

CYPHER 1 WORKING NOTES 2 – SIMPLE P/I POSTING TECHNIQUE

- 1) OPEN THE **P/I ENTRY** SCREENS
- 2) ENSURE **LAYOUT 1** SELECTED:

The screenshot shows the 'Purchase Invoice Batch Entry' window. At the top, there are fields for 'Advice Note Number', 'Purchase Invoice Number', 'Purchase Order Number', 'Supplier Name', 'Date Invoiced' (29/07/2008), 'Credit Note', and 'Type' (Material). On the right, there is a green sidebar with fields for 'Costing', 'Cost Group', 'Cost Centre', 'Nominal Code', 'Sage Department' (0), and 'Variation'. Below these are sections for 'Delivered Items' and 'Invoice Items', each with a table for 'Quantity', 'Description', 'Advice Note', 'Costing', 'Unit Net', and 'Total Net'. At the bottom, there are buttons for 'Layout 1' and 'Layout 2', with 'Layout 1' circled in red. Other buttons include 'Close', 'Save', 'Save and Post To Sage', and 'Add'. A 'Net Value' field shows 0.0.

- 3) TYPE IN THE ADVICE NOTE NUMBER:

This screenshot is identical to the previous one, but the 'Advice Note Number' field at the top left is now circled in red and contains the text 'XXXX'. The 'Layout 1' button is no longer circled.

4) CLICK THE ARROW BUTTON: ↻

PURCHASE ORDER WILL BE RECALLED, JOB DETAILS ETC. COMPLETED AND DELIVERED ITEMS DISPLAYED

5) CLICK ON ADD

Purchase Invoice Batch Entry

Invoice Setup

Advice Note Number: XXXX Purchase Invoice Number: XXXX

Purchase Order Number: 000007 Supplier Name: NEWEYS

Date Invoiced: 29/07/2008 Credit Note: Type: Material

Costing: 006160

Cost Group:

Cost Centre:

Nominal Code: 5000

Sage Department: 0

Variation:

Description:

Delivered Items Ordered

Selected Total Value: 3700.52 Advice Note: XXXX

Quantity	Description	Advice Note	Costing	Unit Net	Total Net
50	SALA MG332C 75X75 CABLE TRUNKINGTWO ...	XXXX	006160	33.14	1657.00
50	SALA MG333C TRUNKING 75X75MM	XXXX	006160	37.09	1854.50
5	SALA MG33 TRNKG 75X75MM GLV	XXXX	006160	7.50	37.50
3	SALA MG33--R RDCR 75X75MM GLV	XXXX	006160	8.62	25.87

Invoice Items

Items Total Value:

Remove

Layout 1 Layout 2

Net Value: 0.0

In Dispute: VAT tax code: 0 VAT Amount:

Close Save

Save and Post To Sage

6) THE DELIVERED ITEMS WILL MOVE TO INVOICE ITEMS AND THE TOTALS WILL BE DISPLAYED

Purchase Invoice Batch Entry

Invoice Setup

Advice Note Number: XXXX Purchase Invoice Number: XXXX

Purchase Order Number: 000007 Supplier Name: NEWEYS

Date Invoiced: 29/07/2008 Credit Note: Type: Material

Costing: 006160

Cost Group:

Cost Centre:

Nominal Code: 5000

Sage Department: 0

Variation:

Description:

Delivered Items Ordered

Selected Total Value: 0.00 Advice Note: XXXX

Add

Invoice Items

Items Total Value: 3700.52

Remove

Quantity	Description	Costing	Advice Note	Unit Net	Total Net
50	SALA MG332C 75X75 CABLE TRUNKINGTWO COMPARTMENT	006160	XXXX	33.14	1657.00
50	SALA MG333C TRUNKING 75X75MM	006160	XXXX	37.09	1854.50
5	SALA MG33 TRNKG 75X75MM GLV	006160	XXXX	7.50	37.50
3	SALA MG33--R RDCR 75X75MM GLV	006160	XXXX	8.62	25.87

Layout 1 Layout 2

Net Value: 3700.52

In Dispute: VAT tax code: 0 VAT Amount: 647.59

Close Save

Save and Post To Sage

- THE **VAT CODE** AND **VAT FIGURE** ARE EDITABLE TO MATCH THE PURCHASE INVOICE
- **SAVE & POST TO SAGE** WILL SEND DATA TO JOB AND SAGE
- **SAVE** WILL JUST UPDATE THE JOB
- **IN DISPUTE** WILL MARK THE PURCHASE INVOICE AS SUCH IN THE SAGE SUPPLIERS ACCOUNT