Invoicing

User guidance

Contents

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1. Invoice Registration

An Invoicing Sub-module registers invoices of shipping agents and incoming invoices from suppliers.

1. Select "Invoice Registration" tab.

2. Invoices can be registered for:

- Purchase orders (PO);
- Repair orders (RO);
- Exchange orders (EO)
- Pool Order (Pool)

To switch between orders, tick a necessary field. To select an order number, use a combo box.

3. If a currency rate is not registered yet, there will be a warning in the right upper corner. For immediate registration double click on the Currency Rate field to open a currency Rate Editor.

4. Date, Currency and Default Currency are filled out by the system automatically.

5. Enter the value into the Rate field.

6. Press "Save" button.

7. Pres the Close button to return to the Invoice Registration screen.

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8. When an order type and a number are selected, you will see a list of all approved to stores items from this order.

9. To select all records, stick the Select All Records box.

10. Enter an Invoice Number.

11. Check Invoice Currency/Rate and an Invoice Date. To change an Invoice Date, click on the Calendar button.

Also, enter State Customs Declaration if needed.

12. Select and highlight a part number without fixed price. Invoice Quantity will be automatically the same as Stored Quantity.

13. Click on the yellow Invoice Unit Price field and type a Purchase Unit Price. The Unit Price will be automatically added if it was registered in a Purchasing Sub – module, Purchase der tab, PO Items Editor (view pic. 14)

15. After all fields are entered press select Signature and click on the "Confirm" to complete the invoice registration.

2. Freight Invoice Registration

1. Press "Freight Invoice" tab.

There is difference between the registration of invoices (described in the paragraph 1) and for freight costs connected with purchase, repair, exchange orders or sent out items. But after registration the freight costs for purchase orders the expenses automatically split between all items according to their prices. So that Stock Unit Price consist of part's unit price itself plus freight costs per unit.

2. Select AWB (airway bill) Code from an AWB Code Combo Box.

3. Select an AWB Number from an AWB Number Combo Box.

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4. If a currency rate is not registered yet, there will be a warning in the right upper corner. For immediate registration double click on the Currency Rate field to open a Currency Rate Editor (view pic. 4.1)
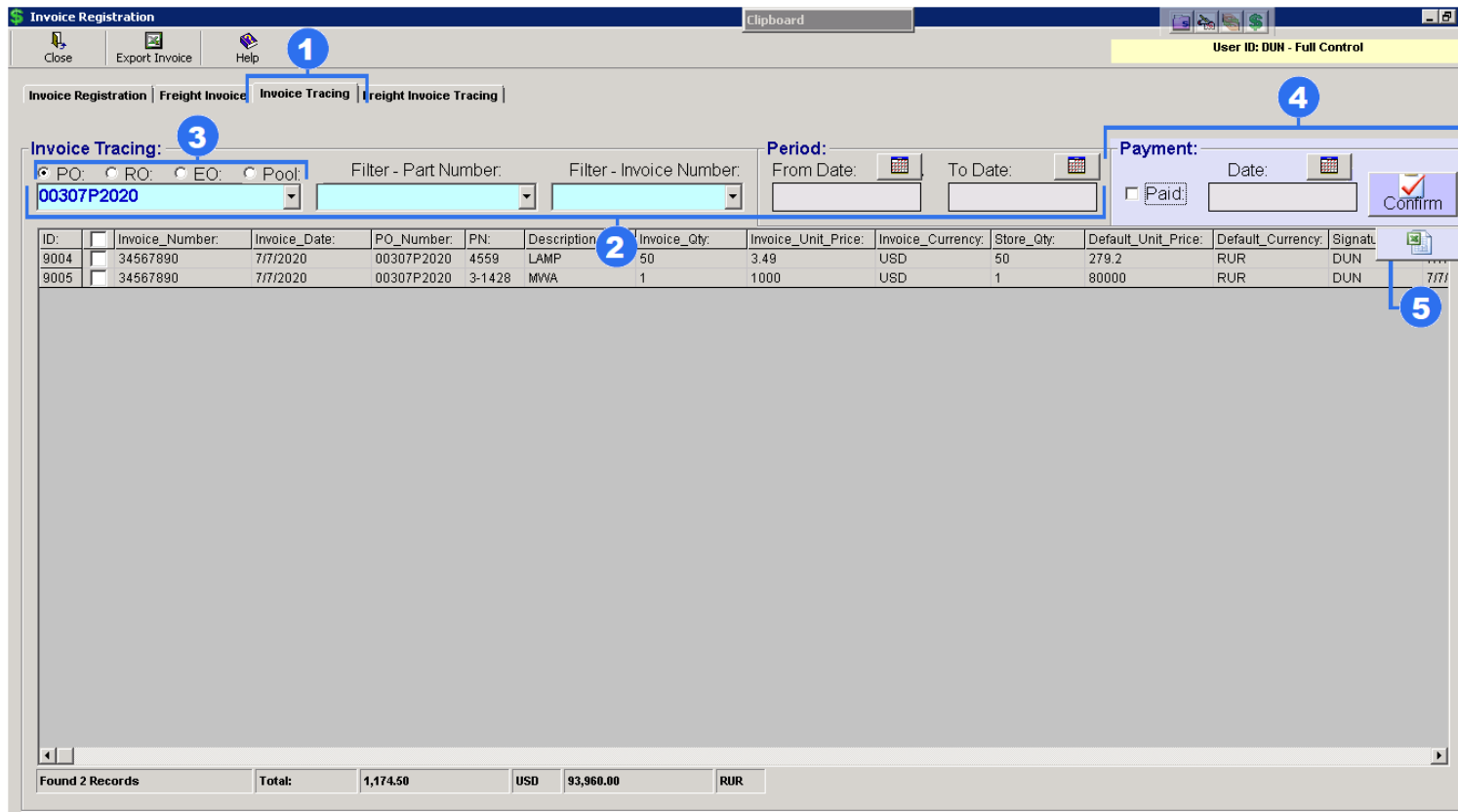
5. Enter an Invoice Number.

6. Check Invoice Currency, Rate, and Invoice Date.

7. To change an Invoice Date, click on the Calendar button.

8. After all fields are entered press select Signature and click on the "Confirm" to complete the freight invoice registration.

3. Invoice Tracing

1. Press "Invoice Tracing" tab.

An Invoice Tracing tab shows all registered Invoices for purchase, exchange, repair and pool orders.

2. There are many filters available for better invoices tracing:

- Order Number Filter
- Part Number Filter
- Invoice Number Filter
- Period Filter

You may use several filters at once.

3. To switch between different types of orders use dot switch: PO, RO, EO and Pool.

4. Select Payment Date and check box "Paid" if check of paid is needed. Press "Confirm".

5. To view a list of invoices in the MS Excel format, click on the "Excel" button.

4. Freight Invoice Tracing

1. Press "Freight Invoice Tracing" tab.

A Freight Invoice Tracing tab shows all registered Freight Invoices for purchase, exchange, repair orders and sent out items.

2. There are many filters available for better invoices tracing:

- AWB Code Filter
- AWB Number Filter
- Part Number Filter
- Invoice Number Filter
- Period Filter

You may use several filters at once.

3. Select Payment Date and check box "Paid" if check of paid is needed. Press "Confirm".

4. A Freight Invoice Items Information Screen shows all items for a selected registered freight Invoice.

5. To view a list of invoices in the MS Excel format, click on "Excel" button.