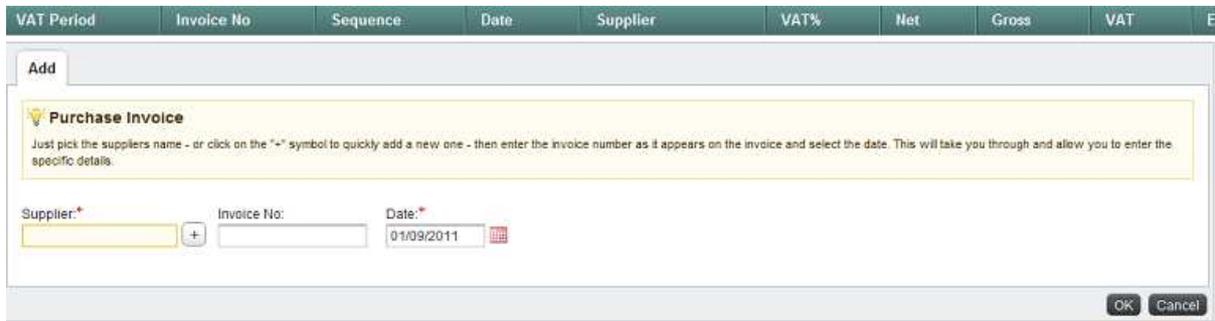# How to enter a purchase invoice

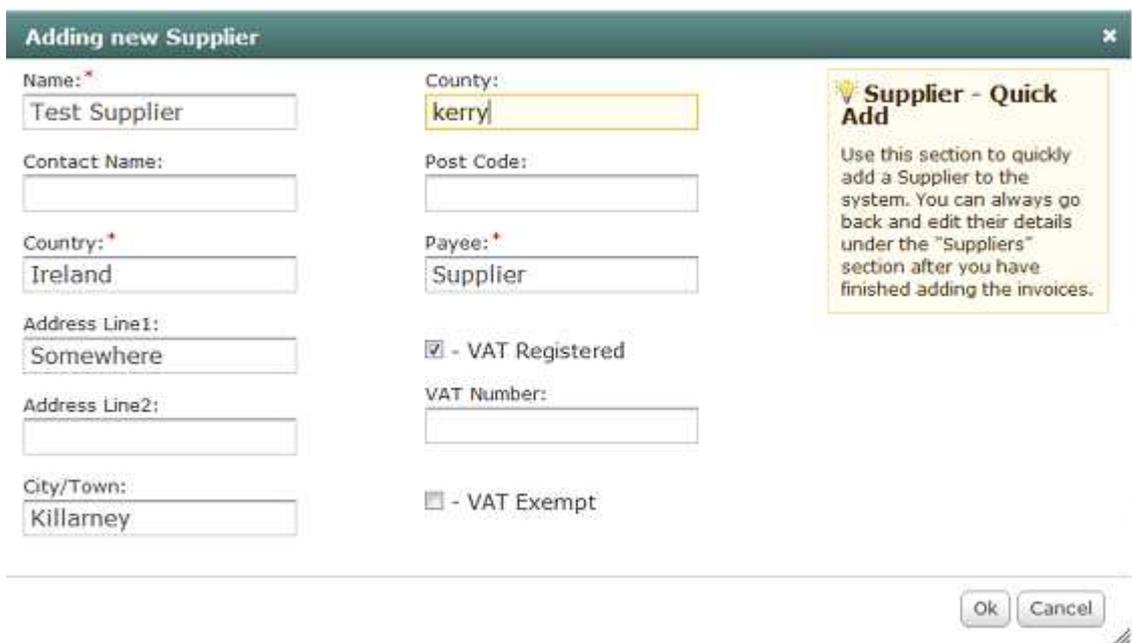Go to Purchases and click on the Invoices tab.

Click on the Add button.

Select your supplier from the dropdown supplier box, if you do not have that supplier already entered click the + box next to the supplier box.

Enter your new supplier details and then click the ok button.

Enter the invoice number that appears on the supplier invoice and enter the date on the invoice then click OK.

Enter your product or service in the item box by clicking the dropdown box

Next select your purchase nominal in the dropdown box. I have selected Office cost, as my purchase invoice is for Electricity.

Put in a brief description of what your purchase is.

Select your vat rate as per your purchase invoice and then put in the Net price of your purchase.

When you have entered all the details for this item click the OK button.

If you have a purchase invoice containing items with more than one vat rate

Click the Add New Line button

This will allow you to add the next item on your invoice which for my example is insurance with a zero vat rate.

Once you have entered all the items on your purchase invoice and your Amount due matches the amount due on your hard copy invoice just click OK to save the details.