

Quick Guide to PIMS2

Pims2 stands for Profiles Integrated Management System. It is divided into modules: Accounting, Stock control, Fixed Assets, Production jobs, Human Resources and Payroll.

Accounting:

Chart of accounts:

To open the chart of accounts go to: Accounting → Chart of accounts.

Accounting	Stock	Product
Vouchers	▶	
Receipts & Payments	▶	
Debit & Credit Notes	▶	
Cheques	▶	
Scheduler	▶	
Chart of accounts		
Auxiliary accounts		
Others	▶	
Reports	▶	
Maintenance	▶	
Properties		

chart of accounts, headers (403 accounts)

1

Class 1: Equity & Long Term Debts

General Transactions Currencies Opening Properties

account number	name	AED Balances	USD Balances
1	Class 1: Equity & Long Term Debts	255,000.00 CR	69,431.22 CR
-10	Capital	0.00	0.00
-101	Capital (Company Or Individual)	0.00	0.00
-1011	Subscribed Capital (Uncalled)	0.00	0.00
-1012	Subscribed Capital (Called And Unpaid)	0.00	0.00
-1013	Subscribed Capital (Called & Paid Up)	0.00	0.00
-102	Premiums Related To The Capital	0.00	0.00
-1021	Issue Premiums	0.00	0.00
-1022	Merger Premiums	0.00	0.00
-1023	Contributions Premiums	0.00	0.00
-1024	Premium On Converting Debenture/Shares	0.00	0.00
-103	Reevaluation Variances	0.00	0.00
-1031	Reevaluation Variances Unamortizable	0.00	0.00
-1035	Reevaluation Variances Amortizable	0.00	0.00
-109	Owners Current Account	0.00	0.00

alias of account:

	currency balance	USD Balances	AED Balances
AED	255,000.00 CR	69,431.22 CR	255,000.00 CR

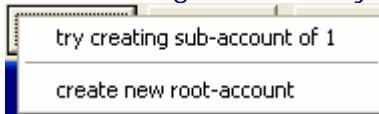
grouping account

transacted account

NewDeleteStatementAdvancedAnalysisFindOK

➤ New account:

When clicking this button you will be able to create a new account through 2 ways



Either you create a new root account or you create a sub-account for the selected one in the chart.

In both cases, you should assign a code for the newly created account which is of maximum 8 characters and a name.

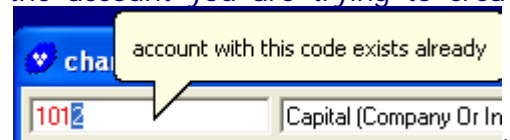
In case you are creating a root account, assign a normal code.



In case you are creating a sub-account of the selected one, you will have to add the sub-code for the father account.

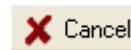


If the code is highlighted in red, this means that the account you are trying to create

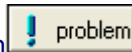


already exists and you will be alerted by the system.

After the creation, press 'Apply' to confirm or 'Cancel' to discard all changes.



Whenever you get a 'Problem' button, just click on this button and the system will lead you to the source of the problem, it may be something that should be filled and you didn't fill it.

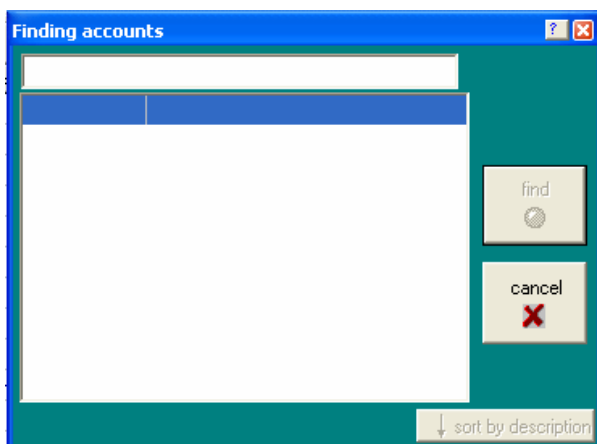


➤ Search for account:

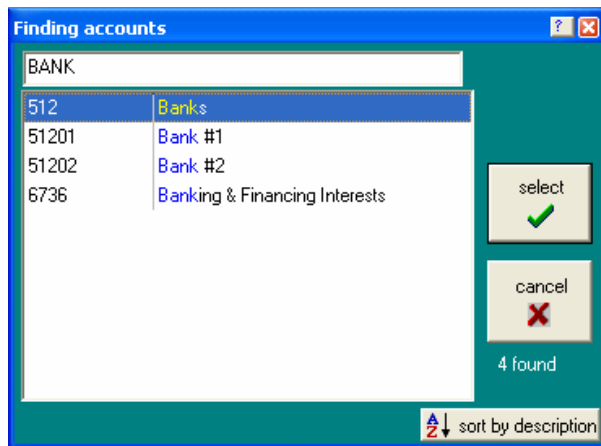
To search for an account, just type its code in case you know it and it will be located on the desired account. In case you only remember the name of the account, click on Find button



which will open a new window where you can put the name of the account you want to search for.




In this case the system will look for all the accounts having the typed word existing in their names thus you can select the wanted one.



For more information, whenever you locate to an account, you can see its current balance in Local and Base currencies.

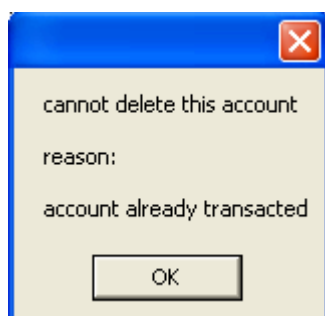
account number	name	AED Balances
- 12	Brought Forward Results	255,000.00 CR
* - 121	Profit Brought Forward	255,000.00 CR

➤ Delete account:

An account can be deleted in one case one it is not transacted. To do so, select the account you need to delete and just click on the 'Delete' button . To delete a father account, you should delete all its children in order to delete it. If you try to delete a father account, the system will warn you that this is a father account that cannot be deleted.



If you try to delete a transacted account, the system will also warn you that this account cannot be deleted.



➤ Modify account:

You can only modify the name of the account and its properties. For sure, you cannot modify its code thus you should delete it and create a new one with the desired code. To modify the name, just click the mouse on the name and type a new one then click on 'Apply' button to save changes.

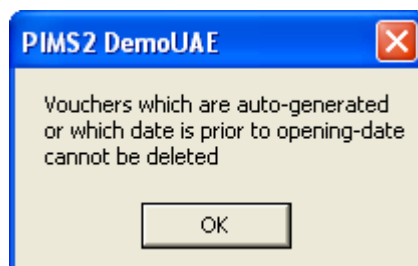
➤ Transactions page:

This page will list the transactions of the selected account.

date	our ref	manual ref	number	transaction label	currency	debit	credit
09-07-2006	A-JV-00004		A-000004	Invoice A-SI-00001, gross amount before discount	AED		17,500.00

From this page, if you click on 'Modify' button, Pims2 will open the located transaction to be modified. This page displays the type of the transaction shown **Module sales invoice**. The 'Delete' button

Delete Modify serves to delete only accounting vouchers otherwise it will warn you that the transaction you want to delete cannot be deleted since it is an auto-generated voucher.



Moreover, this page lists the transactions in all currencies.

➤ Currencies page:

This page displays the transactions of the selected account grouped by currency.

	currency name	currency balance	USD Balances	AED Balances
AED	UAE Dirhams (DHS)	17,500.00 CR	4,755.43 CR	17,500.00 CR
USD	U.S.Dollars	9,595.00 CR	9,595.00 CR	35,309.60 CR

date	our ref	manual ref	number	transaction label	currency	debit	credit
09-07-2006	A-JV-00004		A-000004	Invoice A-SI-00001, gross amount before discount	AED		17,500.00

Select a transacted currency and it will list all its related transactions.

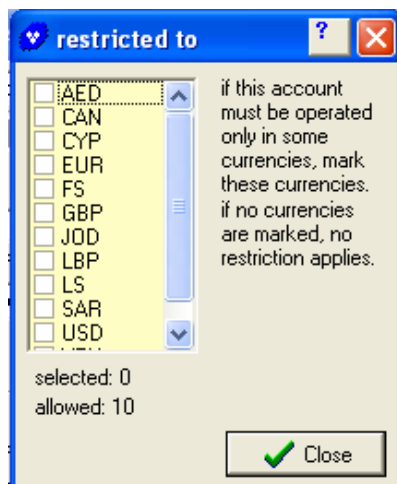
➤ Properties page:

You can limit a currency for a certain account to be transacted with. Initially, the system is multi-currency and allows the accounts to be transacted in all currencies. But you can limit an account to be transacted from 1 to 10 currencies.

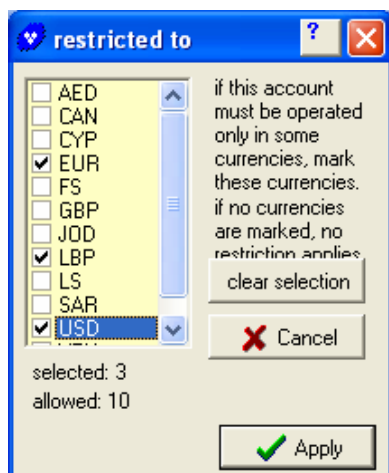
currency restriction

no restriction

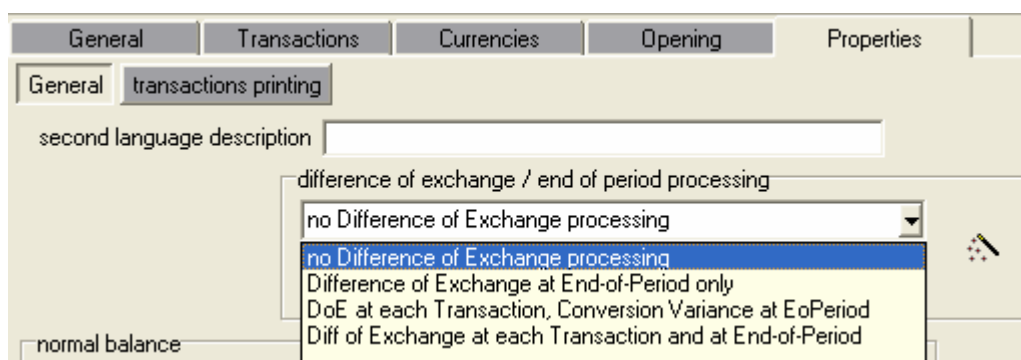
Just click on the 'Change' button, Pims2 will list all the currencies of your system and asks you to select the currencies to which the account will be restricted. In this case the account would be allowed to be transacted else then the restricted currencies.



If you need to clear currency restriction from an account, just click on 'Clear selection' button or uncheck the selected currencies.



Also in the properties page, you can define the difference of exchange method for the account.



You can see a button captioned 'Transactions printing' where you can set the printing properties of the selected account in statements of accounts, receipts and payments.

General **statement of account, receipt, payment**

when printing statement of account

same as 70

- ☒ print account code on statement
- ☐ classy language used in the statement of balances
- ☐ print each statement on a separate page
- ☐ statement starts automatically at last zero-balance
- ☐ print totals of Debit & Credit columns at end of statement
- ☐ include a panel showing balances of "brother" accounts
- ☐ transactions identification in statement

when printing commercial documents

same as 70

- ☒ print account code on documents
- ☒ print value date on debit and credit notes

print account-balance at bottom of document

same as 70

You may figure out that there is a green band of check boxes that assigns the printing properties of the father account to its child whatever was the property of the child account.

➤ Statement button:

You can print a statement of account for the selected account by pressing on the

'Statement' button .

It will open the following window to select the date brackets, the currency for which you want to print the statement...

Statement of account for account 701

statement issued according to:

- ☒ input date
- ☐ value date

☐ statement starts at the last zero balance

from input date:

to input date:

☒ all currencies

☐ also print value date

date format:

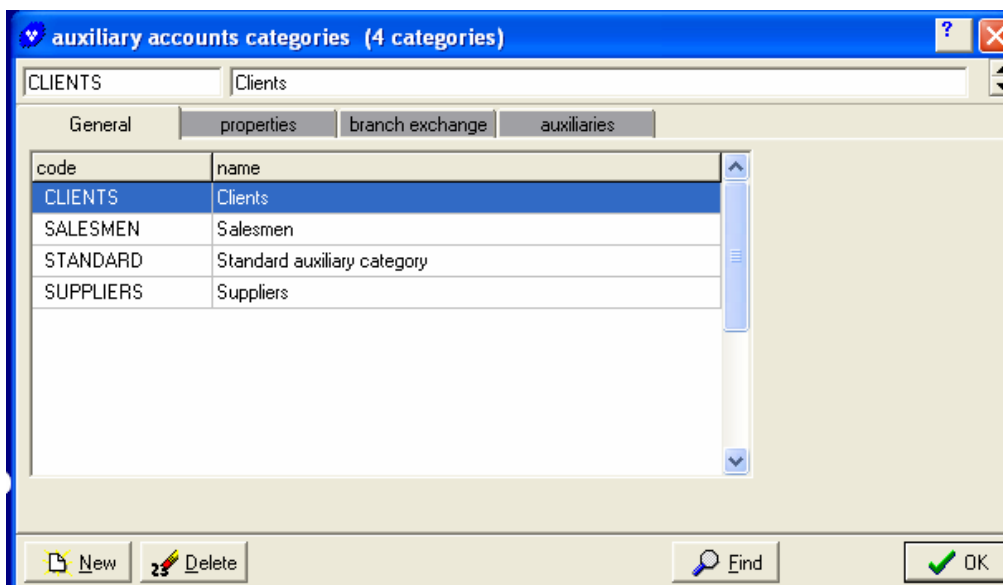
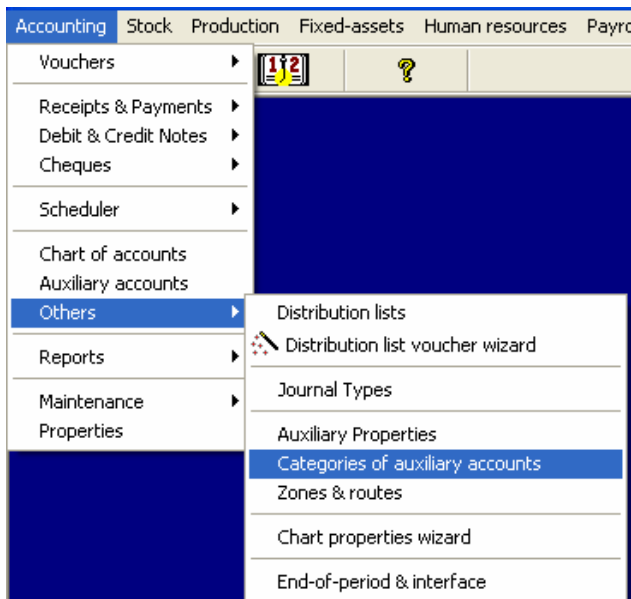
- ☐ short 10-07-06
- ☒ long Mon 10 Jul 2006

HP LaserJet 5Si

paper-layout

Categories of auxiliary accounts:

To open the categories of auxiliaries' page go to: Accounting → Others → Categories of auxiliary accounts.



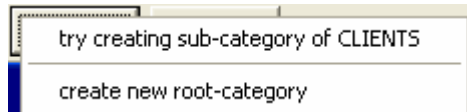
What would the 'Categories' help you in?

Different from other systems, instead of creating clients accounts and suppliers (vendors) accounts in the chart of accounts, Pims2 allows you to categorize all your third party accounts in a module named auxiliary accounts where you can create your clients, suppliers, salesmen, Employees... so it serves for multi purposes.

That's why before creating your auxiliaries accounts, you should create categories for them where each auxiliary account should be assigned to one and only one category.

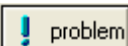
➤ New category:

Click on button 'New' , you will get 2 options for creation.

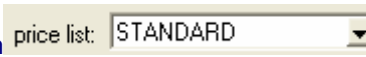


So you can create a new root category or you can create a sub-category for the selected one.

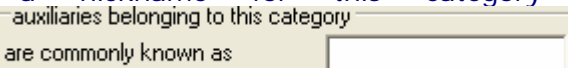
When you chose one of both methods, you will have to input a code for the newly created category then press enter to fill the name of the category. Now, this window will display a

button 'Problem'  which indicates that there still something missing to be filled in the properties of the category. Thus, press on the 'Problem' button and it will lead automatically to the missing part to be filled.

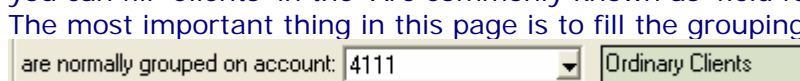
At this stage, you should fill the price list to be applied when selling to an auxiliary member of this category. Let us admit that you have chosen the 'Standard' price list which is the

default created price list by the system .

Fill a nickname for this category in the 'Are commonly known as'

field . Example: If you are creating a category for the Cash clients different than the on account clients, both of them are known as clients. So you can fill 'Clients' in the 'Are commonly known as' field for both of them.


The most important thing in this page is to fill the grouping account of this category.

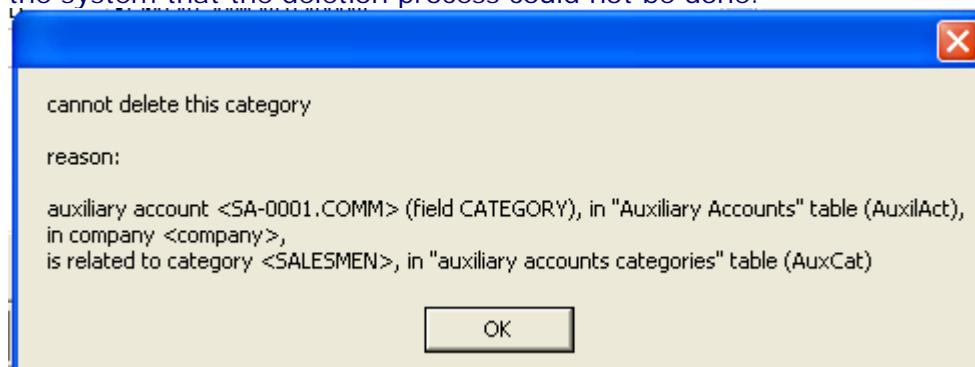


In other words, all the auxiliaries members of this category are grouped on the filled account from the chart of accounts, so whenever you transact the auxiliary automatically Pims2 will transact its grouping account too in order to have an accurate trial balance and balance sheet.

After filling this information, click on the 'Apply' button .

➤ Delete category:

To delete a category, click on 'Delete' button . But to be noted that the category will be deleted in case when there is no auxiliaries related to it otherwise you will warned by the system that the deletion process could not be done.

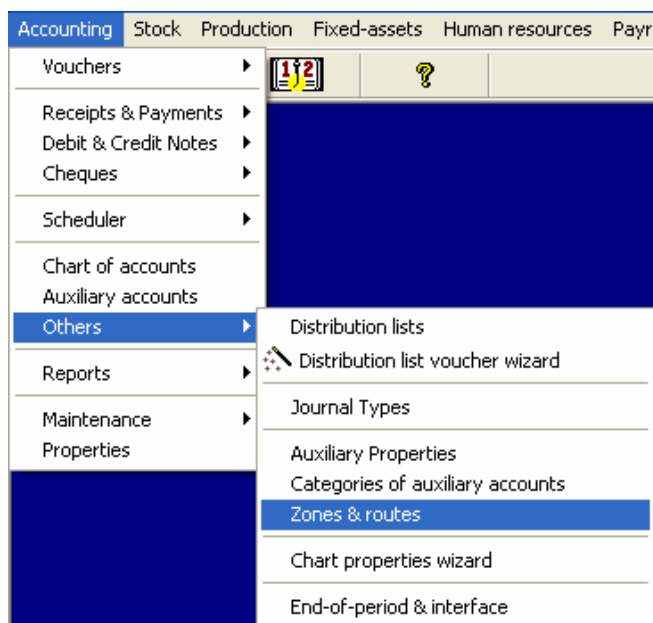


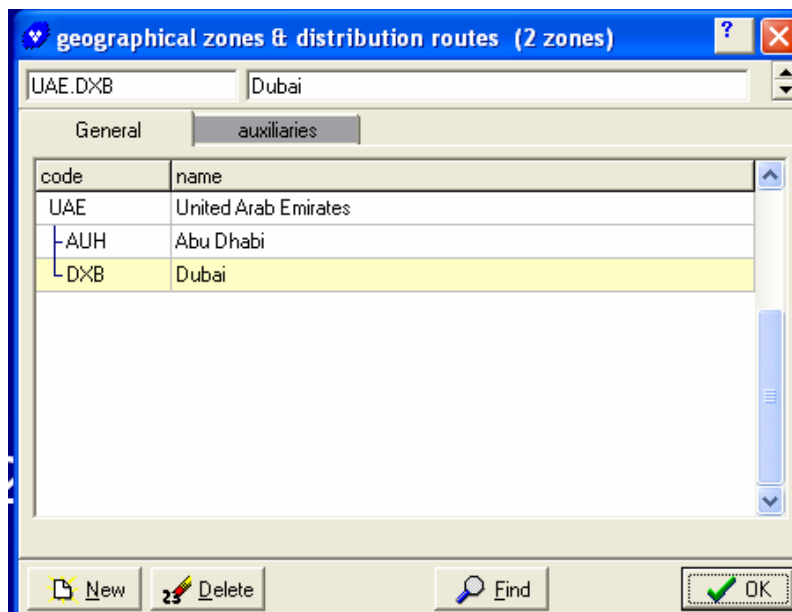
You can see the auxiliaries, members of the category, by selecting the category and by opening its 'Auxiliaries' tab page.

auxiliary accounts categories (5 categories)	
CLIENTS	Clients
General	properties
branch exchange	auxiliaries
code	name
C-0001	Charbel Diab
C-0002	Bassam Freih
C-0003	Georges Khoury
C-0004	Peter Gedeon
C-0005	Halim Hoyeck
C-0006	Joseph Mattar
CASHSALES	Cashsales


Zones and Routes:

Each auxiliary account COULD be assigned to a zone and only one, so to open the zones & routes page, go to Accounting → Others → Zones & routes.






➤ New Zone:

Click on button 'New' , then as usual you will get 2 options or methods of creation; either it is a root zone or a sub-zone of the selected one.

You will have only to fill a code and a description .

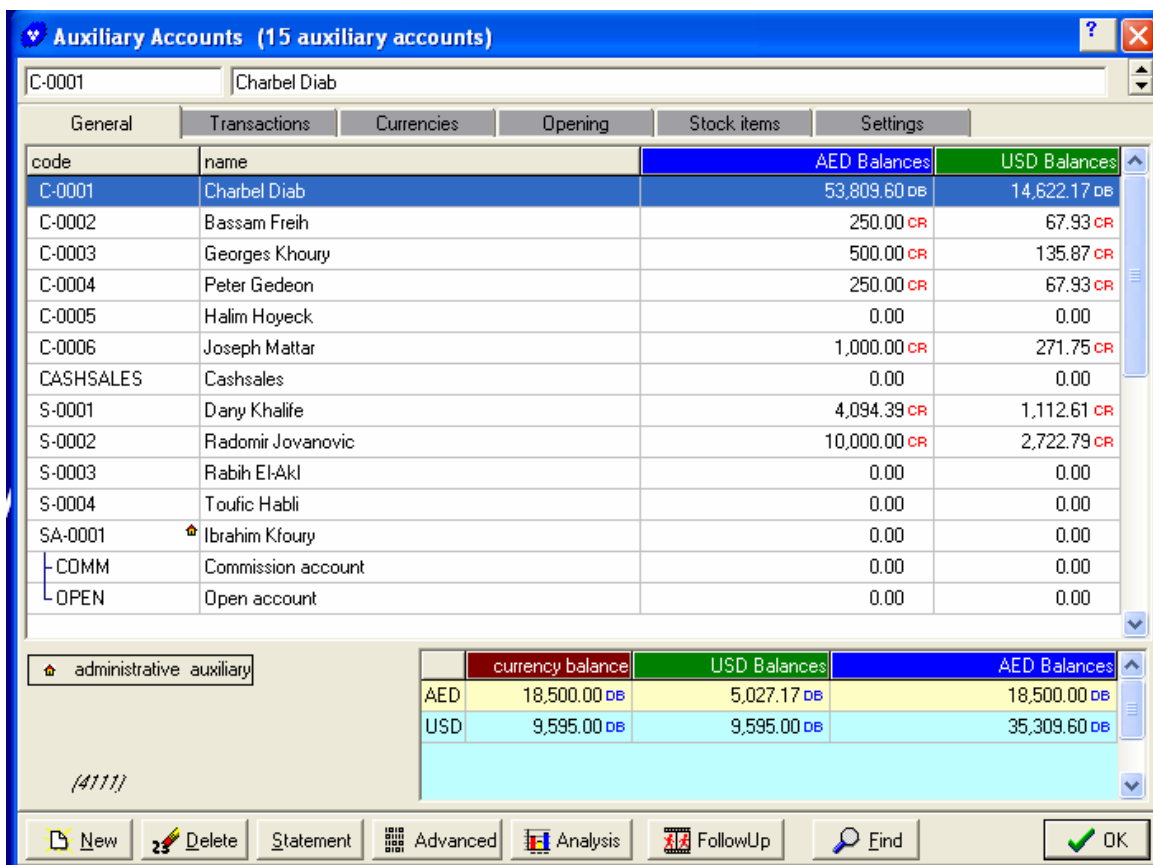
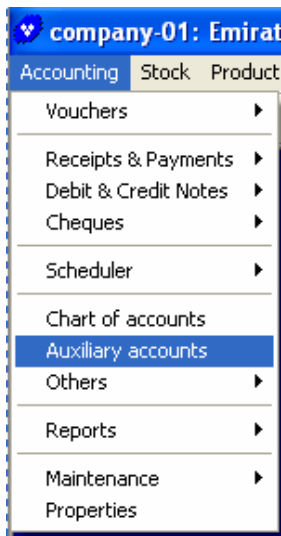
Zones & routes will have you in distribution and money collecting. You can assign a Salesman for each zone; you can have sales reports per zones...

➤ Delete Zone:

Click on 'Delete' button , but Pims2 will not allow deleting any zone if there is auxiliaries accounts related to it otherwise you will be warned.

Auxiliaries Accounts:

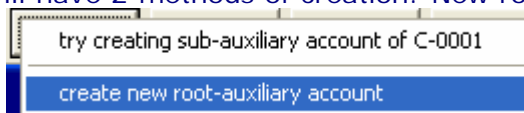
To open the auxiliaries accounts page, go to Accounting → Auxiliary accounts



➤ New auxiliary:

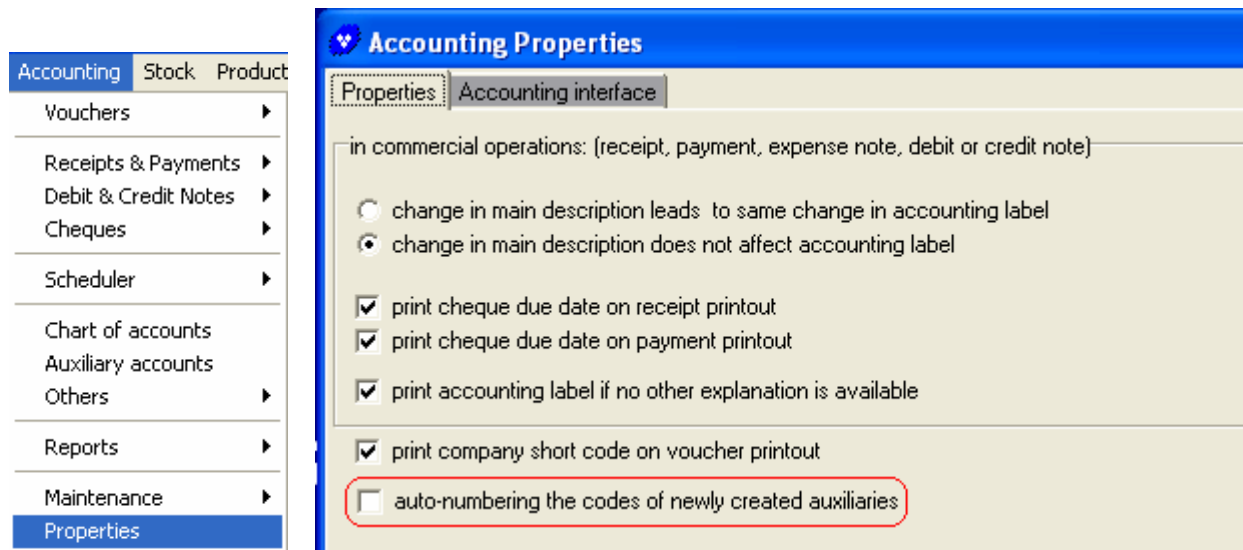
Click on 'New' button  , also you will have 2 methods of creation: New root account

or a sub-account for the selected auxiliary.



Now it is very important that we have an option that will Auto-number the code of the newly created auxiliary account.

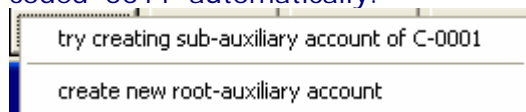
To activate this option you have to go to: Accounting → Properties.



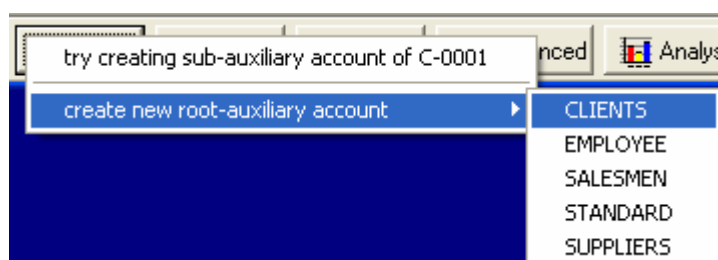
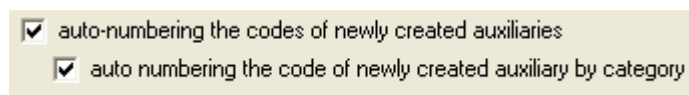
At this page you will see the auto-numbering check box, to activate it just check it.

Through this option, Pims2 will assign new codes for the newly created auxiliaries through the last number existing for ALL auxiliaries' accounts.

Example: If your last auxiliary is coded as '0010', if you will create a new auxiliary it will be coded '0011' automatically.



You will see another option displayed also which will help you to auto-number the code of newly created auxiliary through its category type, to activate it just check the second check box.



I will figure it out in a small example the difference between 'Auto-numbering' and 'Auto-numbering by category'. Whenever you created a certain system for your created codes like 'C-0001' for clients, 'S-0001' for suppliers, 'E-0001' for employees and if the last auxiliary account in your list is a supplier coded 'S-0010' and if you are using the 'auto-numbering' method (1st one), Pims2 will suggest a new code 'S-0011' while maybe you need to create a client so you will be obliged to modify the filled code and input one manually.

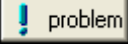
While if you are using the second method 'Auto-numbering by category', Pims2 will ask you what kind of auxiliary account you need to create regarding the categories that you have, so

if you need to create a client Pims2 will look in the code of the last client existing and then it will increase it by one.

Be noted that even though you selected that the code be created automatically, you still be able to modify the code during filling process.

After filling the code , press 'Enter' to move to the name field .

You have to pay attention that we have 3 cases in the creation of new auxiliary accounts:

- If you are creating a new auxiliary account through the normal method without using the 'Auto-numbering' of the code, after you fill the code and the name of the auxiliary you will have to click on the 'Problem'  button to lead you to the 'Settings' page where you have to fill the category to which the auxiliary is related then automatically Pims2 will fill the grouping account of the auxiliary through its category and you will able to change it.

category	<input type="text" value="CLIENTS"/>	<input type="text" value="Clients"/>
geographical zone	<input type="text"/>	<input type="text"/>
accounting grouping	<input type="text" value="4111"/>	<input type="text" value="Ordinary Clients"/>

Category and grouping account are mandatory fields to be filled while the geographical zone is an optional field where you are not obliged to use it.

- If you are creating a new auxiliary account through the method of 'Auto-renumbering' of the code but without relying on the category, after filling the code and the name fields, Pims2 will show you the 'Problem' button too and you will have to follow the same process as in previous case.
- If you are creating a new auxiliary account through the method of 'Auto-renumbering' of the code BY CATEGORY, after filling the code and the name of the auxiliary, Pims2 will show you the 'Apply' button and not the 'Problem' since it fills automatically the category and the grouping account of the auxiliary.

In the settings page, you can also set many properties for each auxiliary account. You can fill his address in the memo field reserved for it.

address



Thus, press on the button on the right edge; it will open the address window where you can write a large number of characters for the address, mail, phone numbers...

Address of Charbel Diab
?
✖

Dubai, U.A.E
 Emirates Mall, 1st floor
 Phone: +971 4 5555555
 Fax: +971 4 5555555
 mail: dubai@emirates.net

✖ Cancel
✓ Apply

The second language description field is reserved to fill the name of the auxiliary in other languages like Arabic and may be printed on documents too.

second language description

On the same page, you can see a box for the credit ceilings where you can limit the credit ceiling for on account clients. By default, it is set as open credit 'Unlimited'.

credit ceiling

☒ unlimited credit ☐ subject to restricted credit ceiling

☐ late payment grace period

If it is restricted, you should define the amount and in which currency.

☒ subject to restricted credit ceiling ☒ USD C/V up-to-date

FS	Swiss Francs
GBP	Sterling Pounds
JOD	Jordanian Dinars
LBP	Lebanese pound
LS	Syrian Pounds
SAR	Saudi Arabian Riyals
USD	U.S. Dollars
YEN	Japanese Yens

when cheque is rejected ☒ administrative

when computing balance receivable from auxiliary

in balance computation

Also you can provide the auxiliary with a late payment grace period; this applies usually for the clients where you can be tolerant with a grace period after the value date of the invoice.

☒ late payment grace period days past invoice value date.

Past this delay, issuing invoice or delivery to this auxiliary requires special rights

The newly created auxiliary accounts are set to default to be multi-currency. In case you need to restrict the account in order to be transacted in one or more currencies, click on the 'Change' button to restrict the currencies.

currency restriction

no restriction

restricted to

<input type="checkbox"/>	AED
<input type="checkbox"/>	CAN
<input type="checkbox"/>	CYP
<input type="checkbox"/>	EUR
<input type="checkbox"/>	FS
<input type="checkbox"/>	GBP
<input type="checkbox"/>	JOD
<input type="checkbox"/>	LBP
<input type="checkbox"/>	LS
<input type="checkbox"/>	SAR
<input type="checkbox"/>	USD

selected: 0
allowed: 10

☒ Close

if this account must be operated only in some currencies, mark these currencies. if no currencies are marked, no restriction applies.

When you open the 'Settings' page in 'auxiliaries accounts', you will see 3 sub-tab pages. In the transactions settings page, you can define the payment terms for the clients, the discount to be granted on invoice...

General	Transactions	Currencies	Opening	Stock items	Settings
---------	--------------	------------	---------	-------------	----------

General	transactions settings	transactions printing
---------	-----------------------	-----------------------

stock transactions

sales, quotation and order from client	purchase and order to supplier	common
--	--------------------------------	--------

☒ price list as per category
 discount to be granted at end of invoice %


☐ when invoicing propose discounted unit price
 default salesman

☐ invoice always as per last price used

This option, if enabled, will pick for this auxiliary the most recent price invoiced for an item regardless of price-list respecting the condition of nbr of days. In case item is invoiced for the first time, applicable price-list will be enforced

payment terms of invoice issued

➤ Delete Auxiliary:

To delete an auxiliary account, click on the 'Delete' button . The auxiliary will be deleted in case it is not transacted otherwise the software will raise a warning.

Accounting vouchers:

➤ New voucher:

To issue a new voucher, go to Accounting → Vouchers → New Voucher

Accounting	Stock	Production	Fixed-assets	Human re:
------------	-------	------------	--------------	-----------

Vouchers	New voucher
Receipts & Payments	Review and reprint
Debit & Credit Notes	
Cheques	
Scheduler	
Chart of accounts	
Auxiliary accounts	
Others	
Reports	
Maintenance	
Properties	

New Voucher

Sun 16 Jul 2006 branch **01** number **A-000006**
voucher description our reference **A-JV-00006**
Bank transfer manual reference

0002 / 0002

	account	transaction label	curr	debit	credit	cc
12	51201	Transfer from peety cash to bank	AED	1,000.00		
12	5302	Transfer from peety cash to bank	AED		1,000.00	

271.74 1,000.00 value date Sun 16 Jul 2006 0.00 USD
3.6800 0.00 AED

5 Class 5: Financial Accounts
53 Cash
5302 **Petty Cash**

1,361.40 DB
5,000.00 DB

☐ keep open
☐ print on posting

These are the parts of an accounting voucher:

New Voucher
Issuing date: Sun 16 Jul 2006

Voucher description: Bank transfer

Legal number (Sequential given by the system): number **A-000006**

Our Reference (Either Random or Sequential given by the system): our reference **A-JV-00006**

Manual Reference (Filled by the user, optional): manual reference

In the grid, you will fill the accounts and amounts transacted.

12 Means you are transacting a chart of accounts. If you need to transact an auxiliary account, just double click on **12** or press space whenever you are located on it.

AU Means you are transacting an auxiliary account.

So whenever the beginning of the line mentions **12**, it will list the chart of accounts except the grouping accounts related to auxiliaries and the father accounts.

account	transaction label
12 51201	Transfer from peety cash to bank
505	Debentures & Bonds
506	Liabilities Rights Related To Notes
511	Cheques & Coupon For Collection
51201	Bank #1
51202	Bank #2
519	Financial Institutions
5201	VISA card
5202	Mastercard

Whenever the beginning of the line mentions **AU**, Pims2 will list the auxiliaries' accounts

account	transaction label
AU C-0001	Transfer from peety cash to bank
C-0001	Charbel Diab
C-0002	Bassam Freih
C-0003	Georges Khoury
C-0004	Peter Gedeon
C-0005	Halim Hoyeck
C-0006	Joseph Mattar
C-0007	Test
CASHSALES	Cashsales

In both cases, you can locate an account by typing the code. If you don't know the code of the account you want to locate, Right-click on the open list so that you will get a button 'Find'.

account	transaction label
AU C-0001	Transfer from peety cash to bank
C-0001	Charbel Diab
C-0002	Bassam Freih
C-0003	Georges Khoury
C-0004	Peter Gedeon
C-0005	Halim Hoyeck
C-0006	Joseph Mattar
C-0007	Test
CASHSALES	Cashsales

Finding auxiliary accounts

G

C-0003	Georges Khoury
C-0004	Peter Gedeon

select

cancel

2 found

☐ Search only in administrative accounts

sort by description

The search can be made partially, in other words just type any letter of the name and Pims2 will list all the accounts having that letter in their name so that you can select the concerned one.

If you need to transact a non created account or auxiliary, just double click in the code field which will open either the chart of accounts or the auxiliary accounts to create a new one.

In the currency field, you can choose the currency that you need to transact it for the located line.

curr	debit	credit	cc
AED	1,000.00		
AED	UAE Dirhams (DHS)		
CAN	Canadian Dollars		
CYP	Cypriot Pounds		
EUR	Euro		
FS	Swiss Francs		
GBP	Sterling Pounds		
JOD	Jordanian Dinars		
LBP	Lebanese pound		

Press the 'Enter' button to move between cells.

You can set the value date, of the selected line

value date
Sun 16 Jul 2006

To delete a filled line, click on .

If there is a difference between the total of Debits and total of Credits in the voucher, the JV

271.74 DB	USD
1,000.00 DB	AED

will be not closed and it will indicate the difference

If you are working in a simultaneous way and you need to issue sequential vouchers, whenever you are issuing the first voucher, click on 'Keep open' check box to check it ☒ keep open.

If you need to print the voucher after posting it, check 'Print on posting'

☒ print on posting

When you finished issuing the voucher, click on 'Post' button

☒ Post

If the 'Post' button is disabled, check the difference in balance or any compulsory information missing in the voucher.

After posting the voucher, if you already checked to print on posting Pims2 will open a window to select what and how to

second column: not printed

Sample printout

☒ print name of accounts

auxiliary print format: auxiliary account only

☐ print auxiliary with fathers

☐ print chart account alias instead of code

☒ print value date

☒ print difference of exchange

☒ print date at the bottom of the page

☐ print operator code

HP LaserJet 5Si

paper-layout A3

quit

GO

print

Printing in ALL DOCUMENTS in Pims2 can be done through the 7 available methods:



: Display on screen only.



: Print on printer and you can choose which printer to use by clicking on  which will open the printers dialog box.

Print

Printer

Name: HP LaserJet 5Si

Status: \\ecmail\DellColor1stFloor

Type: HP LaserJet 5Si

Where: IP_192.168.1.20

Comment:

Properties...

Print range

☒ All

☐ Pages from: to:

☐ Selection

Copies

Number of copies: 1

☒ Collate

OK Cancel



: Export to text file (.txt)



: Export to Excel sheets (.xls)



: Export to Word (.doc)



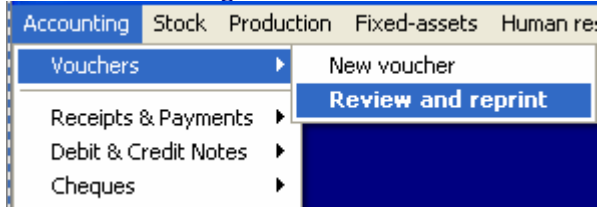
: Export to HTML file



: Export to Adobe Acrobat (.PDF)

➤ Modify or Reprint accounting vouchers:

Go to Accounting → Vouchers → Review and Reprint.



review of accounting vouchers

Vouchers Search

initial operator: BETATEST Operator Testing the Software

voucher number	voucher date	our reference	manual reference	description	last operator	module	edit date
M-000001	04-05-2006	M-JV-00001		Opening of cash and ban accounts	BETATEST	journal voucher	04/05/2006 12:06:2
M-000002	16-05-2006	M-JV-00002		Fixed-Asset acquisition M-FA-00001	BETATEST	fixed assets, acquisition	16/05/2006 3:22:19
M-000003	21-05-2006	M-JV-00003		Test	BETATEST	journal voucher	21/05/2006 10:15:4
A-000001	03-06-2006	A-JV-00001		Purchase A-000001/A-PI-00001 on 03-06-2006	BETATEST	purchase invoice	03/06/2006 12:01:3
A-000002	02-07-2006	A-JV-00002		Purchase A-000002/A-PI-00002 on 02-07-2006	BETATEST	purchase invoice	02/07/2006 1:33:45
A-000003	02-07-2006	A-JV-00003		Purchase A-000003/A-PI-00003 on 02-07-2006	BETATEST	purchase invoice	02/07/2006 1:35:04
A-000004	09-07-2006	A-JV-00004		Invoice A-000001/A-SI-00001 on 09-07-2006	BETATEST	sales invoice	09/07/2006 12:14:3
A-000005	10-07-2006	A-JV-00005		Invoice A-000002/A-SI-00002 on 10-07-2006	BETATEST	sales invoice	10/07/2006 11:09:3
A-000006	16-07-2006	A-JV-00006		Bank transfer	BETATEST	journal voucher	16/07/2006 11:56:9

account	transaction label	curr	debit	credit	value date
12 1011	Transfer from peety cash to bank	AED	1,000.00		
12 501	Transfer from peety cash to bank	AED		1,000.00	

1011 Subscribed Capital (Uncalled) 271.74 DB USD 1,000.00 DB AED

show account name

new use current as template reverse voucher modify delete Matching print print many

Moreover, there are 2 types of accounting vouchers: the manually issued voucher and the auto-generated vouchers that are generated from other commercial and stock transactions like receipts, payments, sales invoices, purchase invoices...

In the 'module' column, Pims2 displays what is the origin of the voucher.

Also, be notified that auto-generated vouchers cannot be modified but you can view it in a read only mode. Thus either double-click the manual voucher or click on 'Modify' button and the voucher will be opened again for modification.

If you click on an auto-generated voucher, it will open directly the original document. In other words, if you click on a voucher related to the module 'Sales invoice', Pims2 will directly open the sales invoice to be modified and each modification on the invoice will automatically update its voucher.

If you need to view an auto-generated voucher in read only mode, right-click on it and click on the 'view voucher (read-only)'.

You will be not able to modify anything in this case inside the voucher, it is opened but it is deisabled.

A-000003	02-07-2006	A-JV-00003		Purchase A-000003/A-PI-00003 as of 02-07-2006	RETATEST	purchase invoice
A-000004	09-07-2006	A-JV-00004		Invoice A-000001/A-		es invoice
A-000005	10-07-2006	A-JV-00005		Invoice A-000002/A-		es invoice
A-000006	16-07-2006	A-JV-00006		Bank transfer		internal voucher

- modify the related purchase invoice
- view voucher (read-only)
- modify the description