

How to Create Purchase Invoice (Without Inventory Movement)

The video will show the user How to Create Purchase Invoice (Without Inventory Movement)

Navigate to Purchase, Purchase Invoice, New Entry.
Fill in document date, vendor, and delivery location.
Click Confirm and Post.

STEP-BY-STEP:

1. Go to Purchase menu
2. Select Purchase Invoice
3. Click Create New
4. Fill in the header info, i.e. document date, vendor, deliver to and location.
(mandatory fields in red color or marked with red x)
5. Choose "Without Inventory Movements" in the Inventory Movements type
6. Click Save button
7. Add procurement line items in the table below.
User can filter the products list by brand, by selecting a brand in the Product Brand drop down list.
Fill in the line info, i.e. Product, UOM, Qty, Unit Price, and Tax Rate.
Click + button or press ENTER to save the line entry.
8. Click Confirm Purchase Invoice when done editing
9. Click Post To Accounts button to post the procurement to accounts.
10. Click on the Taxes tab to view the tax breakdown
11. Click on the Postings tab to view the posted journal entries
12. Click on Notes / Attachments tab. User can add notes or attach files for reference.
13. Click on the arrow next to Generate Documents button, and select Create Debit Note.
It will generate a Debit Note document based on the Purchase Invoice document.
14. Click Confirm Debit Note when done editing
15. Click Post To Accounts button to post the debit note to accounts.

