

Creating a Purchase Invoice

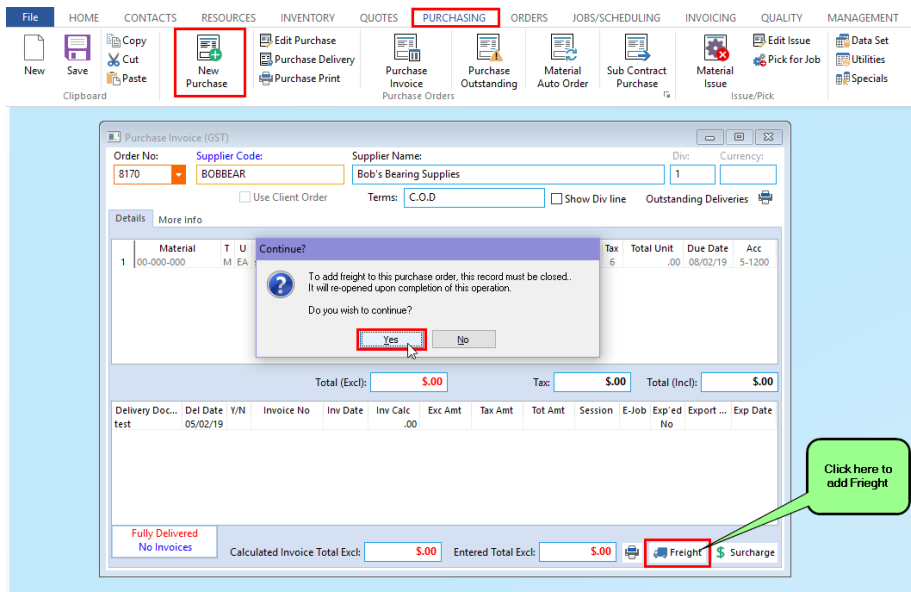
Overview:

The Purchase Invoice window is used for entering invoice information for purchased items after they have been received.

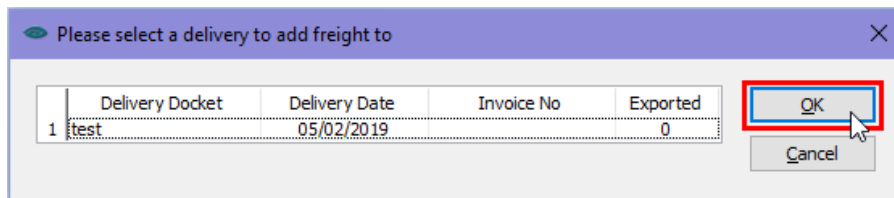
To Create a Purchase Invoice

From the OPTO ribbon, select the 'Purchasing' tab and **click** on the 'Purchase Invoice' icon.

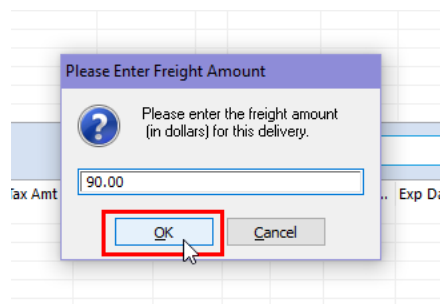
From the **Command Centre**, open the **Purchase** module and then **click** on the 'Purchase Invoice' icon. In the "Order No" field enter the order number or **press** <F2> and select the order number from the pop-up list and then **click** **OK**. **Press** <TAB> to generate the purchase details. If Freight is to be added to the delivery for this invoice, **press** the **Freight** button and **click** on **Yes** on the message.



A pop-up window will appear, select the delivery in relation to the purchase invoice - **Click** on **OK**.



The "Please Enter Freight Amount" pane appears, enter the freight/delivery amount and then **click** **OK**. The freight amount is added to the invoice.



In the bottom table, **click** in the **Y/N** column and enter "Y" to indicate the invoice is to be exported to your accounting system. **Press <TAB>** to move to the **Invoice No** field and enter the Supplier's invoice number and the invoice date. **Press <TAB>** to the advance to the **Exc Amt** column and enter the invoice amount minus the GST amount. **Press <TAB>** and then **press <F9>** to save.

Purchase Invoice (GST)

Order No: 8170 Supplier Code: BOBBEAR Supplier Name: Bob's Bearing Supplies Div: 1 Currency:

Use Client Order Terms: C.O.D Show Div line Outstanding Deliveries

Details More Info

	Material	T	U	Description	Job Tic	Job Qty	Act Qty	Unit Price	Tax	Total Unit	Due Date	Acc
1	00-000-000	M	EA	substitute material		.0000	1.0000	6.0000	2	6.00	08/02/19	5-1200
2	FREIGHT	M		for delivery 1		.0000	1.0000	90.0000	2	90.00	05/02/19	

Total (Excl): \$96.00 Tax: \$44.64 Total (Incl): \$140.64

Delivery Doc...	Del Date	Y/N	Invoice No	Inv Date	Inv Calc	Exc Amt	Tax Amt	Tot Amt	Session	E-Job	Exp'd	Export ...	Exp Date
test	05/02/19	Yes	8170	05/02/19	96.00	96.00	9.60	105.60	05/02/19	1	No		

Fully Delivered No Invoices

Calculated Invoice Total Excl: \$96.00 Entered Total Excl: \$96.00 Freight Surcharge