

Creditor Invoice Entry User Guide



Table of Contents

Creditor Invoice Entry2

Creditor Invoice Entry

Path: Creditors → Creditor Invoice Entry

When an invoice has been received from a Creditor for goods or services provided you will need to enter the invoice details in the system.

Enter the Invoice Details

The screenshot shows the 'Creditor Invoice Entry' window with the following details:

- Creditor Code:** BOOKSTORE (1)
- ABN:** 12 345 678 901
- Name:** Book Store Inc
- Invoice Number:** 123456 (2)
- Description:** P/O 100003 Book Marks & Bags
- Gross Amount:** 105.00
- Tax Withheld:** 0.00
- Invoice Date:** 08/04/2008
- Terms:** 30 (3)
- Due Date:** 08/05/2008
- Discount:** Dollar Value, % Discount: 0, Disc Amt: 15.00 (4)
- Payment Method:** EL (5)
- Amt Paid:** 0.00 (6)
- Status:** A

Entity >>	Batch...	P...	Amount	Unapplied	Account >>	Sub...	Project...	Name >>	Gross \$	GST Class >>
COLLEGE		620	4	105.00	1305	0	0	Departmental Tuition Resourc	55.00	TE
					1310	0	0	Library Expenses	50.00	TE

Transaction Description: P/O 100003 Book Marks with School Logo

Toolbar buttons: New Invoice (F5), Delete Invoice (D), Save Invoice (F2), Create Asset, Exit View (Esc)

1.	Creditor Code; Enter or select the Creditor Code.
2.	<p>Invoice Number;</p> <ul style="list-style-type: none"> Enter invoice number. Can be either numeric, alpha or a combination, maximum 20 characters; Unique invoice numbers should be used to avoid multiple entries of the same invoice. If the Invoice number has been previously entered you will receive a duplicate warning, you can accept the duplicate if wished. <p>Description;</p> <ul style="list-style-type: none"> Enter a description or the Order No relating to this invoice. Further details can be entered when dissecting the invoice. <p>Gross Amount;</p> <ul style="list-style-type: none"> Enter the total \$ value of the invoice including any GST component. If entering a credit note, enter as a negative amount, such as –35.00. <p>Tax Withheld;</p> <ul style="list-style-type: none"> Records a withheld PAYG amounts (Aus 48.5%) if no ABN number is supplied. <p>Invoice Date</p> <ul style="list-style-type: none"> Select or enter the date of invoice.
3.	<p>Terms;</p> <ul style="list-style-type: none"> Defaults from the Master File. Can edit, this will not overwrite the Master File. <p>Pay Last Day Next Month;</p> <ul style="list-style-type: none"> Tick if you wish to set the due date to the last day of the next month. <p>Due Date;</p> <ul style="list-style-type: none"> Automatic default is based on the master File. Can edit. If the Master File has been set as 31 days the due date will automatically default to the last day of the following month (Aust), or the 20th day of the following month (NZ).
4.	<p>Discount;</p> <ul style="list-style-type: none"> Optional; the default is 'Not Available', can select \$ or % discount format. <p>Disc Amt & % Discount;</p> <ul style="list-style-type: none"> Enter a percentage or dollar amount if applicable. Discount will be deducted from the payment if paid within the stated terms. <p>Days for Disc;</p> <ul style="list-style-type: none"> Optional; Enter the Terms in days for the discount. <p>Discount Taken;</p> <ul style="list-style-type: none"> Will display a tick after payment of the invoice if the discount was taken. <p>Disc Date;</p> <ul style="list-style-type: none"> Optional; Will default from the Days entered or select the date.
5.	<p>Payment Method / BPay & Elect Pay Ref;</p> <ul style="list-style-type: none"> These fields will default from the Master File. Can Edit.
6.	<p>Amt Paid;</p> <ul style="list-style-type: none"> When paid will display the amount. <p>Priority;</p> <ul style="list-style-type: none"> Will default from the Master File. Can edit. <p>Status:</p> <ul style="list-style-type: none"> A = invoice is still active, not paid. F = invoice is finalised, paid. <p>Hold Invoice Payment;</p> <ul style="list-style-type: none"> Tick to defer the payment of the invoice. <p>Unapplied;</p> <ul style="list-style-type: none"> Display the amount of the invoice that is still to be dissected.
7.	Dissection Details

Entity, Batch No and Period defaults.

The screenshot shows the 'Creditor Invoice Entry' window. The top section contains fields for CREDITOR CODE (BOOKSTORE), ABN (12 345 678 901), NAME (Book Store Inc), INVOICE NUMBER (123456), WITHHOLD TAX (checkbox), ST. (45 Reading Avenue), DESCRIPTION (P/O 100003 Book Marks & Bags), TOWN (TOWN), and POSTCODE (4868). Below these are fields for GROSS AMOUNT (105.00), TAX WITHHELD (0.00), INVOICE DATE (08/04/2008), TERMS (30), PAY LAST DAY NEXT MONTH (checkbox), DUE DATE (08/05/2008), DISCOUNT (Dollar Value), % DISCOUNT (0), DISCOUNT TAKEN (checkbox), DISC AMT (15.00), DAYS FOR DISC (0), DISC DATE (22/04/2008), PAYMENT METHOD (EL), AMT PAID (0.00), PRIORITY (0), STATUS (A), CRED B/PAY ORG REF (789654), and ELECT PAY TRANS REF (SchoolName). A 'Hold Invoice Payment' checkbox is also present.

The middle section is a table with columns: Entity >>, Batch >>, Pd >>, Amount, Unapplied, Account..., Subacc..., Project >>, Name >>, Gross \$, and GST Class >>. The first row shows COLLEGE, 620, 4, 105.00, 0.00, 1305, 0, 0, Departmental Tuition Resources, 55.00, TE. The second row shows 1310, 0, 0, Library Expenses, 50.00, TE. Below the table are buttons: New Head (2), Save Head (3), Clear Head (4), and Delete Head (5).

The bottom section is a 'Transaction Description' area showing 'P/O 100003 Book Marks with School Logo' (8). Below it are buttons: Save Dissect (9), Clear Dissect (10), and Delete Dissect (11). At the very bottom are buttons: New Invoice F5 (13), Delete Invoice D, Save Invoice F2, Create Asset (12), and Exit View Esc.

1.	<p>Entity;</p> <ul style="list-style-type: none"> • Will default. Can Edit. Automatically generates a General Ledger Batch and Period. • Invoices are grouped by the Period taken from the date of the invoice. Can Edit. <p>To dissect the invoice to more than one entity;</p> <ul style="list-style-type: none"> • Enter the first entities dollar Amount and dissect to the relevant account. • Click New Head; • Select a second Entity, enter the dollar amount and dissect to the relevant account. • Continue until the total Amount is dissected.
2.	<p>New Head;</p> <ul style="list-style-type: none"> • Will create a new line where an alternate Entity can be selected.
3.	<p>Save Head</p> <ul style="list-style-type: none"> • Will save edited changes.
4.	<p>Clear Head;</p> <ul style="list-style-type: none"> • Will enable access to edit the amount on highlighted line entry
5.	<p>Delete Head;</p> <ul style="list-style-type: none"> • Deletes highlighted line.
6.	<p>Account and Sub Account;</p> <ul style="list-style-type: none"> • Will default from the Master File. Can edit.
7.	<p>Gross;</p> <ul style="list-style-type: none"> • Will automatically dissect to the Account selected. To edit enter the amount. • To dissect to multiple GL accounts go to the next line, enter the Account number. • Enter in the amount to be allocated. • Continue until the total amount is dissected to the relevant accounts.
8.	<p>Transaction Description;</p> <ul style="list-style-type: none"> • Type in your description, this will overwrite the invoice description for reporting purposes in Transaction Listing in General Ledger Reports. • A different Transaction Description can be entered for each dissection line.
9.	<p>Save Dissect;</p> <ul style="list-style-type: none"> • Click to save the dissection, this allows entry of further invoices for this creditor.
10.	<p>Clear Dissect;</p> <ul style="list-style-type: none"> • Highlight a dissection line and click, Clear Dissect, to edit the line.
11.	<p>Delete Dissect;</p> <ul style="list-style-type: none"> • Highlight a line and click Delete Dissect to delete the line.
12.	<p>Create Asset;</p> <ul style="list-style-type: none"> • Click to enter the invoice into the Asset Register. • This can only be used to create a NEW asset, not add to an existing asset.
13.	<p>Save Invoice;</p> <ul style="list-style-type: none"> • If making changes to a saved invoice, click to save the changes. • This will also allow further invoice entries for this creditor. <p>Delete Invoice;</p> <ul style="list-style-type: none"> • Click to delete an A (Active) invoice. <p>New Invoice;</p> <ul style="list-style-type: none"> • Click to clear the details and then select a new creditor if entering more invoices.