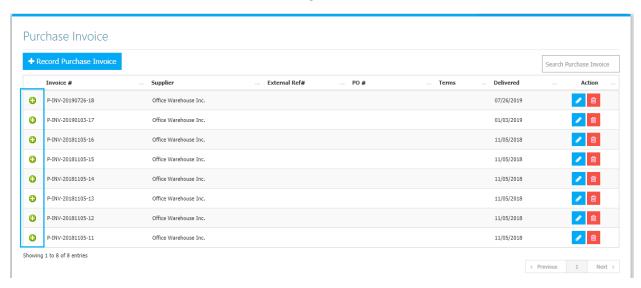
## **PURCHASE INVOICE**

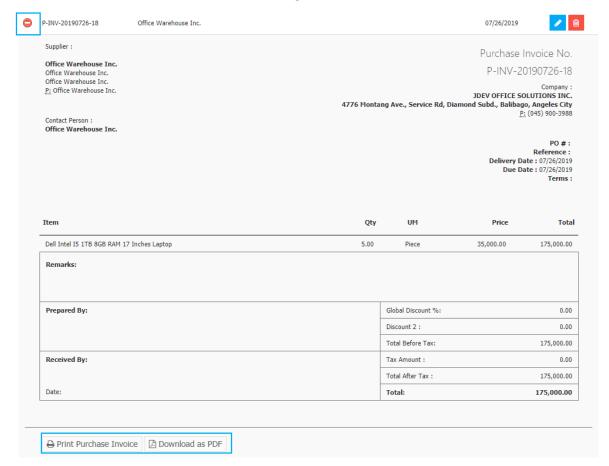
Listed in the *Figure 1* are the Purchase Orders created. A **Purchase Invoice is** a document that the company receives when they buy something, giving details of price, payment condition. Here in the Purchase Invoice module, *received items* must be recorded.

Figure 1



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



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

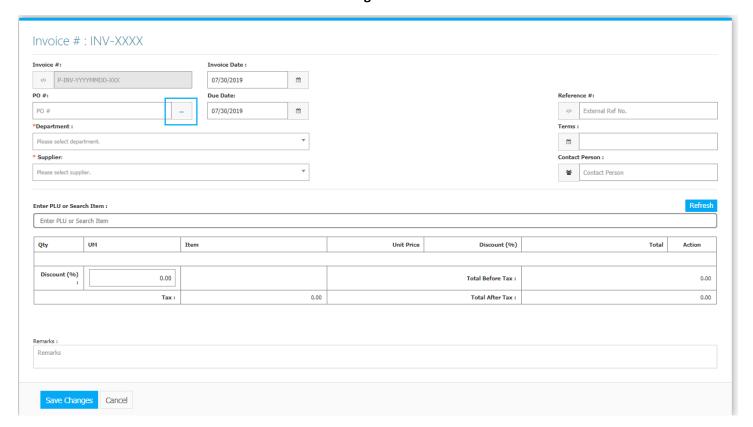
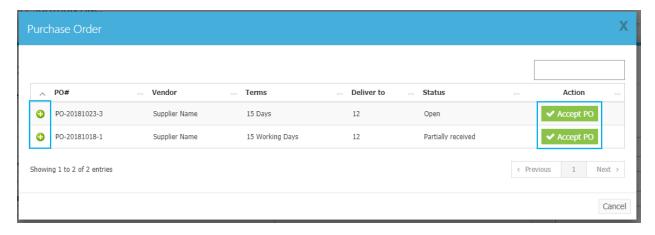
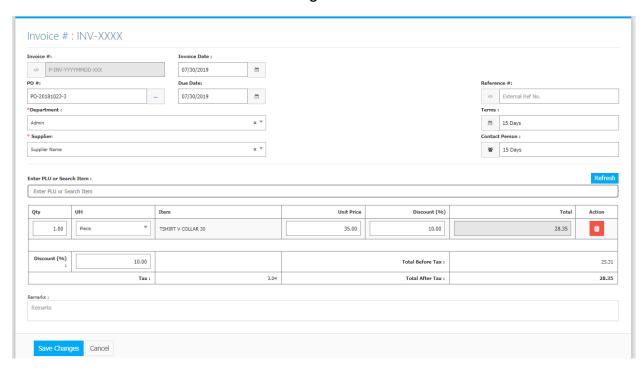


Figure 4



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



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

System Administrator Open Purchases 
 ➡ PRINT REPORT
 ★ EXPORT REPORT
 ★ EMAIL REPORT
Product Code Product Desription Order QTY Delivered Financing PO-20181018-1 2019-07-30 83239 TSHIRT V COLLAR 30 1.00 0.50 0.50 PO-20181022-2 TSHIRT V COLLAR 30 1.00 83239 1.00 0.00 ☐ Sales PO-20181023-3 TSHIRT V COLLAR 30 1.00 0.00 1.00 83239  $\underline{\hspace{1cm}}$  Inventory Purchase Order #: PO-20181023-4 PO-20181023-4 TSHIRT V COLLAR 30 Showing 1 to 4 of 4 entries < Previous 1 Next > Treasury Assets Management Settings ntll Accounting Reports (9) BIR Forms Voucher Registry Report Check Registry Report Collection List Report Open Purchases

Figure 6

## **Purchasing Flowchart**

