

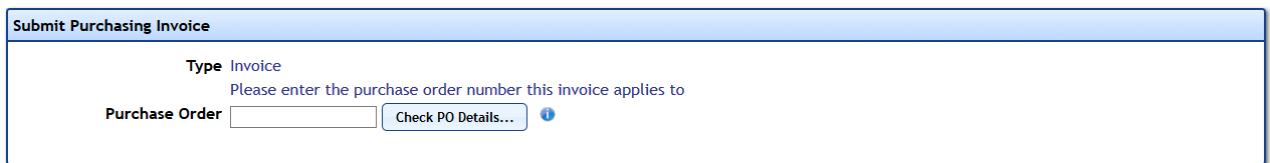
Submit Purchasing Invoice/Credit Note

Fri, Jan 19, 2024 [Invoices Tab](#)

To submit an Invoice or Credit Note for a Purchase Order, click the Invoices tab and select the "Submit Purchasing Invoice" option or "Submit Purchasing Credit Note" option accordingly.

1. Upon clicking the "Submit Purchasing Invoice" option or "Submit Purchasing Credit Note" option, the Submit Purchasing Invoice or Submit Purchasing Credit Note screen appears. Enter the Purchase Order number and click the "Check PO Details..." button. This will check to make sure the job is at the right state before the Invoice is added to it.

Submit Purchasing Invoice Screen



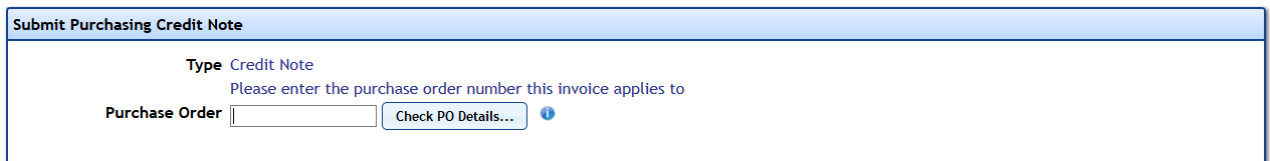
Submit Purchasing Invoice

Type Invoice

Please enter the purchase order number this invoice applies to

Purchase Order [Check PO Details...](#) ⓘ

Submit Purchasing Credit Note Screen (works in the same way as the Submit Invoice Screen)



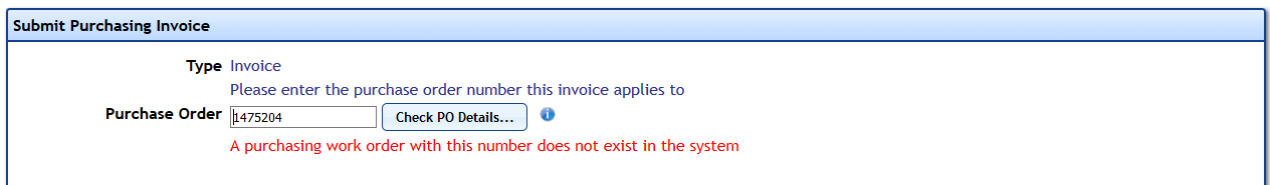
Submit Purchasing Credit Note

Type Credit Note

Please enter the purchase order number this invoice applies to

Purchase Order [Check PO Details...](#) ⓘ

Note: If the job entered cannot be invoiced then a message will appear stating why it cannot be invoiced, such as the job not being a Purchase Order or there being no Shipments available for Invoice.



Submit Purchasing Invoice

Type Invoice

Please enter the purchase order number this invoice applies to

Purchase Order [Check PO Details...](#) ⓘ

A purchasing work order with this number does not exist in the system

2. If the PO entered can be invoiced then the Building Name, the Job Task and the "Upload Invoice/POD..." button will be displayed along with the Shipments and invoice fields. A copy of the Invoice must be present to be able to submit the Invoice. The User can upload a POD (Proof of Delivery) but it is not necessary. Clicking the "Upload Invoice/POD..." button will display the Upload File screen which requires the entry of a Name, Type (which can be either "Purchasing Invoice", "Proof of Delivery" or "Purchasing Invoice & Proof of Delivery") and the file that needs to be uploaded. Once the document has been selected, click "Upload" to upload the document. Now the rest of the Invoice/Credit Note details need to be entered. These include the Invoice Number (up to 30 characters), ticking the Shipments if the Invoice is valid for the entire Shipment(s) and any changes to the Delivery Net if necessary. The User also has the option to tick the box in the Qty Selection column against the relevant item and enter the amount items that this Invoice is valid for. This means that the whole order doesn't need to be invoiced for in one if it is not necessary to do so.

Submit Purchasing Invoice

Type Invoice

Purchase Order ⓘ

Building Name Chelmsford

Job Task Purchasing - Electrical, Purchasing - Electrical
 * If this is not the building and job task that your invoice refers to, please re-enter the purchase order number

An invoice must be uploaded. A POD can also be uploaded, either as a separate document or combined as one file with the invoice and uploaded together

Date Submitted 24/04/2018

Invoice Number ⓘ

Tax Point ⓘ

Shipments

Delivery Note Number: 1983226

Line No	Qty Selection	Name	Code	Unit Price per UOP	Net Value	Manufacturer	UOP	Tax Code	Tax Rate	Tax
1	<input type="checkbox"/> 0	13W CFL DE 4PIN COL840	19006	0.99	9.90	Unknown	Each	UK Supplier Standard Rate	20%	1.98

Line Items Net 0.00

Line Items Tax 0.00

Delivery Net

Delivery Tax

Net 0.00

Tax 0.00

Gross 0.00

Invoice Notes ⓘ

Note: It is also possible to invoice for just the Delivery Charge if need be. Just enter the amount of delivery that will be charged in the Delivery Net and leave the Shipments unticked.

3. Once all these details have been entered, click the "Submit" button to submit the Invoice/Credit Note. Clicking "Cancel" will cancel the Invoice submission.

Note: Any extra information can be added into the Invoice Notes field.

Note: Once a document has been added, a table appears to show the document and the types of documents that have been added. Next to each document is the "Remove" button. This deletes the document and the User must replace the document with a new one.

Document	Type	
Purchasing Invoice	Purchasing Invoice	<input type="button" value="Remove"/>

Note: It is only possible to Invoice for a PO if there are Shipments that can be selected. If the order currently has not been received, then it is not possible to add an Invoice.

4. After the Invoice/Credit Note is submitted, it will appear in the Unapproved Invoices screen along with any other Invoices/Credit Notes that the User has submitted and are currently awaiting review.

Actions	Invoices (Unapproved Electronic Invoices) Refresh								Filter...	Export
Unapproved Invoices	Total: 2								Show 10, 15, 25, 50, 75, 100 per page	
Submit Purchasing Invoice...	Invoice Number	Status	Invoice Date	Job No	Building Name	Reference	Net Value	VAT	Total	
Submit Purchasing Credit Note...	6546546ABAB	Pending Review	01/04/2014	1804558	THAMESMEAD		220.00	44.00	264.00	
	987456QWERTY	Pending Review	17/04/2014	1804356	READING		10.00	2.00	12.00	

To submit further Invoices/Credit Notes, either click the "Submit Purchasing Invoice" or "Submit Purchasing Credit Note" options under the Invoices tab or click the "Submit Purchasing Invoice..." or "Submit Purchasing Credit Note..." buttons that appears under the Actions menu.

Note: In cases where Resources belong to a Resource Grouping and Invoice Instructions have been set up, a pop-up will be displayed with some instructions informing the User in what their next steps are. Click "OK" once ready. This will display when the Invoice is submitted and each time it is edited by the User.

Ostara Systems

Contact the HelpDesk

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=555>