

Invoicing

User guidance

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Contents

1. Invoice Registration	3
2. Freight Invoice Registration	5
3. Invoice Tracing	7
4. Freight Invoice Tracing	8

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. Press the Close button to return to the Invoice Registration screen.

The screenshot shows the 'Invoice Registration' window with a 'Warning! Currency Rate for Selected Invoice Currency and Date NOT FOUND! Double Click 'Rate' Field to Make an Update!' message. A 'Currency Rate Editor' dialog box is open, showing fields for Default Currency (RUR), Currency (USD), Date (12/05/2021), and Rate. The dialog also has a Signature field (DUN) and buttons for Close and Save.

ID:	PN:	Description:	Purchase Qty:	Purchase Unit:	Invoice Unit Price:	Store Qty:	Store Unit:	Invoice Qty:	Invoice Currency:	Invoice Date:	Invoice Num:
9015	10-62091-13	VALVE - TEMP CONTROL	1	EA	0	1	EA	1			

Invoice Registration

Close Export Invoice Help User ID: DUN - Full Control

Invoice Registration | Freight Invoice | Invoice Tracing | Freight Invoice Tracing

Invoice Registration: PO: RO: EO: Pool: **9**

Select All Records:

Invoice Number: * **10** Invoice Currency/ Rate: EUR **11** Invoice Date: 14/10/2021 **11** SC Declaration: Signature: DUN **15** Confirm

ID:	PN:	Description:	Purchase_Qty:	Purchase_Unit:	Invoice_Unit_Price:	Store_Qty:	Store_Unit:	Invoice_Qty:	Invoice_Currency:	Invoice_Date:	Invoice_Number:
9010	887477	PUMP HYDRAULIC AC MOTOR DRIVEN		EA	12	1	EA	1			
9011	887477	PUMP HYDRAULIC AC MOTOR DRIVEN		EA		1	EA	1			
9012	887477	PUMP HYDRAULIC AC MOTOR DRIVEN	1	EA	13	1	EA	1			

Found 3 Records

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.

Purchasing

Close Print PO Print PO Req Help User ID: DUN - Full Control

Purchase Order | Customer Order | Purchase Order History | Find Supplier | Certificate Expiration

Purchase Order: O: C: D:

ID:	PO_Number:	Supplier_Code:	Shipping_Agent_Code:	Currency:	Payment_Term:	Delivery_Date:	Notes:
1200	00202P2018	NEWCASTLE	ACS	USD	Prepayment	2018-02-11	

Records from 1 to 1 of 1

Purchase Order Items Editor:

Add Update Delete Refresh

PO Number: * 00202P2018 :TMS Item

P/N: * 600550-3 **12** Select

Description: * SPIGOT **14**

Qty: * 1 Purchase Unit: * EA Unit Price: * 3000 **13**

Aircraft/Order Reference: VP-BEP

Quoted Expiry Date: Condition: NEW

Expected Date: Owner:

Purchase Order Items:

ID:	PO_ID:	PN:	Description:	Qty:	Purchase_Unit:	Unit_Price:	Order_Reference:	Quoted_Expiry
6912	1200	600550-3	SPIGOT	1	EA	3000	VP-BEP	

Found 1 Records

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

The screenshot displays the 'Invoice Registration' window with the 'Freight Invoice' tab selected. The 'Freight Invoice Registration' form contains the following fields and values:

- Select AWB Code -Number: ATC (dropdown), 123456 (text)
- Invoice Number: * (empty)
- Invoice Price: * (empty)
- Invoice Currency / Rate: EUR (dropdown), 89.0000 (text)
- Invoice Date: 14/10/2021 (calendar icon)
- Signature: DUN (dropdown), Confirm (button)

Below the form is a table with the following data:

ID:	Source:	Number:	Shipping_Agent_Cod:	PN:	SN:	Description:	Store_Qty:	Store_Unit:	Def_Unit_Price:	Inv_Unit_Price:	Currency:
9310	PO	00306P2020	CPT	012A0057-5		TOP KIT - FORWARD CARGO SMOKE PENETRATION	1	EA	918858	12417	USD

A 'Currency Rate Editor' dialog box is open, showing:

- Default Currency: RUR
- Currency: EUR (dropdown)
- Date: 14/10/2021
- RATE: * 89.0000
- Signature: * DUN
- Buttons: Close, Save

At the bottom of the window, a summary bar shows: Found 1 Records, Total Invoice Price: 12417.000 USD, 918858.000 EUR.

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.

Freight Invoice Registration:

Select AWB Code -Number: **ATC** **123456** Invoice Number: * Invoice Price: * Invoice Currency / Rate: **EUR** **89.0000** Invoice Date: **14/10/2021** Signature: **DUN** **Confirm**

ID:	Source:	Number:	Shipping_Agent_Cod:	PN:	SN:	Description:	Store_Qty:	Store_Unit:	Def_Unit_Price:	Inv_Unit_Price:	Currency:
9310	PO	00306P2020	CPT	012A0057-5		TOP KIT - FORWARD CARGO SMOKE PENETRATION	1	EA	918858	12417	USD

Currency Rate Editor:

Default Currency: **RUR** Date: **14/10/2021**

Currency: **EUR** RATE: * **89.0000** Signature: * **DUN**

Close **Save**

Found 1 Records Total Invoice Price: 12417.000 USD 918858.000 RUR

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)

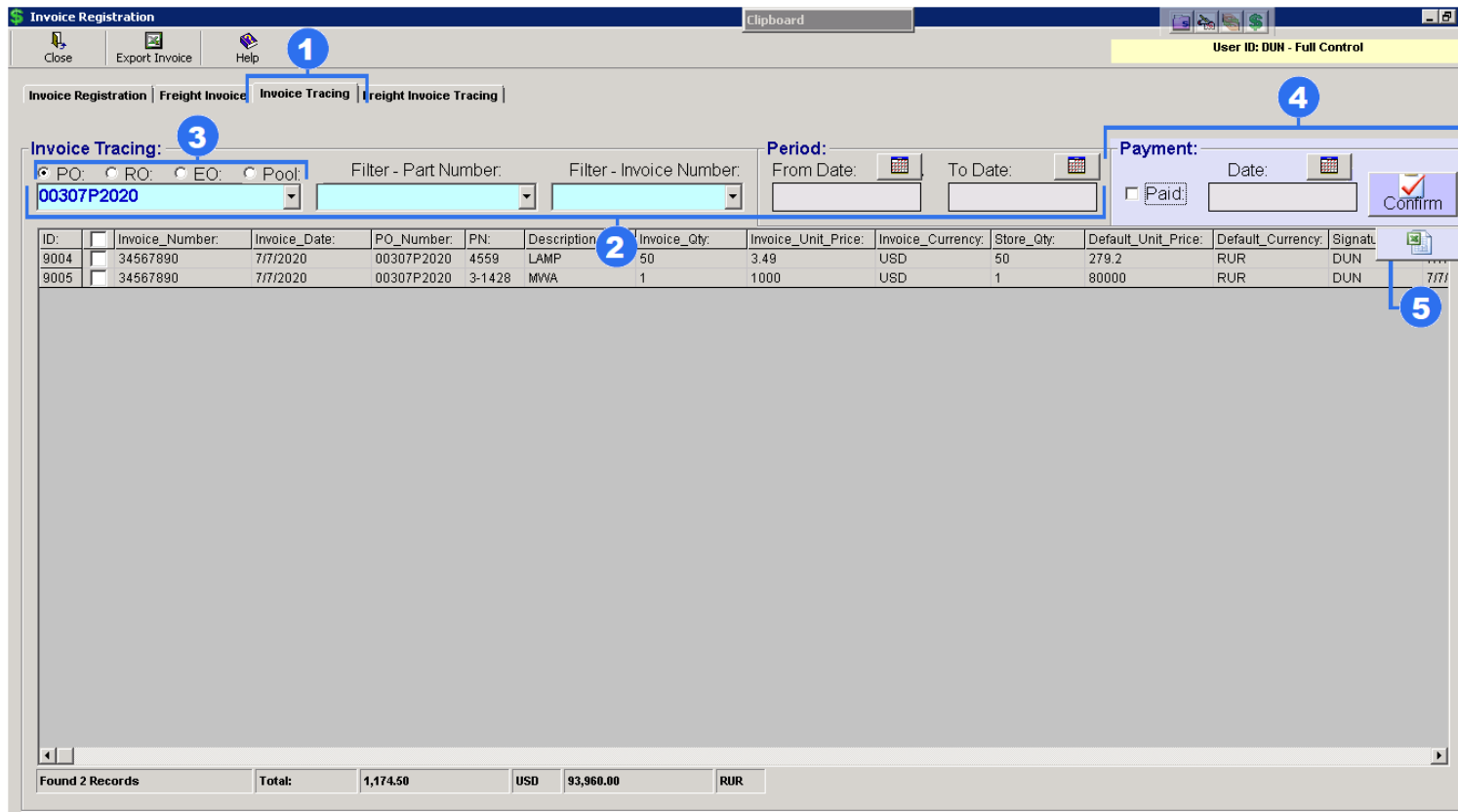
5. Enter an Invoice Number.

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

Freight Invoice Tracing:

Select AWB Code -Number: Filter - Part Number: Filter - Invoice Number:

Period: From Date: To Date:

Payment: Paid:

ID:	AWB_Code:	AWB_Number:	Delivery_Date:	Invoice_Number:	Invoice_Date:	Signature:	Default_Price:	Default_Currency:	Freight_Cost:	Freight_Currency:	AWB_Statu
57	AB	Asd2008ert	9/28/2021	Asd2008ert	9/28/2021	DUN	42565	RUR	500	EUR	C

Found 1 Records 500 EUR 42565 RUR

Freight Invoice Items Information:

ID:	Source:	Number:	Invoice_Number:	Shipping_Agent_Codi	PN:	SN:	Description:	Store_Qty:	Unit:	Default_Freight_Unit_Price:	Default_Currency:
16268	PO	00309P2021	Asd2008ert	ACS	C20626200	123	WHEELASSY - MAIN	1	EA	14188.333	RUR
16269	PO	00309P2021	Asd2008ert	ACS	C20626200	321	WHEELASSY - MAIN	1	EA	14188.333	RUR
16270	PO	00309P2021	Asd2008ert	ACS	C20626200	213	WHEELASSY - MAIN	1	EA	14188.333	RUR

Found 3 Records Total: 500.001 EUR 42564.999 RUR

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.