

























PURCHASE INVOICE






Listed in the *Figure 1* are the Purchase Orders created. A **Purchase Invoice** is a document that the company receives when they buy something, giving details of price, payment condition. Here in the Purchase Invoice module, *received items* must be recorded.

Figure 1

Purchase Invoice							
+ Record Purchase Invoice							
Search Purchase Invoice							
Invoice #	Supplier	External Ref#	PO #	Terms	Delivered	Action	
 P-INV-20190726-18	Office Warehouse Inc.				07/26/2019		
 P-INV-20190103-17	Office Warehouse Inc.				01/03/2019		
 P-INV-20181105-16	Office Warehouse Inc.				11/05/2018		
 P-INV-20181105-15	Office Warehouse Inc.				11/05/2018		
 P-INV-20181105-14	Office Warehouse Inc.				11/05/2018		
 P-INV-20181105-13	Office Warehouse Inc.				11/05/2018		
 P-INV-20181105-12	Office Warehouse Inc.				11/05/2018		
 P-INV-20181105-11	Office Warehouse Inc.				11/05/2018		
Showing 1 to 8 of 8 entries							
< Previous 1 Next >							

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Clicking the **+ Button** will open the transaction/Purchase Invoice as shown in *Figure 2*. It can be printed and downloaded as pdf.

Figure 2

	P-INV-20190726-18	Office Warehouse Inc.	07/26/2019						
Supplier :			Purchase Invoice No.						
Office Warehouse Inc.			P-INV-20190726-18						
Office Warehouse Inc.			Company :						
Office Warehouse Inc.			JDEV OFFICE SOLUTIONS INC.						
P: Office Warehouse Inc.			4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City						
Contact Person :			P: (045) 900-3988						
Office Warehouse Inc.			PO # :						
			Reference :						
			Delivery Date : 07/26/2019						
			Due Date : 07/26/2019						
			Terms :						
Item	Qty	UM	Price	Total					
Dell Intel i5 1TB 8GB RAM 17 Inches Laptop	5.00	Piece	35,000.00	175,000.00					
Remarks:									
Prepared By:		Global Discount %:		0.00					
		Discount 2 :		0.00					
		Total Before Tax:		175,000.00					
Received By:		Tax Amount :		0.00					
		Total After Tax :		175,000.00					
Date:		Total:		175,000.00					
 Print Purchase Invoice  Download as PDF									

Click the **New Purchase Invoice Button** to create. You can use an **Approved Purchase Order** to create an invoice (*optional*). Click the ... **Button** as shown in *figure 3* to choose from the approved purchase orders list in *figure 4*.

Figure 3

Invoice # : INV-XXXX

Invoice #:

<>

P-INV-YYYYMMDD-XXX

Invoice Date :

07/30/2019

PO #:

PO #

...

Due Date:

07/30/2019

Reference #:

<>

External Ref No.

*Department :

Please select department.

*Supplier:

Please select supplier.

Terms :

Contact Person :

Contact Person

Enter PLU or Search Item :

Enter PLU or Search Item

Refresh

Qty	UM	Item	Unit Price	Discount (%)	Total	Action
Discount (%) :	0.00			Total Before Tax :	0.00	
Tax :	0.00			Total After Tax :	0.00	

Remarks :

Remarks

Save Changes

Cancel

Figure 4

Purchase Order

X

PO#	Vendor	Terms	Deliver to	Status	Action
+ PO-20181023-3	Supplier Name	15 Days	12	Open	✓ Accept PO
+ PO-20181018-1	Supplier Name	15 Working Days	12	Partially received	✓ Accept PO

Showing 1 to 2 of 2 entries

< Previous

1

Next >

Cancel

Every Purchase Order will have a status: Open, Partially Received, and Closed. **Open** means *no* item has been received yet, **Partially Received** means *some* of the items but not all, and **Closed** means *all* of the items from the Purchase Order has been received. Only *Open* and *Partially Received* will show in the list. Clicking the + **Button** in this interface will show the details of the Purchase Order. Click the **Accept PO Button** to use the Purchase Order in the Invoice. Then the **items** of the Purchase Order will be dropped down in the invoice (*Figure 5*).

Figure 5

Invoice # : INV-XXXX

Invoice #: Invoice Date:

PO #: Due Date:

*Department: x

*Supplier: x

Reference #:

Terms:

Contact Person:

Enter PLU or Search Item: [Refresh](#)

Qty	UN	Item	Unit Price	Discount (%)	Total	Action
1.00	Piece	TSHIRT V COLLAR 30	35.00	10.00	28.35	
Discount (%) : 10.00			Total Before Tax :		25.31	
Tax : 3.04			Total After Tax :		28.35	

Remarks :

[Save Changes](#) [Cancel](#)

Click the **Save Changes Button** to confirm and save the invoice.

OPEN PURCHASES REPORT

Open Purchases report contains *Open*, and *Partially Received* Purchase Orders. Listed per Invoice are **items** together with the *Order Quantity*, *Delivered Quantity*, and *Outstanding Balance*. Located in **List Menu -> Open Purchases** (Figure 6). The list can be Printed and Exported into an Excel File

Figure 6

System Administrator
jdevtechsolution@gmail.co

EXPLORE

- Dashboard
- Financing
- Services
- Purchasing
- Sales
- Inventory
- References
- Masterfiles
- Treasury
- Bank Reconciliation
- Assets Management
- Settings
- Accounting Reports
- BIR Forms
- Sales & Purchasing
- List**
 - Product Reorder (Pick-list)
 - Product List Report
 - Voucher Registry Report
 - Check Registry Report
 - Collection List Report
 - Open Purchases**

Open Purchases

[PRINT REPORT](#) [EXPORT REPORT](#) [EMAIL REPORT](#)

Purchase Order No.	Date	Product Code	Product Description	Order QTY	Delivered	Balance
Purchase Order #: PO-20181018-1						
PO-20181018-1	2019-07-30	83239	TSHIRT V COLLAR 30	1.00	0.50	0.50
Purchase Order #: PO-20181022-2						
PO-20181022-2		83239	TSHIRT V COLLAR 30	1.00	0.00	1.00
Purchase Order #: PO-20181023-3						
PO-20181023-3		83239	TSHIRT V COLLAR 30	1.00	0.00	1.00
Purchase Order #: PO-20181023-4						
PO-20181023-4		83239	TSHIRT V COLLAR 30	1.00	0.00	1.00

Showing 1 to 4 of 4 entries

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Purchasing Flowchart

