Invoice

General

The Edit Invoice Receipt function is used to enter the invoices sent by the supplier on the corresponding order item. It is possible to transfer the entered data to the financial accounting system via an interface.

The invoice receipt check also serves to compare the delivered quantities with the invoiced quantities, as well as to check the invoiced prices.

On the part of Planat, there is no fixed linking of goods receipts with the invoices entered here.

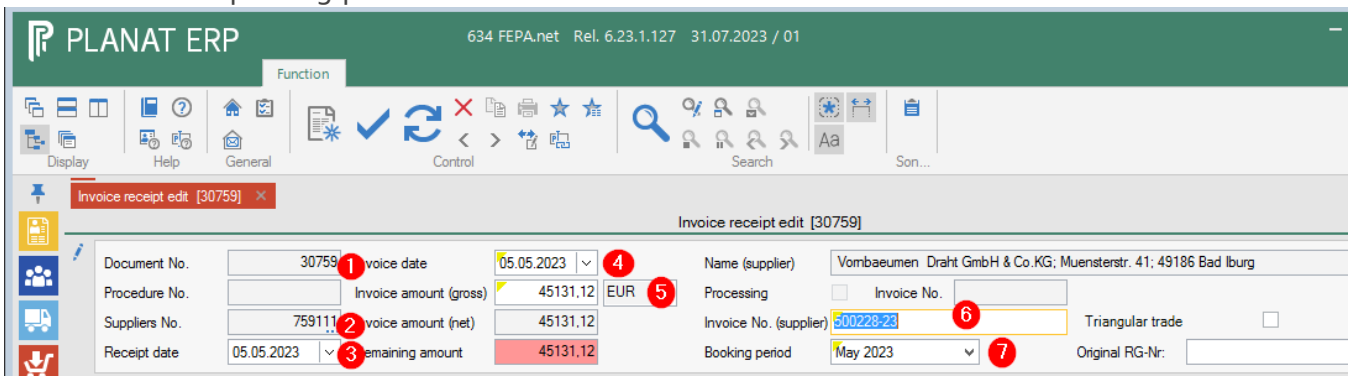
For the entry of invoices, the specifications valid at the location must be observed.

Edit invoice receipt

FEPA function: `Purchasing > Deliveries > Invoice receipt > Edit invoice receipt`

Header data

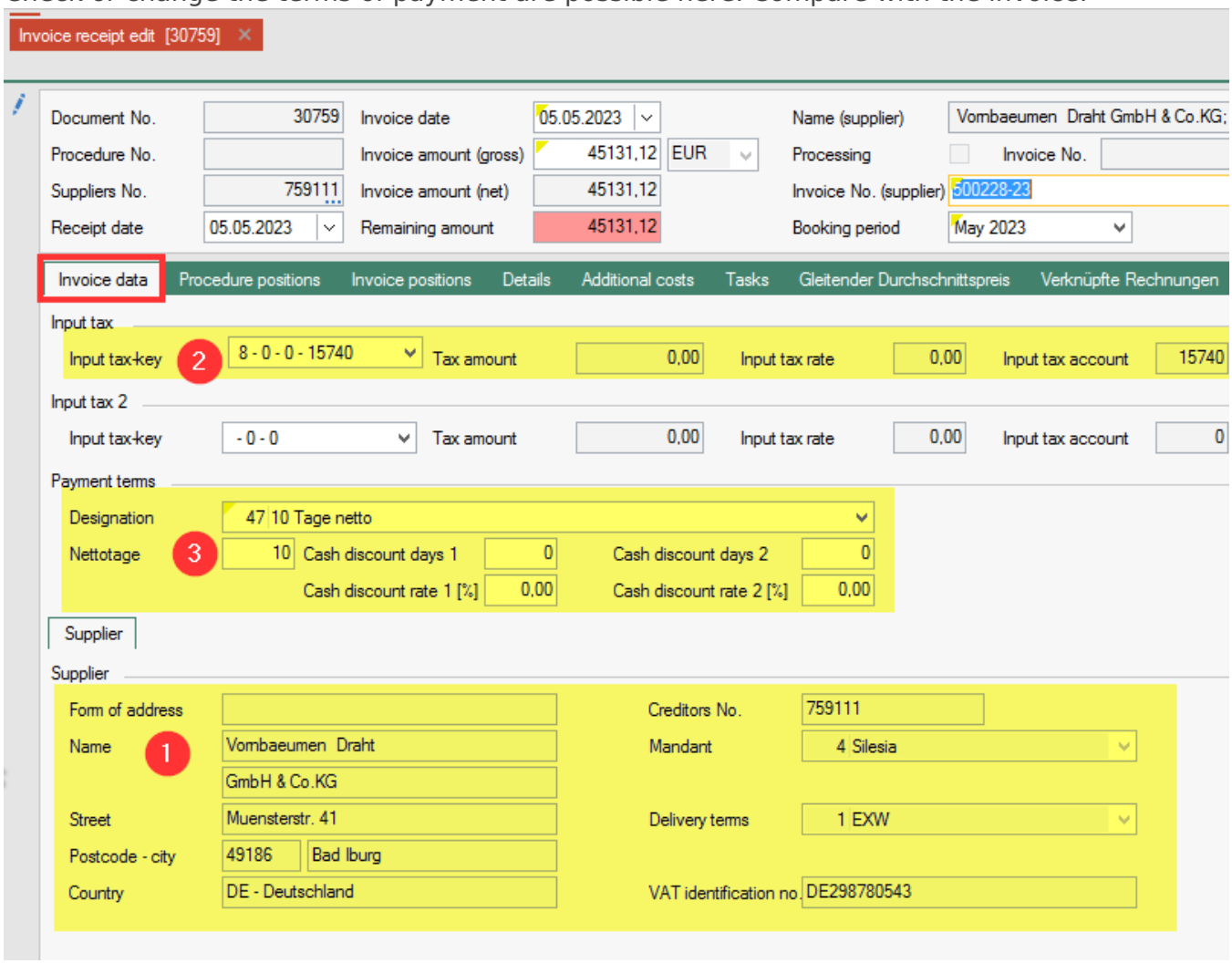
1. Press Enter, document no. is assigned (if necessary, the client is queried).
2. If the invoice is for only one order, the transaction number can be entered. Otherwise continue with the entry of the supplier no.
3. Select the date of receipt of the invoice
4. Select the invoice date
5. Enter gross invoice amount
6. Enter the invoice number of the supplier
7. Check or select posting period



As long as the balance is not 0, the entered invoice cannot be processed.

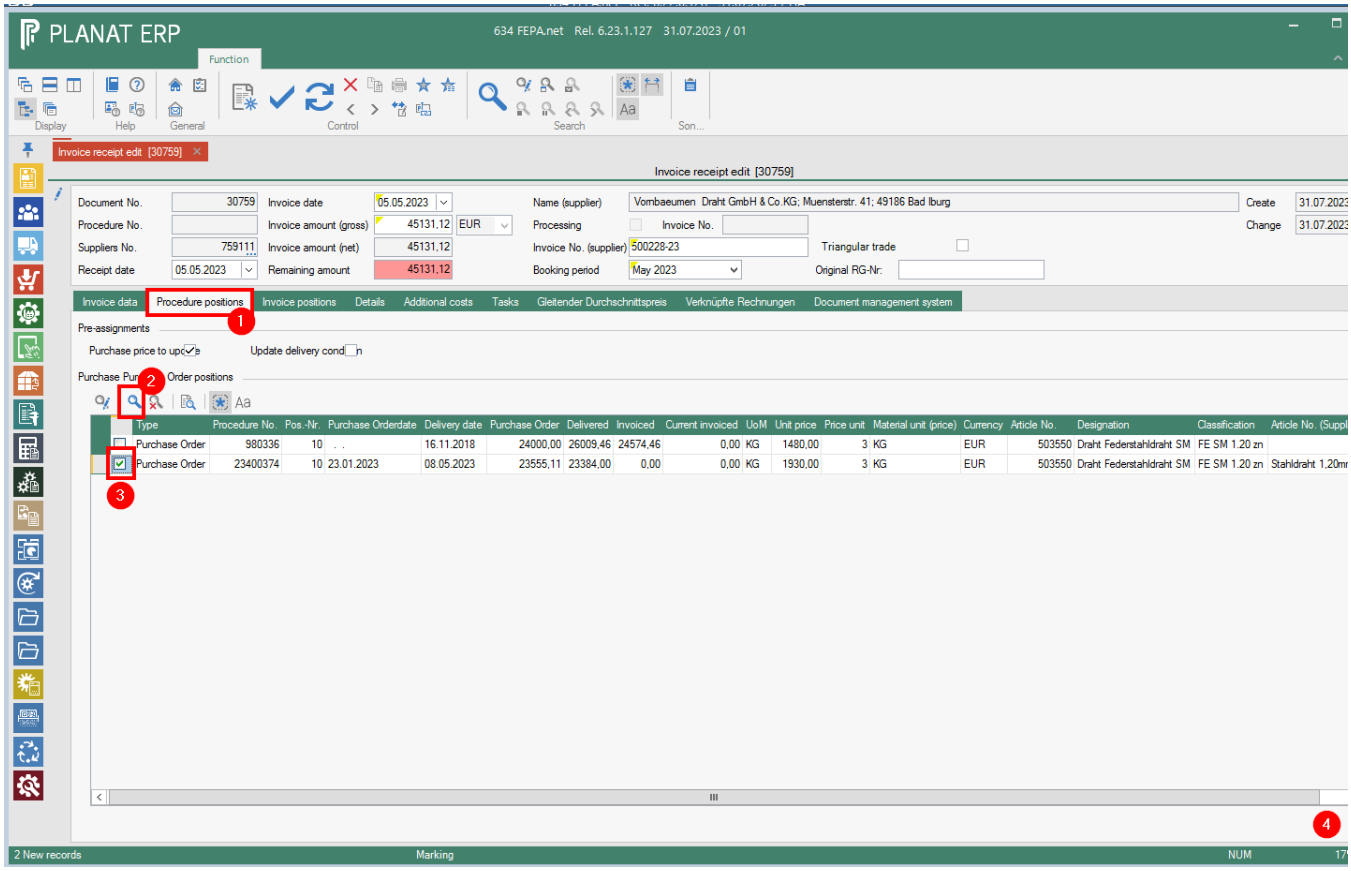
Invoice data tab

1. After entering the header data, the supplier is displayed here. Compare address and VAT ID. Must match
2. If it is a domestic transaction, the tax rate and the tax amount are displayed here.
3. Check or change the terms of payment are possible here. Compare with the invoice.



Procedure positions tab

1. Click on the tab Procedure positions
2. Press the magnifying glass, then only the open positions for the supplier are loaded.
3. From the displayed order items, I select the item(s) listed in the invoice by clicking in the checkboxes at the very front (green tick) (order no. = procedure no., item, article, quantity ...).
4. By clicking on the arrow > in the bottom right-hand corner of the screen, the items are transferred to the Invoice positions tab.



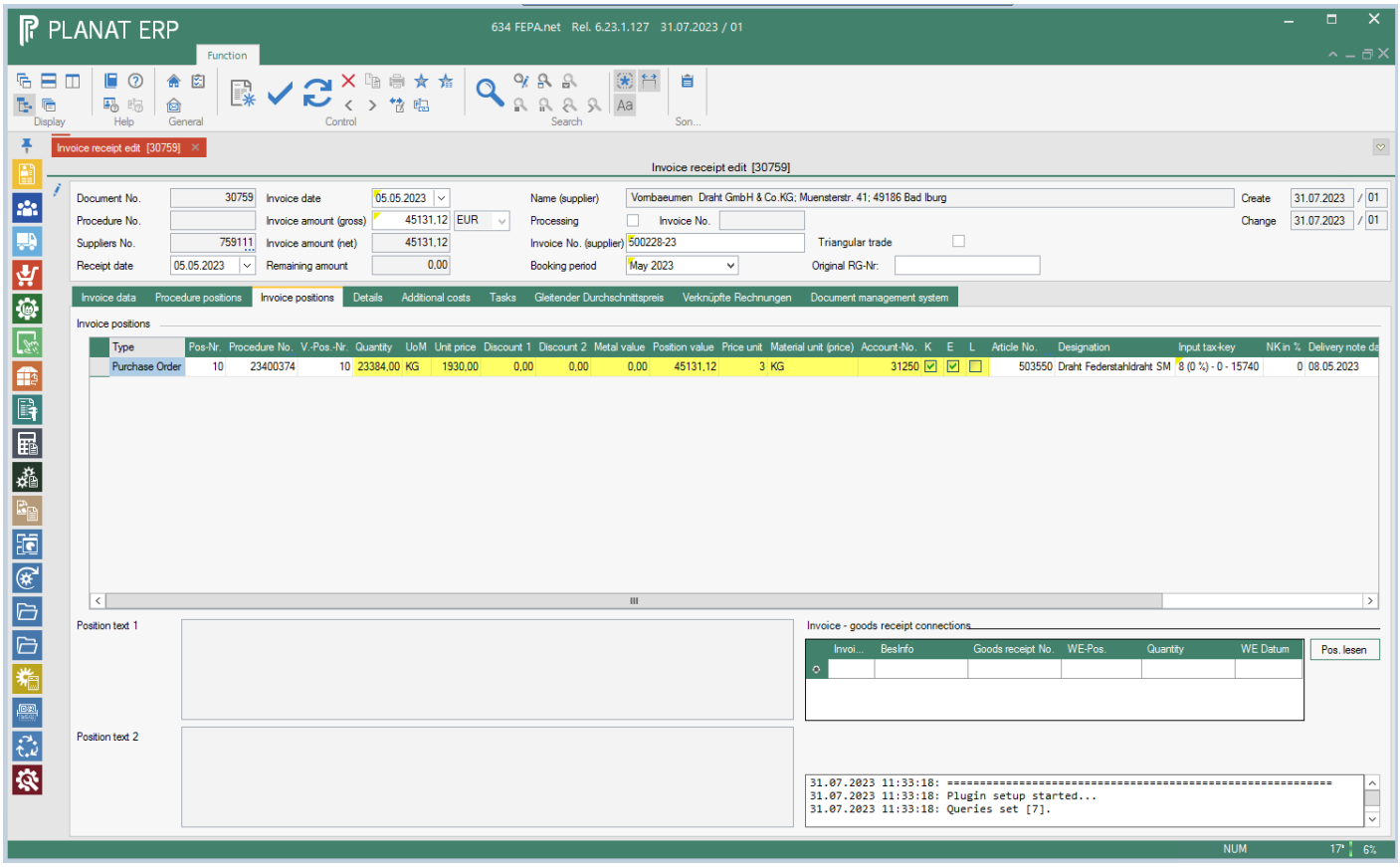
The entry automatically jumps to the invoice positions tab. If any are still missing, you can go back to the Procedure positions tab and also select the missing ones and transfer them to the invoice positions.

Invoice positions & details tab

Invoice positions

In the tab Invoice positions, the positions are displayed in table form. At the bottom, the item texts from the purchase order are displayed for the position in which the cursor is placed.

Field contents can be edited. This can be seen in more detail in the tab Details. According to the content of the invoice, e.g. quantity and price can be adjusted to the invoice.



Details tab

The data from the Invoice positions tab is displayed here in the form of a mask. The values can also be edited in the invoice item data.

According to the information on the invoice, only the quantity, price, discounts, etc. are checked here according to the invoice content and adjusted if necessary.

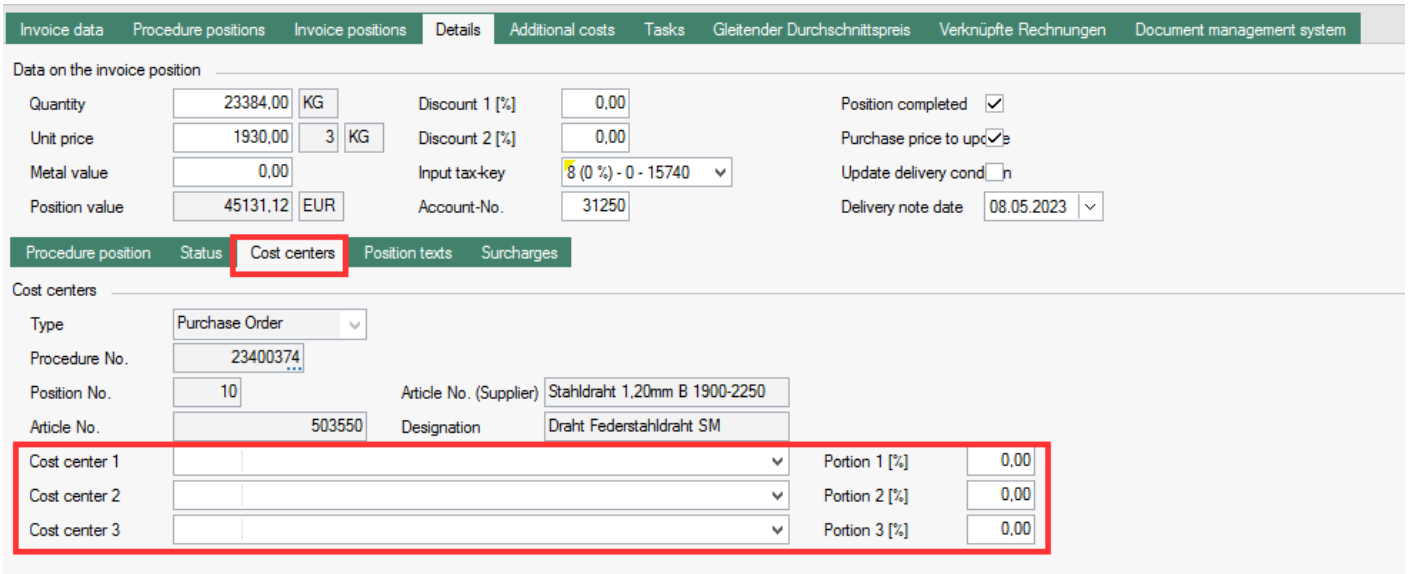
If the quantity corresponds to the ordered quantity, the check mark "Item completed" is automatically set. It can also be set manually. This completes the order item after processing.

The tick for updating the purchase price in the item master is set automatically.

The tick for updating the delivery condition can be set manually if required. The price is then updated when processing the invoice entry.

Cost centres

If cost centres are required for an article, they must be entered in the Cost centres tab. The tab can be found in the Details tab under the data on the invoice position. Here you can select one of the cost centres and the percentage (Portion) for it. A maximum of 3 cost centres are possible. Cost centres already entered in the transaction or the master data are taken over here.

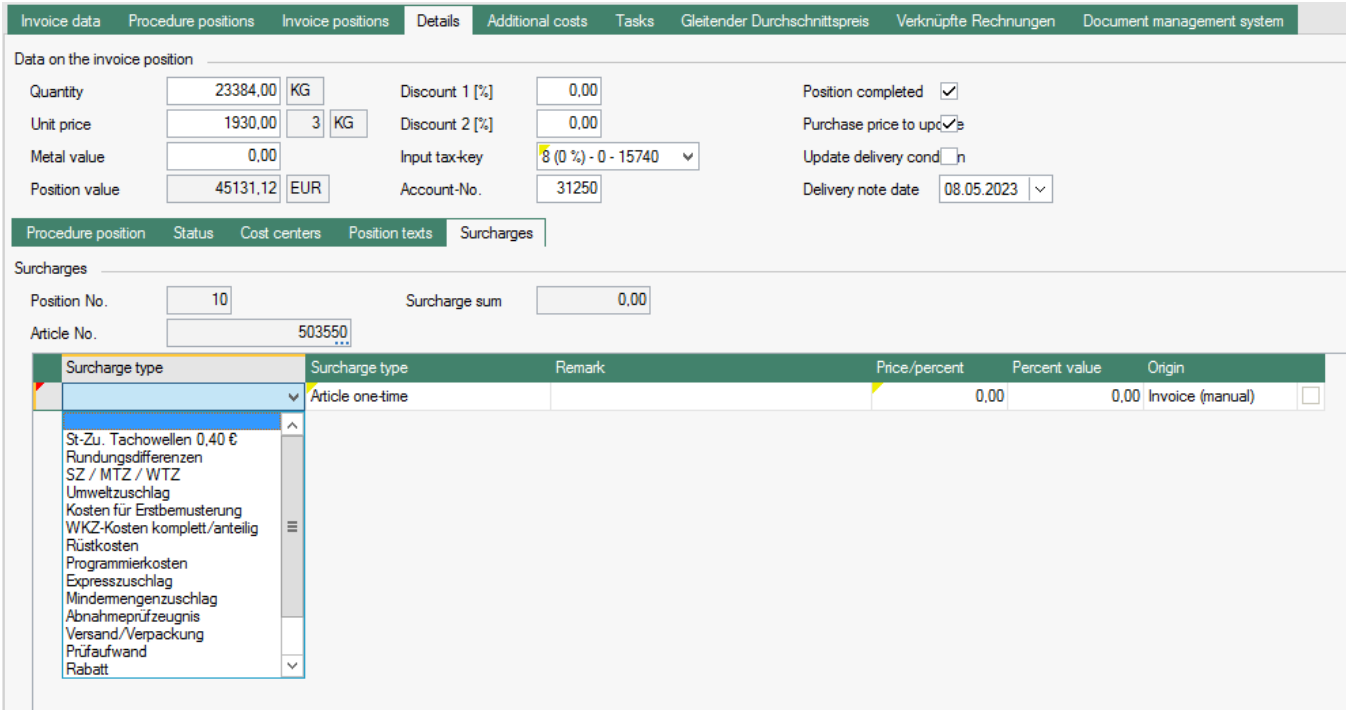


A cost centre is required for some material groups. This is checked when the invoice is saved and information is displayed that the cost centre must still be entered. Without a cost centre, processing is not possible.

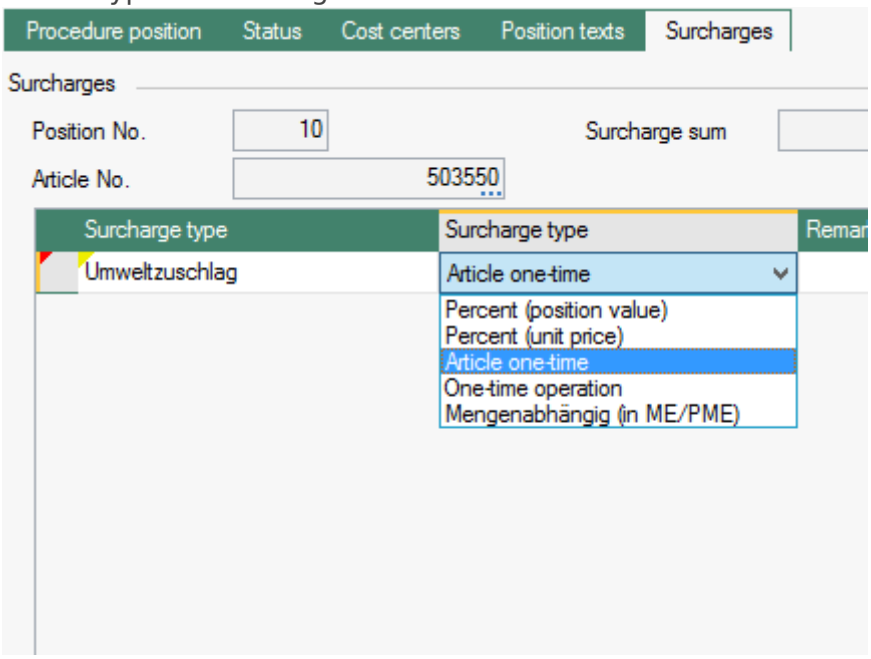
Surcharges

Surcharges are an add-on in FEPA. In the Surcharges tab, surcharges can be entered for the invoice. The costs are then added to the item value of the invoice item. How they are to be used must be agreed with the purchasing management. They are not automatically allocated to the purchase price. By means of a GEMO own program, the surcharge is allocated to the Last Receipt price and replaced in the master data item when processing the invoice entry.

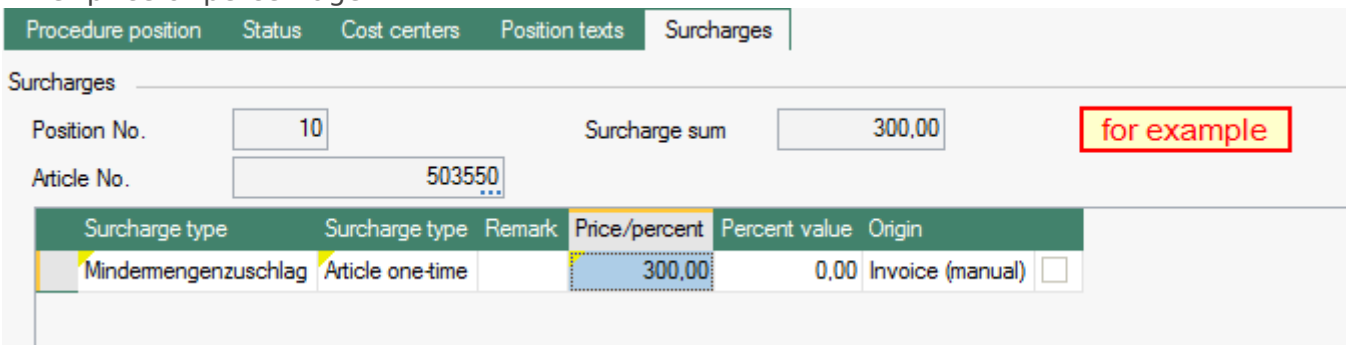
1. Add line
2. Select type of surcharge (Ask the CPO to enter the surcharge types in other languages.)



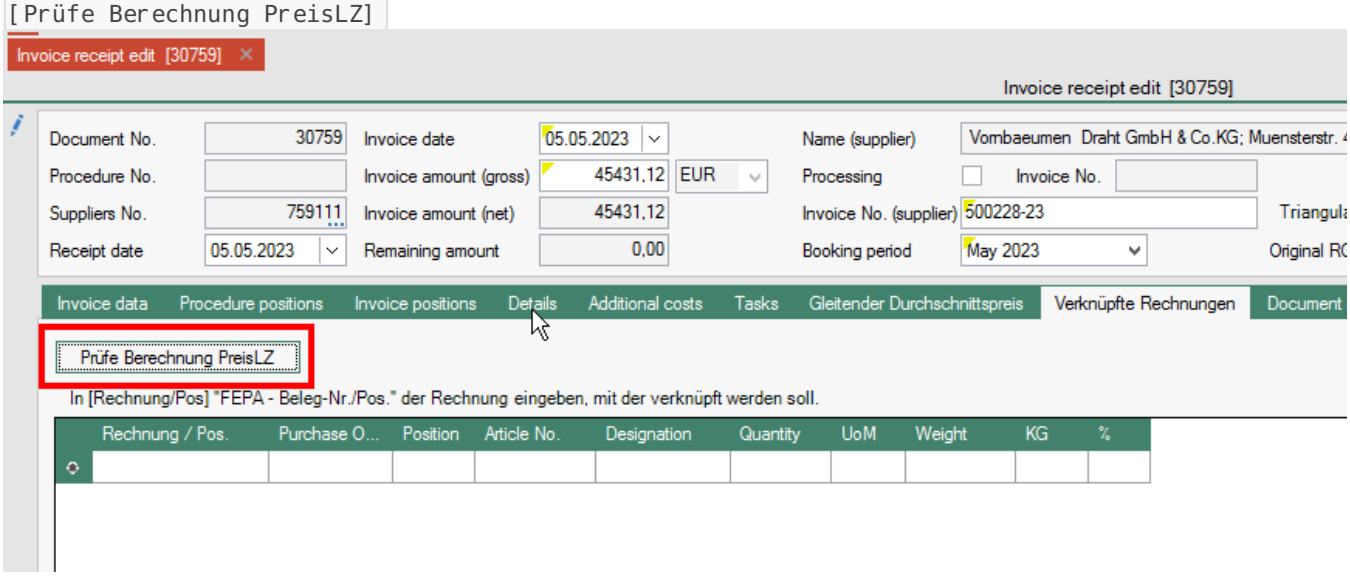
3. Select type of surcharge



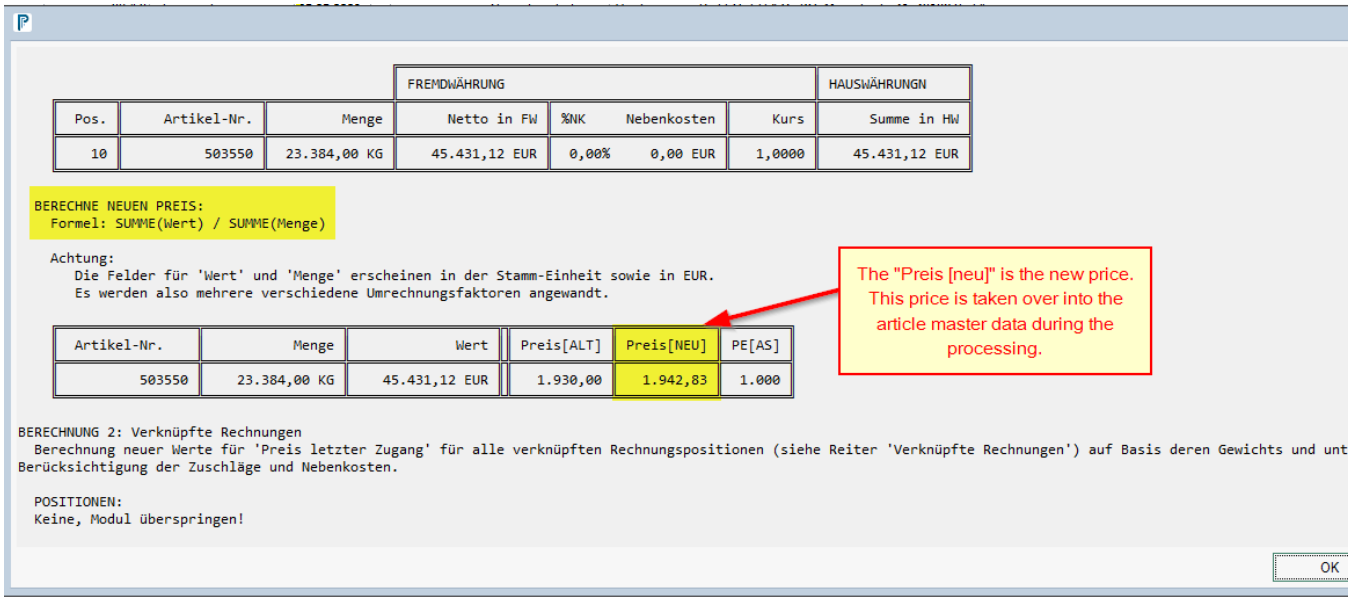
4. Enter a remark, maximum 30 characters possible
5. Enter price or percentage



6. The surcharge is added to the "purchase price" and transferred to the *price of the last receipt*. To check the calculation, click on the tab Linked invoices and click on the button `[Prüfe Berechnung PreisLZ]`



7. A window opens showing how the price is recalculated. (scroll in the window) Press the [OK] button to close the window.

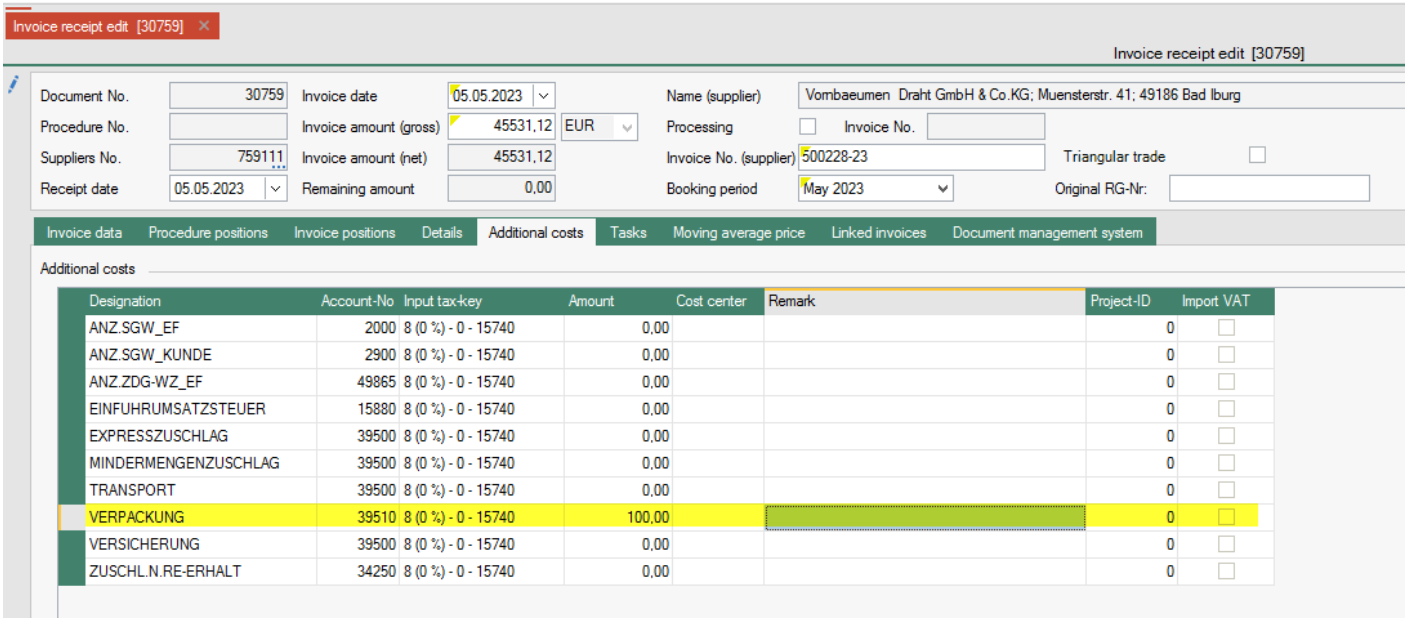


8. To check this, you can look in the item master data to see whether the price has been adopted.

Additional costs tab

In the tab Additional Costs, additional costs listed in the invoice (e.g. freight or packaging) can be entered.

The value is to be entered in the column "Amount" behind the appropriate description. The exact use of the possible types must be agreed with the purchasing management.



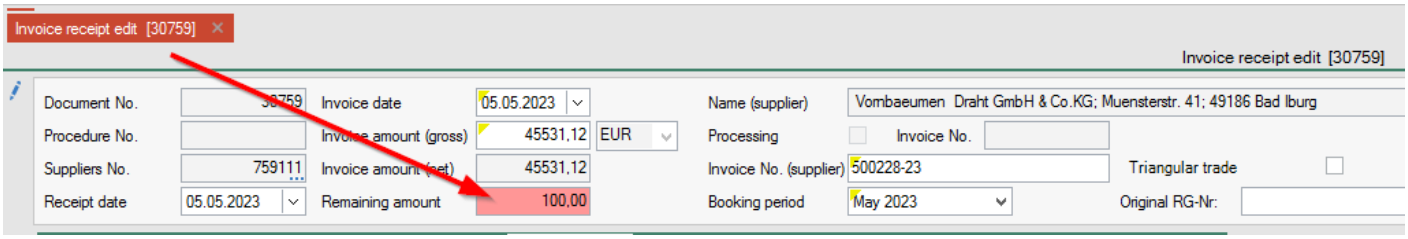
Without further entries, the entered costs are not transferred to the price of the last receipt in the master data item!

For a transfer of the additional costs to the last price receipt, please go to Allocation of surcharges and/or additional costs to the purchase price.

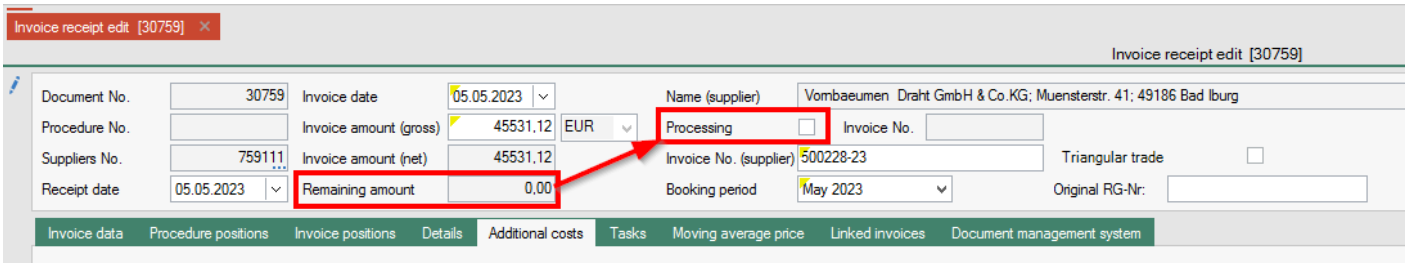
The list of possible additional costs can be extended by the FEPA administration.

Process

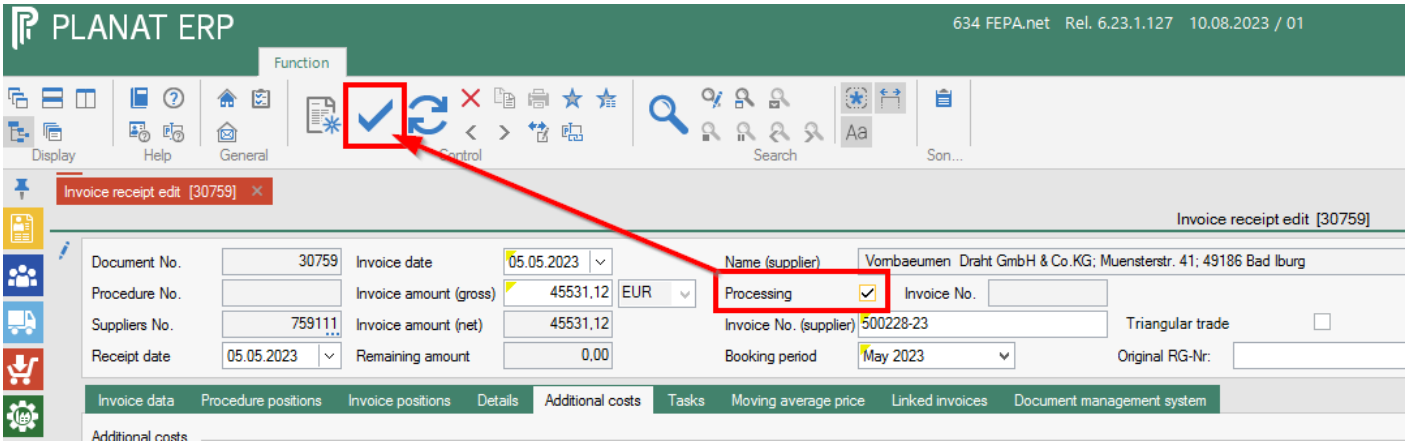
As long as the field Remaining amount in the header of the invoice receipt is highlighted in red, the processing of the entered invoice cannot be carried out. The Processing field cannot be ticked.



The entry can only be processed when the field Remaining amount is no longer highlighted in red. To do this, the Processing box must be ticked.



Then the tick must be clicked in the toolbar. The entry is processed and can no longer be edited.



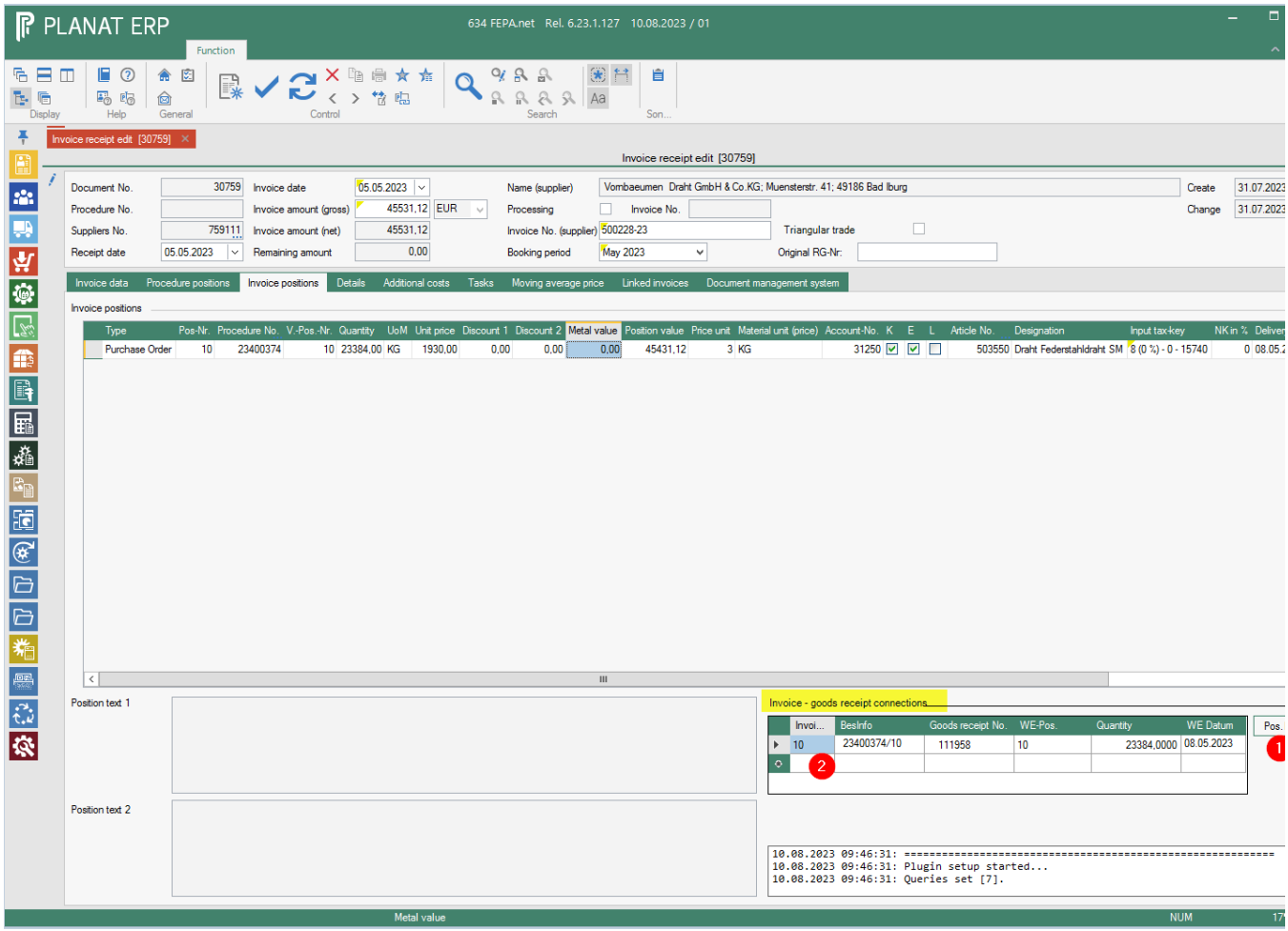
Saving is also possible without processing. The entry can be completed later. The voucher is accessed via the voucher number.

GEMO's own extensions

Invoice-Goods Receipt Connections

This add-on allows the user to link items on the A/P invoice to existing items on the A/P delivery. This is part of a solution for the implementation of the local currency average price inventory valuation. Linking to incoming deliveries is required for all clients that have locally activated the moving average price solution.

1. Click on the Invoice Positions tab
2. if the cursor is in the order item, clicking the button [Pos. lesen] reads the GR items for the transaction



In the text field below the invoice-receipt connections, you can read what the programme has done. If the client does not work with the moving average price, "Solution is not activated for this client." appears here at the end and the GR items are only displayed.

Allocation of surcharges and/or additional costs to the purchase price
UPDATE last price Access in the article master data

There was a request to transfer additional costs to the purchase price for the master data, so that the costs are included in the price for calculations. For this, a weight must be entered for the articles in the article master data.

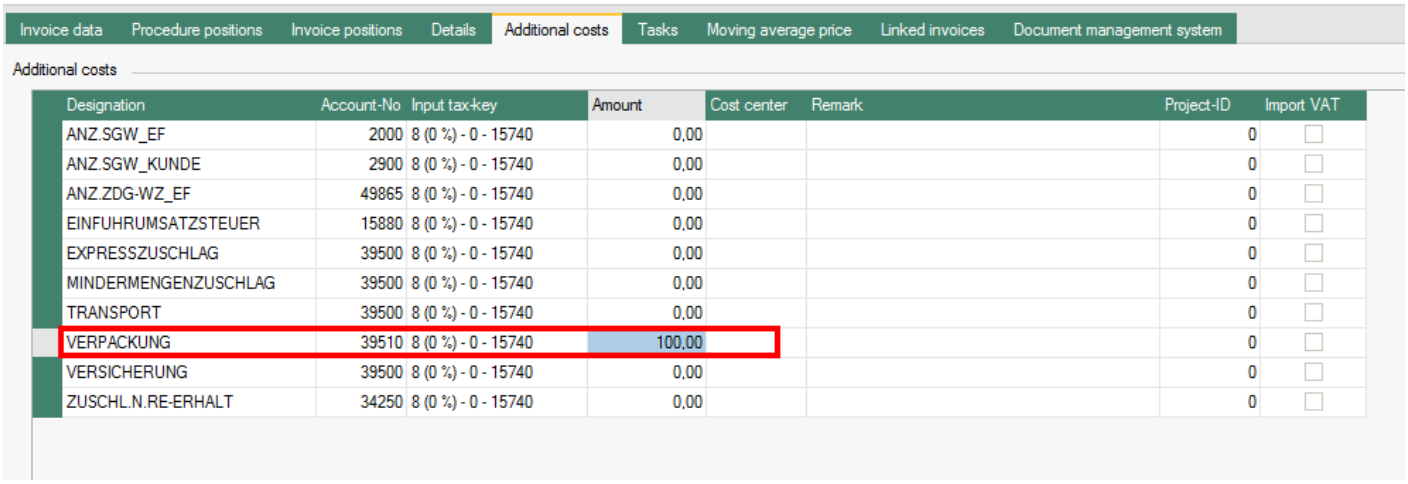
There are three possibilities.

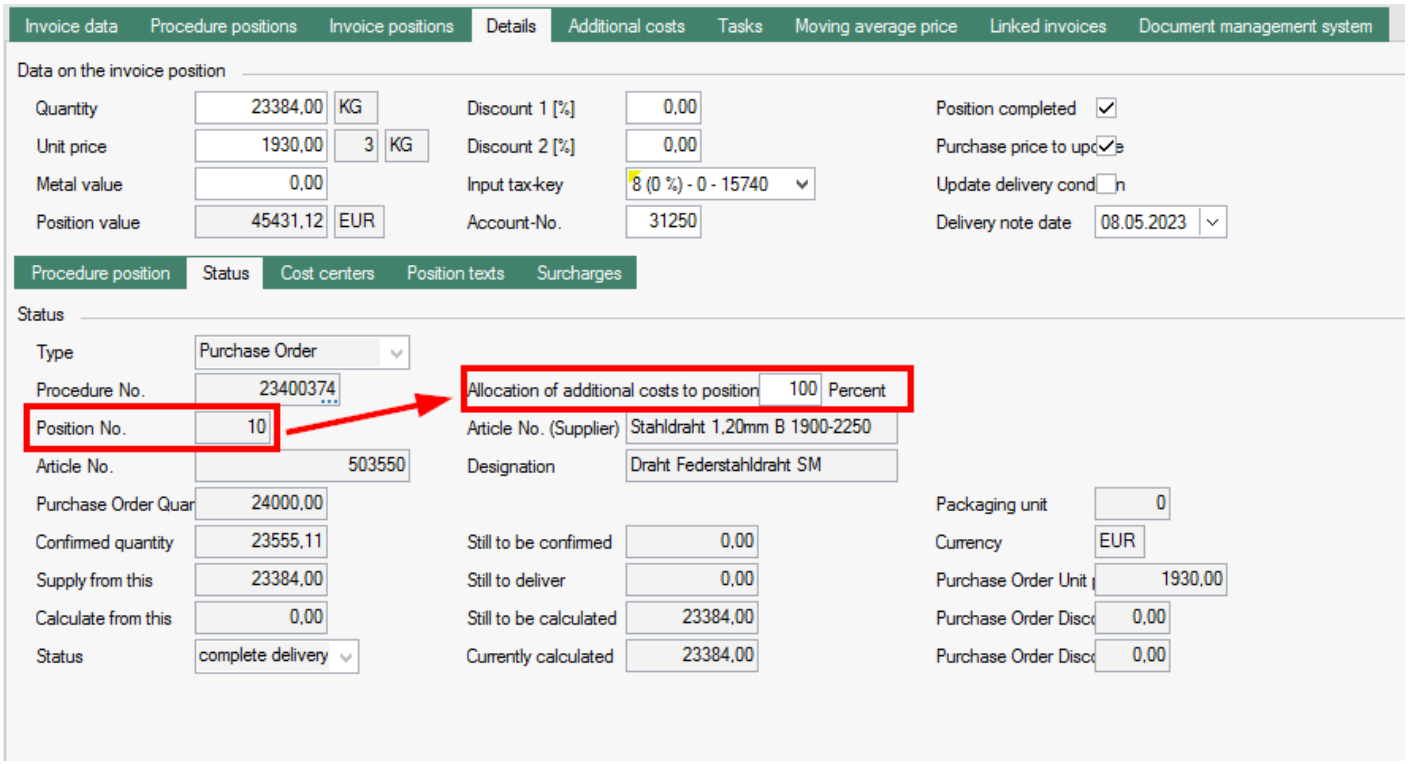
The invoice contains surcharges. (see under Surcharges)
The invoice contains additional costs
There is a service charge invoice for an already entered invoice.

Additional costs

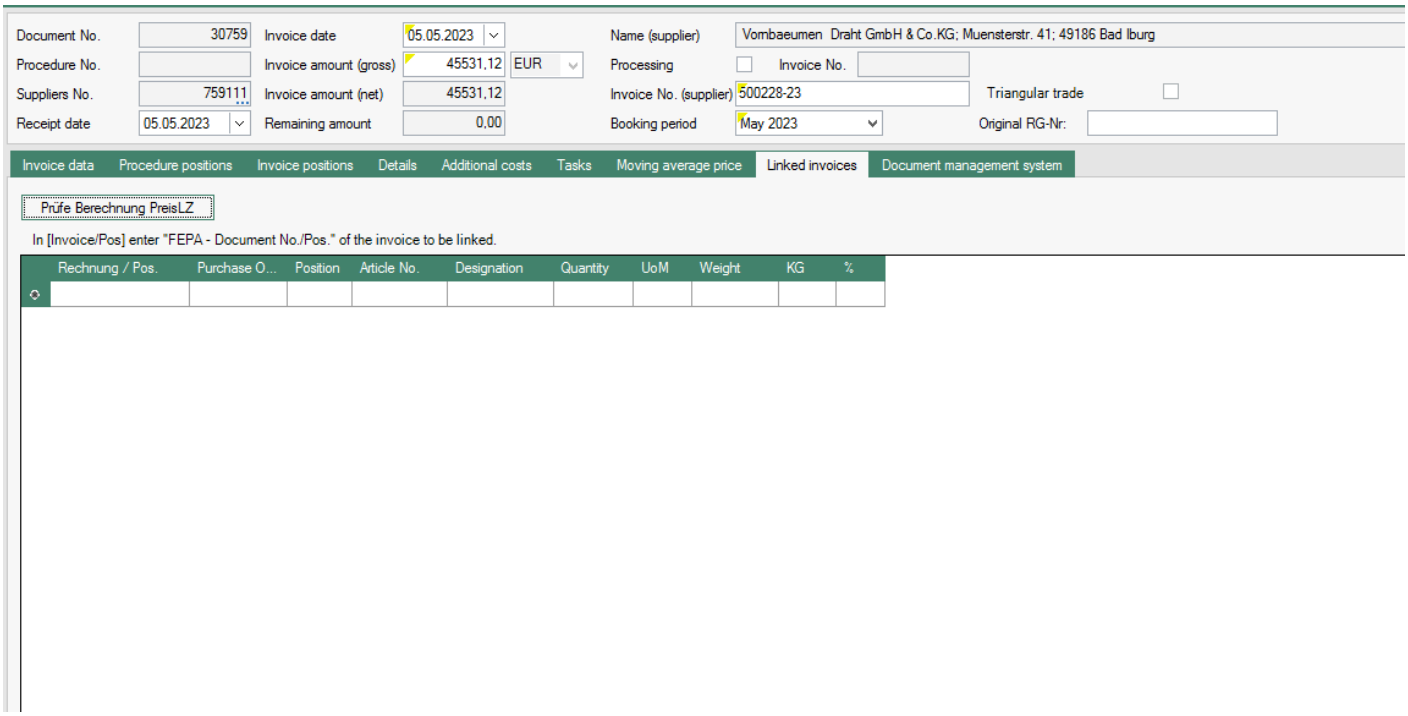
The additional costs can be allocated to the purchase price if required. A field has been added for this on the Details tab under the Transaction Items and Status tab. The allocation is made in % according to the weight recorded on the item. (Default from the purchasing management).

If an entered value is to be apportioned to the item purchase prices, a percentage must be entered in the item(s) after entering the value in the additional costs to determine the percentage of the costs to be apportioned to the item.

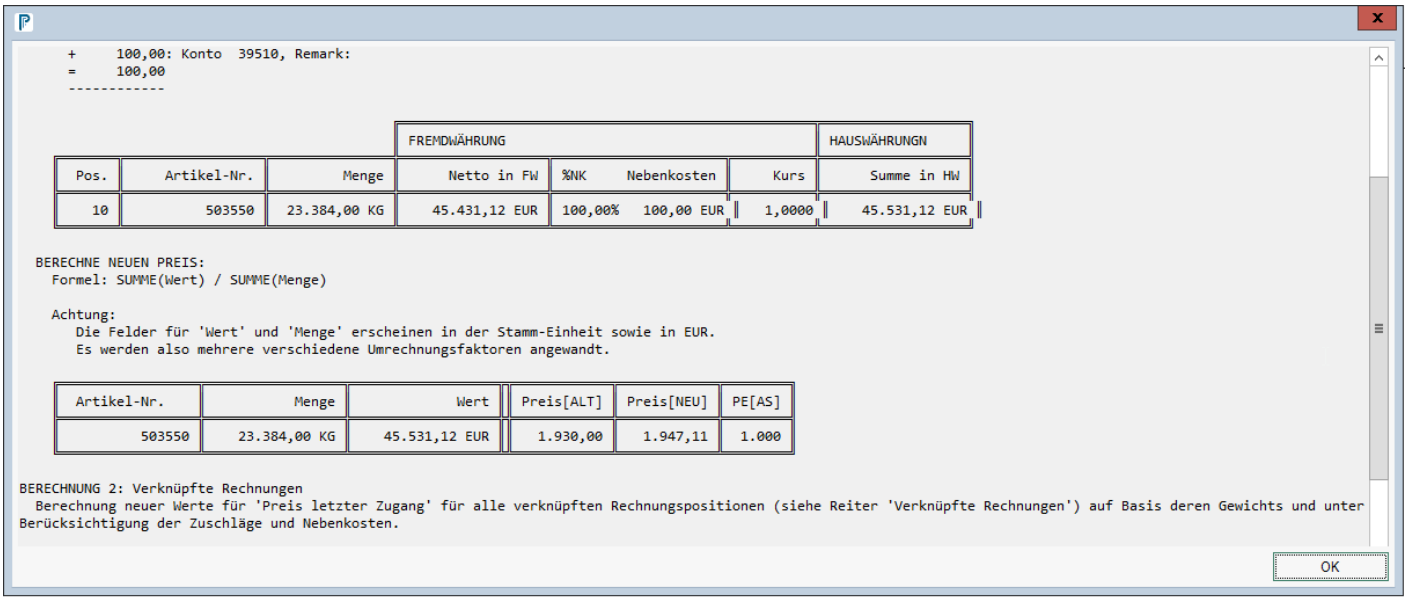




To check if the calculation is correct, click on the Linked Invoices tab and click on the [Prüfe Berechnung PreisLZ] button.



A window opens showing how the price is recalculated (Only in German language). Press the [OK] button to close the window.



To check, you can look in the item master data to see whether the price has been taken over.

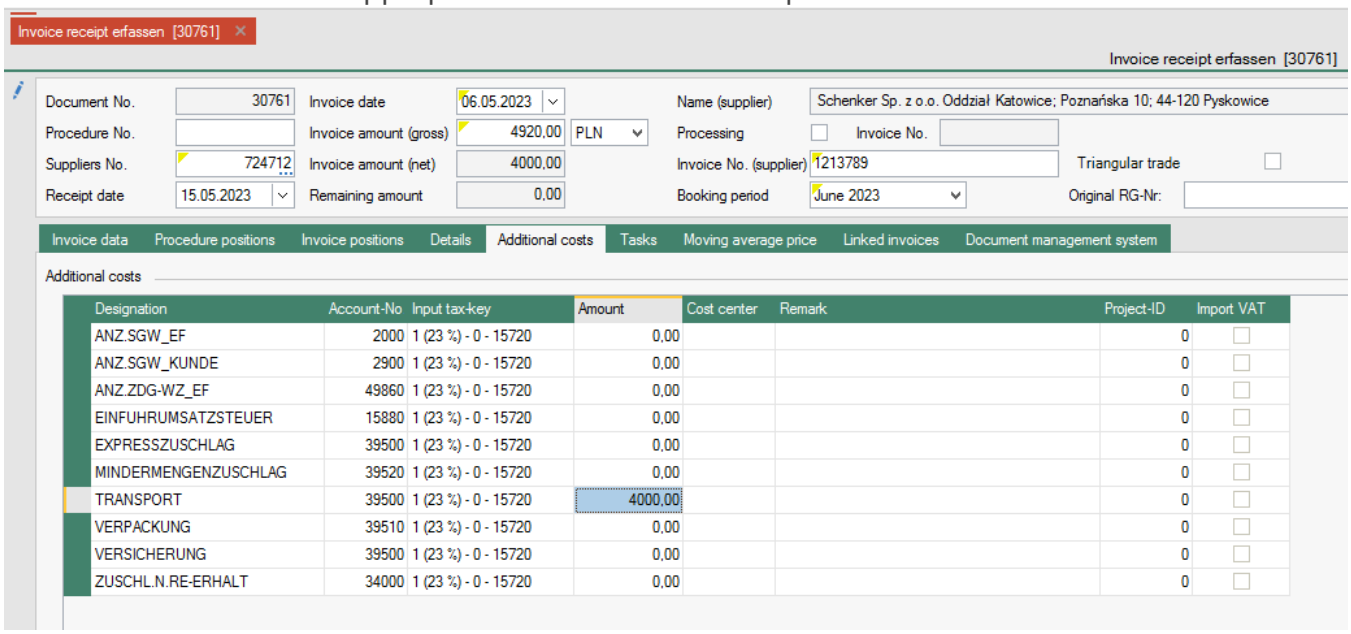
Entering a service charge invoice and linking it to another invoice receipt

First find the document number and item number of the invoice to be linked from the display invoice receipt!

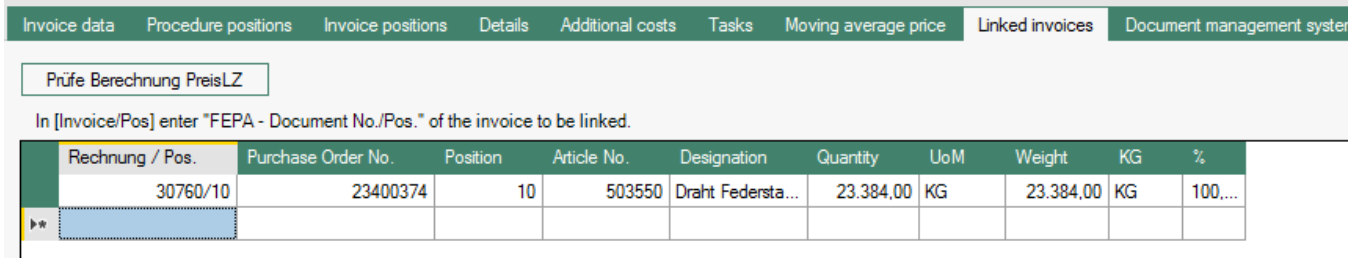
Then continue entering in the `invoice receipt:`

1. Enter invoice header data without transaction number. (see Edit Header Data)

2. Enter the values for the appropriate account and description in the Additional Costs tab.

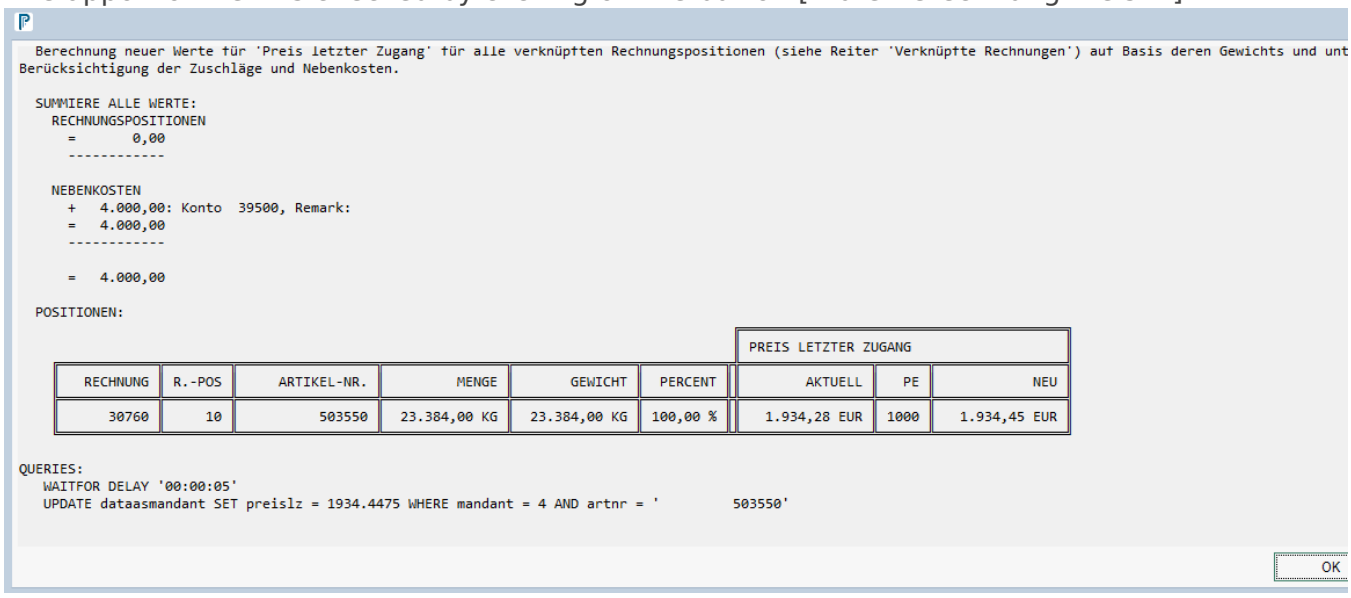


3. Go to the Linked Invoices tab and enter the document no. / item, the transaction item to be linked is retrieved.

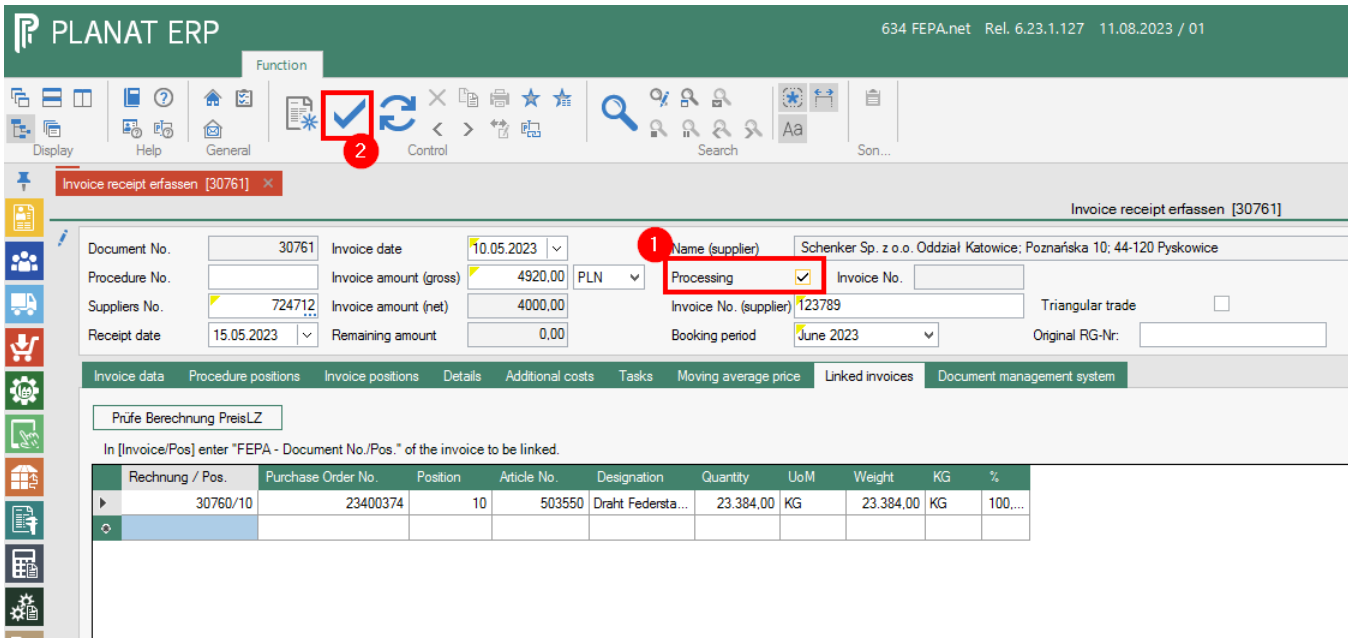


The percentage rate is always 100%, which is allocated to the last receipt price.

4. The apportionment is checked by clicking on the button [Prüfe Berechnung PreisLZ].

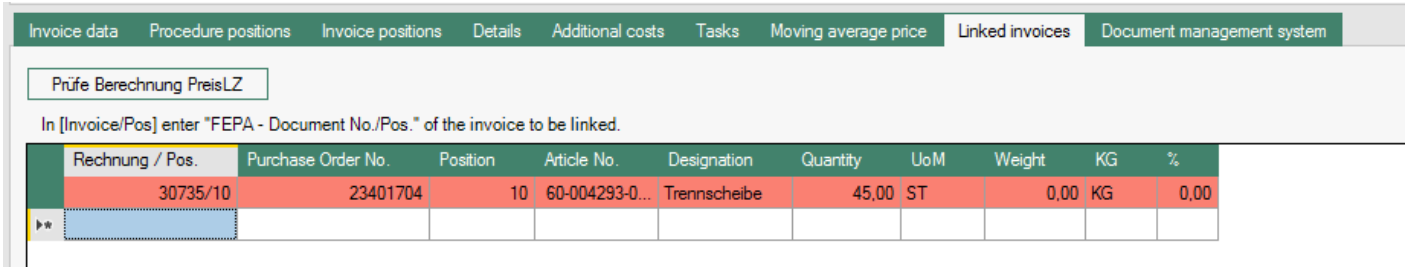


5. If the allocation is correct, the invoice can be processed. The price in the item master data is updated.



Example calculation:

If no weight is entered for the item to be linked, it is not possible to allocate the weight. In this case, a weight must be entered in the Article master data in the General tab, after which the invoice can be linked again.



There is an input tax amount check that can lead to information.

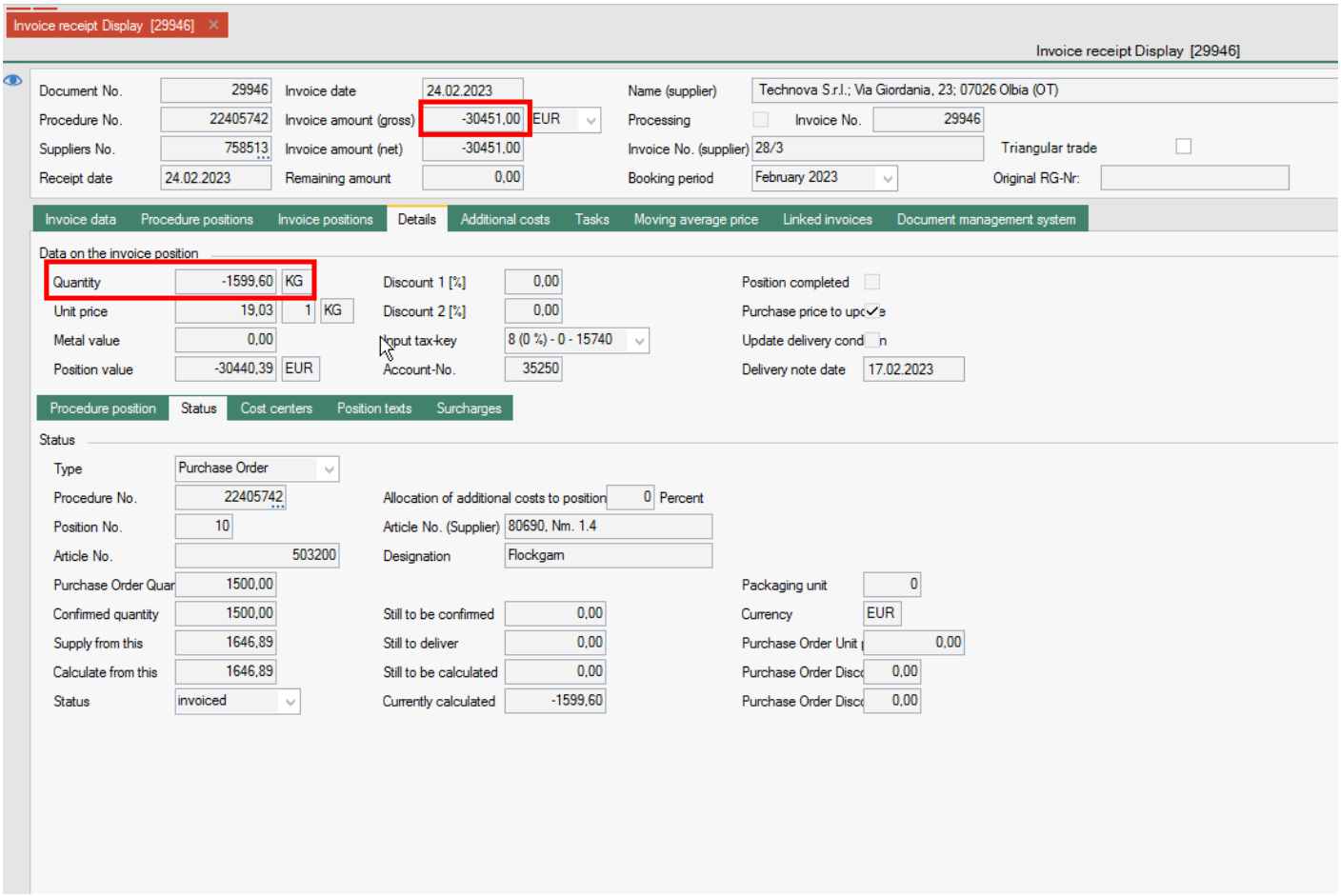
When the invoice is entered, it is checked whether it is a triangular transaction. If this is the case, tax key 5 is set. Information is displayed.

For Polish locations, a moving average price (also called 'FIFO price') is calculated based on the exchange rates of the national banks given by the local tax administration / government.

Cancellation of an entered invoice

There is no function to cancel an entered purchase invoice in Purchasing.

The invoice must be re-entered in the same way as the one that was "cancelled" but with a negative gross Rg amount. To enter the position "negative", the quantity must be entered as a negative value! Simply put a minus in front of the quantity.



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