

## Using AP Invoice Options

### **Process a Single Invoice with Multiple Purchasing Documents**

An efficient AP system can handle a variety of invoicing scenarios.

BisTrack allows you to enter a single invoice against multiple purchasing documents, enter multiple invoices against a single PO, remove product lines from invoicing, and invoice partial quantities.

Let's look at how this is accomplished.

When a supplier sends a single invoice that corresponds to more than one purchase order or stock receipt, you can process them together.

To begin, select Stock Invoice from the Accounts Payable tab.

Enter the first Purchase order number that you want to invoice.

BisTrack retrieves the PO stock receipt information.

The left pane displays a summary.

The system displays the product line details in the right pane.

Enter the next Purchase order number included on the same invoice.

BisTrack adds the summary stock receipt information to the left pane.

When you receive a PO with more than one stock receipt, each appears with their own GRN number. GRN is the stock receipt number.

When you click any of the lines in the left pane, the right pane shows the product lines for that stock receipt.

Continue to add any other POs applicable to this invoice.

The Total of Lines and Expected Invoice Total are the sum of all the included purchasing documents.

Complete the invoice details by entering the Supplier ref., Invoice and Due dates, and Goods total.

When the Goods Total matches the Expected Invoice Total, you can Match & Approve the invoice.

### **Process Multiple Invoices with a Single Purchase Order**

When you receive a purchase order with multiple GRN numbers, your supplier may send you a separate invoice for each.

Here, we show a new stock invoice.

Enter the PO number you wish to invoice.

BisTrack shows the receipts entered for the PO in the left pane.

The right pane displays the products received on the GRN currently highlighted.

You will need to determine the corresponding receipts for each invoice.

To do this, compare the details for each GRN line with those on the actual invoice.

Select any GRN line NOT included on the invoice, and then click the Remove button.

Click Yes to confirm removing the GRN.

The system removes the line from the list and updates the totals accordingly.

Continue to remove any other GRN lines not included on the supplier's invoice.

Once the stock receipt details match the invoice, enter the remaining supplier details.

If the Goods Total matches the Expected Invoice Total, you can Match & Approve the invoice.

### **Remove Lines Being Invoiced**

In this scenario, we begin a new stock invoice and select the PO number to invoice.

We received all three product lines with the same stock receipt GRN No.

However, the supplier's invoice is for only one line of the stock receipt.

Click the checkbox of each line you do not want to invoice.

BisTrack applies a strikethrough effect for each line de-selected.

The system recalculates the Total of Lines and Expected Invoice Total as you remove each line.

The next time you invoice this PO number, it will include only the remaining lines that require invoicing.

### **Invoice Partial Quantities**

When a supplier's invoice is for an amount less than the full product quantity received, you can edit the Qty Inv. field for the line.

Select the quantity field for the product line to change.

Enter the invoice quantity.

The system updates the Invoice Goods Total, Total of Lines, and Expected Invoice Total based on the new invoice quantity.

Changing the quantity invoiced does not affect the quantity received; only the quantity for which you are invoiced.

Complete the remaining supplier invoice fields and when the totals agree, click Match & Approve to process the invoice.

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