






Orders Received - with Purchase Ledger Link

- Click Stock/Parts.
- Select Orders Received.
- Search for required job using search fields available. Double click on the required job to display the details.
- Select the job by clicking the tick .
- Click the Delivery Details icon, .

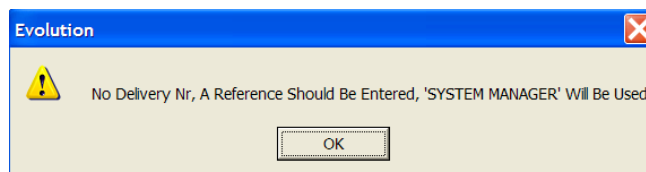
Details Of Suppliers VAT Invoice


VAT Code And VAT Rate	<input type="text" value="1"/> / <input type="text" value="15.00"/>
Invoice Tax Date	<input type="text" value="16/04/2009"/>
Invoice Amount Including VAT	<input type="text" value="230.00"/>
VAT Amount	<input type="text" value="30.00"/>
Invoice Amount Nett of VAT	<input type="text" value="200.00"/>

Enter the Invoice Details including the Date, the Invoice Amount including VAT. Check that the VAT Amount and the Invoice Amount Nett of VAT are accurate. Click the tick to accept.

- Enter the required Delivery Date/Time.
- Enter the Suppliers' Invoice Number.
- If you have a Delivery Note Number enter this, if not, press enter through the field and click OK to use reference shown.





- Enter a storage bin location if required or leave blank.
- Press enter again to move to the list of parts.
- Move to the first part that you wish to book in, press enter through each field on the line, checking and changing relevant information as required.
- Repeat for each part received.
- Click tick to confirm delivered parts entered .

- Click tick .
- Re-enter the Invoice Details.

Confirmation Of Invoice Details

Invoice Nr	<input type="text" value="585311"/>
Invoice Date	<input type="text" value="16/04/2009"/>
Amount Including VAT	<input type="text" value="230.00"/>
VAT Amount	<input type="text" value="30.00"/>
Invoice Amount Nett Of VAT	<input type="text" value="200.00"/>

- Click the tick again to confirm.
- Click OK to acknowledge that the invoice has been accepted and is ready to be Approved and then transferred to Sage. See Purchase Ledger Documentation for further details.

