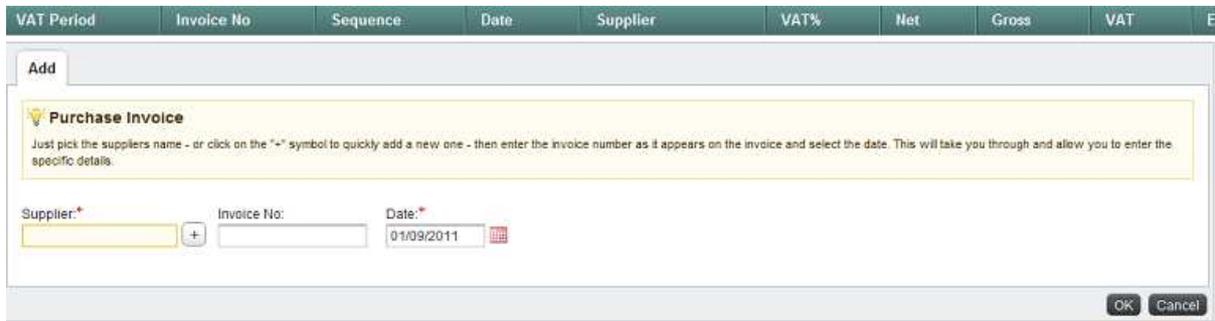


## How to enter a purchase invoice

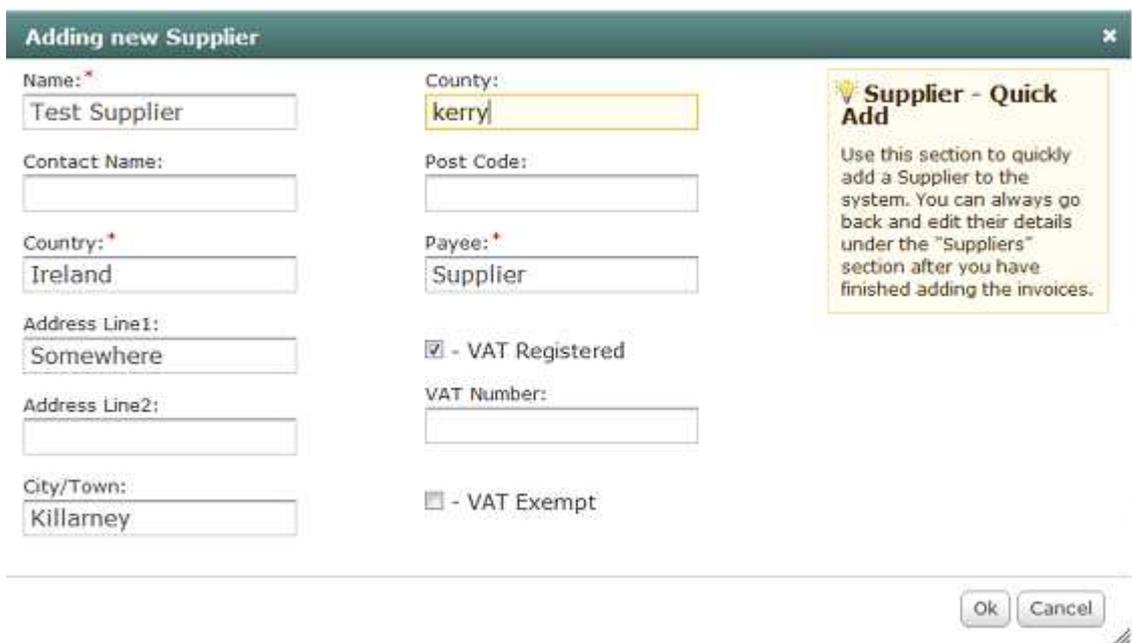
Go to Purchases and click on the Invoices tab.

Click on the Add button.



The screenshot shows a software interface with a table header containing columns: VAT Period, Invoice No, Sequence, Date, Supplier, VAT%, Net, Gross, and VAT. Below the table is a dialog box titled "Add". Inside the dialog, there is a yellow box with the heading "Purchase Invoice" and a sub-heading "Supplier - Quick Add". Below this, there is a text box with a yellow background containing instructions: "Just pick the suppliers name - or click on the '+' symbol to quickly add a new one - then enter the invoice number as it appears on the invoice and select the date. This will take you through and allow you to enter the specific details." Below the instructions are three input fields: "Supplier:" with a dropdown menu and a "+" button, "Invoice No:" with a text box, and "Date:" with a date picker showing "01/09/2011". At the bottom right of the dialog are "OK" and "Cancel" buttons.

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.



The screenshot shows a dialog box titled "Adding new Supplier". It contains several input fields: "Name:" with "Test Supplier", "County:" with "kerry", "Contact Name:", "Post Code:", "Country:" with "Ireland", "Payee:" with "Supplier", "Address Line1:" with "Somewhere", "Address Line2:", "City/Town:" with "Killarney", and "VAT Number:". There are two checkboxes: " - VAT Registered" and " - VAT Exempt". On the right side, there is a yellow box with the heading "Supplier - Quick Add" and text: "Use this section to quickly add a Supplier to the system. You can always go back and edit their details under the 'Suppliers' section after you have finished adding the invoices." At the bottom right are "Ok" and "Cancel" buttons.

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

VAT Period	Invoice No	Sequence	Date	Supplier	VAT%	Net	Gross	VAT
<b>Add</b> <b>Purchase Invoice</b> Just pick the suppliers name - or click on the "+" symbol to quickly add a new one - then enter the invoice number as it appears on the invoice and select the date. This will take you through and allow you to enter the specific details.								
Supplier:	Invoice No:	Date:						
Test Supplier	55555555	01/09/2011						
								OK Cancel

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

Supplier:		Reference:	Currency:
Test Supplier		55555555	Euro
VAT period:		Note:	
Sep-Oct 2011			
Date:	Due:	Sequence No: 79	
01/09/2011	01/10/2011		
<b>Details</b>			
<b>Invoices Purchase Details</b>			
Select the service or product from the item drop-down. To add a new item click on the +. If you have already paid for this item tick the box that says 'Add full payment' and you can add the payment details now also to save time later.			
Item:	Description:	VAT rate:	Quantity Price:
Product	Electricity	13.5%	1
Nominal:	Job:	Resale:	Net: VAT: Gross:
Office Cost	Text Republic	- Resale	100 13.50 113.50
<input type="checkbox"/> - add full payment			
Duplicate Preview History			OK Cancel

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

**Add**

Supplier: Test Supplier + Reference: 555555555 Currency: Euro

VAT period: Sep-Oct 2011 Note:

Date: 01/09/2011 Due: 01/10/2011 Sequence No: 79

Add New Line

Item	Description	Nominal	Quantity	Price	VAT rate	Net	VAT	Resale	Job	Gross
<p><b>Add Purchase Invoice Detail</b></p> <p>Use this section to add details to this Purchase Invoice. Just enter the details in the form shown, or, if you have set them up, you can select a product/service from the list, or quickly create a new one by clicking the "+" symbol.</p> <p>Description: Insurance</p> <p>Item: Service + VAT rate: Zero Quantity: 1 Price: 50.00</p> <p>Nominal: Insurances + Job: Text Republic Resale: - Resale Net: 50.00 VAT: 0.00 Gross: 50.00</p> <p>Save Cancel</p>										
Product	Electricity	Office Cost	1	0.00	13.5%	100.00	13.50	N	Text Republic	113.50
<b>Subtotal:</b>										<b>100.00</b>
<b>VAT total:</b>										<b>13.50</b>
<b>Total:</b>										<b>113.50</b>

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

**Add**

Supplier: Test Supplier + Reference: 555555555 Currency: Euro

VAT period: Sep-Oct 2011 Note:

Date: 01/09/2011 Due: 01/10/2011 Sequence No: 79

Add New Line

Item	Description	Nominal	Quantity	Price	VAT rate	Net	VAT	Resale	Job	Gross
Product	Electricity	Office Cost	1	0.00	13.5%	100.00	13.50	N	Text Republic	113.50
Service	Insurance	Insurances	1	50.00	Zero	50.00	0.00	N	Text Republic	50.00
<b>Subtotal:</b>										<b>150.00</b>
<b>VAT total:</b>										<b>13.50</b>
<b>Total:</b>										<b>163.50</b>
<b>Amount due:</b>										<b>€163.50</b>

Duplicate Preview History OK Cancel

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.