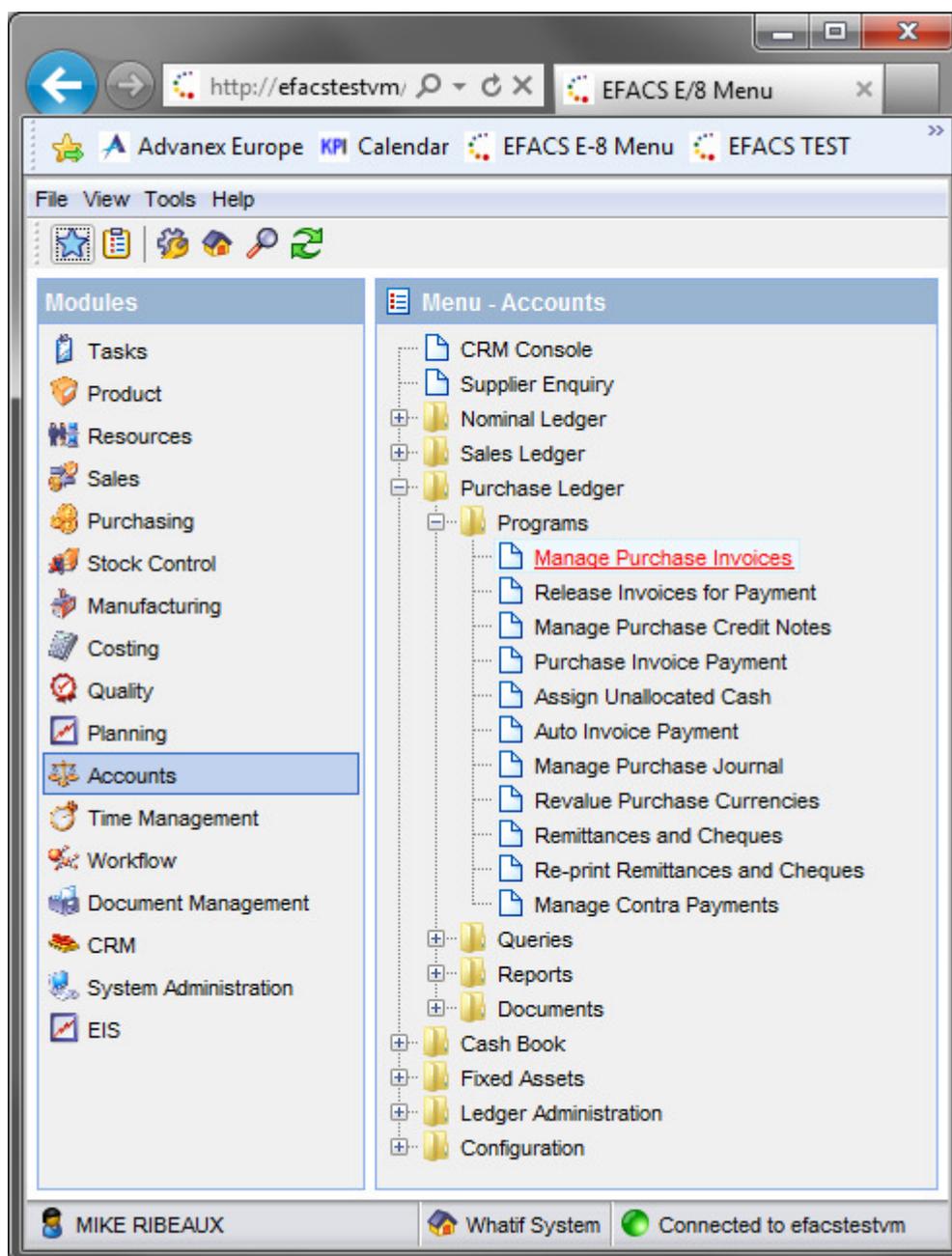


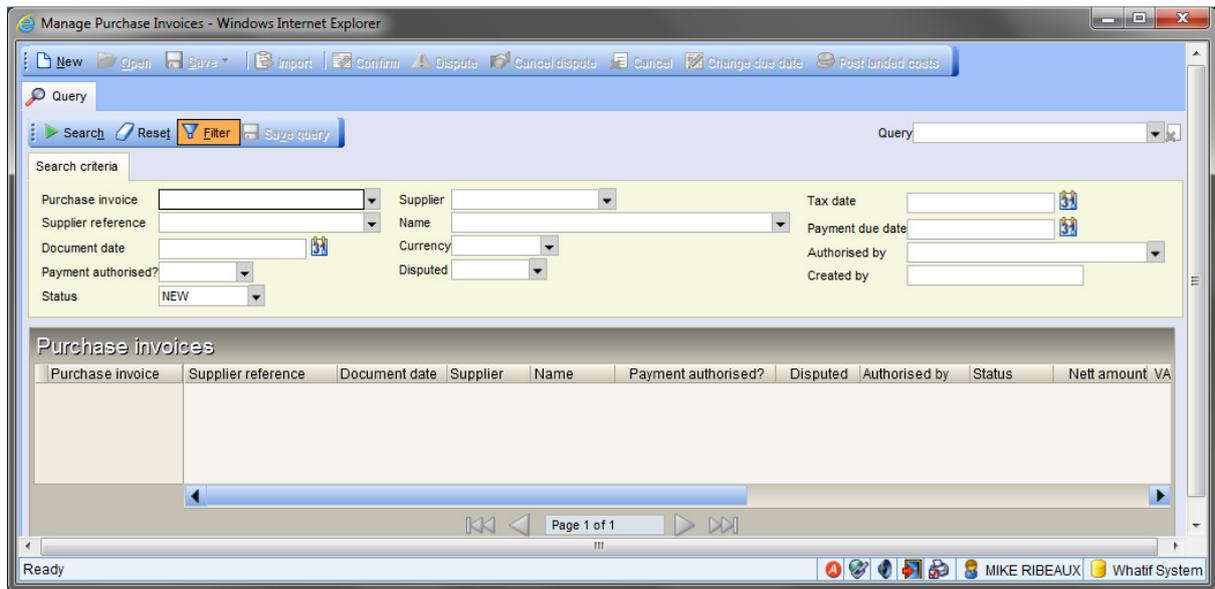
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**FOR ITEMS THAT HAVE BEEN PURCHASED ON A PURCHASE ORDER AND BOOKED INTO STOCK WITH A DELIVERY NOTE AND GOODS RECEIVED NOTE CREATED.**

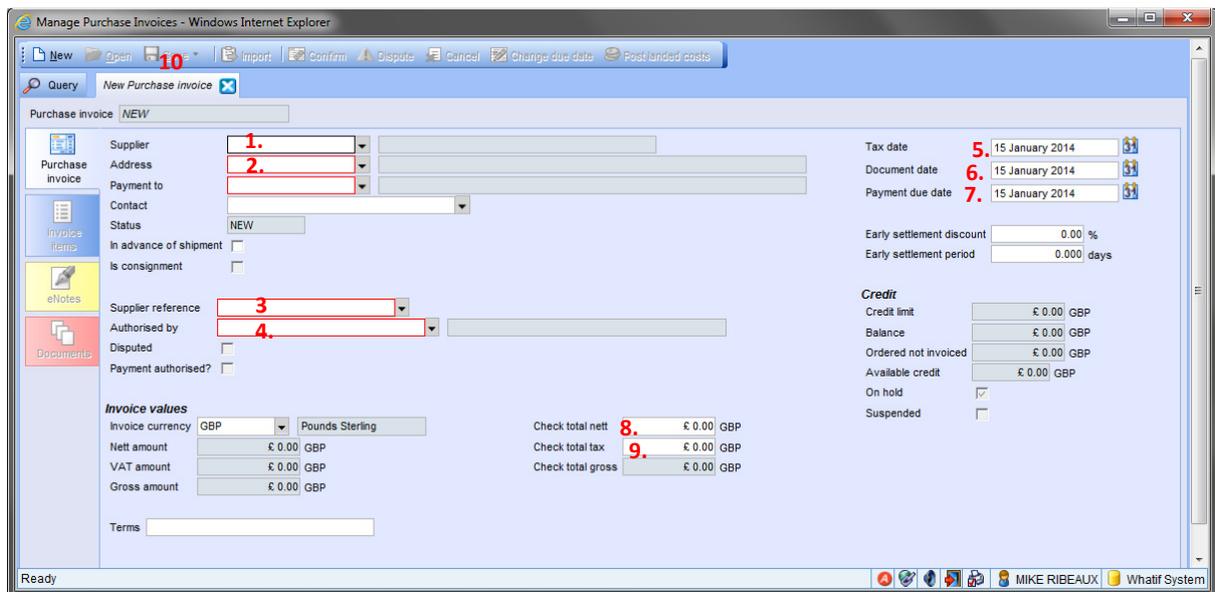
1. A PURCHASE ORDER IS CREATED (SEE PURCHASE ORDER WORK INSTRUCTION), GOODS ARE RECEIVED (SEE GOODS RECEIVED WORK INSTRUCTION). DELIVERY NOTE IS PASSED FROM STORES TO ACCOUNTS AND FILED.
2. INVOICE IS RECEIVED FROM SUPPLIER
3. MATCH THE DELIVERY NOTE WITH THE INVOICE
4. OPEN MANAGE PURCHASE INVOICES



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5. CLICK ON 'NEW'



6. YOU WILL THEN BE PRESENTED WITH THE PURCHASE INVOICE SCREEN

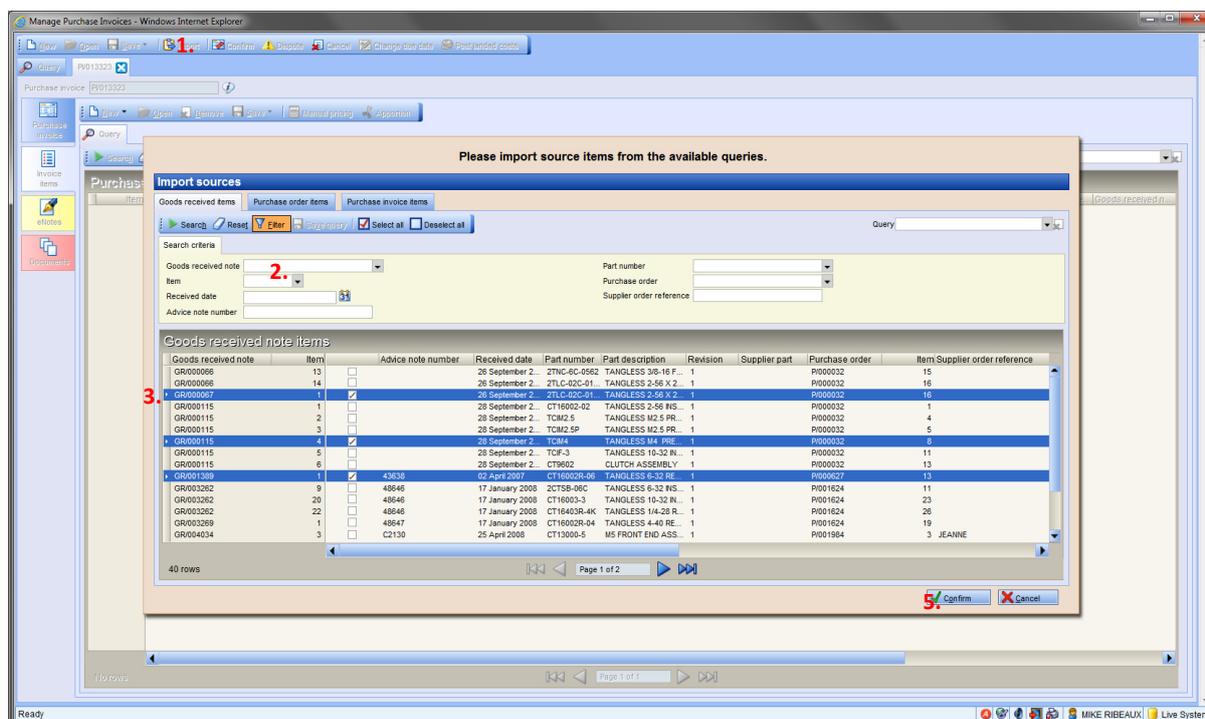
1. ENTER THE SUPPLIER NUMBER
2. SELECT ADDRESS AND PAYMENT TO IF DIFFERENT FROM DEFAULT
3. SUPPLIER REFERENCE SHOULD BE THEIR INVOICE NUMBER
4. AUTHORISED BY SHOULD BE AUTOMATICALLY POPULATED BY THE NAME OF THE PERSON WHO CREATES THE NEW PURCHASE INVOICE
5. THE TAX DATE SHOULD NORMALLY MATCH THE DATE ON THE INVOICE. HOWEVER, IF THE PARTS WERE DELIVERED IN A PREVIOUS MONTHLY PERIOD THEN THE TAX DATE SHOULD BE BACKDATED TO THE END OF THAT MONTH.
6. THE DOCUMENT DATE IS THE DATE ON THE INVOICE

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7. PAYMENT DUE DATE IS THE DATE WE ARE GOING TO PAY THE SUPPLIER. THIS CAN BE CALCULATED AUTOMATICALLY IF THE TERMS ARE SET UP IN THE MANAGE SUPPLIER PROGRAM. THESE TERMS ARE USUALLY STATED ON THE INVOICE, BUT IF WE KNOW ANYTHING DIFFERENT WE CAN OVERRIDE THIS.
8. ENTER NETT VALUE IN CHECK TOTAL NETT
9. ENTER VAT VALUE IN CHECK TOTAL TAX
10. CLICK 'SAVE' TO ALLOW ACCESS TO THE OTHER TABS ON THE LEFT

7. THEN CLICK ON THE INVOICE ITEMS TAB

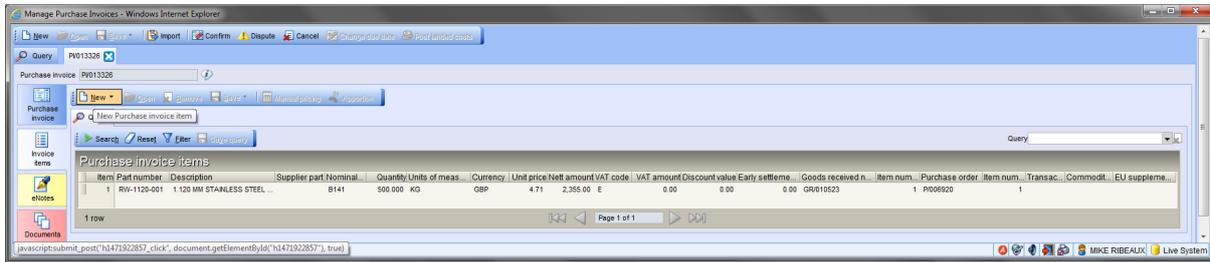
1. FOR ITEMS THAT HAVE BEEN PURCHASED ON A PURCHASE ORDER AND BOOKED INTO STOCK WITH A DELIVERY NOTE AND GOODS RECEIVED NOTE CLICK IMPORT
2. SEARCH FOR THE GRN OR PURCHASE ORDER TO FIND THE PARTS ASSOCIATED WITH THE INVOICE



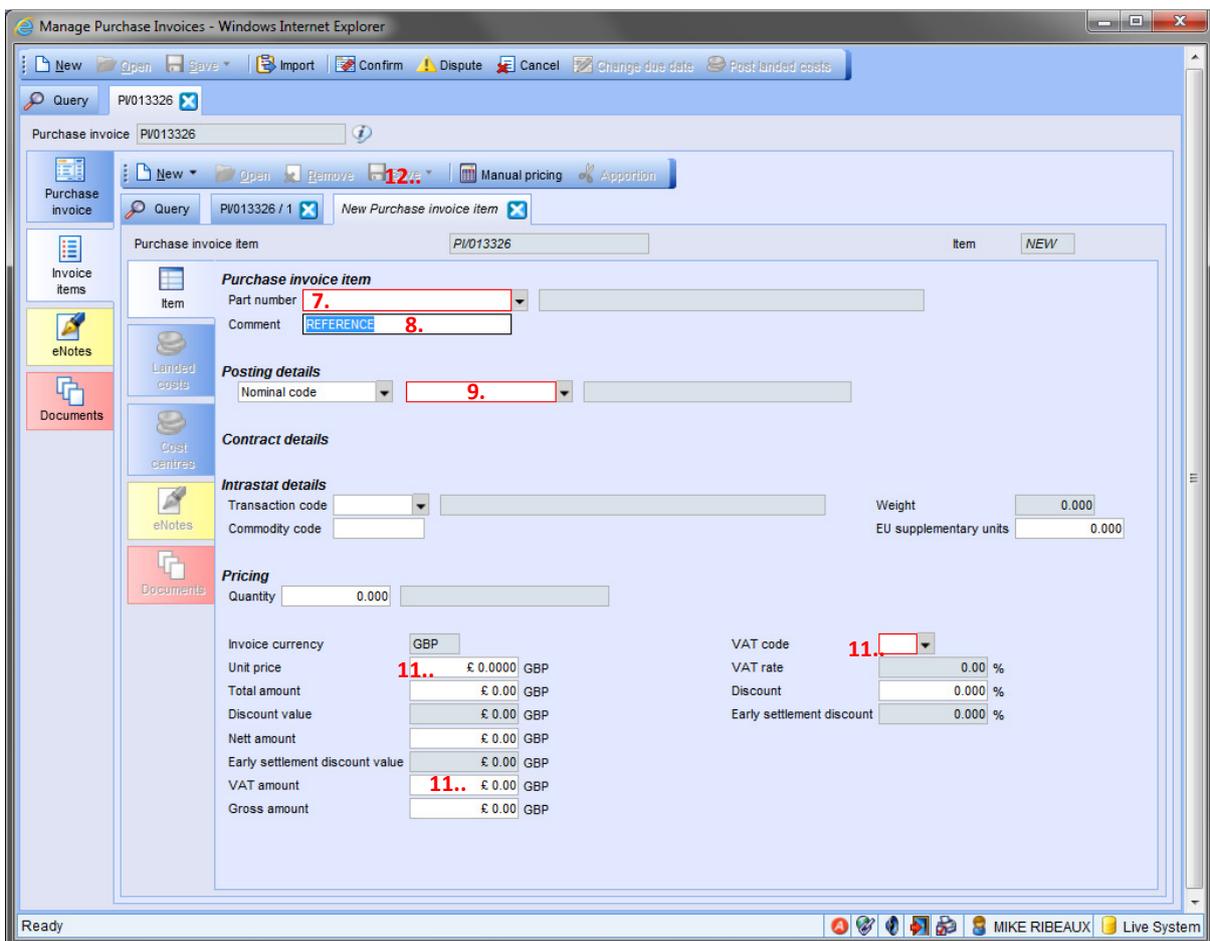
3. SELECT THEM AND CLICK CONFIRM
4. THE ITEMS WILL NOW BE ON THE INVOICE ITEMS TAB OF THE PURCHASE INVOICE.
5. THE VALUES AND NOMINAL CODES SHOULD BE CORRECT AS THEY WILL BE TAKEN FROM THE PURCHASE ORDER. THESE NEEDS TO BE CHECKED AND CONFIRMED AS CORRECT.

ITEMS THAT HAVE NOT BEEN PUT ON A PURCHASE ORDER AT ALL OR ARE ON A PURCHASE ORDER AND HAVE NOT BEEN BOOKED IN NEED TO BE ADDED AS NEW LINES. THESE WILL INCLUDE THINGS LIKE SERVICES, SUBSCRIPTIONS, UTILITIES (GAS / ELECTRICITY BILLS), CARRIAGE (WHERE IT HAS NOT BEEN PUT ON A PURCHASE ORDER)

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## 6. CLICK NEW.

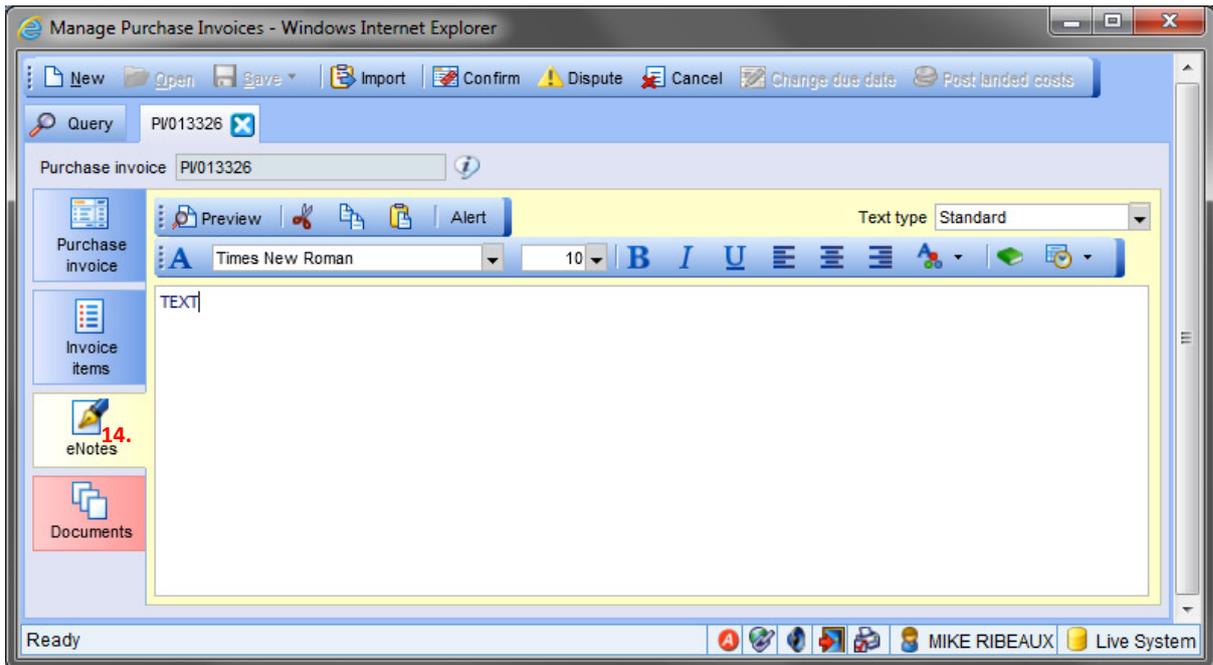


7. ENTER PART NUMBER
8. THE REFERENCE (INVOICE NUMBER) FROM FRONT PAGE (PURCHASE INVOICE TAB) SHOULD APPEAR IN THE COMMENTS BOX
9. SELECT NOMINAL CODE OR APPORTIONMENT CODE
10. SPECIFY NOMINAL CODE OR APPORTIONMENT CODE (REFER TO ACCOUNTS LIST)
11. INPUT PRICE, VAT AMOUNT AND VAT CODE
12. SAVE

IF IT IS A FREIGHT OR DUTY INVOICE THAT NEEDS TO BE APPORTIONED TO A PARTICULAR DELIVERY THEN SEE LANDED COSTS WORK INSTRUCTION.

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13. ENOTES CAN BE ADDED TO THE PURCHASE INVOICE OR ANY OF THE PURCHASE INVOICE ITEMS USING THE ENOTES TAB
14. GO TO THE ENOTES TAB, CLICK EDIT, WRITE THE TEXT AND CLICK SAVE
15. THIS IS THEN CHECKED AND CONFIRMED
16. THE INVOICE AND DELIVERY NOTE ARE STAPLED TOGETHER AND FILED IN MONTHLY FILES



## ADDITIONAL NOTES

WHERE FREIGHT AND / OR DUTY HAVE BEEN APPORTIONED THEN THE POST LANDED COSTS BUTTON NEEDS TO BE PRESSED ONCE THE PURCHASE INVOICE HAS BEEN CONFIRMED.

NL / APPORTIONMENT CODES MUST BE RIGHT

PURCHASE ORDER AND INVOICE PRICES DON'T ALWAYS MATCH, SO SHOULD BE CHECKED

PURCHASE ORDERS ARE NOT ALWAYS CREATED FOR SERVICES WHEN THEY SHOULD BE. EVEN NON STOCKED PARTS SUCH AS SERVICES CAN BE RECEIVED. IF THE INVOICES WEREN'T PAID UNTIL THE PO / GOODS RECEIVED / INVOICE LOOP IS CLOSED THEN MAYBE PEOPLE WOULD BE MORE LIKELY TO DO IT RIGHT IN THE FIRST PLACE