

We are currently updating our site; thank you for your patience.

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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9 E	iquipment and L	ocations	Contract	Financ	e and HR	Inven	tory Maintenar	nce and Project	s Mar	ufacturing	Procurement	Sales	Service	Reporting	Utilities	
Suppliers	Requisitions	Orders	Expediting	Invoices	Debit Notes	S Returns	Goods Received Notes	Warranties	Q. Clains			1				
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	Home	Fauinmar	nt and Loca	ations of	Contract	Finance and HR	Inventory	Mainte	nance and Proje	te Manud	acturing Proc	urement	Sales Servic	e Reporting	Utilities -		3
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Invoice	Status	InvoiceNo		Supplier	Code !	SupplierName	Invoice	Date	Reference	Currenc	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Statu	us
N		SWAPGRO	00000179	SUP001		Buy Back Supplier	06 Jul 2	2015	GR00000179	ZAR	1.0	0 14.00	15 000.00	17 100.00	000000000000000000000000000000000000000	A	
N		SWAPGRO	00000180	SUP001		Buy Back Supplier	06 Jul 2	2015	GR00000180	ZAR	1.0	0 14.00	15 000.00	17 100.00	000000000000000000000000000000000000000	A	
N		SWAPGRO	00000181	SUP001		Buy Back Supplier	06 Jul 2	2015	GR00000181	ZAR	1.0	0 14.00	4 000.00	4 560.00	0000000000	A	
N		SWAPGRO	00000311	SUP001	. 1	Buy Back Supplier	03 Apr	2017	GR00000311	ZAR	1.0	0 14.00	4850.00	5 529.00	0000000000	A	
N		SWAPGRO	0000358	SUP001	1	Buy Back Supplier	20 Jun	2017	GR00000358	ZAR	1.0	0 14.00	15 000.00	17 100.00	0000000000	A	
N		SWAPGRO	0000360	SUP001		Buy Back Supplier	21 Jun	2017	GR00000360	ZAR	1.0	0 14.00	4 850.00	5 529.00	000000000	A	
N		SWAPGRO	00000361	SUP001		Buy Back Supplier	04 Jul 2	2017	GR00000361	ZAR	1.0	0 14.00	4850.00	5 529.00	000000000	A	
N		SWAPGRO	0000366	SUP001	. 1	Buy Back Supplier	19 Jul 3	2017	GR00000366	ZAR	1.0	0 14.00	129.98	148.18	000000000	A	
N		SWAPGRO	00000391	SUP001		Buy Back Supplier	30 Oct	2017	GR00000391	ZAR	1.0	0 14.00	4850.00	5 529.00	000000000	A	
N		SWAPGRO	0000392	SUP001	. 1	Buy Back Supplier	30 Oct	2017	GR00000392	ZAR	1.0	0 14.00	4 000.00	4 560.00	000000000	A	
N		SWAPGRO	00000401	SUP001	. 1	Buy Back Supplier	05 Dec	2017	GR00000401	ZAR	1.0	0 14.00	129.98	148.18	000000000	A	
Ν		SWAPGRO	00000403	SUP001		Buy Back Supplier	06 Dec	2017	GR00000403	ZAR	1.0	0 14.00	3 500.00	3 990.00	000000000	A	
N		SWAPGRO	00000407	SUP001		Buy Back Supplier	08 Jan	2018	GR00000407	ZAR	1.0	0 14.00	1 910.60	2 178.08	8 000000000	A	
Ν		SWAPGRO	00000409	SUP001	. 1	Buy Back Supplier	08 Jan	2018	GR00000409	ZAR	1.0	0 14.00	3 500.00	3 990.00	000000000	A	
N		SWAPGRO	00000449	SUP001	. 1	Buy Back Supplier	11 Oct	2018	GR00000449	ZAR	1.0	0 15.00	4 500.00	5 175.00	000000000) (A)	8
Ν		0101		SPR001		Sprint Distributors Local	09 Oct	2018	GR00000448	ZAR	1.0	0.00	800.00	800.00	456789123	Α	
Ν		123456.9	9	SPR001	1	Sprint Distributors Local	12 Aug	2016		ZAR	1.0	0 14.00	150.00	171.00	456789123	Α	
Ν		789456		SPR001		Sprint Distributors Local	31 Oct	2016		ZAR	1.0	0 14.00	200.00	228.00	456789123	A	
N		AB 100 200	1	SPR001		Sprint Distributors Local	09 Nov	2018	GR00000453	ZAR	1.0	0.00	2 700.00	2 700.00	456789123	Α	
Ν		AB9000		SPR001		Sprint Distributors Local	21 Sep	2018	GR00000439	ZAR	1.0	0.00	1 700.00	1 700.00	456789123	A	
N		AM10000	7	SPR001		Sprint Distributors Local	23 Sep	2018	GR00000440	ZAR	1.0	0.00	1 700.00	1 700.00	456789123	A	
N		AM20020)	SPR001		Sprint Distributors Local	09 Nov	2018	GR00000454	ZAR	1.0	0.00	1 800.00	1 800.00	456789123	Α	
N		AM60006		SPR001		Sprint Distributors Local	31 Oct	2018	GR00000452	ZAR	1.0	0.00	9 575.00	9 575.00	456789123	A	

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.



	e Equipment and Loca	ations Contra	0. 200	e Invoice Listing -	enance and Project	10			Sales Servi	Donark	Utilities	_ 8)
Hom		ations Contra		inventory Mainte		s Manu		rocurement	Sales Servi	ce Reporting	Utilities	- 10	1
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N	SWAPGR00000179	SUP001	Buy Back Supplier	06 Jul 2015	GR0000			3	15 000.0	17 100 00	0000000000		
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N	SWAPGR00000180 SWAPGR00000181	SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	ZAR		1.00 14.0			000000000000000000000000000000000000000		
N	SWAPGR00000311	SUP001	Buy Back Supplier	03 Apr 2017	GR00000311	ZAR		1.00 14.0			0000000000		
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR		1.00 14.0			0000000000		
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR		1.00 14.0			0000000000		
N	SWAPGR00000361	SUP001	Buy Back Supplier	04 Jul 2017	GR00000361	ZAR		1.00 14.0			0000000000		
N	SWAPGR00000366	SUP001	Buy Back Supplier	19 Jul 2017	GR00000366	ZAR		1.00 14.0			000000000		
N	SWAPGR00000391	SUP001	Buy Back Supplier	30 Oct 2017	GR00000391	ZAR		1.00 14.0	0 4 850.0	5 529.00	000000000	A	:
N	SWAPGR00000392	SUP001	Buy Back Supplier	30 Oct 2017	GR00000392	ZAR		1.00 14.0	0 4 000.0	4 560.00	0000000000	A	
N	SWAPGR00000401	SUP001	Buy Back Supplier	05 Dec 2017	GR00000401	ZAR		1.00 14.0	0 129.9	3 148.18	000000000	A	:
N	SWAPGR00000403	SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR		1.00 14.0	0 3 500.0	3 990.00	0000000000	A	ę
N	SWAPGR00000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR		1.00 14.0	0 1 910.6	2 178.08	000000000	A	:
N	SWAPGR00000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR		1.00 14.0	0 3 500.0	3 990.00	000000000	A	ę
N	SWAPGR00000449	SUP001	Buy Back Supplier	11 Oct 2018	GR00000449	ZAR		1.00 15.0	0 4 500.0	5 175.00	000000000	A	ę
N	0101	SPR001	Sprint Distributors Local	09 Oct 2018	GR00000448	ZAR		1.00 0.0	0 800.0	800.00	456789123	Α	ł
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR		1.00 14.0	0 150.0	171.00	456789123	A	ł
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR		1.00 14.0	0 200.0	228.00	456789123	Α	ł
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR		1.00 0.0	0 2 700.0	2 700.00	456789123	Α	+
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR		1.00 0.0	0 1 700.0	1 700.00	456789123	A	+
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR		1.00 0.0	0 1 700.0	1 700.00	456789123	Α	1
Ν	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR		1.00 0.0	0 1 800.0	1 800.00	456789123	A	
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2018	GR00000452	ZAR		1.00 0.0	0 9 575.0	9 575.00	456789123	Α	
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• The **Purchase Invoices** listed in the data grid, will be according to the site and status selection.



Home	Equipment and Loca	tions Contra	ct Finance and HR Ir	ventory Mainte	nance and Projects	Manufa	cturing Procur	ement	Sales Servio	e Reporting	Utilities -	- <i>P</i>	
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InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Statu	s
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	
Ň	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	000000000	Α	
N	SWAPGR00000391	SUP001	Buy Back Supplier	30 Oct 2017	GR00000391	ZAR	1.00	14.00	4 850.00	5 529.00	0000000000	Α	
N	SWAPGR00000392	SUP001	Buy Back Supplier	30 Oct 2017	GR00000392	ZAR	1.00	14.00	4 000.00	4 560.00	000000000	A	
N	SWAPGR00000401	SUP001	Buy Back Supplier	05 Dec 2017	GR00000401	ZAR	1.00	14.00	129.98	148.18	000000000	Α	
N	SWAPGR00000403	SUP001	Buy Back Supplier	06 Dec 2017	GR00000403	ZAR	1.00	14.00	3 500.00	3 990.00	0000000000	Α	
N	SWAPGR00000407	SUP001	Buy Back Supplier	08 Jan 2018	GR00000407	ZAR	1.00	14.00	1 910.60	2 178.08	000000000	A	
N	SWAPGR00000409	SUP001	Buy Back Supplier	08 Jan 2018	GR00000409	ZAR	1.00	14.00	3 500.00	3 990.00	000000000	Α	
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	Α	
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	Α	
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	
N	AB 100200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	Α	
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2018	GR00000439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	Α	
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2018	GR00000440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	Α	
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2018	GR00000454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	Α	
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**.



Home	Equipment and Loca	ations Contra	ct Finance and HR Ir	iventory M	Maintenano	e and Proje	ects Manufa	acturing Proc	urement	Sales Servic	e Reporting	Utilities -	- 8	्य
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InvoiceStatus	InvoiceNo •	SupplierCode	SupplierName	InvoiceDat	e R	eference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	5 (
Ν	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 201	l6 GI	R0000028	5 ZAR	1.00	14.00	0.00	0.00	456789123	Α	1
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 201	l6 Gi	R0000028	5 ZAR	1.00	0 14.00	0.00	0.00	456789123	Α	1
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 201	l6 Gi	R0000028	3 ZAR	1.00	14.00	0.00	0.00	456789123	Α	
Ν	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 201	L6 GI	R0000028	2 ZAR	1.00	0 14.00	0.00	0.00	456789123	Α	
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 201	l6 Gi	R0000028	L ZAR	1.00	14.00	0.00	0.00	456789123	Α	
Ν	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 20	15 G	R0000017	7 ZAR	1.00	14.00	0.00	0.00	456789123	Α	
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 20	15 G	R0000017	5 ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 20	15 G	R0000017	L ZAR	1.00	14.00	0.00	0.00	456789123	Α	1
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 201	L5 GI	R0000015	3 ZAR	1.00	14.00	500.00	570.00	456789123	Α	1
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 201	L5 GI	R0000015	7 ZAR	1.00	14.00	500.00	570.00	456789123	Α	1
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 201	18 G	R0000045	Z ZAR	1.00	0.00	9 575.00	9 575.00	456789123	Α	1
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 20	18 G	R0000045	t ZAR	1.00	0.00	1 800.00	1 800.00	456789123	Α	1
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 201	18 GI	R0000044	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	1
N	AK0111	TON002	Tonys Copy Shop	12 Jun 201	19 GI	R0000046-	t ZAR	1.00	15.00	300.00	345.00	9874561321	A	
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 201	18 G	R0000043	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	A	3
N	AB 100200	SPR001	Sprint Distributors Local	09 Nov 20	18 G	R0000045	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	A	
N	AB0 198765	TON002	Tonys Copy Shop	13 Sep 201	18 G	R0000043	ZAR	1.00	15.00	45 000.00	51 750.00	9874561321	A	
N	789456	SPR001	Sprint Distributors Local	31 Oct 201	16		ZAR	1.00	14.00	200.00	228.00	456789123	A	
N	334455	MET001	Metro Peach	09 Oct 201	18 G	R0000044	7 ZAR	1.00	15.00	150.00	172.50	1234567	A	
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 20	16		ZAR	1.00	14.00	150.00	171.00	456789123	A	
N	112233	GRE001	Green Office	09 Oct 201	18 GI	R0000044	ZAR	1.00	15.00	1 500.00	1 725.00	123456789	A	
N	0101	SPR001	Sprint Distributors Local	09 Oct 201	18 G	R0000044	B ZAR	1.00	0.00	800.00	800.00	456789123	A	

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

- As you have navigated here via the View button you can <u>only view</u> all the supplier details and item details of this Purchase Invoice.
- You will note there is <u>no</u> 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 List**ing screen.



-	Invoice No.						GR00000452				
	Address Postal Code	685 Forest Gro	ove Road			Phone	031 147 1234		1		
		Forest Hills				Email	harry@email.co.;	za			
		New Town			Con	tact Name	John Martin				
P	ostal Code						456789123				
	Currency	South Africa					GR00000452				
	Currency	ZAR	Exchange 1.0000			Tax Rate	0.00				
emType	ItemCode	ItemDescrip	tion	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRN/
IVN	2020-147Y	Yellow toner	SP2020	1.00	575.00	0.0					
IVN	19-687	Drum		1.00	1 000.00	0.0	1 000.00	1 000.00	1 000.00	1 000.00	
IVN IVN	SP 19 19 SP 19 19		nt Colour MFC nt Colour MFC	1.00	4 000.00	0.0	4 000.00	4 000.00	4 000.00	4 000.00	

ADD A PURCHASE INVOICE

• In the Purchase Invoice Listing screen, click on Add.



Home	Equipme	ent and Loca	ations (Contract	Finance and H	R Inv	entory	Mainte	nance and	d Projects	Manufa	cturing Proc	urement	Sales Service	e Reporting	Utilities -	- 0	
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InvoiceStatus	s InvoiceN	0 •	Supplier	Code S	SupplierName		Invoice	Date	Refere	ence	Currency	ExchangeRate	e TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	5
	21 1/2 02		0000004			and the		in er	60000	00000	740			0.00	0.00	456789123	A	
N		00000286	SPR001 SPR001		Sprint Distributors		23 Jun 23 Jun 2		GR000	00285	ZAR	1.0		0.00	0.00		A	
N		0000285	SPR001		Sprint Distributors		23 Jun :			00285	ZAR	1.0		0.00	0.00		A	
N		00000282	SPR001		print Distributors		23 Jun :			00283	ZAR	1.0		0.00	0.00			
N		00000281	SPR001		print Distributors		23 Jun 1			00281	ZAR	1.0		0.00	0.00		A	
N		00000177	SPR001		print Distributors		14 May		GR000		ZAR	1.0		0.00	0.00		Δ.	
N		00000175	SPR001		print Distributors		12 May			00175	ZAR	1.0		0.00	0.00		A	
N		00000171	SPR001		orint Distributors		16 Mar			00171	ZAR	1.0		0.00	0.00		A	
N	BUYBGR	00000158	SPR001	s	print Distributors	Local	27 Jan 3	2015	GR000	00158	ZAR	1.0	0 14.00	500.00	570.00	456789123	A	
N	BUYBGR	00000157	SPR001	s	Sprint Distributors	Local	27 Jan :	2015	GR000	00157	ZAR	1.0	0 14.00	500.00	570.00	456789123	A	
N	AM6000	5	SPR001	s	print Distributors	Local	31 Oct 3	2018	GR000	00452	ZAR	1.0	0 0.00	9 575.00	9 575.00	456789123	A	
N	AM2002	00	SPR001	s	print Distributors	Local	09 Nov	2018	GR000	00454	ZAR	1.0	0 0.00	1 800.00	1 800.00	456789123	A	
N	AM 1000	07	SPR001	S	print Distributors	Local	23 Sep	2018	GR000	00440	ZAR	1.0	0.00	1 700.00	1 700.00	456789123	A	
N	AK0111		TONOD	: т	onys Copy Shop		12 Jun 3	2019	GROOD	00464	ZAR	1.0	0 15.00	300.00	345.00	9874561321	A	
N	AB9000		SPR001	s	print Distributors	Local	21 Sep	2018	GR000	00439	ZAR	1.0	0.00	1 700.00	1 700.00	456789123	(A)	
N	AB 10020	00	SPR001	S	print Distributors	Local	09 Nov	2018	GR000	00453	ZAR	1.0	0.00	2 700.00	2 700.00	456789123	Α	
N	AB0 1987	765	TON002	t T	onys Copy Shop		13 Sep	2018	GR000	00431	ZAR	1.0	0 15.00	45 000.00	51 750.00	9874561321	A	
N	789456		SPR001	S	print Distributors	Local	31 Oct 3	2016			ZAR	1.0	0 14.00	200.00	228.00	456789123	A	
N	334455		MET001	. N	letro Peach		09 Oct 3	2018	GR000	00447	ZAR	1.0	0 15.00	150.00	172.50	1234567	Α	
N	123456.	99	SPR001	S	Sprint Distributors	Local	12 Aug	2016			ZAR	1.0	0 14.00	150.00	171.00	456789123	A	
N	112233		GRE001	G	Green Office		09 Oct 3	2018	GR000	00446	ZAR	1.0	0 15.00	1 500.00	1 725.00	123456789	Α	
N	0101		SPR001	S	Sprint Distributors	Local	09 Oct 3	2018	GR000	00448	ZAR	1.0	0.00	800.00	800.00	456789123	Α	

The Add new supplier Invoice screen will be displayed.

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



	Ŧ	3			Add	new supplier Inv	voice - BPO:	Version 2.1.0	.71 - Example Co	ompany				- [1	×
	Home	Equipment	and Locations	Contract	Finance and HR	Inventory	Maintenance	and Projects	Manufacturing	Procurem	ent Sales	Service	Reporting	Utilities -	8	х
Save	Back Process	Item	Save Layout	Back to Back		2										
	1	Supplier			* م			GRN No.			٩					
	In		14 Jun 2019	•												
	1	Invoice No.														
1		Address						Phone								
								Email								
	P	ostal Code					Con	tact Name VAT No								
								Reference								
		Currency		Exchange	e			Tax Rate								
10000	Туре	ItemCode		ItemDescript	tion	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAn	nt Tot	alForeignAmt	GRNAccCode	•	
۹ ۱															-	
												Sub Total				0.00
												VAT			1	0.00
											G	irand Total)	0.00
Open V	Vindows 🔻													11 Jun 2019	•	

VIEW AND EDIT PURCHASE INVOICE DETAILS

In the Purchase Invoice Listing screen,

- 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**.



Home	Equipment and Local	ions Contra		nventory		nance and	Projects	Manufa	cturing Proc.	urement	Sales Service	e Reporting	Utilities -	- 8	
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dd Edit	Delete View	Approve Decli	ne Save Layout Work	spaces		Export	New		Refresh						
Mainta	in 2	Process	Format		Print			Current							
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														1	
InvoiceStatus	InvoiceNo 🔻	SupplierCode	SupplierName	Invoice	Date	Refere	nce	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Status	s
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun	2016	GR000	00286	ZAR	1.00	14.00	0.00	0.00	456789123	A	
	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun	2016	GR000	00285	ZAR	1.00		0.00	0.00	456789123	Α	
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun	2016	GR000	00283	ZAR	1.00	14.00	0.00	0.00	456789123	Α	
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun	2016	GR000	00282	ZAR	1.00	0 14.00	0.00	0.00	456789123	A	
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun	2016	GR000	00281	ZAR	1.00	14.00	0.00	0.00	456789123	Α	
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May	2015	GR000	00177	ZAR	1.00	14.00	0.00	0.00	456789123	Α	
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May	2015	GR000	00175	ZAR	1.00	14.00	0.00	0.00	456789123	(A)	
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar	2015	GR000	00171	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan	2015	GR000	00158	ZAR	1.00	14.00	500.00	570.00	456789123	Α	
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan	2015	GR000	00157	ZAR	1.00	14.00	500.00	570.00	456789123	A	
N	AM60006	SPR001	Sprint Distributors Local	31 Oct	2018	GR000	00452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	Α	
	AM200200	SPR001	Sprint Distributors Local	09 Nov	2018	GR000	00454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	A	
N	AM100007	SPR001	Sprint Distributors Local	23 Sep	2018	GR000	00440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	Α	
N	AK0111	TON002	Tonys Copy Shop	12 Jun	2019	GR000	00464	ZAR	1.00	15.00	300.00	345.00	987456132	LA	
N (1)	AB9000	SPR001	Sprint Distributors Local	21 Sep	2018	GR000	00439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	(A)	
N	AB 100200	SPR001	Sprint Distributors Local	09 Nov	2018	GR000	00453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	Α	
N	AB0 198765	TON002	Tonys Copy Shop	13 Sep	2018	GR000	00431	ZAR	1.00	15.00	45 000.00	51 750.00	987456132	L 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	GR000	00447	ZAR	1.00	15.00	150.00	172.50	1234567	Α	
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	GR000	00446	ZAR	1.00	15.00	1 500.00	1 725.00	123456789	A	
N	0101	SPR001	Sprint Distributors Local	09 Oct	2018	GR000	00448	ZAR	1.00	0.00	800.00	800.00	456789123	A	

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

- 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 <u>Delete an Item</u> 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.



po	Ŧ	3			Edit Supp	olier Invoice - AN	160006 - BPC	D: Version 2	.1.0.71 - Examp	le Company			- 0	×
	ome	uipment a	and Locations	Contract	Finance and HR	Inventory Ma	aintenance a	nd Projects	Manufacturin	g Procureme	nt Sales Se	rvice Reporting	Utilities -	8 x
		em 🤜	ave Layout Format	Back to Back										
	S	upplier	SPR001		* م			GRN No.	GR00000452		Q			
1	Invoid	e Date	31 Oct 2018											
	Invo	ice No.	AM60006											
	A	ddress	685 Forest G	Frove Road				Phone	031 147 1234					
			Forest Hills						harry@email.co	o.za				
			New Town				Cont		John Martin					
	Posta	Currency ZAR Exchange 1.0000 ItemCode ItemDescription ItemDescription ItemDescription					456789123 GR00000452							
			1 0000			Tax Rate	Constant and the second							
			LAN			o						e a le la la la		
ItemTyp	0e 10	emcode		ItemDescript	on	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode	
INVN	20)20-147Y		Yellow toner	SP2020	1.00	575.00	0.00	575.00	575.00	575.0	0 575.00		
INVN	19	9-687		Drum		1.00	1 000.00	0.00	1 000.00	1 000.00	1 000.0	0 1 000.00		
INVN	SF	91919		SP1919 Sprin	nt Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.0	0 4 000.00		
INVN	SF	91919		SP1919 Sprin	nt Colour MFC	1.00	4 000.00	0.00	4 000.00	4 000.00	4 000.0	0 4 000.00	į	
*											Sub	Total		9 575.00
														0.00
											Grand	Total		9 575.00
Open Wind	lows •												11 Jun 2019	÷ ¢ .

VIEW AND EDIT SUPPLIER INVOICE ITEMS

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

SAVE THE EDITED SUPPLIER INVOICE

2. Save the edited details when you are done.



							Edit Supp	olier Invoice - Al	V160006 - BP	O: Version 2	.1.0.71 - Examı	ole Company			-		5	×
P	Home	Equipm	enta	and Locations	Contract			Inventory 1					ent Sales Se	rvice Reporting	Utilities	-	8	×
Save		Item		Save Layout	Back to Back							*						
	Proces	s .	4	Format a	Invoice Typ	ы. эо												
		Supp	lier	SPR001			* ٩			GRN No.	GR00000452		Q					
		Invoice Da	ite	31 Oct 2018														
	2	Invoice	Vo.	AM60006														
		Addre	255	685 Forest G	rove Road					Phone	031 147 1234	(
				Forest Hills							harry@email.co	o.za						
		100 00200		New Town					Con		John Martin							
		Postal Co	de	1234 South Africa			-				456789123 GR00000452							
		Currer			Exchange	1.0000			1	Tax Rate	Construction of the second							
Ite	mType	ItemCo	-	LAN	ItemDescript	-		Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAcc	Code	1	
P		- Contract	Juc		Tempeserpe			Quartery	Childost	Turtute	Lincook	roreigneost	Line rotainine	Total oreignmite	Granice	Louic		
IN	/N	2020-:	L47Y	(Yellow toner	SP2020		1.0	575.00	0.00	575.00	575.00	575.0	0 575.00)			
IN	٧N	19-68	1		Drum			1.0	1 000.00	0.00	1 000.00	1 000.00	1 000.0	0 1000.00)			
IN	/N	SP 19 1	Э		SP 19 19 Sprin	nt Colour	MFC	1.0	4 000.00	0.00	4 000.00	4 000.00	4 000.0	0 4 000.00)			
IN	/N	SP 191	9		SP 19 19 Sprin	nt Colour	MFC	1.0	4 000.00	0.00	4 000.00	4 000.00	4 000.0	0 4 000.00)			
		1	/	1									Sub	Total VAT		g	575.	.00
													Grand	Total		9	575.	.00
pen	Window	s 🕶													11 Jun	2019	-	1

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 <u>Delete</u> the supplier invoice.



Home	Equipment and Loca	tions Contra	ct Finance and HR In	ventory	Mainten	ance and	Projects	Manufa	cturing Proc	rement	Sales Service	e Reporting	Utilities -	- 8)
c) 🚺	\times				י 😫		Durba	1 7							
Add Edit	Delete View	Approve Decli	ne Save Layout Work	spaces	Print I	Export	New	-	Refresh						
		2 cess		•											
Maint	ain 4	Z cess	# Format	- 4	Print			Current							
InvoiceStatus	InvoiceNo -	SupplierCode	SupplierName	InvoiceD	ate	Refere	nce	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	s (
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2	016	GR000	00286	ZAR	1.00	14.00	0.00	0.00	456789123	A	1
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2	016	GR000	00285	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2	016	GR000	00283	ZAR	1.00	14.00	0.00	0.00	456789123	A	1
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2	016	GR000	00282	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2	016	GR000	00281	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2	015	GR000	00177	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2	015	GR000	00175	ZAR	1.00	14.00	0.00	0.00	456789123	A	
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2	015	GR000	00171	ZAR	1.00	14.00	0.00	0.00	456789123	A	1
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2	015	GR000	00158	ZAR	1.00	14.00	500.00	570.00	456789123	A	1
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2	D15	GR000	00157	ZAR	1.00	14.00	500.00	570.00	456789123	Α	
N	AM60006	SPR001	Sprint Distributors Local	31 Oct 2	018	GR000	00452	ZAR	1.00	0.00	9 575.00	9 575.00	456789123	Α	
N	AM200200	SPR001	Sprint Distributors Local	09 Nov 2	018	GR000	00454	ZAR	1.00	0.00	1 800.00	1 800.00	456789123	Α	
N	AM100007	SPR001	Sprint Distributors Local	23 Sep 2	018	GR000	00440	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	Α	
N	AK0111	TON002	Tonys Copy Shop	12 Jun 2	019	GR000	00464	ZAR	1.00	15.00	300.00	345.00	9874561321	Α	
N	AB9000	SPR001	Sprint Distributors Local	21 Sep 2	018	GR000	00439	ZAR	1.00	0.00	1 700.00	1 700.00	456789123	(A)	
N	AB100200	SPR001	Sprint Distributors Local	09 Nov 2	018	GR000	00453	ZAR	1.00	0.00	2 700.00	2 700.00	456789123	Α	
Ν	AB0 198765	TON002	Tonys Copy Shop	13 Sep 2	018	GR000	00431	ZAR	1.00	15.00	45 000.00	51 750.00	9874561321	A	
N	789456	SPR001	Sprint Distributors Local	31 Oct 2	D16			ZAR	1.00	14.00	200.00	228.00	456789123	Α	
N	334455	MET001	Metro Peach	09 Oct 2	018	GR000	00447	ZAR	1.00	15.00	150.00	172.50	1234567	Α	
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2	016			ZAR	1.00	14.00	150.00	171.00	456789123	Α	
N	112233	GRE001	Green Office	09 Oct 2	018	GR000	00446	ZAR	1.00	15.00	1 500.00	1 725.00	123456789	Α	
N 1	0101	SPR001	Sprint Distributors Local	09 Oct 2	018	GR000	00448	ZAR	1.00	0.00	800.00	800.00	456789123	Α	

ADD SUPPLIER INVOICE

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

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



ĺ				Purchase Invoice Listing - BPO	Version 2.1.0.31	- Example Comp	any		÷	D X
Ś	Home	Equipment and Locations	Contract Fir	ance and HR Enventory Maintenance	e and Projects	Manufacturing P	rocurement	Sales Service	Reporting Util	tes - d ^a
(dd Edit Mentan	Delete Approve D	x) 🔯 Idine Save La		0 Al 1 Du	Name Sites rban etoria				
	InvoiceStatus	InvoiceNo	SupplerCode	SupplierName	1			ExchangeR	TaxRate	TotalCostExd
1					x					
,	N	BU18GR00000157	SPR001	Sprint Distributors Local	27 301 2013	0400000131	DW	1.00	14.00	500.
	N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.
	N	BUYBGR00000171	SPR.001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.
	N	BUY8GR00000175	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 Suppler	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000.
	N	SWAPGR00000180	5UP001	Buy Back Suppler	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000.
	N	SWAPGR00000181	SUP001	Buy Back Suppler	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	8UY8GR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.
	N	BUYBGR00000282	5PR.001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.
	N	8UY8GR00000283	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	8U18GR00000286	SPR.001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.
	N	8UY8GR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.
	N	SDW741	SPR001	Sprint Distributors Local	05 3.4 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	SDW11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150
	N	SDNV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500
1				W.	÷					,

• Click on Add.



Į	Home	Environment and Locations	Contract Fir	Purchase Invoice Listing - BPG ance and HR Inventory Maintenar				Wes Service	Reporting Util	0 > tes = 6
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1	dd Edit	Delete Approve De	dne Save La	yout Workspaces Print Export	New	 Refresh 				
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	InvoiceStatus	InvoiceNo	SupplerCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeR	TaxRate	TotalCostExcl
1										
	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 Suppler	06 Jul 2015	GR00000179	ZAR	1.00	14.00	15 000
	N	SWAPGR00000180	SUP001	Buy Back Suppler	06 Jul 2015	GR00000180	ZAR	1.00	14.00	15 000
	N	SWAPGR00000181	SUP001	Buy Back Suppler	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	g/2511	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	Q
	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	15
	N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1.00	14.00	3 500
	N	SIW 11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150
	N	51NV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 50
				TAIN	2)

Selecting GRN No. First

The Add new supplier Invoice screen will be displayed.



- (_)(¤)(x Home Equipment and Locations Contract - & × Finance and HR Inv ice and Projects Manufacturing Procurement Sales Service Reporting Utilities 💾 😏 🗙 2 Back to Ba Back Delete Item Save Layout Save Q 0 * GRN No. Supplier Invoice Date 30 May 2019 Invoice No. Address Phor Email ct Name Postal Code VAT No Reference Currency Exchange Tax Rate ItemType ItemCode ItemDescription Quantity UnitCost TaxRate LineCost ForeignCost LineTotalAmt TotalForeignAmt GRM P 800 880 880 800 Sub Total 0.00 VAT 0.00 0.00 Grand Total User: JudithM 30 May 2019 Version: 2.2.0.1 TEST ALPHA - JUDITH PC LOCAL Open Windows
- 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**.



Home	Equipment	and Locations							PHA - JUDITH F acturing Procur	P <mark>C LOCAL</mark> rement Sales Service R	Reporting Util		- >
Save Back	Item	ave Layout	Back to Ba										0
Process	Supplier	ounde a p	worde rype a	* م				GRN No.		م			
Inv	oice Date	30 May 2019	•									ľ	
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						Process	J Format	4			~		
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10000000000000000000000000000000000000	ItemCode	ItemDescripti	on			GRNNo	GRNType	POCode	SupplierCode	SupplierName	EventDate	otalForeignAmt	G
880	8 8 C	8 8 0			9	a <mark>l</mark> c	s O c	8 0 0	R E C	8 0 0	allic 🔺		8
						GR00000123	NS	PO0000129	SPR001	Sprint Distributors Local	29 Jan		- <u>(</u>),
						GR00000124	ST	PO0000132	SPR001	Sprint Distributors Local	04 Mar		
						GR00000125		PO0000133	SPR001	Sprint Distributors Local	04 Mar		
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					4	C					Þ		
										Sub Tota	L		0.00
										VA	r		0.00

- 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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	1	Supplier nvoice Date Invoice No.	SPR001 / *			GRN No.	GR00000127	م			
		Address	77 Crompton Street Pinetown Central Pinetown		Con	Phone Email tact Name	Joshua Reeds		-		
	Postal Code Currency ItemType ItemCode				VAT No Reference Tax Rate	No. Contraction of the second					
-	ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNA
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	INVN	2020-147K	SP2020 Black Toner	10.00	300.00	15.0	3 000.00	300.00	3 450.00	3 450.00)
	INVN	SP2020MFC	SP2020 Sprint MFC	1.00	5 000.00	15.0	5 000.00	5 000.00	5 750.00	5 750.00)
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*									Sub Total	11 000	
								G	VAT rand Total	1 650 12 650	
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- You can edit the following fields if required:
 - Invoice Date
 - Exchange
 - Quantity
 - Unit Cost
 - Tax Rate
 - Foreign Cost

	→ Home	e Equipmer	nt and Locations						T ALPHA - JUDT Manufacturing Pr		Service Reporting	Utilities – P	×
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IN	/N	2020-856	SP2020 Dru	um		1.00	3 000.00	15.	00 3 000.00	3 000.00	3 450.00	3 450.00	
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											Sub Total	11 000	.00
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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 <u>less</u> than the quantity that was initially received.



- 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.

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		Invoice No.									
		Address	77 Crompton Street			Phone			Ť.		
			Pinetown Central			Email					
			Pinetown		Con	tact Name	Joshua Reeds				
	P	ostal Code	3610				980765456				
	Postal Code 3610					Reference	PO0000142				
		Currency	ZAR Exchange 1.0000			Tax Rate	15.00				
1	temType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRN/
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Ор	en Windows 🔻						User : JudithM	30 May 2019 Vers	ion : 2.2.0.1 TEST /	LPHA - JUDITH PC LOCA	L

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**.



• •		Add new sup	oplier Invoice	3PO: Version 2	2.2.0.1 - TES	T ALPHA - JUDT	TH PC LOCAL			x
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		Pinetown Central			Email					
		Pinetown		Con	tact Name	Joshua Reeds				
	Postal Code	3610				980765456				
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ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRN
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Open Windows	-					User : JudithM	30 May 2019 Vers	ion : 2.2.0.1 TEST A	ALPHA - JUDITH PC LOCA	L

- 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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		Address	77 Crompton Street				Phone				Ť		
			Pinetown Central				Email						
			Pinetown			Contac	t Name	Joshua Reeds		10			
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4	¢										Sub Total	10 70	
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- The item will be **removed** from the invoice.
- Repeat the same process for other items, if required.

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		Supplier voice Date Invoice No.	30 May 2019 🔻			GRN No.	GR00000127	عر	8		
		Address	77 Crompton Street Pinetown Central Pinetown		6	Phone Email	Joshua Reeds		-		
	F	ostal Code	3610				980765456 PO0000142				
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Save the Invoice (GRN <u>not</u> fully invoiced)

• Click on Save.



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1	Invoice Date	30 May 2019 🔹									
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		Pinetown			Con		Joshua Reeds				
	Postal Code	3610					980765456				
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- If you <u>changed</u> the quantity on any of the items, an **Input Val**idation 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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	istal Code	Pinetown		ut Validation			Canhanh Man	an Jackson						
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•														
										Sub T	otal		7	700.00
											VAT		1	155.00
										Grand T	otal		8	855.00
Open Windows 🔻							D	er : JudithM	30 May	2019 Version : 2	2.0.1 TES	T AL PHA -		OCAL

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

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		Invo	ice Date	a 30 May 2019									
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			Address	5 77 Crompton	Street				Phone				
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Help v2024.5.0.7/1.0 - Pg 22 - Printed: 04/07/2024



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

• •			1	Add new suppl	ier Invoice	- BPO: Version 2	2.2.0.1 - TEST	ALPH	IA - JUDITH	PC LOCAL			_		x
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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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	Address	77 Crompton	Street				Phone			1	
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									Grand T	otal	8 855.00
Open Windows 🔻							User	: JudithM 30 Ma	y 2019 Version : 2.	2.0.1 TEST ALPHA -	JUDITH PC LOCAL

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

Preview File View Background	d							-		×
			Q Id I I I Supplier TESTALPHA-J test test test test Document Ref. Date : Reference : GRN No. :	Invoi udithP 000 : SP 30 PO	ice	10				Î
	Supplier Det Name : VAT No. : Currency :	Sprint Distributors Local 980765456	Postal Addres	Pi Pi	7 Crompton Str inetown Centra inetown 610					
1/2	Item Code 2020-147K SP2020MFC	Item Description SP2020 Black Toner SP2020 Sprint MFC	Serial No. (Quantity 9.00 1.00	Unit Price 300.00 5 000.00	Net Price 2 700.00 5 000.00	Total 3 105.00 5 750.00			
Page 1 of 1							100%	Θ	-0	•



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

ntain a seder here to group by the s InvoiceNo s 565644	SupplierCode	Format 4 Prin	t "	Current	4			4
InvoiceNo	SupplierCode							
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9999999999999999999999	SPR001	Sprint Distributors Local	21 Nov 2018	GR00000103	ZAR	1.00	15.00	900.0
BUYBGR00000126	BUY001	Buy Back Supplier	10 May 2019	GR00000126	ZAR	1.00	15.00	0.1
SPRINV1	SPR001	Sprint Distributors Local	30 May 2019	PO0000142	ZAR	1.00	15.00	7 700.0

Select a Supplier First

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



<u>_</u> _	December 200					oice - BPO: Vers						5	0	X
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• The Select a supplier to configure the supply info screen will be displayed.



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

<u>`</u>			Add n	ew supplier In	voice - BPO: Version 2.1.0.31 -	Example Company				7	Q	X
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- The selected supplier details will auto populate the relevant fields.
- Type an invoice number in the **Invoice No.** field.

A '	0			Ad	d new supplie	r Invoice - BPO: Ve	rsion 2.1.0.31 -	Example Co	ompany				7	0		K
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	Invoice No.			_	1											
	Address	685 Forest (Grove Road				Phone	031 147 12	134							
		Forest Hills						harry@env								
	Postal Code	New Town			-	(ontact Name	and the second second			-					
	Postal Code	South Africa					Reference	456789123	ķ							
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ItemType	ItemCode	ItemDescr	iption	in a series.	Quant	ty UnitCost	TaxRate	LineCost	Foreign(Cost	LineTot	alAmt	Total	Foreign	Amt	
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• Click on the **search** button in the **GRN No.** field.

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Home	Equipment a	nd Locations	Contract	Finance and HR	Inventor	Maintenance an	d Projects Ma	nufacturing	Procurement	Sales	Service i	Reporting	Utities	-	ð
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Process	4	Form	10	a Invoice Typ	× 1		COMP. (10)				_				_
	Supplier	SPR001		P			GRN No.				P				
I	nvoice Date	09 Oct 2017	•												
	Invoice No.	01111													
	Address	685 Forest G	irove Road				Phone	031 147 12	34						
		ForestHills					Email	harry@ema	l.co.za						
		New Town				(ontact Name	John Martin							
1	Postal Code	and the second second						455789123			_				
		South Africa					Reference	And the state of t							
	Currency	ZAR	Exchan	ge 1.0000			Tax Rate	14.00				C. dent.			
ItemType	ItemCode	ItemDescr	iption		Quanti	y UnitCost	TaxRate	LineCost	Foreign	Cost	LineTot	alAmt	Total	Foreign	Ant
1															
										Sub	Total				0.0
											VAT				0.0
										Grand					0.0
Open Windows													09 Oct	2017	1



- 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**.



Home	Environment a	of Locations	Contract						Example Col	npany Procurement Sales Se	nice Deput	na Litâter) 8
we Bad	Delete !	iave Layout	WorkSpaces	Back to Back	0	104 1 190		erigica n	awaary	FIGURENES, JAES 36	THE REAL	ny voice		
Process	every also	Form	1	J Invoice Typ	t 1			22075			1			_
	Supplier	24000		Q	_			GRN No	·	Q				
	Invoice Date				1	Select a Gi	RN to involu	të.				- 0	X	
	Invoice No.	01111			L.	me								
	Address	685 Forest 0	Frove Road				(10.0							1
		Forest Hills			V	90	2	5						
	2533	New Town			0	a Back	SaveLa	yout						
	Postal Code	1002			L		-							
	200.000	South Africa			-	TOCESS	4 Format	- 1						
	Currency	ZAR	Exchan	ge 1.0000	20									
temType	ItemCode	ItemDescri	pton		0	RNNo	GRNType	POCode	SupplerCode	SupplerName	EventDate	EventTime	Refere	no
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					FI.	R00000022	st	P0000024	SPR001	Sprint Distributors Local	14 Apr 2014	13:04:33	P0000	1
					μ.	R00000026		P00000028		Sprint Distributors Local				
					0	R00000027	NS	P00000029	SPR001	Sprint Distributors Local	23 Apr 2014	00:00:00		
					0	R00000040	ST	P00000041	SPR001	Sprint Distributors Local	07 May 2014	14:15:32		
					0	R00000041	ST	P00000042	SPR001	Sprint Distributors Local	07 May 2014	15:43:28		
					0	R00000059	ST	P00000061	SPR001	Sprint Distributors Local	26 Jun 2014	13:25:53		
						00000060	64	00000067	(00///1	Creint Dietribuitrer Local	% he 2014	19:36:04		ľ
												_		
										Sub To				0
											VAT			0
										Grand T	12.5			0

- 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**.



				Add ne	w supplier le	nvoice - BPC	D: Version 2.1.0.31	- Example C	ompany			21	0	Х
Home	e Equipment a	nd Locations	Contract Fin	ance and HR	Inventory	Maintenan	ce and Projects M	Nanufacturing	Procurement S	ales Service	Reporting	Utites	- 1	9
Save Bac	k Delete Item	Save Layout V	NorkSpaces	Back to Back	0									
Proces	5 /	Fornat		Invoice Typ	ε.,									
	Supplier	SPR001		ρ			GRN No	. GR000000	22	P				
	Invoice Date	09 Oct 2017	•											
	Invoice No.	01111												
	Address	685 Forest Gro	ove Road				Phon	e 031 147 1	234					
		Forest Hills					Ema	il harry@em	al.co.za					
		New Town					Contact Nam	procession and						
	Postal Code	and a state of the					the local division of	0 45578912		_				
	Currency	South Africa	Exchange	1.0000			Tax Rat	e P0000002	4					
ItemType	1000	ItemDescription		UnitCost	TaxRate	LineCost	2,05123	neTotalAmt	TotalForeignAmt	GRNAccCode				
DVN	SP 1818	Sprint copier	1.0	500.00	14.00	500.00	500.00	570.00	\$70.00)				
										Sub Total			5	00.0
										Sub Total VAT				00.00

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Save Invoice (GRN <u>fully</u> invoiced)

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

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1	•			Add ne	w supplier li	nvoice - BP(0: Version 2.1.0.3	31 • Ex	imple Co	ompany			~	D	Х
🥑 но	ne Equipment	and Locations	Contract	Finance and HR	Inventory	Maintenan	ce and Projects	Manu	facturing	Procurement 5	iales Service	Reporting	Utilities	-	Ð
ave B	ack Delete	Save Layout	WorkSpaces	Back to Back	٥										
Proc		Format	8	Invoice Type											
	Supplie	SPR001		ρ			GRN	No. G	R000000	22	p				
	Invoice Date	09 Oct 2017													
	Invoice No.	01111													
	Address	685 Forest Gr	rove Road				Pho	one 0	31 147 12	234					
		Forest Hills					En	nail h	arryiĝem	al.co.za					
		New Town					Contact Na	100	(
	Postal Code	and the second second						1	5678912						
		South Africa					Referen			4					
	Currency	TRADIN T	5330.0405	je 1.0000			Tax R	1.1.1.1	dine.						_
ItemType	temCode	ItemDescription	n Quantit	y UnitCost	TaxRate	LineCost	ForeignCost	LineTo	talAmt	TotaForeignAmt	GRNAccCode				
INN	SP 18 18	Sprint copier		.00 500.00	14.00	500.00	500.00		570.00	570.0					
	ar 10 00	About of Column		194 944194	ATIVY	200100			910145	41414					
			Pr	ocess Validatio	n										
				🕐 ls the	GRN No. ft	ully invoiced	£								
					Yes	No									
															1927
											Sub Total				\$00.0
											VAT				70.0
											Grand Total				570.0



Print Supplier Invoice (GRN <u>fully</u> invoiced)

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

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2	۳					Add ne	w supplier le	nvoice - BP(D: Version 2.1.0.	31 - 6	Example C	ompany				7	۵		X
9	ome Equipme	nt and Loca	tions	Contract	Fire	nce and HR	Inventory	Maintenan	ce and Projects	Mar	ufacturing	Procurement	Sales	Service	Reporting	Utilities	ÿ.	ð	1
Save	Back Delete Item	Save La		VorkSpace	5	lack to Back													
Pro	cess		Format		ŝ.	Invoice Typ	6.4												
	Supp	lier SPRO)1			ρ			GRN	No.	GR000000	22	_	ρ					
	Invoice D	ate 09 00	t 2017																
	Invoice	No. 01111	1																
	Addr	ess 685 F	orest Gr	ove Road					Ph	one	031 147 1	234							
		Fores	1.1.1.1.1	iontauti.							harry@em		-						
		New 1	own						Contact Na	me	John Mart	n							
	Postal C	de 1234							VAT	No	45678912	3							
		South	Africa						Refere	nce	P0000002	4							
	Curre	ncy ZAR		Exchar	nge	1.0000			Tax R	ate	14.00								
ItemTyp	e ItenCod	ItemDe	scription	Quant	ty	UnitCost	TaxRate	LineCost	ForeignCost	Line1	TotalAmt	TotalForeignAmt	GR	NAccCode					
INN	SP1818	Sprint o	opier		1.00	500.00	14.00	500.00	500.00		570.00	570.	00						
						_				_									
						Riepor	t Generatio	n											
						Doy	ou want to	print the in	voice 01111?										
							-												
							Y	e l	No	Í									
							_	1	0.3										
					_								50	b Total				500.	00
														VAT				70.	00
													Gran	d Total				570.	
													010					4141	-

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

Help v2024.5.0.7/1.0 - Pg 36 - Printed: 04/07/2024



Company Logo	Supplier Invoice Example Company Factbacklo Street is and Read Name Factbacklo Area Zrea City City South Atrica Bouth Atrica 0000 0000 Regins. 000000000000000000000000000000000000	
	Reference : P00000024 GRN No. : GR00000022	
Supplier Details : Name : Sprint DatributorsLocal VAT No. : 456759123 Currency: 248	Paulal Address : 685 Foreil Grove Road Foreist Kile New Toxin 1224 South Africa	
Ben Cole Ben Description 17:33 Sprint coper	Serial No. Questily Gall Pres And Price Total 18-20201 1-20 195-20 502-20 175-20	

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



Home 8	quipment and Locations	Contract Fir	ance and HR Driventor	y Maintenano	e and Projects	Manufa	cturing i	Procurement	Sales Service	Reporting Util	tes - Ø
a 🂋	X 🖉 🕻	3		2	Durban	•	0				
Add Edit	Delete Approve Dec	ine Save La	yout Workspaces	Print Export	New		Refresh				
Maintain	 Process 	4	Format	Print a	Q.r	rent.	-				
InvoiceStatus I	InvoiceNo	SupplierCode	SupplierName		InvoiceDate	* Ref	ference	Currency	ExchangeR	TaxRate	TotalCostExd
N (GRN348	SPR001	Sprint Distributors Local		06 Jun 2017	PO	0000278	ZAR	1.00	14.00	22 000
N 8	BL/YBGR00000368	SPR001	Sprint Distributors Local		07 Oct 2017	GR	00000368	ZAR	1.00	14.00	1 400
N E	BL/YBGR00000369	SPR.001	Sprint Distributors Local		07 Oct 2017	GR	00000369	ZAR	1.00	14.00	350
N I	smv 74b 1223	SPR001	Sprint Distributors Local		07 Sep 2016	GR	00000297	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 S	51W/4788	SPR001	Count Diabele dava Land		A10	GR	00000298	ZAR	1.00	14.00	2 500
N	12345	SPR001 Supp	ilier Invoice Processing		X			ZAR	1.00	14.00	500
N (01111	SPR.001				PO	0000024	ZAR	1.00	14.00	500
N.	234243234234	SPR001	Invoice No. 011	11 saved succe	ssfully.			ZAR	1.00	14.00	900
N S	50W 12344566	TON001	invoice No. 01111 saved succ					ZAR	1.00	14.00	500
N	123456.99	SPR001	Invoice No. 01111 saved succ					ZAR	1.00	14.00	150
N I	BUYBGR00000175	SPR001			OK	GR	00000175	ZAR	1.00	14.00	(
N I	nv1	SPR001			ýn.			ZAR	1.00	14.00	11 500
N (010101	SPR001	Sprint Distributors Local		13 Jun 2016	GR	00000278	ZAR	1.00	14.00	125
N S	BUYBGR00000177	SPR.001	Sprint Distributors Local		14 May 2015	GR	00000177	ZAR	1.00	14.00	(
N 1	Ticketing Retest	SPR002	Sprint International		15 Jun 2017	GR	00000355	USD	10.00	0.00	4
N B	BUYBGR00000171	SPR001	Sprint Distributors Local		16 Mar 2015	GR	00000171	ZAR	1.00	14.00	(
N g	y 2441	SPR001	Sprint Distributors Local		18 Nov 2015			ZAR	1.00	14.00	1000
N (pr2511	SPR001	Sprint Distributors Local		18 Nov 2015			ZAR	1.00	14.00	500
N S	SWAPGR00000358	SUP001	Buy Back Suppler		20 Jun 2017	GR	00000358	ZAR	1.00	14.00	15 000
N S	5WAPGR00000360	9JP001	Buy Back Suppler		21 Jun 2017	GR	00000360	ZAR	1.00	14.00	4850
N B	BUYBGR00000334	SPR001	Sprint Distributors Local		22 May 2017	GR	00000334	ZAR	1.00	14.00	(
N B	BU//BGR00000335	SPR.001	Sprint Distributors Local		22 May 2017	GR	00000335	ZAR	1.00	14.00	50

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



9	Home	Equipment and Lo	cations Cont	tract Finance and HR Inver	ntory Maintenan	ce and Project	Manufacturing	Procure	ement Sales	Service R	eporting Utilitie	s - Ø	X
0		X	8	2	2	Durban	• 6						
Add	Edt	Delete Appro	we Dedine	Save Layout Workspaces	Print Export	New	+ Refre	sh					
	Maintain		ocess .	Format	Print		Surrent						
	mannan	4 1	0.050 4	ruon 4	- Film	4	AFTERL	.4				-	
Inv	iceStatus	InvoiceNo	SupplerCo	de SuppierName	InvoiceDate *	Reference	TotalCostExd	Currency	ExchangeRate	TaxRate	TotalAmtInd	VATNo	St
۲.													1
N		5DNV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	45 000.00	ZAR	1.00	14.00	51 300.00	456789123	A
N		SWAPGR000001	79 SUP001	Buy Back Suppler	06 3./ 2015	GR00000179	15 000.00	ZAR	1.00	14.00	17 100.00	000000000	A
N		SWAPGR000001	80 SUP001	Buy Back Suppler	06 Jul 2015	GR00000180	15 000.00	ZAR	1.00	14.00	17 100.00	000000000	A O
N		SWAPGR00000	81 SUP001	Buy Back Supplier	06 Jul 2015	GR00000181	4 000.00	ZAR	1.00	14.00	4 560.00	000000000	A O
N		GR347	SPR001	Sprint Distributors Local	06 Jun 2017	P00000340	160 741.00	ZAR	1.00	14.00	183 244.74	456789123	1
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	YE5001	Young Electric	06 Jun 2017	P00000366	20.00	ZAR	1.00	14.00	22.80	3245064654	4 A
N		GRN348	SPR001	Sprint Distributors Local	06 Jun 2017	P00000278	22 000.00	ZAR	1.00	14.00	25 080.00	456789123	4
N		BUYBGR000003	58 SPR001	Sprint Distributors Local	07 Oct 2017	GR00000368	1 400.00	ZAR	1.00	14.00	1 596.00	456789123	A
N		BUYBGR000003	9 SPR001	Sprint Distributors Local	07 Oct 2017	GR.00000369	350.00	ZAR	1.00	14.00	399.00	456789123	4
N		sinv7401223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	3 500.00	ZAR	1.00	14.00	3 990.00	456789123	4
N		SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		150.00	ZAR	1.00	14.00	171.00	456789123	A
Ň		SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR.00000298	2 500.00	ZAR	1.00	14.00	2 850.00	456789123	4
N		12345	SPR001	Sprint Distributors Local	08 Jun 2017		500.00	ZAR	1.00	14.00	570.00	456789123	A
N		01111	5PR001	Sprint Distributors Local	09 Oct 2017	P00000024	500.00	ZAR	1.00	14.00	\$70.00	456789123	A
N		234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		900.00	ZAR	1.00	14.00	1 026.00	456789123	A
N		5DNV12344566	TON001	Tonys Copy Shop	12 Apr 2017		500.00	ZAR	1.00	14.00	570.00	987456132	14
N		123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		150.00	ZAR	1.00	14.00	171.00	456789123	A
N		BUYBGR000001	75 SPR001	Sprint Distributors Local	12 May 2015	GR00000175	0.00	ZAR	1.00	14.00	0.00	456789123	4
N		mv1	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		BUYBGR000001	77 SPR001	Sprint Distributors Local	14 May 2015	GR00000177	0.00	ZAR	1.00	14.00		456789123	
-				Li veni niver									,

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



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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	<u>``</u>			Purchase Invoice Listing - BPO:					-	
	Home	Equipment and Locations	Contract Fr	unce and HR Driventory Maintenance	e and Projects	Manufacturing P	rocurement	Sales Service	Reporting Util	tes - d ⁹
6		X 🙆 (x 10		Durban	. 0				
1	dd Edit	Delete Approve De	dne Save La	warmen and the second states of the second states o	D A	Name				
	8.08					Sites	_			
	Maintain	A Process	4	Format a Print a	122	rban storia				
						N7.051	- 1			
				Conductions			- 1	Euchannan	TauData	TotalCostExd
	InvoiceStatus	Involgeno	SupplerCode	SupplerName				ExchangeR	Texeste	Totallostexo
					x		1			
	N	01111	SPR001	Sprint Distributors Local	090012017	P0000024	2/00	1.00	14.00	500
	N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR	1.00	14.00	
	N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1.00		
	N	SINV 12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1.00	14.00	
	N	123456.99	5PR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	-
	N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	
	N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	
	N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1.00	14.00	
	N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	
	Ŋ	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.00	0.00	
	N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	
	N	g/2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00		
	N	SWAPGR00000358	SUP001	Buy Back Suppler	20 Jun 2017	GR00000358	ZAR	1.00	14.00	
	N	SWAPGR00000360	SUP001	Buy Back Suppler	21 Jun 2017	GR00000360	ZAR	1.00	14.00	
	N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	
	N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00		
	N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	P00000352	ZAR	1.00	14.00	
	N	BUYBGR00000281	5PR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00		
	N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	
	N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00		
	N	8UYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00		
	N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00		
	N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	(

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

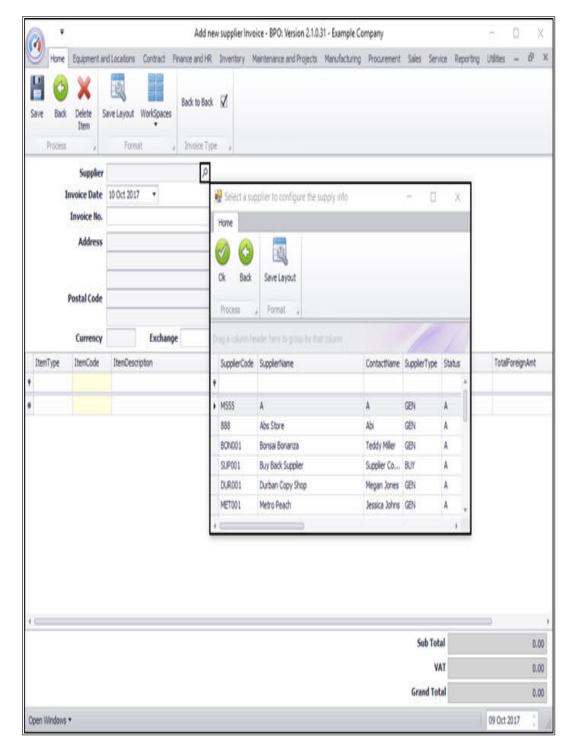


Home	Equipment at	nd Locations	Contract			Maintenance and				Sales	Service	Reporting	Utilities) Ø
e Back	Delete S Item	iave Layout	WorkSpaces	Back to Ba	* 🗆										
Process	Maria -	Forma	0	A Invoice T			CDUNA				0			-	-
1	Supplier Invoice Date	10 Oct 2017	•	Q			GRN No.				ρ				
10	Invoice No.														
	Address						Phone								
							Email								
	Postal Code					0	ontact Name VAT No			_	-				
	ronal conc						Reference								
	Currency		Exchan	ge			Tax Rate								
temType	ItemCode	ItemDescri	ption		Quantity	UnitCost	TaxRate	LineCost	ForeignC	ost	LineT	otalAmt	Totali	oreign	Amt
													→		
										Sub	Total				0.0
											VAT				0.0
											Total				0.0

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

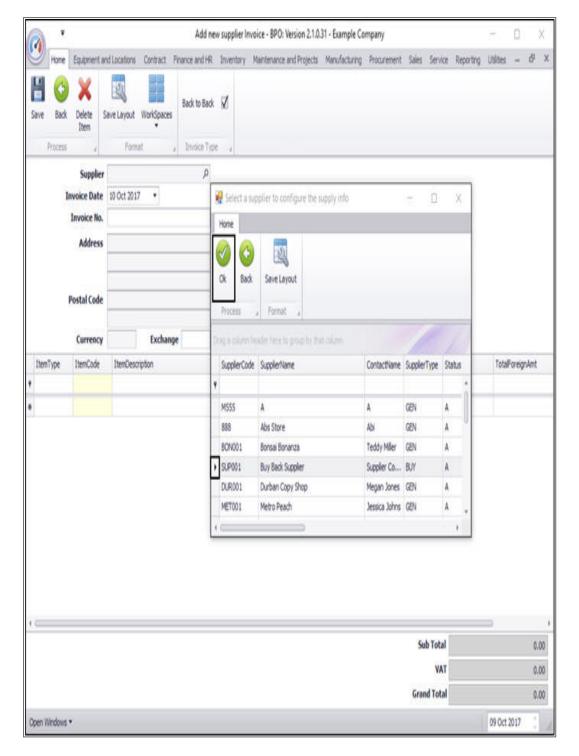


Note: The Supplier here is the <u>finance house</u> who has invoiced your company for the bank rental that your company has invoiced the client.





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





- Add new supplier Invoice BPO: Version 2.1.0.31 Example Company ¥ Hone Equipment and Locations Contract Pinance and HR. Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities – dF X 2 Back to Back 🗹 Save Layout WorkSpaces Save Back Delete Item ٠ Process Format Invoice Type Supplier SUP001 P Invoice Date 10 Oct 2017 • **Billing Period** A Invoice No. 02222 D Serial No. Address PO Box 000 Phone Area Email City **Contact Name** Postal Code 0000 VAT No 0000000000 South Africa Reference Currency ZAR Exchange 1.0000 Tax Rate 14.00 ItemType ItemCode ItemDescription Quantity UntCost TaxRate LineCost ForeignCost LineTotalAmt **TotaForeignAmt** Sub Total 0.00 VAT 0.00 **Grand Total** 0.00 09 Oct 2017 Open Windows *
- Type in an **Invoice Number** for this Back to Back supplier invoice.



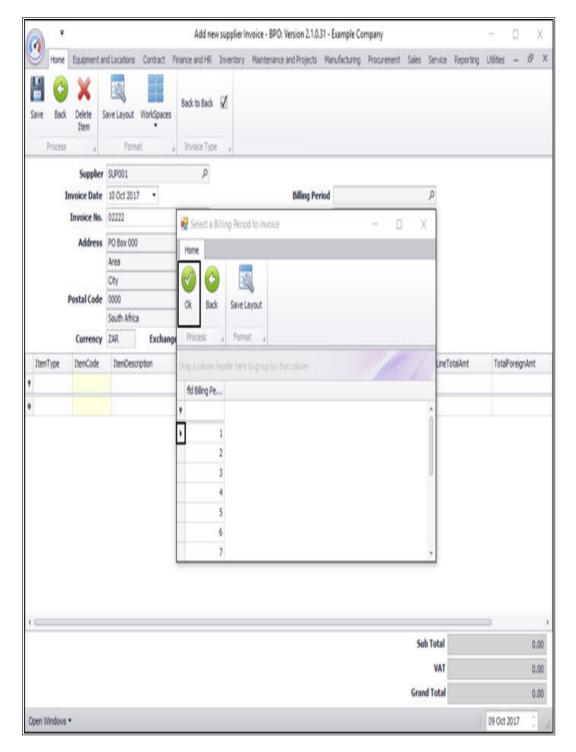
- Click on the **search** button in the **Billing Period** field.
- The Select a Billing Period to invoice screen will be displayed.

Save Back Delete Process Invoice I Invoice I	2	aces Back to B Drivoice	adk 🗹	Mantenance and Projects Billing Pe		roourement :		Reporting	Utilities -	- 8
Item Process Sup Invoice I Invoice	Save Layout WorkSp Format plier SUP001 Nate 10 Oct 2017 • No. 02222 PO Box 000	aces Back to B	Type 2	Billing Pe	riod					
Sup Invoice I Invoice	pller SUP001 Nate 10 Oct 2017 • No. 02222 • PO Box 000 • •	🖉 Select a	D	Biling Pe	riod					
Invoice I Invoice	bate 10 Oct 2017 • • No. 02222 • ress PO Box 000 •	🛃 Select a		Billing Pe	riod					
Invoice	No. 02222 ress PO Box 000		Ailing Beied to	Billing Pe	riod		-			
	ress PO Box 000		Billing Berleyt to				P			
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Postal C	ode 0000	Ok Ba	d Save Layo	ut						
	South Africa	Process	Format				1			
Curre	ency ZAR Exc	ha	Format	4						
ItemType ItemC	de ItemDescription	Drag a colum					LineT	otalAmt	TotalFor	eignAmt
		fid Billing P	e							
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			1							

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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 <u>all</u> 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.



1							w supplier Inv								4	۵	X
9	Home	Equipment a	nd Locations	Contract	Financi	e and HR	Inventory	Maintenance a	nd Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilite	5 -	8)
Sav	e Bad	k Delete Item	Save Layout	WorkSpace	Bac	k to Back	Z										
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		Supplier	SUP001			ρ											
		Invoice Date	10 Oct 2017						Billing Perio	d			P				
		Invoice No.	02222						Serial N	o.		- I	P				
		Address	PO Box 000		🖉 Sel	ect the b	ack-to-back m	achine to be	invoiced.		- 0	X					
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												Su	b Total			2	200.00
													VAT				308.00
												Gran	d Total			2	508.00
	n Window														1	ct 2017	

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



0_	•				Add ne	tw supplier Inv	oice - BPO: V	ersion 2.1.0.31	Example Co	mpany				3	٥	Х
9 н	one Equipment	and Locations	Contract	Finance	and HR	Inventory	Maintenance a	nd Projects M	anufacturing	Procurement	Sales	Service	Reporting	Utilite	12	8)
Save	G X Back Delete Item	Save Layout	WorkSpace	Bad	k to Back	Z										
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	Supplie	r 9JP001			ρ											
	Invoice Date	10 Oct 2017	٠					Billing Period				P				
	Invoice No	02222						Serial No				P				
	Address	PO Box 000		🛃 Sele	set the b	ack-to-back m	achine to be	invoiced.		- 0	X					
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						C00000005 C00000019	19-12345	IN0000272 IN0000175		1				**		
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											Su	b Total			2	200.00
												VAT				308.00
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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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	3 X	2	Back to B	N the									
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	Invoice Date	Carlos and					Ming Period	1		P.			
	Invoice No.	and the second					Serial No.			P			
		PO Box 000					Phone			1944 1			
	1999	Area					Email						
		Oty		1		0	ontact Name						
	Postal Code	and the second second					VAT No	0000000000					
		South Africa					Reference						
	Currency	ZAR Exch	ange 1,0000				Tax Rate	14.00					
ItemType	t ItemCode	ItemDescription	Quantity L	nitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	GRNAccCode			
CIFE	R	19-12345-Rental Fee	1	500.00	14.00	500.00	500.00	570.0	570.00				
CIFE	R	19-12345-Rental Fee	1	\$00.00	14.00	500.00	\$00.00	570.0	570.00				
CIFE	R	19-12345-Rental Fee	1	500.00	14,00	500.00	500.00	570.0	570.00)			
N								·					
									Sat	Total		15	00.00
									Sat	Total VAT			00.00

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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.



2	¥				A	dd new sup	plier Invoic	e - BPO: Ver	sion 2.1.0.31 -	Example Comp	bany				2	۵		X
9	Hone	Equipment a	nd Locations	Contract	Finance ar	dHR Inve	entory Mai	ntenance and	Projects Ma	nufacturing P	rocurement	Salei	Service	Reporting	Utilities	ù.	ð	X
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a galery Victor			And the second s	1772.20	nge 1.000				Tax Rate	and the second s		-					_	_
[tem]	Type	ItemCode	ItemDescriptio	n	Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeig	nAmt	GRNAco	Code				
			19-12345-Ren	LIF.C		E00.00	14.55	500.00	100.01			C70.00						
CIFE		R R	19-12345-Ren 19-12345-Ren		1							570.00 570.00						
CIFE			19-12345-Ren		1							\$70.00						
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						ant to print t	heimoice	077777										
						nn te print i		Viciality I										
						Yes		No										
									7			Sub	Total			1	500.	.00
													VAT				210.	00

- 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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	Compon	Logo (Area Coy South M 2000 Reg Te.	0000000.as45 0000000 ext Ref.: 02 10 bce :	Postbox N Area City South Afr 0000 1 Pax No.: Tel No.:	9				
	Supplier Details :		NT			-			
	Name : Buy Beck S VAT No. : 00000000 Currency : Z48		A 0 0) Box 000 ea IV 00 Wh Africa					
	Bum Code Bum De	ecription Serial No	Quantity	Bull Price	Aut Frice	Tetal			
1.	A 19-1334 A 19-1334 A 19-1334 B 19-1334	Pantal Pan Danial Pan Danial Pan Danial Pan Danial Pan Danial Pan	100 100 100 100 100 100	300.00 300.00 300.00 300.00 300.00	900.00 904.49 900.00 900.00 900.00 900.00	970.88 970.88 970.88 970.88 975.88 975.88			
Fage1 of 1								1005 () ()	

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



Home	Equipment and Locations	Contract Fir	ance and HR Invent	tory Maintenanci	e and Projects	Man	ufacturing	Procurement	Sales Service	Reporting Util	ites - d ^o	
3	X 🔮	8 🗵		2	Durban	8	0					
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								-				
InvoiceStatus	InvoiceNo	SupplierCode	SupplierName		InvoiceDate		Reference	Currency	ExchangeR	TaxRate	TotalCostExcl	
N	01111	SPR001	Sprint Distributors Lo	y Back Supplier Int Distributors Local Hys Copy Shop			P00000024	ZAR	1.00	14.00	5	00.
N	02222	SUP001	Buy Back Suppler	vint Distributors Local vnys Copy Shop vint Distributors Local				ZAR	1.00	14.00	15	00
N	234243234234	SPR001	Sprint Distributors Lo	anys Copy Shop arint Distributors Local				ZAR	1.00	14.00	9	00
N	SINV12344566	TON001	Tonys Copy Shop	onys Copy Shop print Distributors Local				ZAR	1.00	14.00	5	00
N	123456.99	SPR001	Sprint Distributors Lo	orint Distributors Local				ZAR	1.00	14.00	1	50
N	BUYBG Supplier Invoid	te Processing		print Distributors Local			GR00000175	ZAR	1.00	14.00		0
N	inv1			onys Copy Shop print Distributors Local				ZAR	1.00	14.00	11 5	00
N	010101	inice No. 02222	aved successfully.	onys Copy Shop			GR00000278	ZAR	1.00	14.00	1	25
N	BUYBGE		are needed and	×			GR00000177	ZAR	1.00	14.00		0
N	Ticketin				15 Jun 2017		GR00000355	USD	10.00	0.00		49
N	BUYBG		or				GR00000171	ZAR	1.00	14.00		0
N	g/2441		OK		18 Nov 2015			ZAR	1.00	14.00	10	00
N	g/2511	5PR001	Sprint Distributors Lo	ভো	18 Nov 2015			ZAR	1.00	14.00	5	00
N	SWAPGR00000358	SUP001	Buy Back Supplier		20 Jun 2017		GR00000358	ZAR	1.00	14.00	15 00	00
N	SWAPGR00000360	SUP001	Buy Back Supplier		21 Jun 2017		GR00000360	ZAR	1.00	14.00	48	50
N	BUYBGR00000334	SPR001	Sprint Distributors Lo	cal	22 May 2017		GR00000334	ZAR	1.00	14.00		0
N	BUYBGR00000335	SPR001	Sprint Distributors Lo	cal	22 May 2017		GR00000335	ZAR	1.00	14.00	5	00
N	supplier 34	SPR001	Sprint Distributors Lo	cal	22 May 2017		PO0000352	ZAR	1.00	14.00	4 5	00
N	BUYBGR00000281	SPR001	Sprint Distributors Lo	cal	23 Jun 2016		GR00000281	ZAR	1.00	14.00		0
N	BUYBGR00000282	SPR001	Sprint Distributors Lo	cal	23 Jun 2016		GR00000282	ZAR	1.00	14.00		0
N	BUYBGR00000283	SPR001	Sprint Distributors Lo	cal	23 Jun 2016		GR00000283	ZAR	1.00	14.00		0
N	BUYBGR00000285	SPR001	Sprint Distributors Lo	cal	23 Jun 2016		GR00000285	ZAR	1.00	14.00		0
N	BUYBGR00000286	SPR001	Sprint Distributors Lo	cal	23 Jun 2016		GR00000286	ZAR	1.00	14.00		(
			F.M.									Ì

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



<u>a -</u>			Purchase Inv	oice Listing - BPC): Version 2.1,	0.31 - Exam	ple Com	pany			7	0	X
Home	Equipment and Locat	tions Contrac	t Finance and HR Inve	ntory Maintenan	ce and Project	s Manufa	cturing	Procureme	nt Sales	Service Repor	ting Utilities	- 8	V I
3 🚺	X 🔮	8	2	2	Durban		0						
Add Edit	Delete Approve	Dedine S	ave Layout Workspaces	Print Export	New	•	Refresh						
Meintain	Proc		Fornat	Print	-	Current							
								-1					
	der here to group to							10 II				1	
InvoiceStatus	InvoiceNo	SupplierCode	SupplierName	InvoiceDate +	Reference	Currency	Excha	ngeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo	
							-						
N	sinv74b1223	SPR001	Sprint Distributors Local		GR00000297	12.35		1.00	14.00	3 500.00	3 990.00		
N	50W11.22.33	SPR001	Sprint Distributors Local	and an and an and		ZAR		1.00	14.00	150.00		455789	
N	SDN/4788	SPR001	Sprint Distributors Local		GR00000298	ZAR		1.00	14.00	2 500.00	2 850.00	456789	123
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR		1.00	14.00	500.00	570.00	456789	123
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P00000024	ZAR		1.00	14.00	500.00	570.00	456789	123
N	02222	SUP001	Buy Back Suppler	10 Oct 2017		ZAR		1.00	14.00	1 500.00	1 710.00	000000	000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR		1.00	14.00	900.00	1 0 2 6.00	456789	123
N	SIW12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR		1.00	14.00	500.00	570.00	987456	137
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR		1.00	14.00	150.00	171.00	456789	123
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR		1.00	14.00	0.00	0.00	456789	17.
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR		1.00	14.00	11 500.00	13 110.00	456789	123
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR		1.00	14.00	125.00	142.50	456789	123
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR		1.00	14.00	0.00	0.00	456789	12
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD		10.00	0.00	49.00	49.00	456258	74)
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR		1.00	14.00	0.00	0.00	456789	12
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR		1.00	14.00	1 000.00	1 140.00	456789	12
N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR		1.00	14.00	500.00	570.00	456789	12
N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR		1.00	14.00	15 000.00	17 100.00	000000	000
N	SWAPGR00000360	SUP001	Buy Back Suppler	21 Jun 2017	GR00000360	ZAR		1.00	14.00	4850.00	5 529.00	000000	00
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR		1.00	14.00	0.00	0.00	456789	12
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR		1.00	14.00	500.00	\$70.00	456789	12
N	supplier34	SPR001	Sprint Distributors Local	22 May 2017	P00000352	ZAR		1.00	14.00	4 500.00	5 130.00	456789	12
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR		1.00	14.00	0.00	0.00	456789	12
					_								ÿ

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



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.

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Add	Home Edit	×		Approve	8	nance and HR		aintenanci Print	Export	octs Ma Durba New		Refresh	Sale	Servic Rej	portin Utilitie		8 X
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		InvoiceNo			SupplierCode	SupplierName			InvoiceD	ate	Reference	Curren	псу	ExchangeR	TaxRate	TotalCostEx	d
9 8 <mark>0</mark> C		n <mark>n</mark> c		1	D C	A C			R C		R <mark>D</mark> C	R D C		-	=	S=	
Ν		565644		S	SPR001	Sprint Distribut	tors Local		08 Oct 2	018	GR00000103	3 ZAR		1.00	15.00		5 150.00
N		99999999999	99999999		SPR001	Sprint Distribut			21 Nov 2		GR0000011			1.00			900.00
N		BUYBGR000	00126		3UY001	Buy Back Supp			10 May 2		GR00000126			1.00			0.10
▶ N		SPRINV1		5	SPR001	Sprint Distribut	tors Local		30 May 2	2019	PO0000142	ZAR		1.00	15.00	1	7 700.00
4																	

- 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 <u>delete items</u> if required.



v			Edit	Supplier Invoid	ce - SPRINV1 - I	3PO: Version 2	2.2.0.1 - TES	T ALPHA - JUDT	TH PC LOCAL		x
Hom	e Equipmen	t and Locations	Contract F	Finance and HR	Inventory Main	itenance and Pr	ojects Man	ufacturing Procu	iremen Sale Servi	ic Reportin Utilitie	_ & ×
Save Back	X Delete Item	Save Layout	Back to Ba 🗌								
Process	A	Format 🔒	Invoice Type	A							G
	Supplier	SPR001	_	• م			GRN No.	GR00000127	ې	>	
ъ	voice Date	30 May 2019	•								
	Invoice No.	SPRINV1									
	Address	77 Crompton	Street				Phone				
		Pinetown Cer	ntral	1			Email				
	Pinetown				Con		Joshua Reeds				
80	Postal Code	3610						980765456		_	
	_		- 1				Reference	Litera strange			
	Currency		Exchange	1.0000			Tax Rate				
ItemType	ItemCode	ItemDescrip	ption		Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
P ABC	RBC	* B ¢	192		=:	=	-	=	-	-	
P INVN	2020-147K				9.00	300.00			300. 🖨	3 105.00	3 105.
INVN	SP2020MF0	C SP2020 Spr	rint MFC		1.00	5 000.00	15.0	5 000.00	5 000.00	5 750.00	5 750.
		2									
									Sub T	otal	7 700.00
										VAT	1 155.00
									Grand T	otal	8 855.00
Open Windows	-						User	: JudithM 30 Ma	ay 2019 Version : 2	2.0.1 TEST ALPHA -	JUDITH PC LOCAL

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

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Sav		×	Save Layout	Back to Ba		Inventory Main	itenance and Pr	ojects Manu	racturing Procu	remen Sale Servi	c Reportin Utilitie		~
		Supplier	r SPR001		• م			GRN No.	GR00000127	م			
	In	voice Date	30 May 2019										
	1	invoice No.	SPRINV1		*								
		Address	77 Crompton	Street	1			Phone					
			Pinetown Cer	ntral	T.			Email					
			Pinetown				Con		Joshua Reeds				
	P	ostal Code	3610		<u> </u>				980765456				
		_		_				Reference	Contraction of the				
		Currency			e 1.0000			Tax Rate			•		
	temType	ItemCode	ItemDescri	ption		Quantity	UnitCost	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt	
117	0 c	B <mark>B</mark> C	a 🖸 c	12		=	=	=	=	=	=	=	
	NVN	2020-147K SP2020MF0				9.00	400.00	15.0		400.00	4 140.00 5 750.00		140.0
	NVIN	SP2020MFC	C SP2020 Spi	rint MFC		1.00	5 000.00	15.0	5 000.00	5 000.00	5 750.00	5	750.0
4 (Sub Ti	otal	8 600.	•
											VAT		
										Grand T		1 290	
										Grand T	otal	9 890.	.00
Ope	n Windows 🔻							User :	JudithM 30 Ma	ay 2019 Version : 2.	2.0.1 TEST ALPHA -	JUDITH PC LOCAL	L /



• The processes that will follow will depend on whether you are <u>fully invoicing the GRN</u> 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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Home	Equipment and Locat	ions Contract		oice Listing - BPC				ment Sales	Service Repor		_ #
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3 🚺	<u> </u>	۲					3				
Add Edit	Delete Approve	Dedine St	ave Layout Workspaces	Print Export	New	•	Refresh				
Maintain	4 Proce		Format	Print		Current:					
	10. 11. 74	1111									
											/
InvoiceStatus	InvoiceNo	SupplerCode	SupplerName	InvoiceDate •	Reference	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo
		11/200				10-10-0					
N	sinv74b1223	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR	1	00 14.00	3 500.00	3 990.00	4567891
N	50W11,22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.	00 14.00	150.00	171.00	4567891
N	SDNV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1	00 14.00	2 500.00	2 850.00	4567891
N	12345	SPR001	Sprint Distributors Local	08 Jun 2017		ZAR	1	00 14.00	500.00	570.00	4567891
N	01111	SPR001	Sprint Distributors Local	09 Oct 2017	P0000024	ZAR	1	00 14.00	500.00	570.00	4567891
N	02222	SUP001	Buy Back Supplier	10 Oct 2017		ZAR	1	00 14.00	1 500.00	1 710.00	0000000
N	234243234234	SPR001	Sprint Distributors Local	11 Nov 2015		ZAR	1	00 14.00	900.00	1 025.00	4567891
N	SINV12344566	TON001	Tonys Copy Shop	12 Apr 2017		ZAR	1	00 14.00	500.00	570.00	9874561
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1	00 14.00	150.00	171.00	4567891
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1	00 14.00	0.00	0.00	4567891
N	inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1	00 14.00	11 500.00	13 110.00	4567891
N	010101	SPR001	Sprint Distributors Local	13 Jun 2016	GR00000278	ZAR	1	00 14.00	125.00	142.50	4567891
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.	00 14.00	0.00	0.00	4567891
N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355	USD	10.	00 0.00	49.00	49.00	4562587
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1	00 14.00	0.00	0.00	4567891
N	g/2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1	00 14.00	1 000.00	1 140.00	4567891
N	g 2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1	00 14.00	500.00	570.00	4567891
N	SWAPGR00000358	SUP001	Buy Back Suppler	20 Jun 2017	GR00000358	ZAR	1	00 14.00	15 000.00	17 100.00	0000000
N	SWAPGR00000360	SUP001	Buy Back Suppler	21 Jun 2017	GR00000360	ZAR	1	00 14.00	4850.00	5 529.00	0000000
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1	00 14.00	0.00	0.00	4567891
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1	00 14.00	500.00	570.00	4567891
N	suppler 34	SPR001	Sprint Distributors Local	22 May 2017	P00000352	ZAR	1	00 14.00	4 500.00	5 130.00	4567891
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1	00 14.00	0.00	0.00	4567891

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



invoice? This will open the associated GRN.

• Click on Yes.

	Home	Equipment and Loca	tions Contra	Purchase Inv	oice Listing - BPO					nt Sales	Service Repor	ting Utilities	- 2	X
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	any macana ma	amotore	subbio cone	and the second s	annoverage -	Neierense	contracty	LAG IS	Acuar	TRANSPOR	1 VIDE-VENU	(Usperinana)	THILLY	
	N	sinv74b1223	SPR001	Sprint Distributors Local	07 Can 2016	GR00000297	740	-	1.00	14.00	3 500.00	3,990,00	455789	127
ł	N	SIW11.22.33	SPR001	Sprint Distributors Local		000000681	ZAR		1.00			1000	455789	
	N	SDW4788	SPR001	Sprint Distributors Local		GR00000298			1.00	-		100	456789	
+	N	12345 SPR001		Sprint Distributors Local		010000230	ZAR		1.00			Contract La	456789	
÷	N	01111	SPR001	Sprint Distributors Local		P00000024	ZAR	1.00		-			456789	
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4	N						R		1.00				456789	
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ł	N				Yes	No	R		1.00				456789	
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ł	N	Ticketing Retest	SPR002	Sprint International	15 Jun 2017	GR00000355			10.00			1.0	456258	
6	N	BUYBGR00000171	SPR001	Sprint Distributors Local		GR00000171			1.00				456789	
	N	ar2441	SPR001	Sprint Distributors Local			ZAR		1.00				456789	
	N	gr2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR		1.00		500.00		456789	
	N	SWAPGR00000358	SUP001	Buy Back Supplier	20 Jun 2017	GR00000358	ZAR		1.00					
	N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR		1.00	14.00	4850.00	5 529.00	000000	000
	N	BUY8GR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334			1.00	14.00	0.00	0.00	456789	123
ł	N	BLYBGR00000335		Sprint Distributors Local		GR00000335			1.00				456789	
1	N	supplier 34	SPR001	Sprint Distributors Local		P00000352			1.00				456789	
	N	BUY8GR00000281		Sprint Distributors Local		GR00000281			1.00				456789	
ĥ														¥

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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.



<u>a '</u>			Purchase Inv	oice Listing - BPC): Version 2.1.).31 - Exam	ple Com	npany			-		Х
Home	Equipment and Local	ions Contra	act Finance and HR Inve	ntory Maintenan	ice and Project	s Manufa	cturing	Procuremen	nt Sales	Service Repor	ting Utilities	- 8	i
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InvoiceStatus	InvoiceNo	SupplerCode	e SupplerName	InvoiceDate +	Reference	Currency	Excha	ngeRate	TaxRate	TotalCostExd	TotalAmtind	VATINO	
N	sinv74b1223 SP		Sprint Distributors Local	07 Sep 2016	GR00000297	ZAR		1.00	14.00	3 500.00	3 990.00	4567891	123
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR		1.00	14.00	150.00	171.00	4567891	123
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR		1.00	14,00	2 500.00	2 850.00	4567891	123
Ń	12345	SPR.001	Sprint Distributors Local	08 Jun 2017		ZAR	1.00		14.00	\$00.00	\$70.00	4567891	123
N	01111	5PR001	applier Invoice - Process			X		1.00	14.00	500.00	570.00	4567891	123
N	02222	SUP001						1.00	14.00	1 500.00	1 710.00	0000000	00
N	234243234234	SPR001	•					1.00	14.00	900.00	1 0 26.00	4567891	12
N	SINV12344566	TON001	The supplier inv	oice gr2441, has l	been deleted.			1.00	14.00	500.00	570.00	9874561	132
N	123456.99	5PR001						1.00	14.00	150.00	171.00	4567891	123
N.	BUYBGR00000175	SPR001		,				1.00	14.00	0.0	0.00	4567891	121
N	inv1	5PR001			OK			1.00	14.00	11 500.00	13 110.00	4567891	12
N	010101	SPR001						1.00	14.00	125.00	142.50	4567891	12
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR		1.00	14.00	0.00	0.00	4567891	12
N	Ticketing Retest	5PR002	Sprint International	15 Jun 2017	GR00000355	USD		10.00	0.00	49.00	49.00	4562587	741
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR		1.00	14.00	0.00	0.00	4567891	12
N	gr2441	5PR001	Sprint Distributors Local	18 Nov 2015		ZAR		1.00	14.00	1 000.00	1 140.00	4567891	12
N	g/2511	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR		1.00	14.00	500.00	\$70.00	4567891	12
N	SWAPGR00000358	5UP001	Buy Back Suppler	20 Jun 2017	GR00000358	ZAR		1.00	14.00	15 000.00	17 100.00	0000000	00
N	SWAPGR00000360	SUP001	Buy Back Supplier	21 Jun 2017	GR00000360	ZAR		1.00	14.00	4850.00	5 529.00	0000000	00
N	BUYBGR00000334	599,001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR		1.00	14.00	0.00	0.00	4567891	12
N	BUYBGR00000335	SPR001	Sprint Distributors Local		GR00000335			1.00	14.00			4567891	
N	supplier 34	SPR001	Sprint Distributors Local		P00000352	ZAR		1.00	14.00			4567891	
N	BUYBGR00000281		Sprint Distributors Local		GR00000281			1.00	14.00	0.00		4567891	
													1

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



a '			Purcha	se Invoice	Listing	+ BPO: W	ersion 2.1.0.3	1 - Examp	ole Com	pany					Х
	quipment and	d Locations Cont	tract Finance and HR	Inventory	Main	itenance a	ind Projects	Manufac	turing	Procuremen	t s	ales Service	Reporting Util	bes –	8)
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InvoiceStatus	InvoiceNo	SupplerCode	SupplierName	InvoiceDa	te e	Reference	U	Update	^d			TotalCostExd	TotalAmtInd	VATNo	Stat
•			a approximate											10000	
D	08:38:11	SPR001	Sprint Distributors Local	01 May 20	14	GR00000					.00	15 000.00	17 100.00	456789123	1
D	15:25:26		Sprint Distributors Local			GR00000					00			456789123	
D	15:44:45		Sprint Distributors Local				084 ZAR			1.00	4.00			456789123	
D	10:57:05		description and the operation of the starts	07 Jan 20			151 ZAR				4.00			987456132	
D	10:55:51		Sprint Distributors Local				ZAR				4.00			456789123	
D	15:11:42		Sprint Distributors Local			GR00000	223 ZAR				4.00			456789123	
D	11:23:22	SPR002	Sprint International	17 Apr 20	14		USD		1	8.00	0.00	425.00	425.00	456258741	1
D	12:41:02	SPR001	Sprint Distributors Local	18 Nov 20	15		ZAR			1.00 1	4.00	5 500.00	6 270.00	456789123	1
0	gr24411	SPR001	Sprint Distributors Local	18 Nov 20	15		ZAR			1.00 1	4.00	1 000.00	1 140.00	456789123	1
D	14:11:57	SPR001	Sprint Distributors Local	21 3/ 201	4	GR00000	093 ZAR			1.00 1	4.00	950.00	1 083.00	456789123	
ipen Windows *					_								09	Oct 2017	

Related Topics



- Print Supplier Invoice
- Accept Supplier Invoice

MNU.132.001