

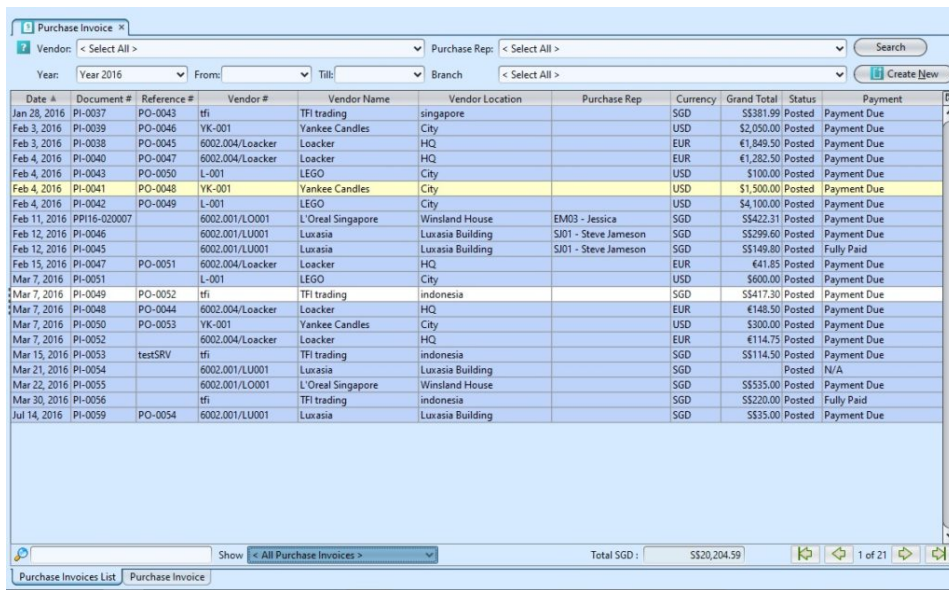


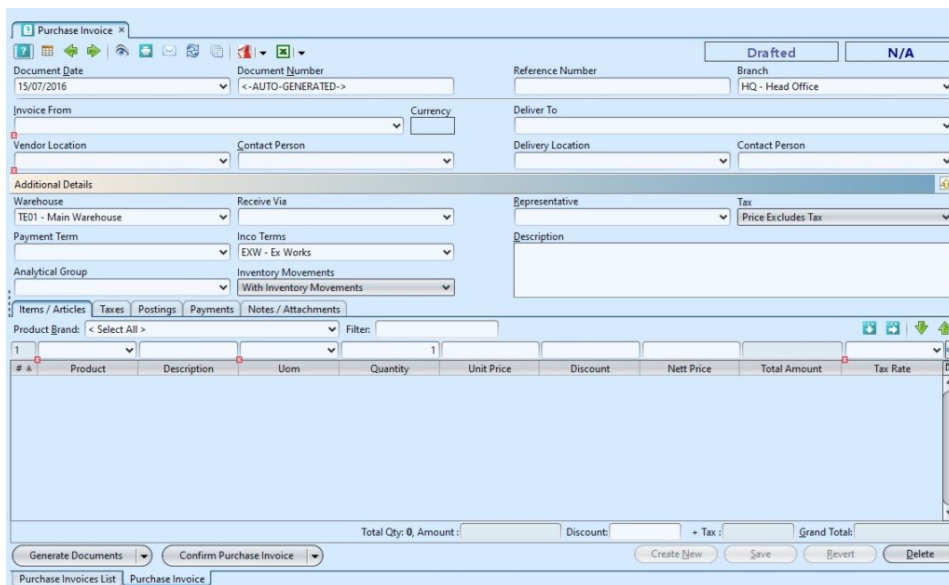
# Purchase Invoice

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.



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	PRI16-020007	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	\$8299.60	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



Document Date: 15/07/2016  
 Document Number: <-AUTO-GENERATED->  
 Reference Number: [Empty]  
 Branch: HQ - Head Office  
 Invoice From: [Empty]  
 Currency: [Empty]  
 Deliver To: [Empty]  
 Vendor Location: [Empty]  
 Contact Person: [Empty]  
 Delivery Location: [Empty]  
 Contact Person: [Empty]  
 Additional Details:  
 Warehouse: TE01 - Main Warehouse  
 Receive Via: [Empty]  
 Representative: [Empty]  
 Tax: Price Excludes Tax  
 Payment Term: EXW - Ex Works  
 Inco Terms: [Empty]  
 Description: [Empty]  
 Analytical Group: [Empty]  
 Inventory Movements: With Inventory Movements  
 Product Brand: < Select All >  
 Filter: [Empty]  
 Total Qty: 0, Amount: [Empty] Discount: [Empty] + Tax: [Empty] Grand Total: [Empty]  
 Buttons: Generate Documents, Confirm Purchase Invoice, Create New, Save, Revert, Delete

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

#	Product	Description	Uom	Ordered Qty	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	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7

Total [Confirmed Qty: 1, Amount: \$537.50 - Discount: ] + Tax: \$52.63] = Grand Total: \$540.13

Proforma Invoice

Document Date: 15/07/2016 | Document Number: PPI16-070011 | 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 | Contact Person: |

Additional Details

Ship To: TE01 - Main Warehouse | Receive Via: | Representative: | Expected Delivery Date: |

Payment Term: 60D-EOM - 60 Days End Of Month | Inco Terms: EXW - Ex Works | Memo: | Invoice Rule: Immediate

Analytical Group: | Tax: Price Excludes Tax

#	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

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

Buttons: 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: PPI16-070011 | 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

Buttons: OK, Cancel

Purchase Invoice

Document Date: 18/07/2016 | Document Number: PPI16-070011 | 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 | Contact Person: |

Additional Details

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

Payment Term: | Inco Terms: | Description: |

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

Buttons: Generate Documents, Confirm Purchase Invoice, Create New, Save, Revert, Delete

Purchase Invoices List | Purchase Invoice

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)

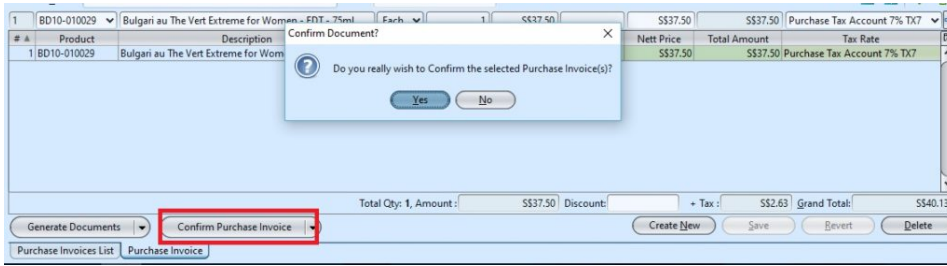
Total Qty: 1, Amount: \$537.50 - Discount: | + Tax: \$52.63 - Grand Total: \$540.13

Buttons: Generate Documents, Confirm Purchase Invoice, Create New, Save, Revert, Delete

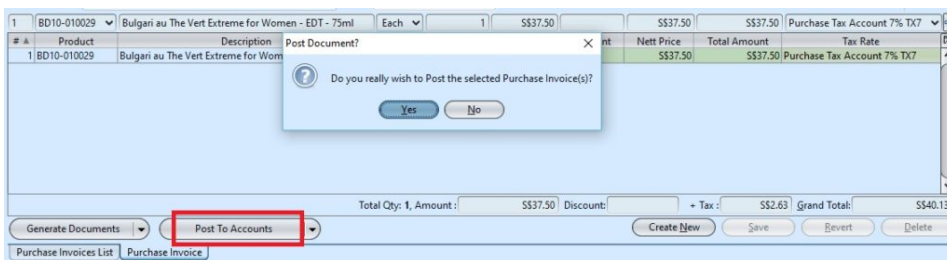
Purchase Invoices List | Purchase Invoice

6. Click on **“Confirm Purchase Invoice”** button at the

bottom of screen to confirm the purchase invoice



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



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

Taxes applicable for this invoice:				Base Taxable Sum:	\$537.50	Tax Sum:	\$52.63
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	

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	S\$37.50		S\$37.50	S\$37.50	Purchase Tax Account 7% TX7

Total Qty: 1, Amount: S\$37.50 Discount: + Tax: S\$2.63 Grand Total: S\$40.13

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

Create Debit Note | **Show 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 | 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: Pamela Tan | Delivery Location: Bedok Mall | Contact Person: |

Additional Details

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

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

Analytical Group: | Inventory Movements: With Inventory Movements

Items / Articles | Taxes | Postings | Payments | Notes / Attachments

#	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	S\$37.50		S\$37.50	S\$37.50	Purchase Tax Account 7% TX7

Total Qty: 1, Amount: S\$37.50 Discount: + Tax: S\$2.63 Grand Total: S\$40.13

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 | Reference #: | Branch: HQ - Head Office

Partner Details

Receive From: 6002.001/LU001 - Luxasia

Other Details

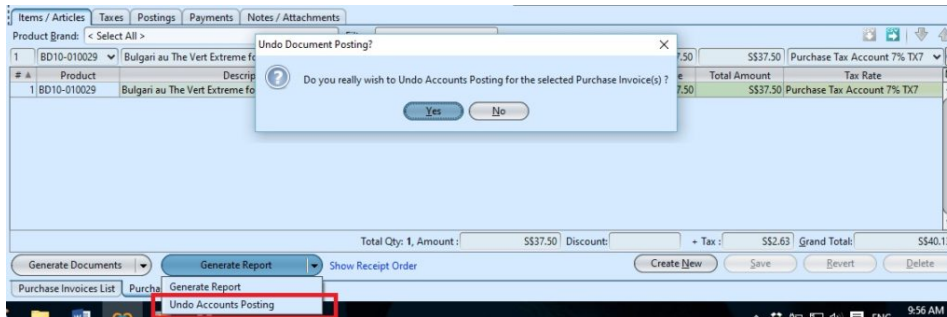
Warehouse: TE01 - Main Warehouse | Deliver Via: |

## 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



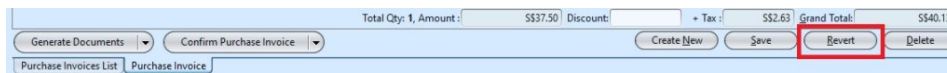
bottom left of the document screen.



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

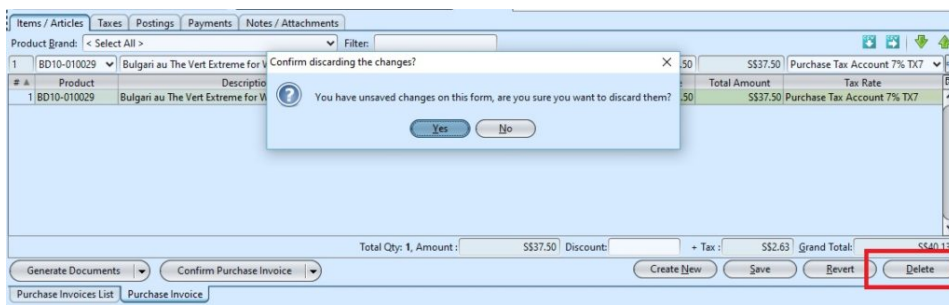
## Delete Purchase Invoice:

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.



Date #	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Progress	Payment
Jan 28, 2016	PI-0037	PO-0043	tff	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-0050	L-001	LEGO	City		USD	\$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

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	\$5355.00	Posted	Payment Due
Feb 11, 2016	PP116-020007		6002.001/L0001	L'Oreal Singapore	Winsland House	EM03 - Jessica	SGD	\$5422.31	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