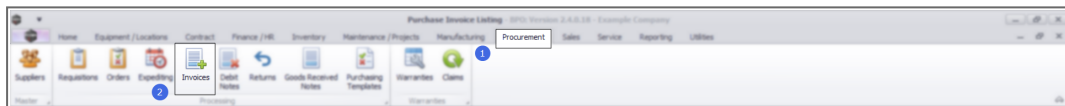# PROCUREMENT

ADD SUPPLIER INVOICE

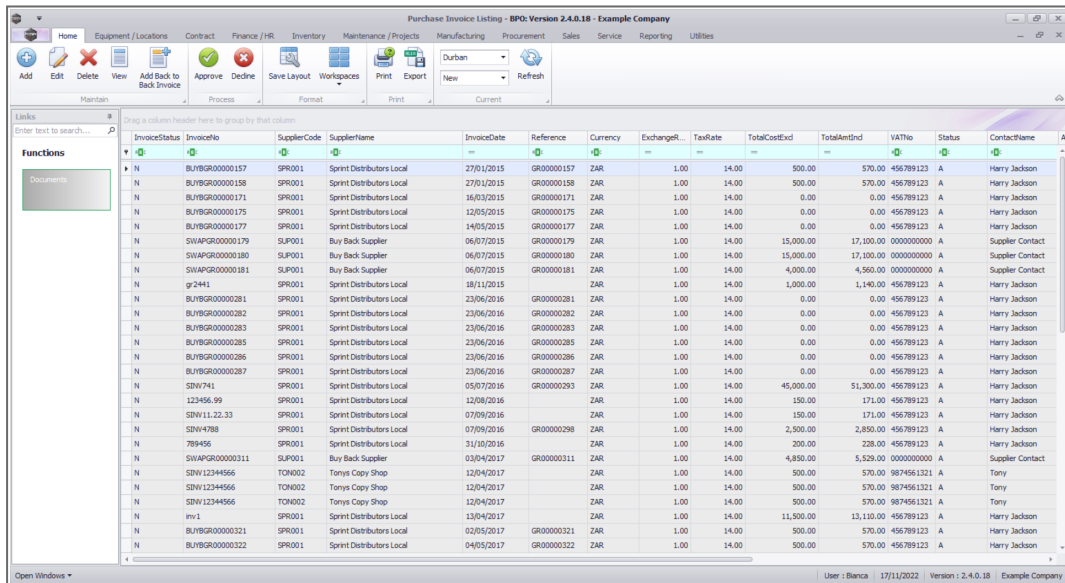As noted in the Supplier Invoice Introduction, a Supplier Invoice can be generated when receiving Stock with Supplier Invoice or when receiving Services with Supplier Invoice.

But if the Supplier sends the Invoice after the goods or services are received, you can manually create the Supplier Invoice.

Ribbon Select *Procurement > Invoices*

The *Supplier Invoices Listing* screen will be displayed.

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If *All Sites* displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the *New* status.
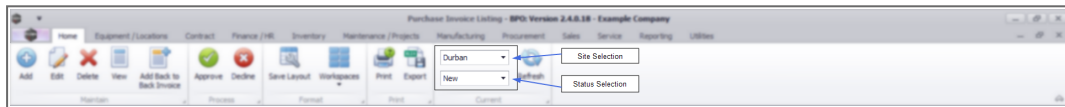
ADD SUPPLIER INVOICE

- Click on the *Add* button.
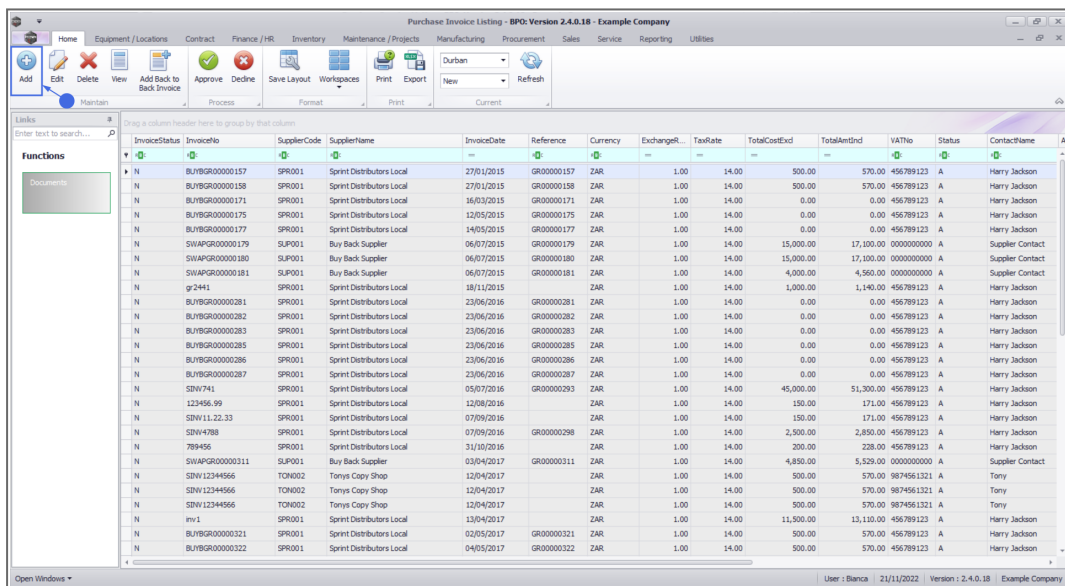
The *Supplier Invoice maintain* screen will be displayed.

- Search for and select the *Supplier*

SUPPLIER INVOICE HEADER

The *Supplier Invoice header* fields will populate with the Supplier Details and Supplier Invoice Date.

- Search for and select the *GRN No.*. This list will only display GRNs that are available for generating a Supplier Invoice.
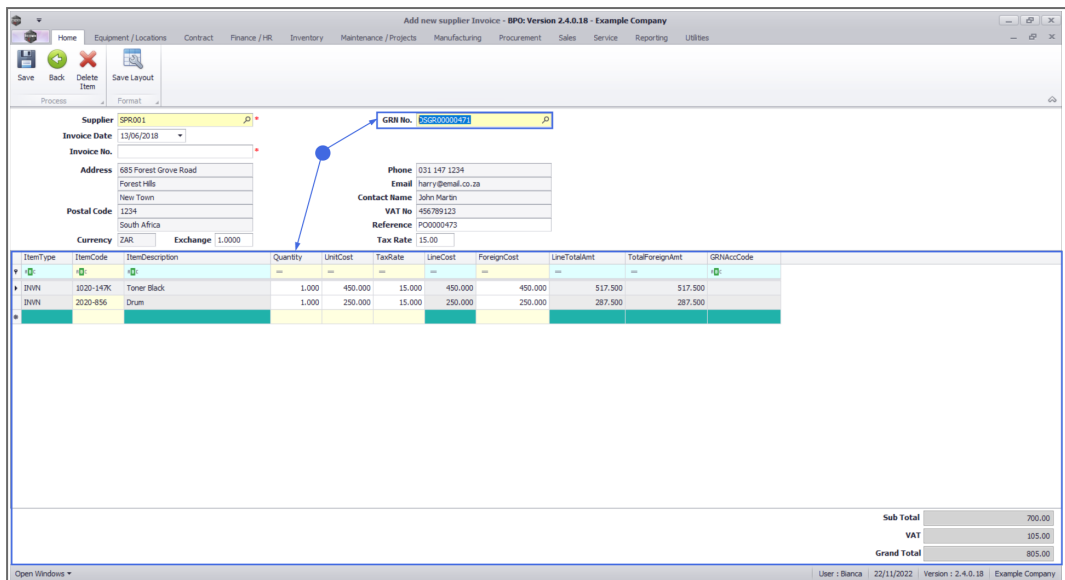
Tips:

- The Invoice from the Supplier will usually note the corresponding Purchase Order number, which you can use to filter the list if you don't have the GRN number handy.
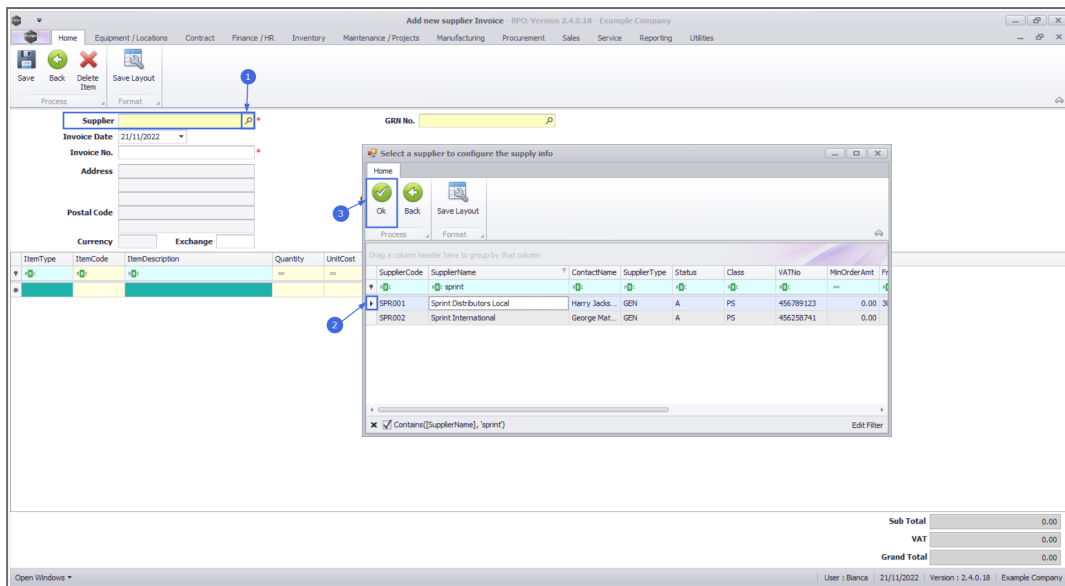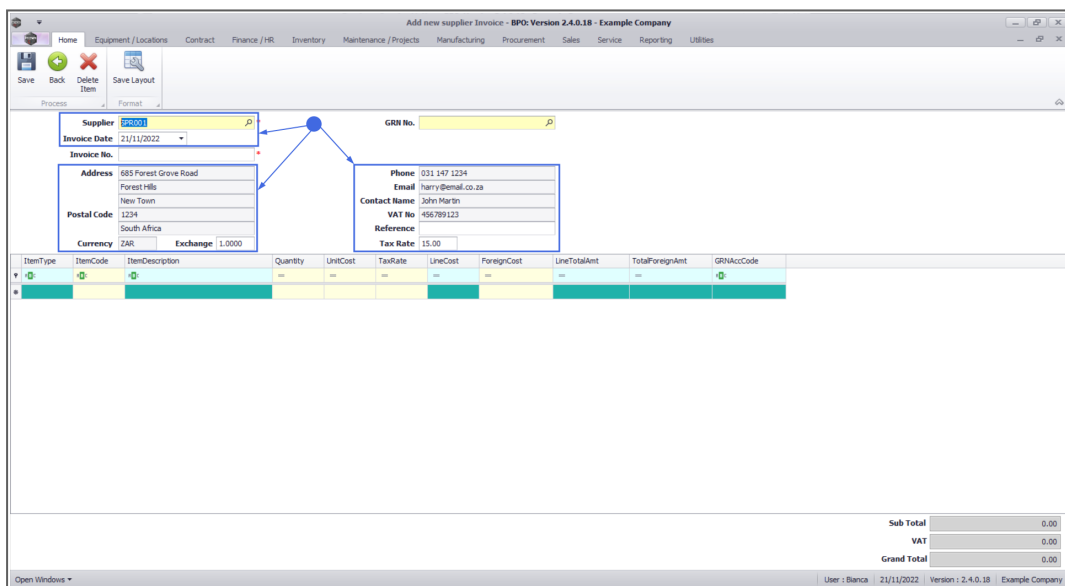- If the GRN does not display in the list, then either the GRN has not been created yet, or the Supplier Invoice has already been created. You can use the *Supplier Invoice Match* Report In <u>Reporting</u> to see where this order is in the process.

This will populate the *GRN No.* field and the *Supplier Invoice Items* and *Totals*.

- Search for and select the *Supplier*
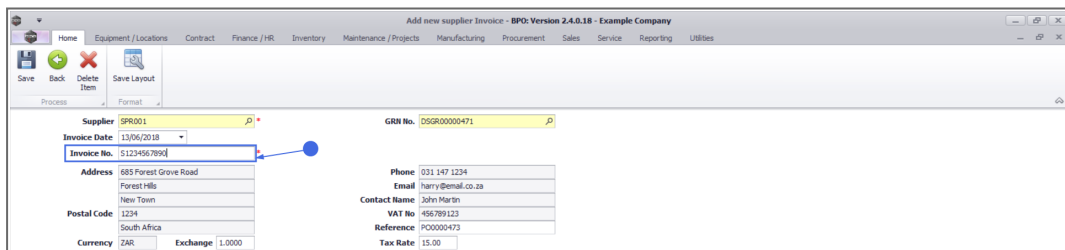
Supplier Invoice Number

- Type in the *Invoice No.* from the Supplier.

> 📝 **Note** You can create Multiple Supplier Invoices per GRN, but the Supplier Invoice number must be unique.

Exchange Rate

If this is a *Foreign Currency Supplier*, then it will be a good idea to check that the *Exchange Rate* is correctly set. The value that is populated by default is pulled from the configured Exchange Rates, which should ideally be updated every morning.

- You can override the *Exchange Rate* by typing it in here.
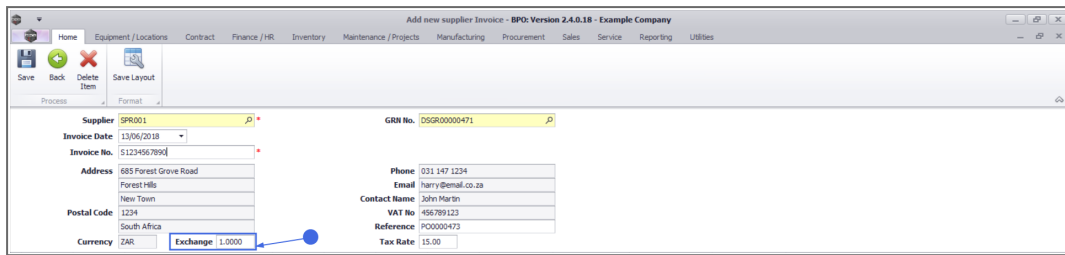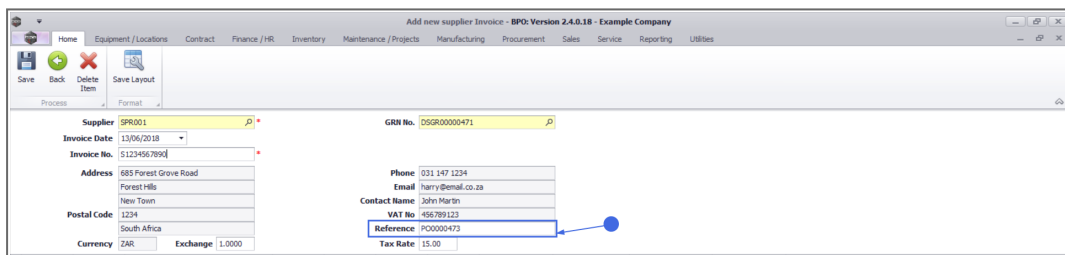

Reference

The *Reference* number is populated with the *Reference Number* from the Goods Received Note when the *GRN* is selected for Stock GRNs, which usually the **Purchase Order number** (if this was not changed manually). For *Non Stock GRNs* there is no **Reference Number** field, so the system will fetch an auto-populate this with the orginating **Purchase Order** number. You can change or add to this reference, if required, by typing into the field.

Tax Rate

The *Tax Rate* percentage is populated when the Supplier is selected and is retrieved from the Supplier detail. This value can be changed, but does not update the line items.

- If a Tax Rate percentage change occurred, and the Supplier detail has not been updated, or if the Supplier Invoice was created prior to said change, you can update the tax rate on the individual line items.

SUPPLIER INVOICE ITEMS

The Supplier Invoice on BPO should match the Invoice from the Supplier, so make sure to check that all items exist and that all quantities and costs are correct.
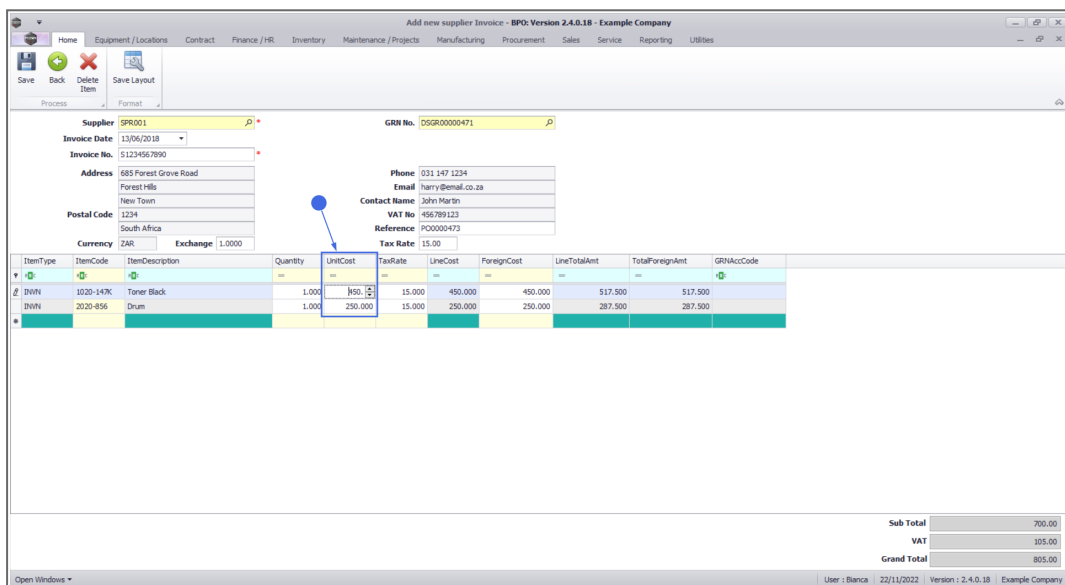
Line Item Cost

Pricing may have changed between the time the Purchase Order was created and receiving the Supplier Invoice. If the Supplier Invoice is received at the same time as the GRN, the unit costs can be updated when receiving the goods or services and this value will pull through to the Supplier Invoice.

However, in this instance, we are creating the Supplier Invoice after the GRN has been processed. Therefore, checking these costs against the Invoice from the Supplier is important.

Financial Posting Note:

- The value difference between the cost of the item on the GRN and Supplier Invoice will post to the Supplier Variance account via the SIVA driver when the Supplier Invoice is Approved.

- Type in the correct *UnitCost* where a change has occurred.
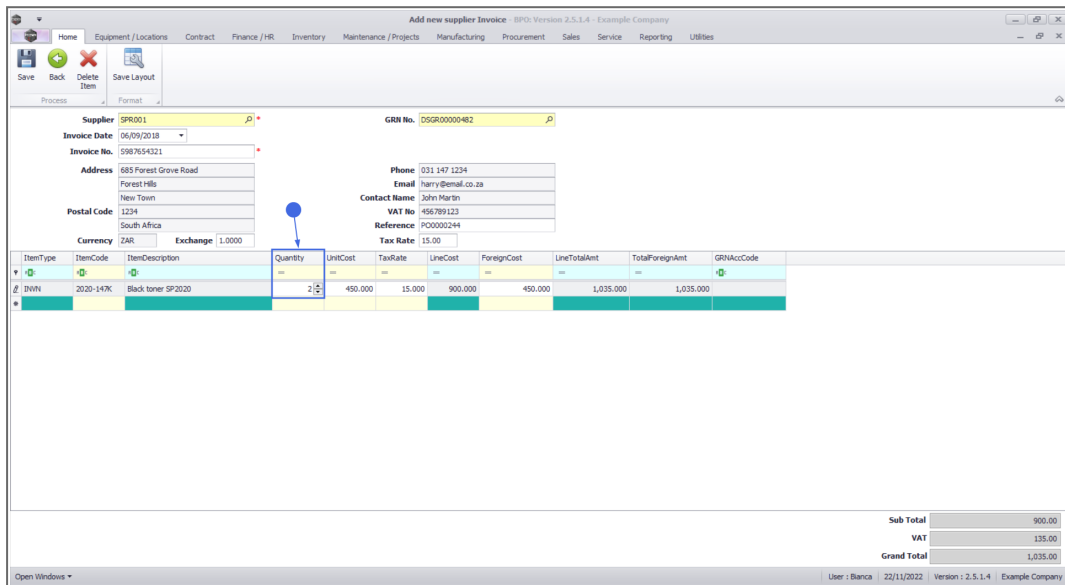

Partial Supplier Invoice

The Supplier may Invoice some of the goods or services received, and send another invoice for the remaining items. If this is the case, you can change the quantities or remove lines. Once the remainder of the items have been Invoice by the Supplier, you can create a another Supplier Invoice for these remaining items.

Partial Quantities

You can change the ***Quantity*** to less than the GRN amount, if necessary.

- Type in or use the arrows to adjust the quantity to match the Invoice from the Supplier.

Increasing Quantities

You can change the ***Quantity*** to more than the GRN amount, if necessary, but you will need to create a Stock Adjustment in order to match the Supplier Invoice.

- Type in or use the arrows to adjust the quantity to match the Invoice from the Supplier.

Partial Line Items

You can **Delete Line Items**, if necessary.

- Select the line of the item to be removed.
- Click on the **Delete** button.

Note Double check that you are removing the correct line, especially where multiple Serialized Items or Batches exist, but at different costs.

A message box will come up asking: *Are you sure you want to remove this line from the invoice?*

- Click on the *Yes* button.

Check Totals

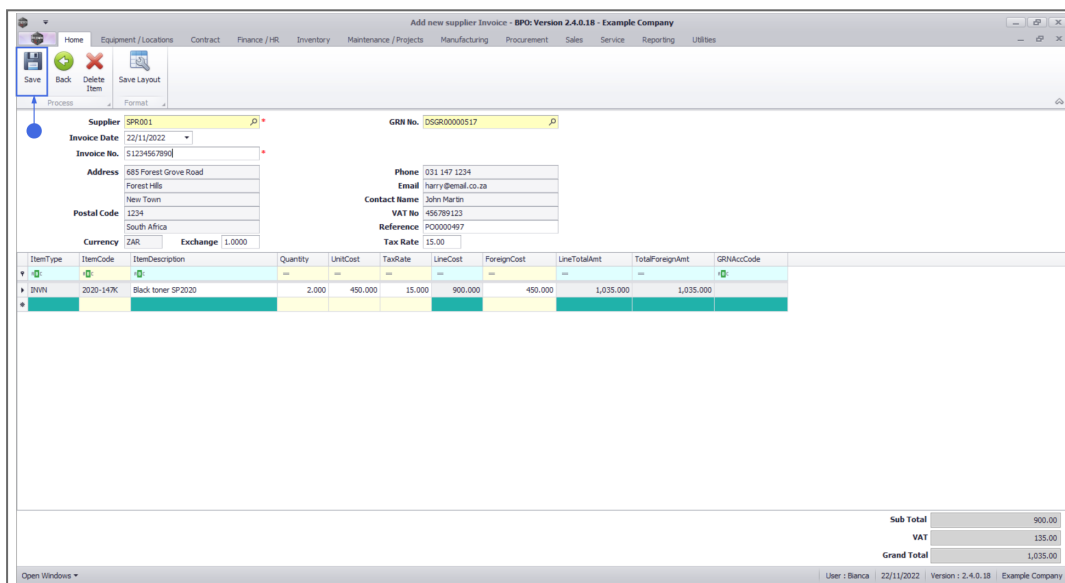Do a final comparison against the Sub Total, VAT and Grand Total against those on the Invoice from the Supplier.

SAVE SUPPLIER INVOICE

Once you have ensured that all the Supplier Invoice details are correct, you can save.
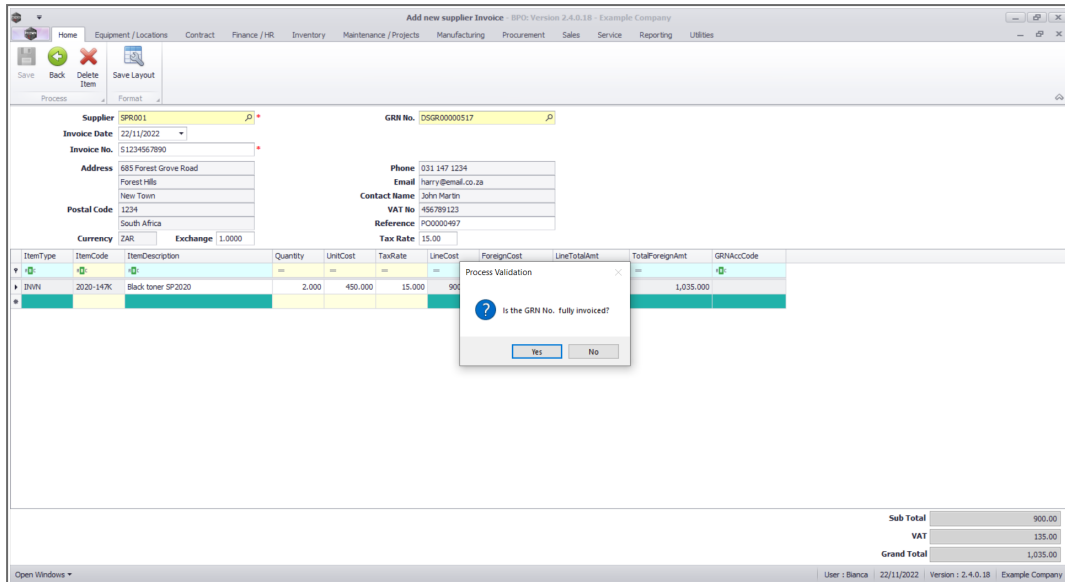
- Click on the *Save* button.
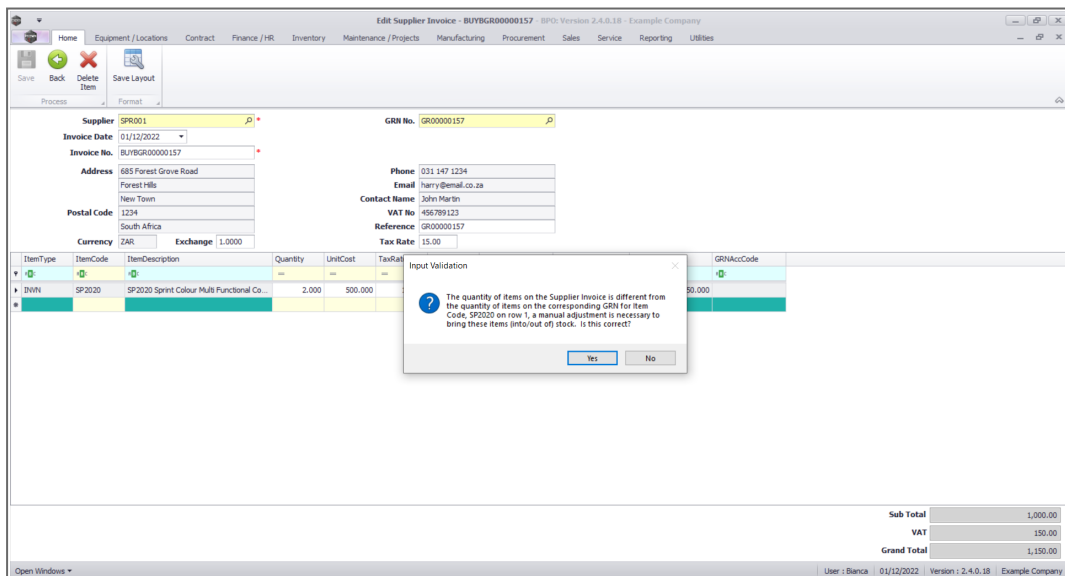
A message box will come up asking: *Is the GRN No. fully invoiced?*

- If this is a Partial Supplier Invoice, then select *No*, otherwise select *Yes*.
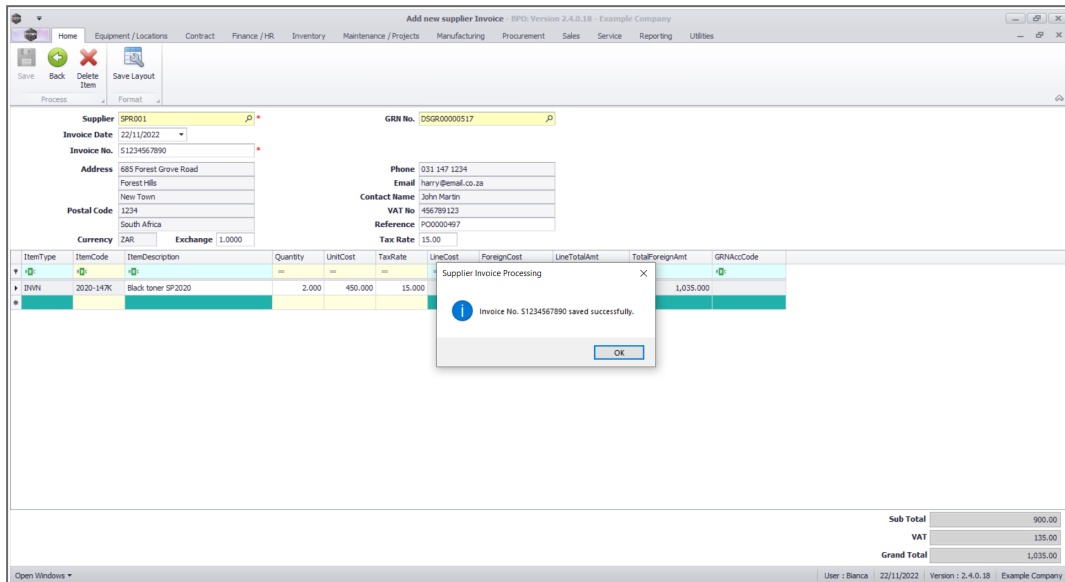
If quantities were changed change, a message box will come up noting: *The quantity of items on the Supplier Invoice is different from the quantity of items on the corresponding GRN for Item Code [part number] on row [row number], a manual adjustment is necessary to bring these items (into/out of) stock. Is this correct?*

- Click on the **Yes** button, if you are sure. Else select **No** to stop the save process, and correct the relevant quantities.

A message box will come up noting: *Invoice No. [invoice number] saved successfully.*

- Click on the *Ok* button.

PRINT SUPPLIER INVOICE

A message box will come up asking: *Do you want to print the invoice [invoice number]?*

- Click on *Yes* if you would like to print. This will bring up the Print Preview.

From here you can View, Print, Export or Email the purchase Order.

- Close the *Print Preview* when done.
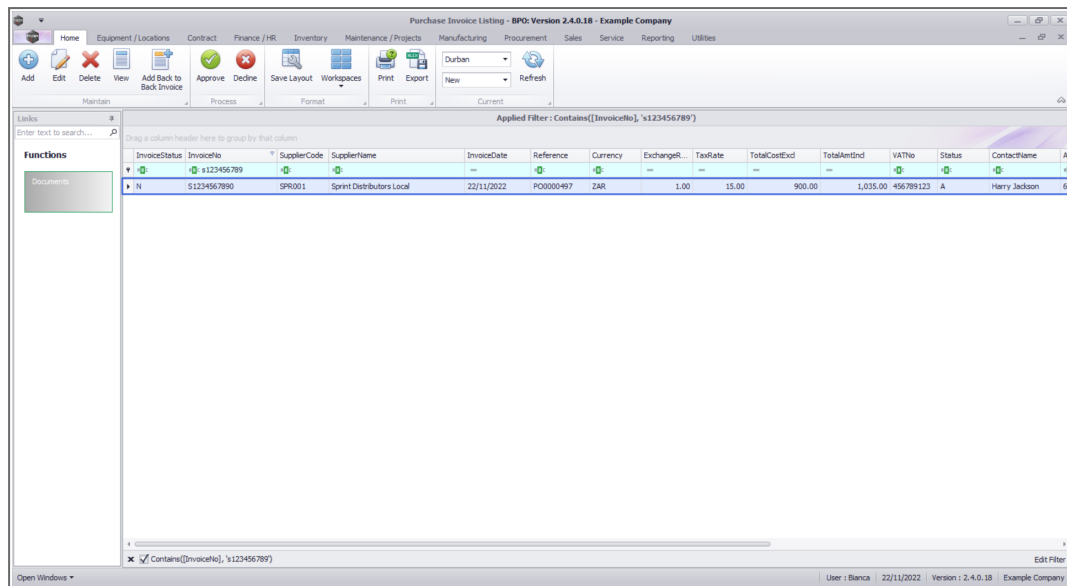
VIEW SUPPLIER INVOICE

The new Supplier Invoice will display in the Supplier Invoice listing screen. If you do not see it, then click on the Refresh button.

The Supplier Invoice must be <u>Approved</u> in order to post the financial transaction.

Financial Posting Note:

- The financial transaction will post via the <u>SINV driver</u> when the Supplier Invoice is <u>Approved</u>.

Related Topics

Standard Supplier Invoice

- <u>Supplier Invoice Intro</u>
- <u>Add Supplier Invoice</u>
- <u>Edit Supplier Invoice</u>
- <u>Delete Supplier Invoice</u>
- <u>View Supplier Invoice</u>
- <u>Print Supplier Invoice</u>
- <u>Approve Supplier Invoice</u>
- <u>Decline Supplier Invoice</u>
- <u>Supplier Invoice Documents</u>

Back to Back Supplier Invoice

- [B2B Supplier Invoice Intro](#)
- [Add B2B Supplier Invoice](#)
- Edit (same process as [Edit Supplier Invoice](#))
- Delete (same process as [Delete Supplier Invoice](#))
- View (same process as [View Supplier Invoice](#))
- Print (same process as [Print Supplier Invoice](#))
- Approve (same process as [Approve Supplier Invoice](#))
- Documents (same process as [Documents for Supplier Invoice](#))

MNU.132.005