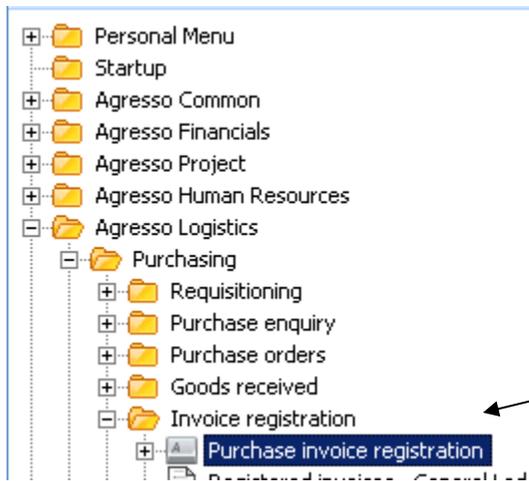
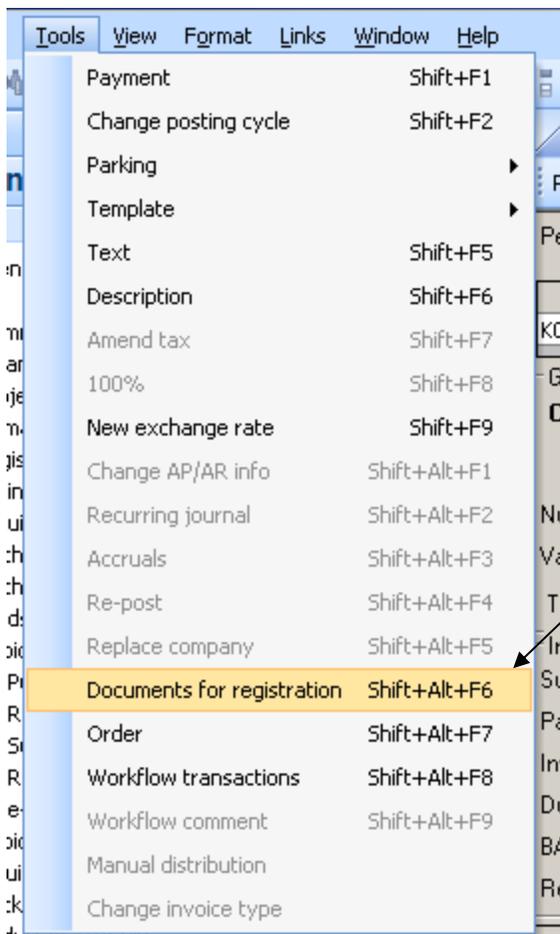


FING-103 How to register a purchase invoice



 Go to
 Agresso Logistics
 Purchasing
 Invoice Registration
 and click to open:
Purchase Invoice Registration



 Go to Tools and choose
Documents for Registration

Element type: Document type:

	S	Comments
?	<input type="checkbox"/>	*pins*
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	

 Type ***pins*** in the
 Comments field
 and search 

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

Element type	Purchase invoice	Document type	Purchase Order Invoices		
	S	Comments	Client	Transaction number	Invoice No:
?	<input type="checkbox"/>	*pins*			
1	<input type="checkbox"/>	PINS	U1	0	24420507
2	<input type="checkbox"/>	PINS	U1	0	31321
3	<input type="checkbox"/>	PINS	U1	0	91731060
4	<input type="checkbox"/>	PINS	U1	0	30001994
5	<input type="checkbox"/>	PINS	U1	0	2585
6	<input type="checkbox"/>	PINS	U1	0	3141394
7	<input type="checkbox"/>	PINS	U1	0	1541103 RI
8	<input type="checkbox"/>	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.

Check the Invoice number, purchase order number and Supplier corresponds to the scanned invoice image.

Click the chevron to open the menu items.

Choose **Order** to view and register the order lines

It is extremely important to match the invoice against the original purchase order lines. Always check the description and original quantities, and if you require more information, go to the document archive and refer to the purchase order document.

Understanding the order screen

Setup Template Regret Zero Mark Mark all Find all : New link Organise links											
Inv. controls in use : Amount delivered 1.00%, Amount ordered 1.00%, Max overrun amt. 5 GBP.											
	W	M	Order	GRN	Pos	Product	Description	Unit	Inv. qty.	Inv price	Inv. amt.
?		<input type="checkbox"/>	7004372								
1		<input checked="" type="checkbox"/>	7004372	9003973	1 893		07919301901 IT Technic UN		1.00	0.66	0.66
2		<input checked="" type="checkbox"/>	7004372	9003973	2 890		07919301901 IT Technic UN		1.00	57.00	57.00
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 not yet been 'GRN'd', then you must click **Find All** to retrieve the unconfirmed order lines.

W	M	Order	GRN	Pos	Product	Description	Unit	Inv. qty.
?	<input type="checkbox"/>	7004768						
1	<input type="checkbox"/>							
2	<input type="checkbox"/>							
3	<input type="checkbox"/>							



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

The order AMNT: The TOTAL VALUE (pre-tax) of the order.

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

	W	M	Order	GRN	Pos	Product	Description	Unit	Inv. qty.	Inv price	Inv. amt.
?		<input type="checkbox"/>	7005443								
1		<input checked="" type="checkbox"/>	7005443	9004687	1 779	m9910		UN	1.00	30.60	30.60
2		<input checked="" type="checkbox"/>	7005443	9004687	2 779	G5711		UN	1.00	27.00	27.00
3		<input checked="" type="checkbox"/>	7005443	9004687	3 779	m8301		UN	4.00	12.00	48.00
4		<input checked="" type="checkbox"/>	7005443	9004687	4 779	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 – try to alter 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.

Account	Costc	Project	Batch_id	TC	TS	Cur	Curr. amount
K01	0310	B35550		0	NR	GBP	0.00

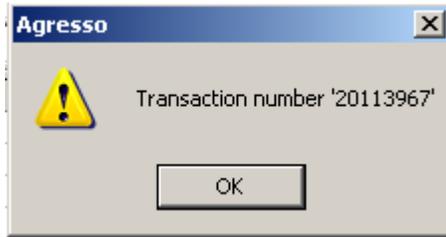
W	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref
1	<input checked="" type="checkbox"/> 779	0310	B35550	DEC10		PFNONPAY	PS	PR	GBP	165.00	193.88	587972
2	<input checked="" type="checkbox"/> K01	0310	B35550				0	NR	GBP	-193.88	-193.88	587972
3	<input type="checkbox"/>											
4	<input type="checkbox"/>											
5	<input type="checkbox"/>											
6	<input checked="" type="checkbox"/>									-28.88	0.00	

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	<input checked="" type="checkbox"/> 779	0310	B35550	DEC10		PFNONPAY	PS	PR	GBP	165.00	193.88
2	<input checked="" type="checkbox"/> K01	0310	B35550				0	NR	GBP	-193.88	-193.88
3	<input type="checkbox"/>										
4	<input type="checkbox"/>										
5	<input type="checkbox"/>										
6	<input checked="" type="checkbox"/>									-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.