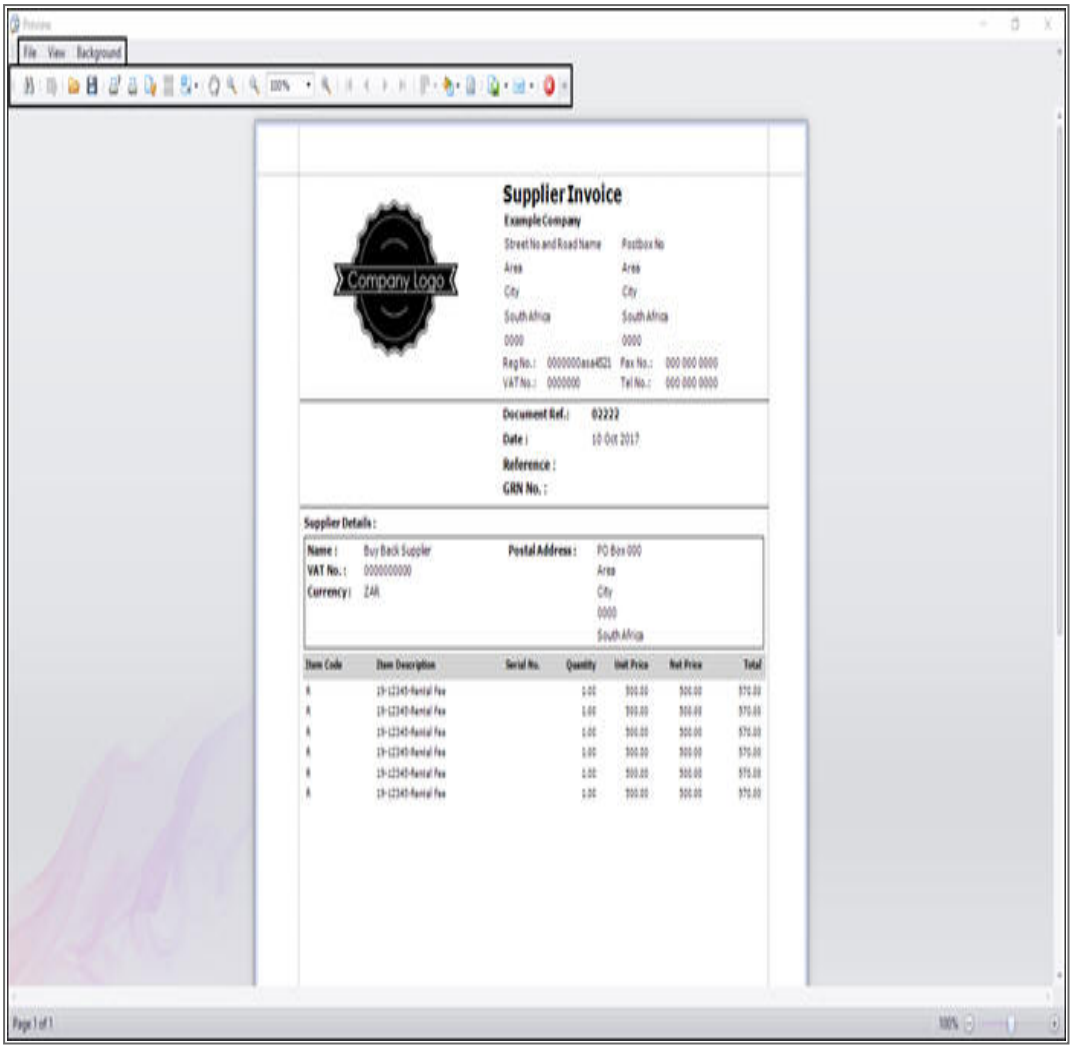

- A ***Supplier Invoice Processing*** message box will pop up informing you that;
    - ***Invoice No. [ ] saved successfully.***
- Click on ***OK***.

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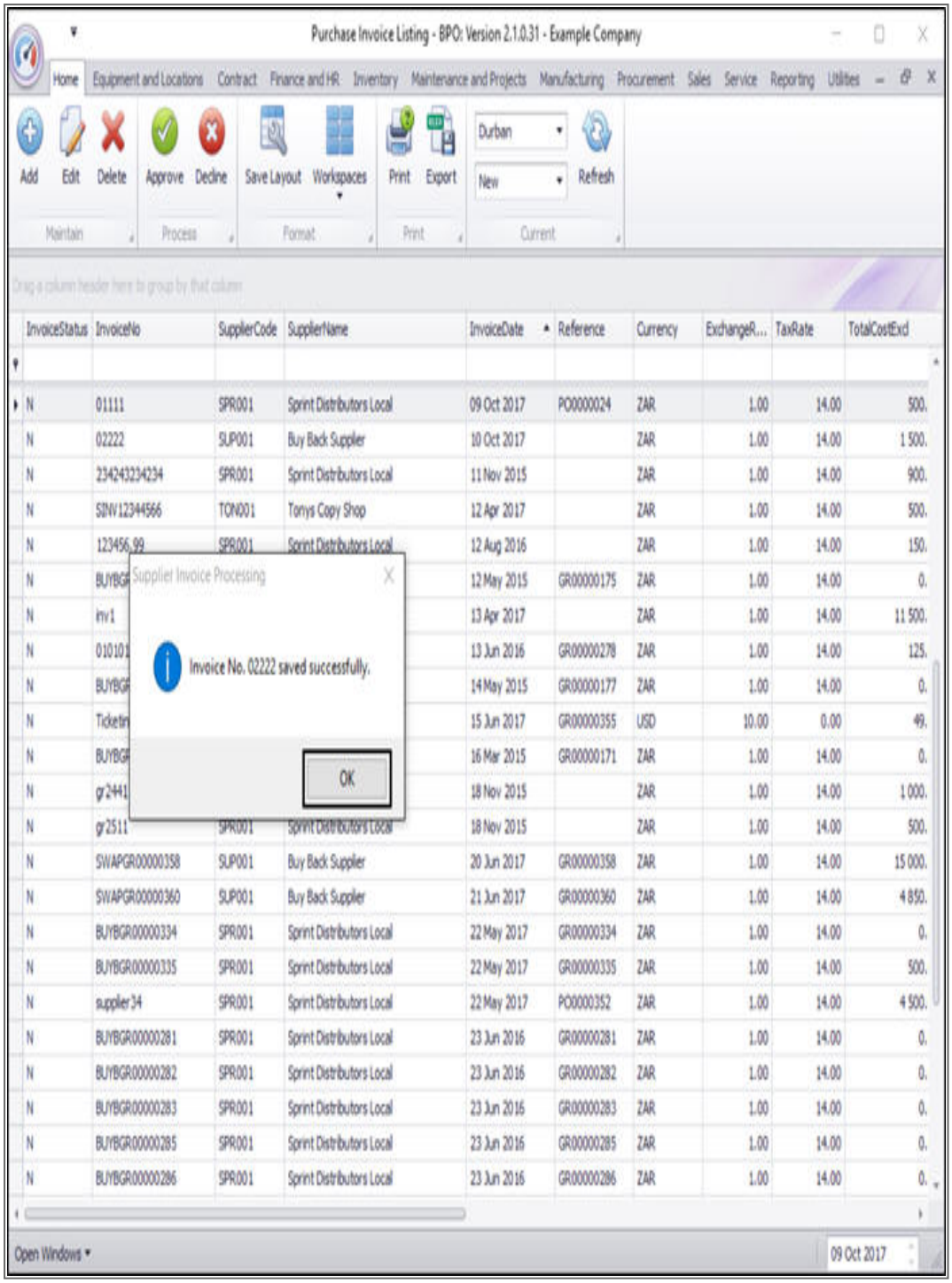

- You can now view the newly raised invoice in the ***Purchase Invoice Listing*** screen.

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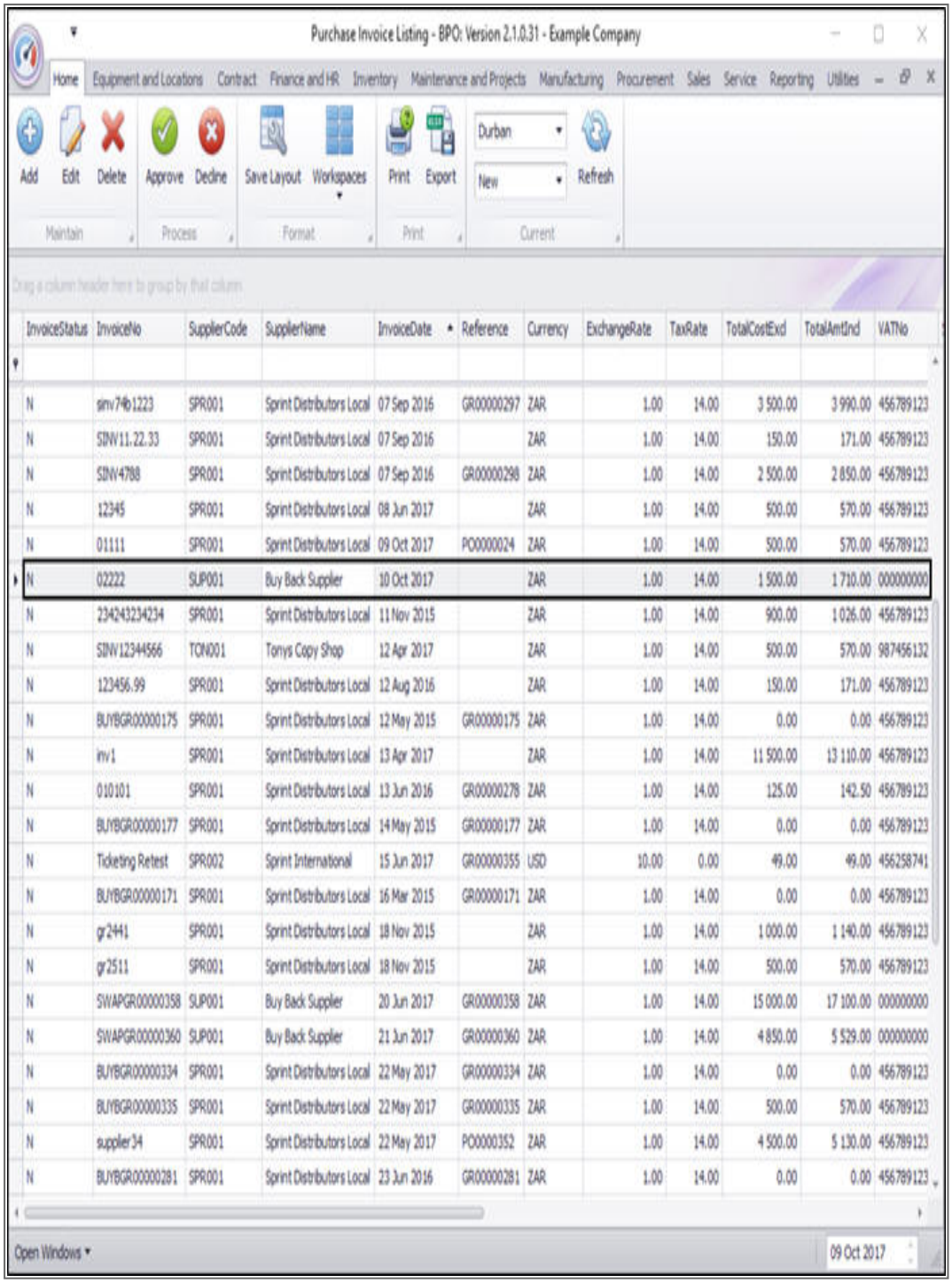

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtInd	VATNo
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	ZAR	1.00	14.00	500.00	570.00	456789123
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	000000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	456789123
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	987456132
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	125.00	142.50	456789123
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR	1.00	14.00	15 000.00	17 100.00	000000000
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	PO0000352	ZAR	1.00	14.00	4 500.00	5 130.00	456789123
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

You can now follow the process to accept the Supplier Invoice .

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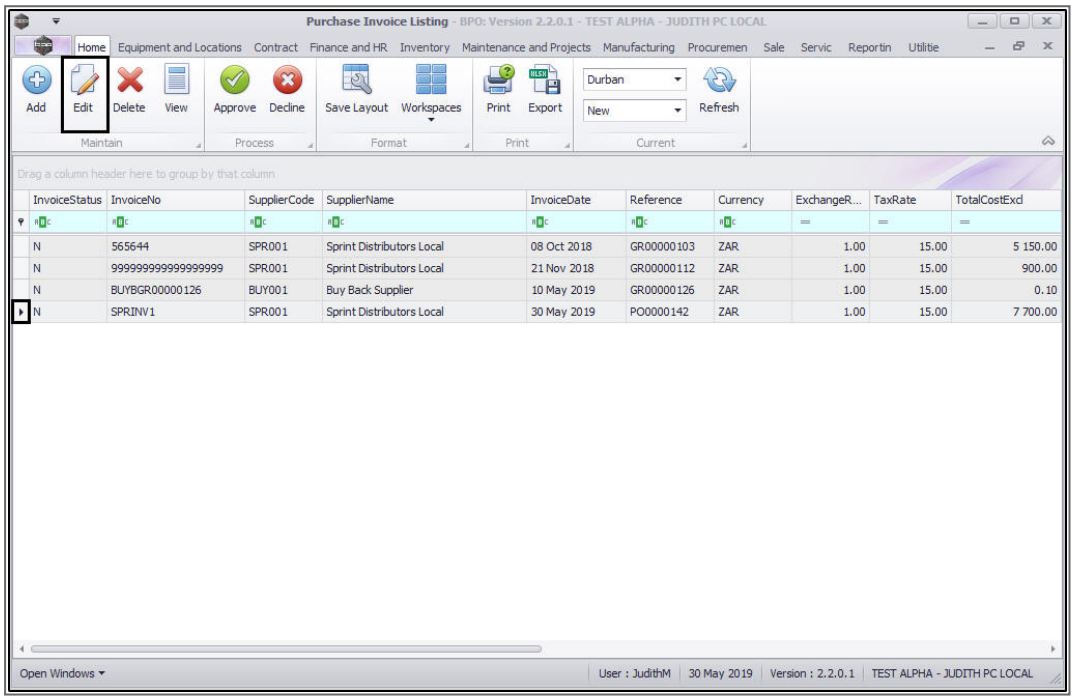
EDIT SUPPLIER INVOICE

In the ***Purchase Invoice Listing*** screen,

- click on the ***row selector*** in front of the ***supplier invoice*** you wish to edit.
- Click on ***Edit***.



- The ***Edit Supplier Invoice*** screen will be displayed.
- You can edit the following fields if required:
    - **Invoice Date**
    - **Invoice No**
    - **Exchange**
    - Quantity
    - **Unit Cost**
    - **Tax Rate**
    - **Foreign Cost**
- You can also delete items if required.

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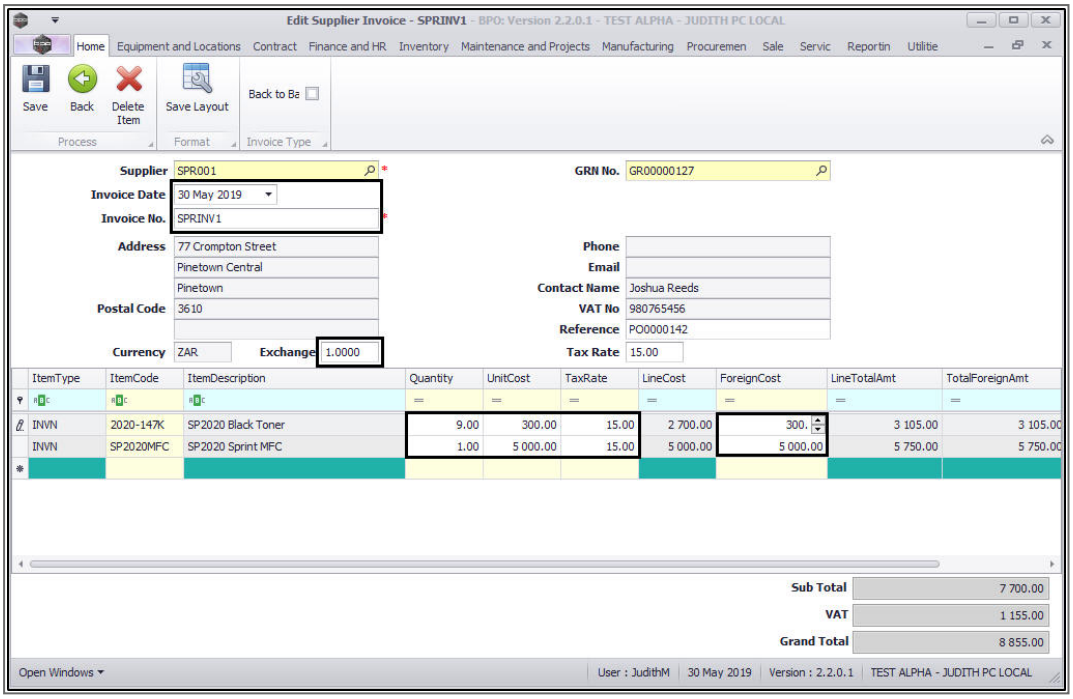
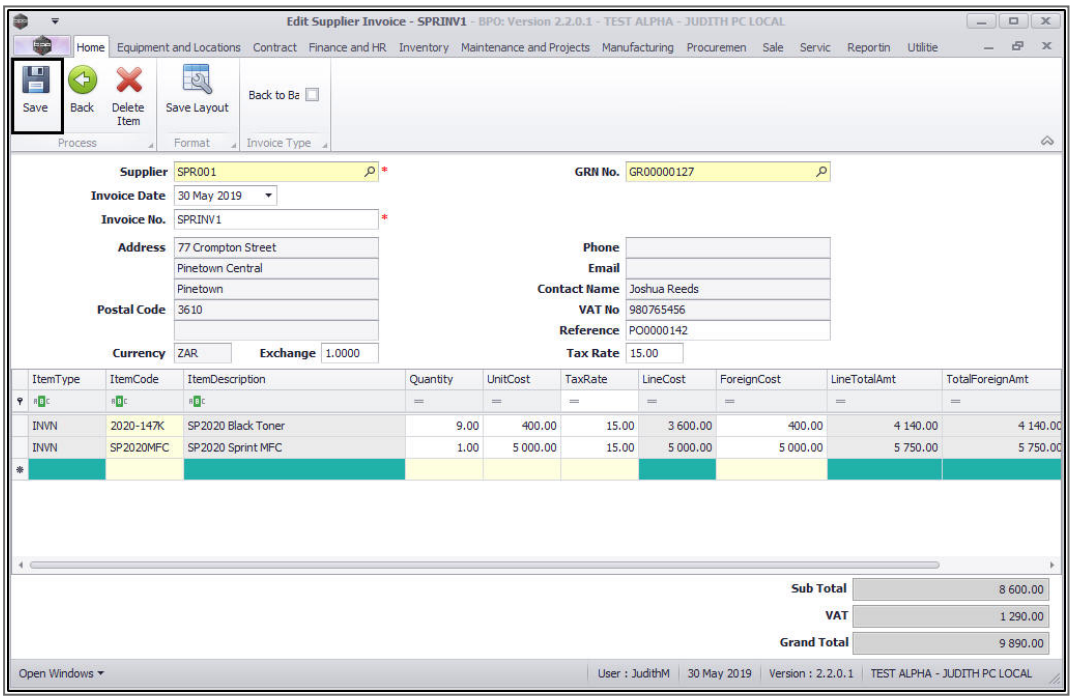


- After making the required changes, click on ***Save***.



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- The processes that will follow will depend on whether you are fully invoicing the GRN or partially invoicing the GRN.

DELETE SUPPLIER INVOICE

In the ***Purchase Invoice Listing*** screen,

- click on the ***row selector*** in front of the ***supplier invoice*** you wish to delete.
- Click on ***Delete***.

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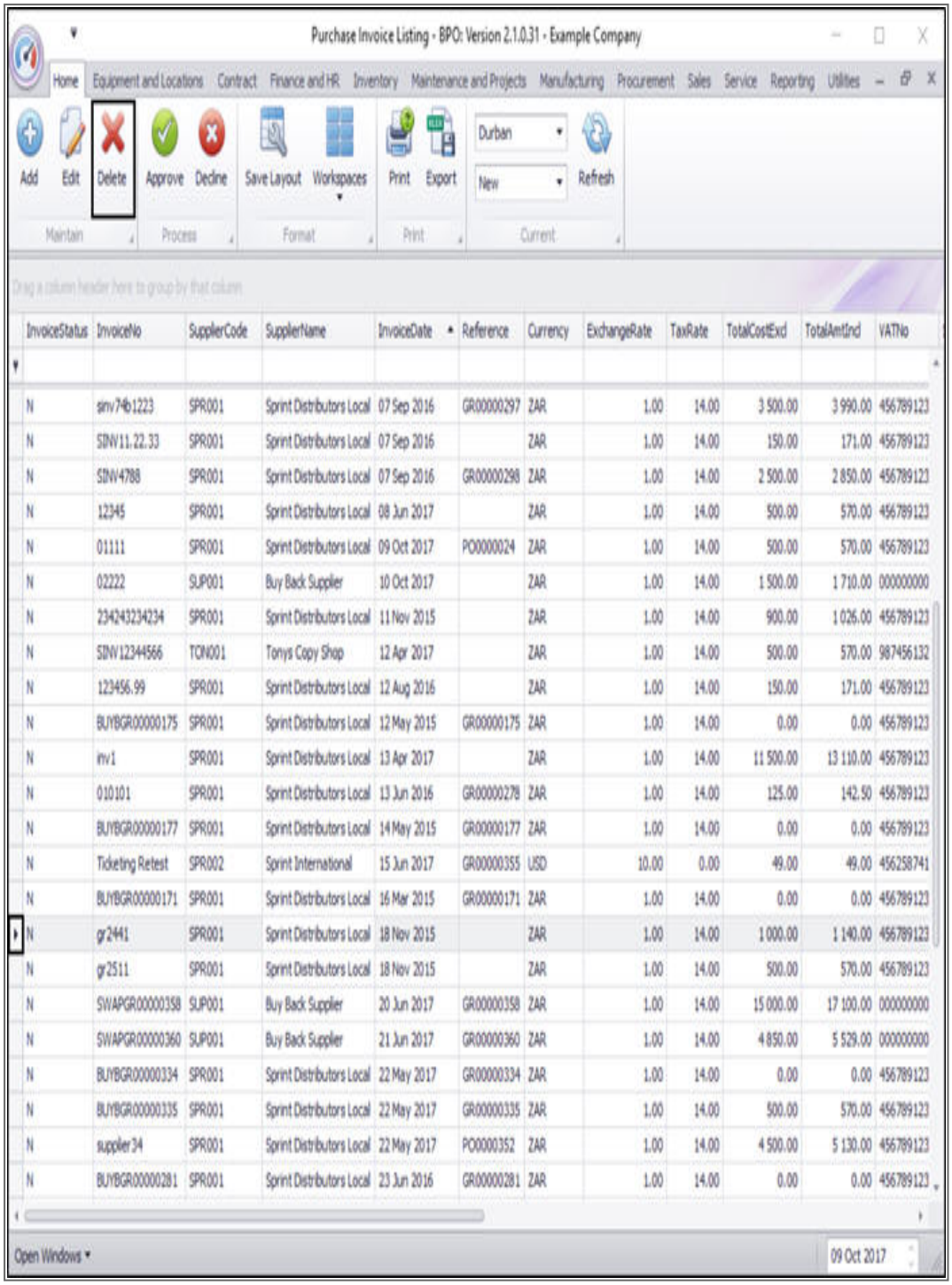

InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500.00	3 990.00	456789123
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N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00	14.00	500.00	570.00	456789123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	PO0000024	ZAR	1.00	14.00	500.00	570.00	456789123
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1.00	14.00	1 500.00	1 710.00	000000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00	14.00	900.00	1 026.00	456789123
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	500.00	570.00	987456132
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N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123
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N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	49.00	49.00	456258741
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N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	500.00	570.00	456789123
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N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR	1.00	14.00	4 850.00	5 529.00	000000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123
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N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123

- A ***Process Validation*** message box will pop up asking;
  - ***Are you sure that you want to delete this supplier***

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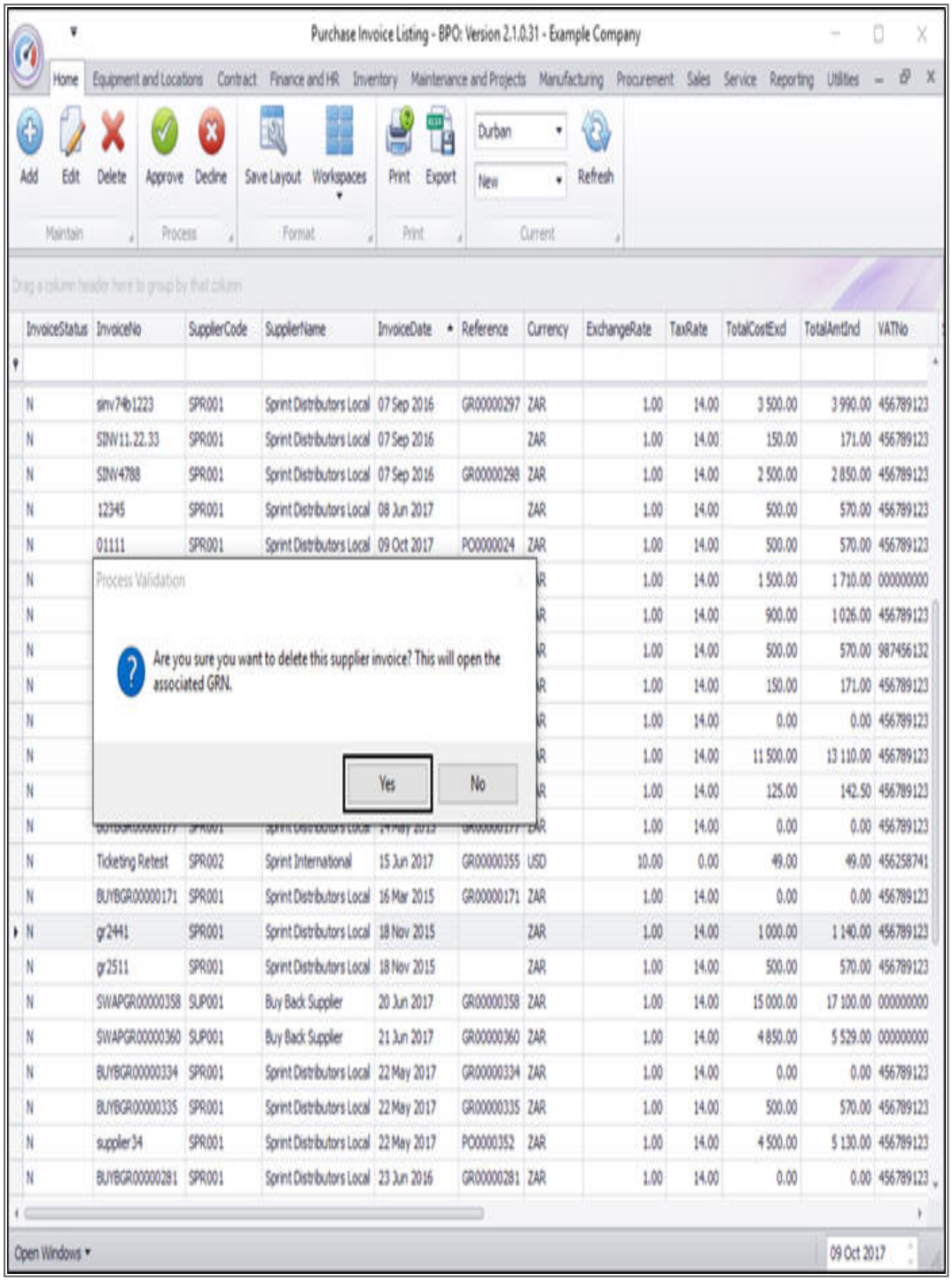
invoice? This will open the associated GRN.

- Click on ***Yes***.



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- A ***Supplier Invoice - Process*** message box will pop up informing you that;
    - ***This supplier invoice [ ] has been deleted.***
- Click on ***OK***.

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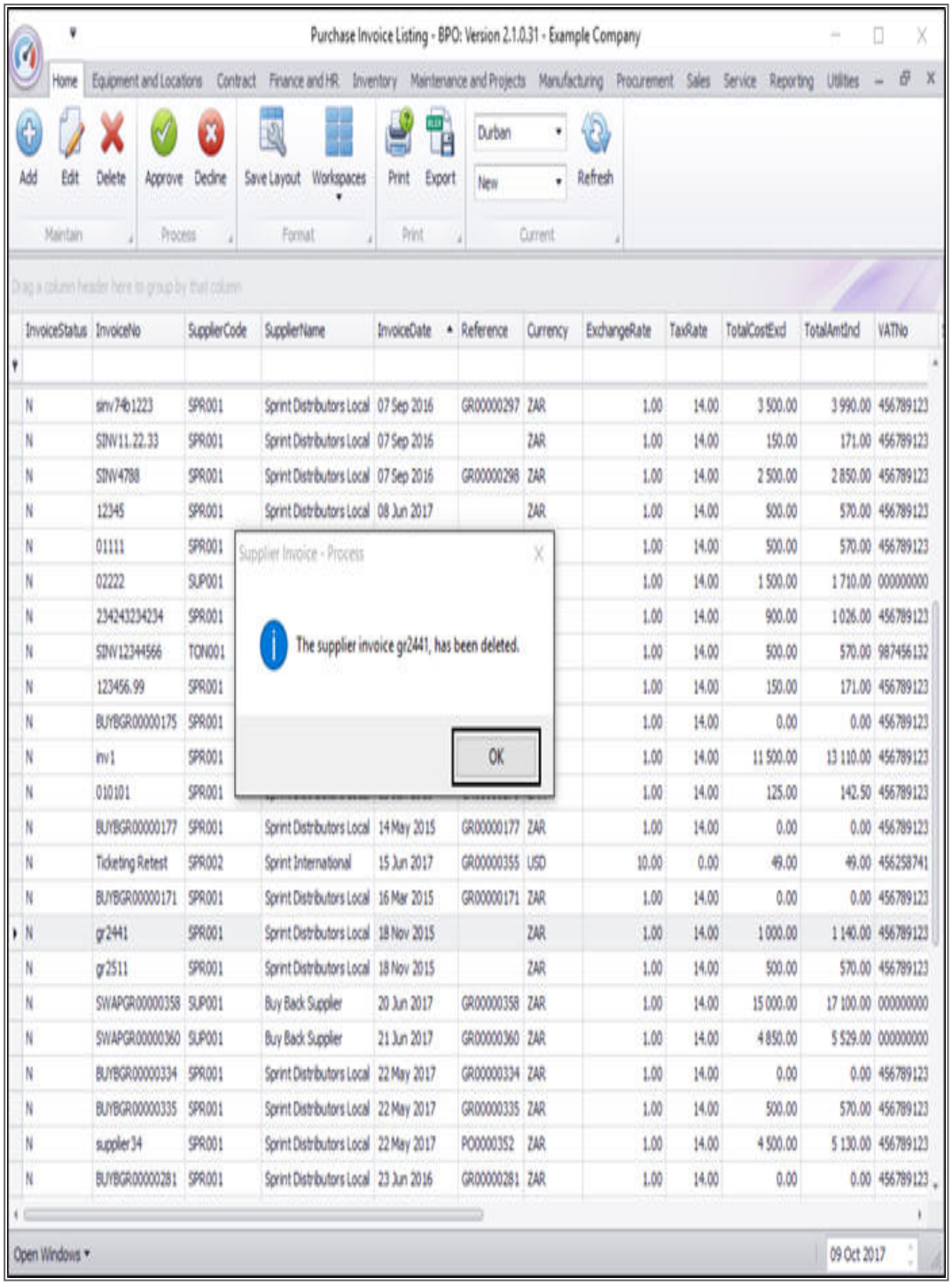

- The deleted invoice can now be viewed in the ***Purchase Invoice Listing*** screen where the ***status*** is set to ***Deleted***.

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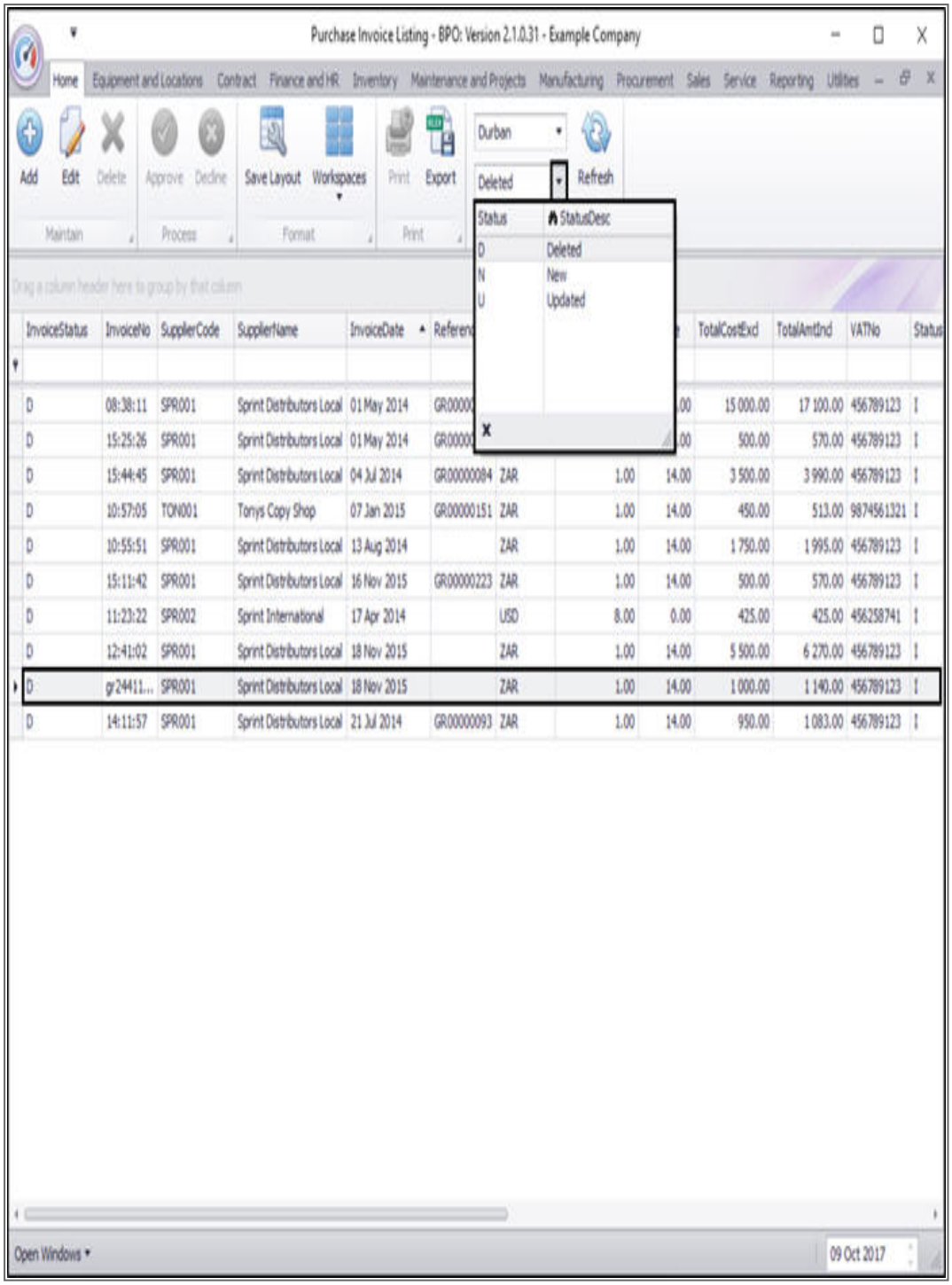

Related Topics

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- Print Supplier Invoice
- Accept Supplier Invoice

MNU.132.001

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