

Livestock Office – Creditor Invoices

6/04/2017

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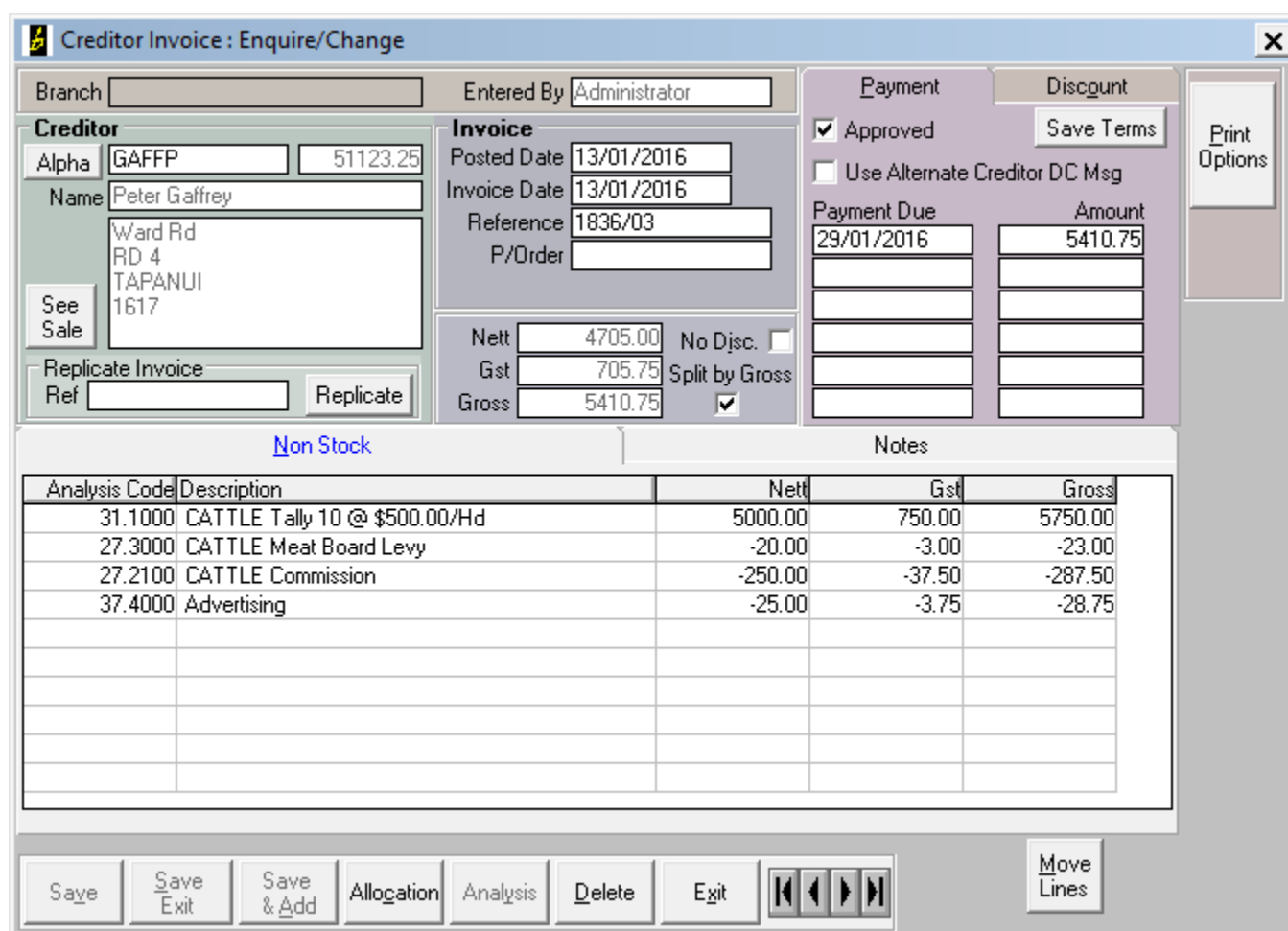
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Creditor Invoices

Livestock Office main menu > Creditors > Creditor Invoices

The Creditor Invoice screen is where you can manually **Add** new invoices, **Edit** existing invoices or **View** and **Reprint** invoices.

Creditor Invoice Screen



Creditor Invoice : Enquire/Change

Branch: [] Entered By: Administrator

Creditor

Alpha: GAFFP 51123.25

Name: Peter Gaffrey

Ward Rd
RD 4
TAPANUI
1617

See Sale

Replicate Invoice

Ref: [] Replicate

Invoice

Posted Date: 13/01/2016

Invoice Date: 13/01/2016

Reference: 1836/03

P/Order: []

Nett: 4705.00 No Djsc. []

Gst: 705.75 Split by Gross []

Gross: 5410.75

Payment

☒ Approved

☐ Use Alternate Creditor DC Msg

Payment Due: 29/01/2016

Amount: 5410.75

Discount

Save Terms

Print Options

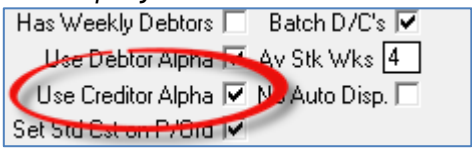
Non Stock

Notes

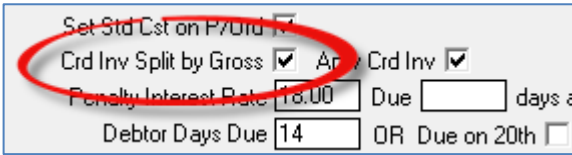
Analysis Code	Description	Nett	Gst	Gross
31.1000	CATTLE Tally 10 @ \$500.00/Hd	5000.00	750.00	5750.00
27.3000	CATTLE Meat Board Levy	-20.00	-3.00	-23.00
27.2100	CATTLE Commission	-250.00	-37.50	-287.50
37.4000	Advertising	-25.00	-3.75	-28.75

Save Save Exit Save & Add Allocation Analysis Delete Exit Move Lines

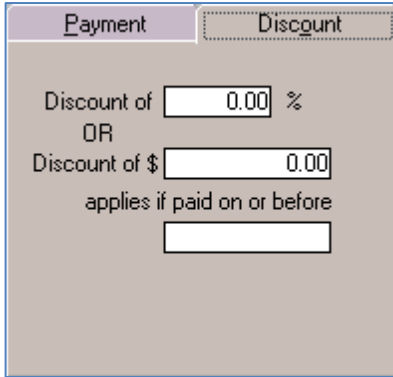
Figure 1: Creditor Invoice Screen

Field	Description
Creditor Act No / Alpha	Click the button to toggle between Creditor Account No and Alpha Key (code). Enter the Creditor Account No or Alpha Key. Double click or F8 for a lookup. Notes: <ul style="list-style-type: none"> Ctrl+F8 on a Creditor Acct No or Alpha Key will open the Creditor details. Tick the checkbox in Company Details > Constants tab to default to Alpha Key: 
Name etc	The Creditor name, address and outstanding balance will automatically display once a creditor has been selected.
See Sale button	Click to open the Sale that was used to generate the invoice. Note: <ul style="list-style-type: none"> This button is not visible if the invoice was not generated from a Sale
Replicate Invoice Ref	Up to 15 characters. Will be the reference for the new invoice created when the Replicate button is clicked.
Replicate button	Click to create a copy of the current Creditor Invoice using the current date and the reference entered in the Ref field. Note: <ul style="list-style-type: none"> Only invoices that have NOT been generated by a Sale can be replicated.
Invoice Posted Date	Date field. Double click or F8 for a calendar to pick from. Determines the period the transaction is posted to the GL.
Invoice Date	Enter the date of the invoice. Double click or F8 for a calendar to pick from. Defaults to the same as the Posted Date . The Due Date calculates from this date.
Reference	Up to 15 characters.
P/Order	Up to 15 characters.

Continued...

Field	Description
Nett Gst Gross No Disc Split By Gross	<p>)) Auto-generated fields that update automatically as lines are entered.)</p> <p>If ticked this will force the discount values to remain at 0 and not pick up the supplier's defaults.</p> <p>Tick to allow entry of the final, GST inclusive, price in the invoice lines (creditor splits). The net and GST will calculate automatically. Leave un-ticked to enter the net price. The GST and gross will calculate automatically. <i>Note:</i></p> <ul style="list-style-type: none"> <i>This can be set to ticked by default in Company Details on the Constants tab:</i> 
Payment Tab Approved Use Alternate Creditor DC Msg Save Terms button Payment Due Amount	<p>Tick if invoice is approved for payment. Payments are not able to be allocated to invoices that are not approved.</p> <p>Tick to use the alternate Creditor Direct Credit Message on the invoice.</p> <p>Click to save and recalculate the amount due totals if you have modified the Payment Due and/or Amount settings.</p> <p>) Enter up to 6 due dates (if payments are staggered) and associated amounts.) The first payment due will default to the due date calculated from the invoice date and) the creditor's Payment Due settings.</p>

Continued...

Field	Description
Discount tab	 <p>Complete the details of the discount using percentage or dollar value, and the date on or before which the discount applies. The discount will automatically be applied if the bank payment is made on or before the stated date.</p>
Non-Stock Grid	<p>Lists the creditor splits (invoice lines) on the invoice. Click on an existing row to open the Creditor Split for that row. Click on an empty row, or right click an existing row, to enter a new split.</p>
Notes	<p>For internal notes. Comments entered here do not print or show on the invoice. The tab title will display blue if notes are present.</p>

Window Control Buttons

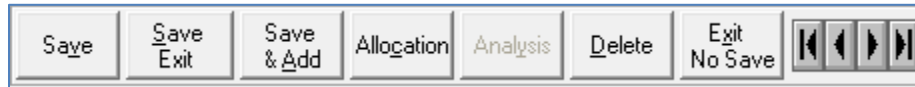



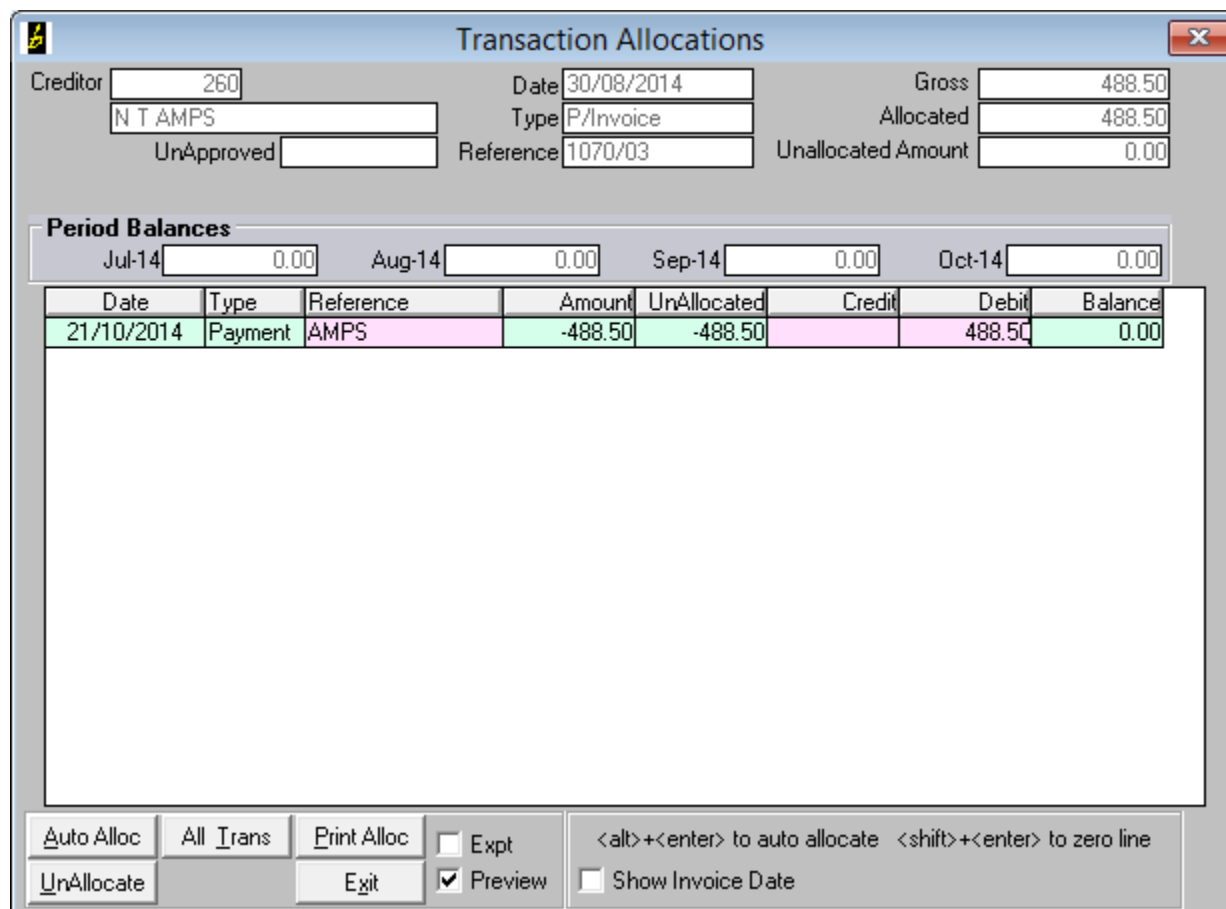
Figure 2: Creditor Invoice Window Control Buttons

Button	Description
Save	Saves the current invoice.
Save Exit	Saves and closes the current window.
Save & Add	Saves and opens an empty ADD window.
Allocation	See next section in this document.
Analysis	Not applicable for Creditor Invoices.
Delete	Deletes the current invoice. <i>Note:</i> <ul style="list-style-type: none"> All lines must be deleted first.
Exit / Exit No Save	Close the window.
	Go to: First / Previous / Next / Last record.

Allocation Button

Opens the Allocation window for the open Creditor Invoice.

This screen shows any Creditor transactions (payments, invoices or journals) that have been allocated to the invoice.



Transaction Allocations

Creditor: 260 Date: 30/08/2014 Gross: 488.50
 N T AMPS Type: P/Invoice Allocated: 488.50
 UnApproved: Reference: 1070/03 Unallocated Amount: 0.00

Period Balances

Jul-14: 0.00 Aug-14: 0.00 Sep-14: 0.00 Oct-14: 0.00

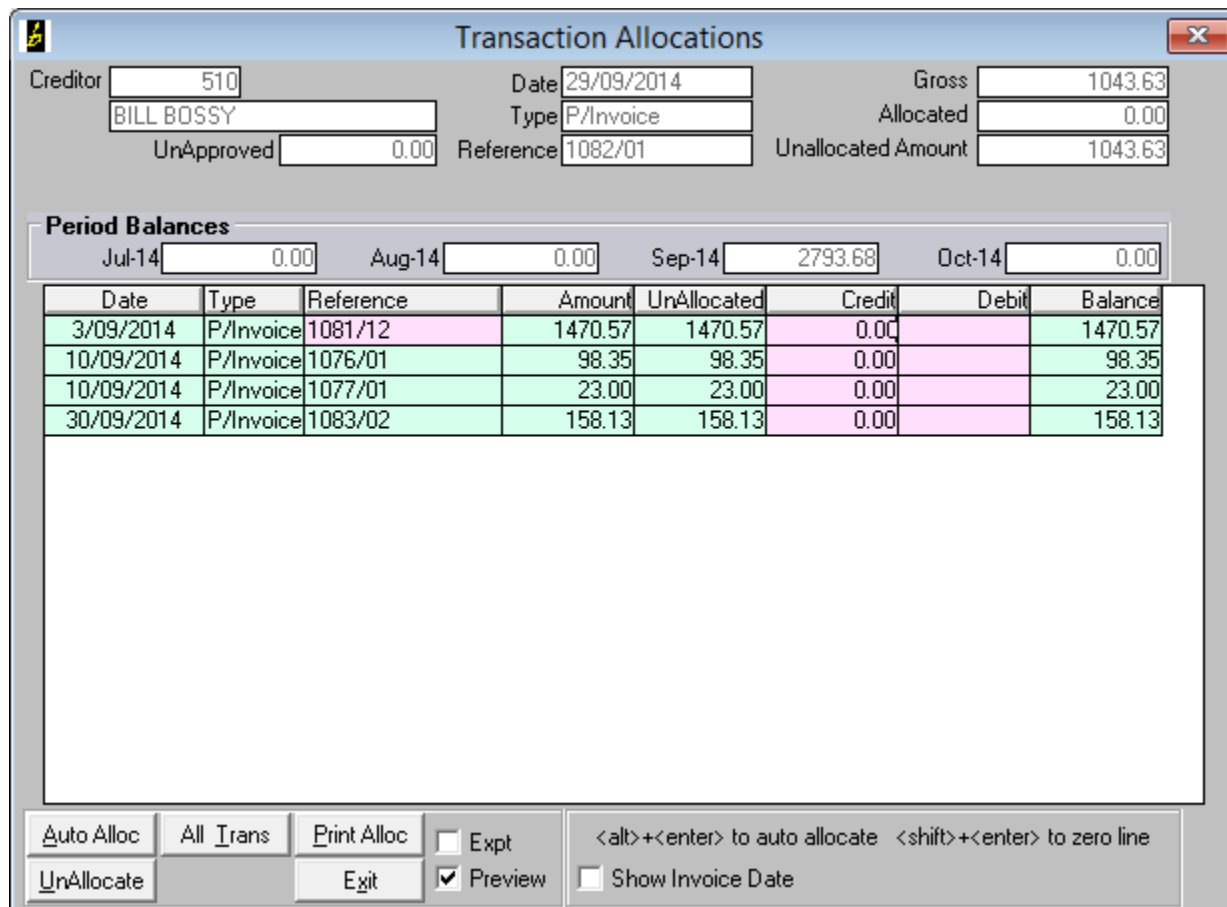
Date	Type	Reference	Amount	UnAllocated	Credit	Debit	Balance
21/10/2014	Payment	AMPS	-488.50	-488.50		488.50	0.00

Auto Alloc All Trans Print Alloc ☐ Expt <alt>+<enter> to auto allocate <shift>+<enter> to zero line
 UnAllocate Exit ☒ Preview ☐ Show Invoice Date

Figure 3: Creditor Invoice Allocation (Example 1 - allocated)

Field	Description
Header	The Creditor and Invoice details will automatically display.
Period Balances	Displays the last 4 months period balances for the creditor.
Grid	Lists all creditor transactions allocated to this invoice. If the invoice is not fully allocated, then all creditor transactions (payments, invoices and journals) that are not fully allocated will display. Click on any of the first 5 columns on any line to open the selected transaction.

Continued...



Date	Type	Reference	Amount	UnAllocated	Credit	Debit	Balance
3/09/2014	P/Invoice	1081/12	1470.57	1470.57	0.00		1470.57
10/09/2014	P/Invoice	1076/01	98.35	98.35	0.00		98.35
10/09/2014	P/Invoice	1077/01	23.00	23.00	0.00		23.00
30/09/2014	P/Invoice	1083/02	158.13	158.13	0.00		158.13

Figure 4: Creditor Invoice Allocation (Example 2 – not allocated)

Field	Description
Grid (continued)	The example in Figure 5 shows an invoice that has not been allocated. The grid shows all the transactions for this creditor that are not fully allocated.
Grid Colours	Reference - Pink background indicated the currently selected row. Amount - Pink indicates a dispute on the invoice. UnAllocated - Blue indicates a partial allocation. - Yellow indicates a discount is available to take. Credit/Debit - Pink indicates editable columns. You can type the amounts in.
Credit Debit	Double click to manually allocate the outstanding amount. Double click to manually zero the line.
Auto-Alloc button UnAllocate button	Automatically allocates any unallocated payments to the invoice. Unallocates any allocated amounts.

Continued...

Field	Description
All Trans button	Shows All transactions that are not fully allocated.
Print Alloc Expt Preview	Prints the allocation list. Opens the export dialog window when Print Alloc is clicked. Previews the report when Print Alloc is clicked. <i>Note:</i> <ul style="list-style-type: none"> <i>Preview defaults to the Print Preview setting in the User file for the current user.</i>
Exit	Close the window
Show Invoice Date	If ticked then invoices will show the Invoice Date rather than the Posted Date .

Creditor Splits (Invoice Lines)

Click on a line in the grid on the Creditor Invoice screen to open the Creditor Splits screen.
The minimum details required are the **Analysis Code**, **Description** and **Gross**.

Analysis code	Description	Nett	Gst	Gross
1230.4440	EwES Tally 10 @ \$200.00/Hd	2000.00	300.00	2300.00
Livestock Purchases				

☐ Exempt Gst

Save Exit Next Delete Exit

Figure 5: Creditor Split

Field	Description
Analysis Code	Enter the appropriate G/L code for this transaction. Double click or F8 for a lookup. <i>Notes:</i> <ul style="list-style-type: none"> If the invoice has been generated from a sale, this will be the Vendor Analysis defined on the pen category used in the sale transaction. Description will display automatically for the code entered.
Description	Up to 80 characters. Enter the description for the line. <i>Notes:</i> <ul style="list-style-type: none"> If the invoice has been generated from a sale, the Description is automatically generated from the sale transaction details. It will contain the pen category description, tally, price and sale basis. Prints on the invoice.
Nett	Numerical value up to 2 decimal places. Enter the nett value for the line. <i>Notes:</i> <ul style="list-style-type: none"> This field is not enabled if Split By Grs has been ticked on the Invoice.
Gst	GST value for the line. Automatically calculated.

Continued...

Field	Description
Gross	Numerical value up to 2 decimal places. The GST inclusive total price. Notes: <ul style="list-style-type: none"> <i>This field is only enabled if Split By Grs has been ticked on the Invoice.</i> <i>If Split By Grs is not ticked the Nett and Gst values will automatically calculate once the Gross value has been entered.</i>
Exempt Gst	Tick to set the Gst to zero for this line.
Comments	Free text area for comments that will print on the invoice.

Notes on Invoices Generated from a Sale:

- Invoices that have been generated from a Sale should NOT be modified on this screen.
The recommended procedure is to UN-Invoice the sale, make the required modifications and Invoice the sale again.*
- Any changes to invoices generated from a sale on the Creditor Invoice screen will be lost if the Sale is UN-Invoiced.*

Creditor Options

Livestock Office main menu > Creditors > Creditor > Options button

From the Options button on the Creditors screen it is possible to print a range of Invoices for a specific creditor:

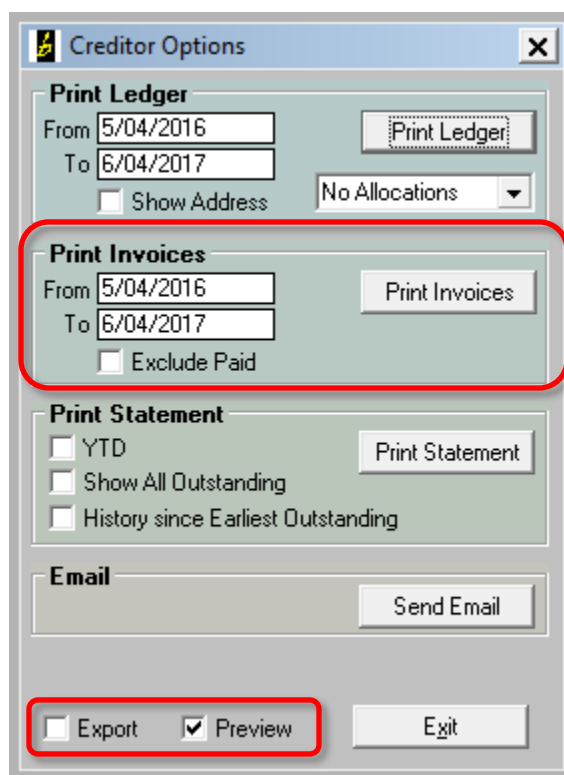


Figure 6: Print Invoices from Creditor Options

Field	Description
From To	Enter the Date range of invoice to print Double click or F8 to open a calendar to pick from. Defaults to the last 12 months.
Exclude Paid	Tick to print only unpaid invoices within the date range.
Print Invoices	Click to print invoices for this creditor that match the criteria. Use the Export and Preview options to preview or export the invoices.