FING-103 How to register a purchase invoice



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Type *pins* in the Element type Document type Purchase invoice -Comments field 凾 S Comments and search *pins* 1 \Box 1 2

A complete list of purchase invoice to be registered with appear:

Elemer	nt type	Purchase invoice Document type	Purchase Or	der Invoices 💌	
	5	Comments	Client	Transaction number	Invoice No:
?		*pins*			
1		PINS	U1	0	24420507
2		PINS	U1	0	31321
3		PINS	U1	0	91731060
4		PINS	U1	0	30001994
5		PINS	U1	0	2585
6		PINS	U1	0	3141394
7		PINS	U1	0	1541103 RI
8		PINS	U1	0	92079881

Double-click on the first line you want to register, and it will open in the registration screen (below). A scanned image of the invoice will appear on your second screen.

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Understanding the order screen

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	W M Order GRN Pos Product Description Unit Inv. gty. Inv price Inv. amt.														
?			7004372												
1		\boxtimes	7004372	9003973	1	893	07919301901 IT Technic	UN	1.00	0.66	0.66				
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Σ					~	<			2.00		57.66				



If the ordered items have been 'GRN'd' (confirmed as received) then these order lines will AUTOMATICALLY APPEAR on the screen ready to be matched, with a corresponding GRN number (always starting with 9).

If the ordered items have <u>not yet been 'GRN'd'</u>, then you must click **Find All** to retrieve the unconfirmed order lines.

	UI PU - Purchase Invoices U Order													
Setu	Setup Template Regret Zero Mark Mark all Find all New link Organise links													
Inv. e	contr	ols ir	n use : Amount de	livered 1.00	%, Amount	ordered 1.00)%, Max overrun amt.	5 GBP.						
	W	Μ	Order	GRN	Pos	Product	Description	Unit	Inv. qty.					
?			7004768											
1														
2														



Once you click 'FIND ALL', you may see some lines with GRN numbers against them. These are order lines that have already been matched against an earlier invoice and should NOT be selected.

Registering the invoice against order lines

When viewing the order screen, look at:

The Ext Ref column: If there was a delivery/dispatch note, this will be entered into the ext ref field. You can check this against the info on the invoice.

The DESCRIPTION: this is the description of the goods ordered (you may have to drag the field wider to read the whole description).

Normally this should be straightforward, but sometimes the suppliers wording will not match that of the purchase order. For example, a perfectly good purchase order for *telephone line rental* for Vodafone is referred to as *charges* on the invoice.

The order QUANTITY: Someone might have raised an order for a quantity of 300 items, and the invoice states a QTY of 1 (i.e. 1 box of 300 pens). Refer to the 'unit' column for clarification. The description should also help you out, as staff are asked to be specific about how they wish to be invoiced.

N.B. If there is a judgement call to be made, ALWAYS go with how the purchase order is set up. For example, do you enter a QTY of 1, because that was on the invoice, or 300 because that was on the order? You enter 300.

The order PRICE: this is the PRICE PER UNIT. So if someone has raised an order for 300 pens @ 20p each. This box should have 0.20 in it. If the person has raised the order as a QTY of 1, and their order description is '300 pens', Then the order AMNT would be the total value of the pens, i.e 60.00

Description	Unit	Inv. qty.	Inv price	Inv. amt.	Order qty	Order price	Order amt.
Contribution towards costs of BNMF	UN		3,000.00		1.00	3,000.00	3,000.00
		0.00		0.00	1.00		0.00

	UI PU - Purchase Invoice [®] UI Order														
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Inv. (v. controls in use : Amount delivered 1.00%, Amount ordered 1.00%, Max overrun amt. 5 GBP.														
	W	Μ	Order	GRN	Pos	Product	Description	Unit	Inv. qty.	Inv price	Inv. amt.				
?			7005443												
1		\boxtimes	7005443	9004687	1 77	79	m9910	UN	1.00	30.60	30.60				
2		\boxtimes	7005443	9004687	2 77	79	G5711	UN	1.00	27.00	27.00				
3		\boxtimes	7005443	9004687	3 77	79	m8301	UN	4.00	12.00	48.00				
4		\boxtimes	7005443	9004687	4 77	79	m1801	UN	1.00	59.40	59.40				
Σ									7.00		165.00				

The default invoice quantity, price per item and total price will show in the white columns – type the default amounts with the actual quantities/amounts stated on the invoice if these differ.

In cases where the invoice amount differs from that of the original purchase order line, or the order has not yet been GRN'd, the amount will show in blue.

Once you have correctly/accurately registered all the invoice lines against the relevant order lines, click Save 🗔. This will return you to the main registration screen.

	- Purchase In	voices													
Payment	Change posting	cycle Parkin	ig ▼ Template ▼ Text	Description Am	end tax	100% New e	xchange	rate 🛛	Change AP/AR info Re	ecurring journal Accruals	Re-post	New link Organise l			
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Account Costc Project Batch_id TC TS Cur Curr. amoun															
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Now the registered lines are showing on the screen, as well as the 'K01' payment line. Your cursor will be at the top of the screen in the Account' field.

Tab through the registration screen until a cross appears in the K01 line at the bottom of the screen. Check that the project code on the K01 line corresponds to the others.

	W	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount
1	\boxtimes	779	0310	B35550	DEC10		PENONPAY	PS	PR	GBP	165.00	193.88
2	\boxtimes	K01	0310	B35550				0	NR	GBP	-193.88	-193.88
3												
4												
5												
6	\boxtimes										-28.88	0.00



Once you've saved, you will be given a transaction number. There is no need to make a note of this.





Click to move to the next document for registration.