



Purchase Invoice

Purchase Invoice view allows the user to create and manage purchase invoices in relation to purchase orders. Below are available actions for the user from Purchase Invoice view:

-  Create new purchase invoice, update and delete purchase invoice
-  View and search purchase invoice details.

Purchase Invoice

Vendor: < Select All >

Purchase Rep: < Select All >

Search

Year: Year 2016

From:

To:

Branch: < Select All >

Create New

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Payment
Jan 28, 2016	PI-0037	PO-0043	tft	TFI trading	singapore		SGD	\$5381.99	Posted	Payment Due
Feb 3, 2016	PI-0039	PO-0046	YK-001	Yankee Candles	City		USD	\$2,050.00	Posted	Payment Due
Feb 3, 2016	PI-0038	PO-0045	6002.004/Loacker	Loacker	HQ		EUR	€1,849.50	Posted	Payment Due
Feb 4, 2016	PI-0040	PO-0047	6002.004/Loacker	Loacker	HQ		EUR	€1,282.50	Posted	Payment Due
Feb 4, 2016	PI-0043	PO-0050	L-001	LEGO	City		USD	\$100.00	Posted	Payment Due
Feb 4, 2016	PI-0041	PO-0048	YK-001	Yankee Candles	City		USD	\$1,500.00	Posted	Payment Due
Feb 4, 2016	PI-0042	PO-0049	L-001	LEGO	City		USD	\$4,100.00	Posted	Payment Due
Feb 11, 2016	PI-0046	PR116-020007	6002.001/L0001	L'Oreal Singapore	Winsland House	EM03 - Jessica	SGD	\$5422.31	Posted	Payment Due
Feb 12, 2016	PI-0046		6002.001/LU001	Luxasia	Luxasia Building	SJ01 - Steve Jameson	SGD	\$5299.60	Posted	Payment Due
Feb 12, 2016	PI-0045		6002.001/LU001	Luxasia	Luxasia Building	SJ01 - Steve Jameson	SGD	\$5149.80	Posted	Fully Paid
Feb 15, 2016	PI-0047	PO-0051	6002.004/Loacker	Loacker	HQ		EUR	€41.85	Posted	Payment Due
Mar 7, 2016	PI-0051		L-001	LEGO	City		USD	\$600.00	Posted	Payment Due
Mar 7, 2016	PI-0049	PO-0052	tft	TFI trading	indonesia		SGD	\$5417.30	Posted	Payment Due
Mar 7, 2016	PI-0048	PO-0044	6002.004/Loacker	Loacker	HQ		EUR	€148.50	Posted	Payment Due
Mar 7, 2016	PI-0050	PO-0053	YK-001	Yankee Candles	City		USD	\$300.00	Posted	Payment Due
Mar 7, 2016	PI-0052		6002.004/Loacker	Loacker	HQ		EUR	€114.75	Posted	Payment Due
Mar 15, 2016	PI-0053	testSRV	tft	TFI trading	indonesia		SGD	\$5114.50	Posted	Payment Due
Mar 21, 2016	PI-0054		6002.001/LU001	Luxasia	Luxasia Building		SGD		Posted	N/A
Mar 22, 2016	PI-0055		6002.001/L0001	L'Oreal Singapore	Winsland House		SGD	\$5535.00	Posted	Payment Due
Mar 30, 2016	PI-0056		tft	TFI trading	indonesia		SGD	\$5220.00	Posted	Fully Paid
Jul 14, 2016	PI-0059	PO-0054	6002.001/LU001	Luxasia	Luxasia Building		SGD	\$535.00	Posted	Payment Due

Show

< All Purchase Invoices >

Total SGD :

\$520,204.59

1 of 21

Purchase Invoices List

Purchase Invoice

Purchase Invoice

Document Date: 15/07/2016

Document Number: <- AUTO-GENERATED ->

Reference Number:

Branch: HQ - Head Office

Invoice From:

Currency:

Deliver To:

Vendor Location:

Contact Person:

Delivery Location:

Contact Person:

Additional Details

Warehouse: TE01 - Main Warehouse

Receive Via:

Representative:

Tax: Price Excludes Tax

Payment Term:

Inco Terms: EXW - Ex Works

Description:

Analytical Group:

Inventory Movements: With Inventory Movements

Items / Articles

Taxes

Postings

Payments

Notes / Attachments

Product Brand: < Select All >

Filter:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
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Total Qty: 0, Amount:

Discount:

+ Tax:

Grand Total:

Generate Documents

Confirm Purchase Invoice

Create New

Save

Revert

Delete

Purchase Invoices List

Purchase Invoice

Field Name	Description	Mandatory Information
Document Date	Creation date of the document	Y

Document Number	Document number of the purchase order	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which make the purchase order	Y
Invoice From	The vendor of whom the purchase invoice was received from	Y
Currency	Currency used by the vendor	Y
Vendor Location	The location of vendor	Y
Contact Person	The contact person of vendor	N
Deliver To	Name of company to deliver the purchase order	N
Delivery Location	The location of company to deliver the purchase order	N
Contact Person	The contact person of company at delivery location	N
Ship To	Warehouse location to deliver the purchase order	Y
Receive Via	Method of the delivery	N
Representative	Name of staff to process the purchase order	N
Tax	Indicate whether price of the product to purchase include or exclude tax	Y
Payment Term	Payment term for the purchase order	N
Inco Terms	Inco Terms rules associated with the transportation and delivery of goods	Y
Analytical Group		N
Inventory Movements	Indicate whether this process involves inventory movements by the company	Y
Description	Additional information in regard to the purchase invoice document	N
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
Uom	Type of the item	Y
Quantity	Number of quantity of the item to be deliver by vendor	Y
Unit Price	Cost per item	Y
Discount	Discount for the item to purchase	N
Nett Price	Nett price for the item to purchase	Y
Total Amount	Total cost for the item to purchase	Y
Tax Rate	Tax of the item to purchase	Y
Total Amount	Total amount for all the items on the purchase invoice before discount and tax	Y
Total Discount	Total discount for all the items on the purchase invoice	Y
Total Tax	Total tax for all the items on the purchase invoice	Y
Grand Total	Total cost for all the items on the purchase invoice after discount and tax	Y

Create New Purchase Invoice:

1. Create purchase invoice through ***“Purchase – (Transaction) Delivery Confirmation”***.

If **“Immediate”** invoice rule was chosen during purchase order creation, create purchase invoice through **“Purchase – (Transaction) Proforma Invoice”** instead

Invoice Rule	After Delivery	Immediate
2.	From “Purchase – (Transaction) Delivery Confirmation” , on “Delivery Confirmations List” tab, double click on the accepted delivery confirmation, it will bring up the details on “Delivery Confirmation” tab for the selected order	From “Purchase – (Transaction) Proforma Invoice” , on “Proforma Invoices List” tab, double click on the approved proforma invoice, it will bring up the details on “Proforma Invoice” tab for the selected order
3.	Click arrow on Generate Documents button on bottom left screen of “Delivery Confirmation” tab and select “Generate Purchase Invoice” option to generate a new purchase invoice, it will generate a new purchase invoice referenced to the selected delivery confirmation	Click arrow on Generate Documents button on bottom left screen of “Proforma Invoice” tab and select “Generate Purchase Invoice” option to generate a new purchase invoice, it will generate a new purchase invoice referenced to the selected proforma invoice

The screenshot displays the SAP 'Delivery Confirmation' screen. At the top, the 'Invoice Rule' dropdown menu is highlighted with a red box and set to 'After Delivery'. A red arrow points from this box to the 'Generate Purchase Invoice' option in the 'Generate Documents' dropdown menu at the bottom of the screen. The screen also shows various fields for document date, document number, vendor, and currency, as well as a table of items with columns for product, description, unit, ordered quantity, confirmed quantity, unit price, discount, net price, total amount, and tax rate.

Proforma Invoice

Document Date: 15/07/2016 Document Number: PP116-070011 Reference Number: PO-0055 Branch: HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia Currency: SGD Deliver To: 4110.011/GU001 - Guardian - HQ

Vendor Location: Luxasia Building Contact Person: Delivery Location: Bedok Mall

Additional Details

Ship To: TE01 - Main Warehouse Receive Via: Representative: Expected Delivery Date: Invoice Rule: Immediate

Payment Term: 60D-EOM - 60 Days End Of Month Inco Terms: EXW - Ex Works

Analytical Group: Tax: Price Excludes Tax

Items / Articles / Taxes / Notes / Attachments

#	Product	Description	Uom	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	BD10-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Each	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7
1	BD10-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Each	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7

Show Delivery Confirmation

Generate Documents Generate Report Create New Save Revert Delete

Generate Purchase Invoice

Order/Receipt -> Purchase Invoice

Create Purchase Invoice from Order/Receipt

Generates the Purchase Invoice from Order/Receipt with the pending products to be invoiced.

Document Number: PP116-070011 Document Date: 18/07/2016

Reference Number: Document Status: Drafted

Warehouse: TE01 - Main Warehouse

Product #	Description	UOM	Ordered Qty	Invoiced Qty	Open Qty	Suggested Qty
BD10-010029	Bulgari au The Vert Extreme for Women - EDT - ...	Each	1	0	0	1

☒ Open the new Purchase Invoice Document

OK Cancel

Purchase Invoice

Document Date: 18/07/2016 Document Number: PP116-070011 Reference Number: Branch: HQ - Head Office

Invoice From: 6002.001/LU001 - Luxasia Currency: SGD Deliver To: 4110.011/GU001 - Guardian - HQ

Vendor Location: Luxasia Building Contact Person: Delivery Location: Bedok Mall

Additional Details

Warehouse: TE01 - Main Warehouse Receive Via: Representative: Tax: Price Excludes Tax

Payment Term: Inco Terms: Description:

4. Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the purchase invoice

5. Click on **"Save"** button at the bottom right of screen when completed (if any changes was made)

Total Qty: 1, Amount: \$537.50 Discount: + Tax: \$52.63 Grand Total: \$540.13

Generate Documents Confirm Purchase Invoice Create New Save Revert Delete

Purchase Invoices List Purchase Invoice

6. Click on **"Confirm Purchase Invoice"** button at the

bottom of screen to confirm the purchase invoice

The screenshot shows a software interface for purchase invoices. A dialog box titled 'Confirm Document?' is open, asking 'Do you really wish to Confirm the selected Purchase Invoice(s)?' with 'Yes' and 'No' buttons. Below the dialog, the 'Confirm Purchase Invoice' button is highlighted with a red rectangle. The interface also shows a table with columns for Product, Description, Net Price, Total Amount, and Tax Rate. The total amount is \$537.50, and the tax is \$52.63, resulting in a grand total of \$540.13.

7. Click on **“Post To Accounts”** button at the bottom of screen to post the purchase invoice to accounts. A link to corresponding receipt order will be created at the bottom of the screen

The screenshot shows the same software interface as before, but the 'Post To Accounts' button is now highlighted with a red rectangle. The dialog box is still open, and the total amount remains \$537.50 with a tax of \$52.63 and a grand total of \$540.13.

8. Tax entries applicable for the purchase invoice will be automatically created under **“Taxes”** tab if any. Journal entries of the purchase will be automatically created under **“Postings”** tab

The screenshot shows the 'Taxes' tab of the software interface. It displays a table of taxes applicable for the invoice. The table has columns for Product #, Product Name, Tax, Taxable Amount, Tax Amount, Taxable Base Amt, and Tax Base Amt. The total tax amount is \$52.63, and the taxable base amount is \$537.50.

Product #	Product Name	Tax	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD10-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Purchase Tax Account 7% TX7	\$537.50	\$52.63	\$537.50	\$52.63

The screenshot shows the 'Postings' tab of the software interface. It displays a table of journal entries for the purchase invoice. The table has columns for Account #, Account Name, Entity Type, Memo, Due Date, Debit, Credit, and Base Amount. The total debit is \$537.50, and the total credit is \$540.13.

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
4260.02	Inventory in Transit - Third Party	Commercial	Invoice: PP116-070011 From: Luxasia		\$537.50		\$537.50 Dr
4520.01	GST Input Tax	Commercial	Invoice: PP116-070011 From: Luxasia		\$52.63		\$52.63 Dr
6002.001/LU001	Luxasia	Commercial	Invoice: PP116-070011 From: Luxasia	Sep 30, 2016		\$540.13	\$540.13 Cr

9. Click arrow on **Generate Documents** button on bottom left screen of **“Purchase Invoice”** tab and select **“Create Debit Note”** option to generate a new debit note if needed, it will generate a new debit note referenced to the selected purchase invoice

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	BD10-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Each	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7

Total Qty: 1, Amount: \$537.50 Discount: + Tax: \$52.63 Grand Total: \$540.13

Generate Documents Generate Report Show Receipt Order Create New Save Revert Delete

Create Debit Note Use Invoice

10. Click arrow on **"Show Receipt Order"** at the bottom left of screen to generate a new receipt order. A link to show the receipt order will be created above the button

Purchase Invoice

Document Date: 18/07/2016 Document Number: PP116-070011

Invoice From: 6002.001/LU001 - Luxasia Currency: SGD

Vendor Location: Luxasia Building Contact Person: Pamela Tan

Deliver To: 4110.011/GU001 - Guardian - HQ

Delivery Location: Bedok Mall Contact Person:

Additional Details

Warehouse: TE01 - Main Warehouse Receive Via: Inco Terms: EXW - Ex Works

Payment Term: 60D-EOM - 60 Days End Of Month

Analytical Group: Inventory Movements: With Inventory Movements

Items / Articles Taxes Postings Payments Notes / Attachments

Product Brand: < Select All > Filter:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	BD10-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Each	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7

Total Qty: 1, Amount: \$537.50 Discount: + Tax: \$52.63 Grand Total: \$540.13

Generate Documents Generate Report Show Receipt Order Create New Save Revert Delete

Purchase Invoices List Purchase Invoice

Receipt Order

Date: 18/07/2016 Document #: PP116-070011

Partner Details

Receive From: 6002.001/LU001 - Luxasia

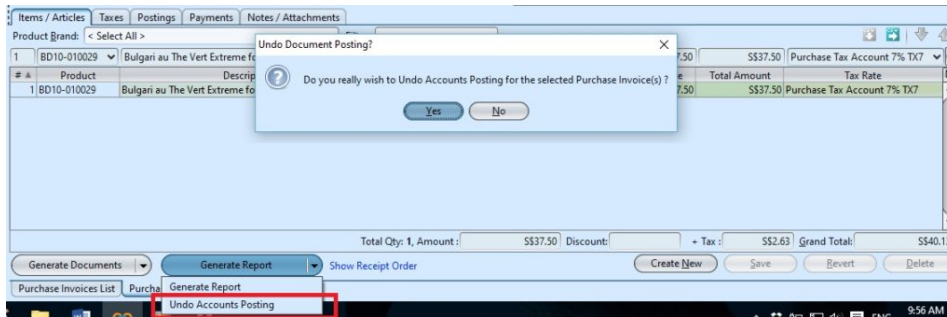
Other Details

Warehouse: TE01 - Main Warehouse Deliver Via:

Update Purchase Invoice Details:

1. Click on **"Purchase Invoices List"** tab at the bottom of screen
2. Double click on purchase invoice to be updated, it will bring up the details on **"Purchase Invoice"** tab for the selected invoice. If a purchase invoice's status is **"Confirmed"** or **"Posted"**, right click on the order and reopen / undo posting of the invoice first. User can do so from the document as well by clicking the arrow on **"Generate Report"** button at the

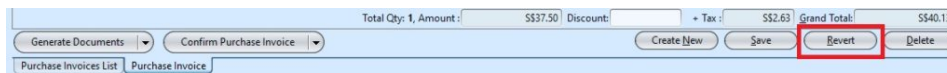
bottom left of the document screen.



3. Make change(s) on the purchase invoice information

4. Click on **"Save"** button at the bottom right of screen when done

5. Click on **"Revert"** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes



6. Click on **"Confirm Purchase Invoice"** button at the bottom of screen to confirm the purchase invoice

7. Click on **"Post To Accounts"** button at the bottom of screen to post the purchase invoice to accounts

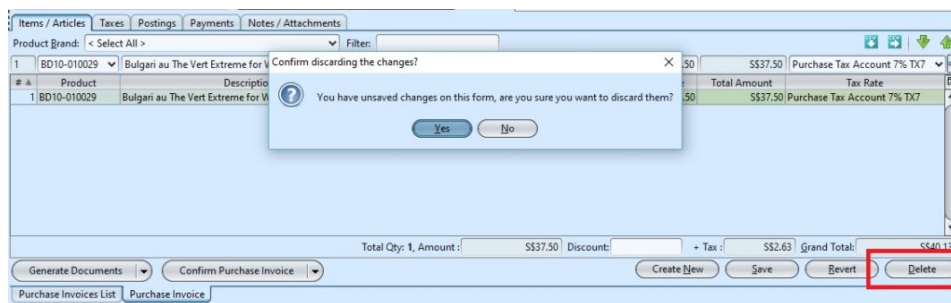
Delete Purchase Invoice:

1. Click on **"Purchase Invoice List"** tab at the bottom of screen

2. Double click on purchase invoice to be deleted, it will bring up the details on **"Purchase Invoice"** tab for the selected invoice. If a purchase order's status is **"Confirmed"** or **"Posted"**, right click on the invoice and reopen / undo posting of the invoice first

3. Click on **"Delete"** button at the bottom right side of screen

4. Click on **“Yes”** button on the pop-up window to confirm purchase invoice deletion



View and Search for Purchase Invoice Details:

1. Click on **“Purchase Invoices List”** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which vendor to search for in the **“Vendor”** text field box or select from drop-down list



Note: If received quantity is less than ordered, the Purchase Invoice document will be highlighted in yellow color on the Purchase Invoice list view to indicate progress status as **“Partially Completed”**, as not all the ordered quantity was received.

Purchase Invoice											
Vendor: < Select All >		Purchase Rep: < Select All >		Search							
Year: Year 2016	From:	Till:	Branch: < Select All >	Create New							
Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Progress	Payment
Jan 28, 2016	PI-0037	PO-0043	tfi	TFI trading	singapore		SGD	\$5381.99	Posted	Fully Completed	Payment Due
Feb 3, 2016	PI-0039	PO-0046	YK-001	Yankee Candles	City		USD	\$2,050.00	Posted	Fully Completed	Payment Due
Feb 3, 2016	PI-0038	PO-0045	6002.004/Loacker	Loacker	HQ		EUR	€1,849.50	Posted	Fully Completed	Payment Due
Feb 4, 2016	PI-0042	PO-0049	L-001	LEGO	City		USD	\$4,100.00	Posted	Fully Completed	Payment Due
Feb 4, 2016	PI-0041	PO-0048	YK-001	Yankee Candles	City		USD	\$1,500.00	Posted	Partially Compl.	Payment Due
Feb 4, 2016	PI-0040	PO-0047	6002.004/Loacker	Loacker	HQ		EUR	€1,282.30	Posted	Fully Completed	Payment Due
Feb 4, 2016	PI-0042	PO-0049	L-001	LEGO	City		USD	\$4,100.00	Posted	Fully Completed	Payment Due

3. Result can be sorted alphabetically by clicking the fields' columns

Purchase Invoice											
Vendor: < Select All >		Purchase Rep: < Select All >		Search							
Year: Year 2016	From:	Till:	Branch: < Select All >	Create New							
Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Payment	
Mar 22, 2016	PI-0055		6002.001/L0001	L'Oreal Singapore	Winsland House		SGD	\$5535.00	Posted	Payment Due	
Feb 11, 2016	PI16-020007		6002.001/L0001	L'Oreal Singapore	Winsland House	EM03 - Jessica	SGD	\$4422.31	Posted	Payment Due	

4. Double click on purchase invoice to view full details of the invoice, it will bring up the details on **"Purchase Invoice"** tab for the selected invoice