

Purchases – Supplier Invoices / Credit (Add - Edit)

This article describes how to manually Add or Edit a Supplier Invoice / Credit. Supplier Invoices / Credit that have a valid Job Reference can have their Product Lines pulled into a Customer Invoice on [Get Costs\$].


NOTE: Before you can manually Add a Supplier Invoice, the Supplier must be entered in Contacts, for more information see KAT-0312

To Add or Edit a Supplier Invoice;

Adding or Editing a Supplier Invoice / Credit is done from the PURCHASES Tab OR the Works > PURCHASES Subnav.


Quick Flow;

PURCHASE Tab OR **Works** Window > **[Add]** > **Type*** > **Supplier*** > **Supplier Invoice / Credit details** > **Product Lines** > **[Save]**

1. Press on the **PURCHASE** Tab to display the PURCHASES Library, then Press on the **[Add]** button  to display the PURCHASES: NEW PURCHASE Window



OR

2. From the **Works** Window, Press on the PURCHASES Subnav to expand, then Press the **[Add Purchase]** button  to display the PURCHASES: NEW PURCHASE Window



3. From the PURCHASES: NEW PURCHASE Window, select a **“Type*”** (Tax Invoice OR Tax Credit Note) and a **“Supplier*”** to display the PURCHASES: NEW PURCHASE window

NOTE: Start typing in a Supplier Name to auto fill and narrow the dropdown options


4. From the PURCHASES: NEW PURCHASE Window, enter/edit the **Supplier Invoice / Credit details**

NOTE: Fields with a red “*” are compulsory and must have an entry before saving

5. From the INVOICE LINES Section enter in the **Product Lines**

- If the supplier has a price file in Katipolt, enter the Product Code in the “Enter Product Code” search field, then Press the Enter to display the product data


Code	Description
 Enter product code	

- If the product does not display or the Supplier does not have a price file in Katipolt, Press the Pencil Icon  to enter a “Quick Product Line” where you can enter a product that is not in the price files.

Code	Description
 Enter product code	

6. Work across the product line, entering/editing Description (if a Quick Product), Trade Price, Cost Price, Unit, Quantity

CODE	DESCRIPTION	TRADE PRICE	COST PRICE	UNIT	QUANTITY	BACK ORDER	DISCOUNT RATE	TOTAL
Enter product code...		\$ 0.00	\$ 0		1.00	0.00	% 0	\$ 0.00

7. When you have entered all the product lines, Press on the **[Save]** button  and select a Save option

- [SAVE AS DRAFT] – You can continue editing at a later time
- [SAVE & LOCK] – Locks your Supplier Invoice, and if you have a valid Xero connection, sends the Supplier Invoice to Xero
- [SAVE, LOCK & NEW] Locks your Supplier Invoice, and if you have a valid Xero connection, sends the Supplier Invoice to Xero, and displays a window ready for your next Supplier Invoice

NOTE: If the Katipolt calculated “Total Invoice Amount” does not equal the Supplier Invoice value being entered, enter the invoice total amount in the “Total Invoice Amount” field, and Katipolt will insert an “Adjustment” line.

Sub-Total		\$ 0.00
GST		\$ 0
Adjustment		\$0.00
Total Invoice Amount	\$	0.00
Amount Paid		\$0.00
<hr/>		
Balance		\$ 0.00

NOTE: On [Save] the “Reassign Job Reference” field displays, so if you have assigned the Invoice / Credit to the wrong Job, you can reassign to the correct Job