



Slide 1

Slide notes: The Invoice Number field is only found on Journals where it applies, and mostly these are on Creditor Journals, i.e. Suppliers, where we may process Invoice Charges. But it must be said that when we use the Purchase Order system fully, then all Invoices are processed on the Purchase Orders. So there is no need to process Invoice Journals again if they have already been processed on the Purchase Orders.



Slide 2

Slide notes: However, it is still valid to use a Journal to process Invoice Charges if a Purchase Order was not used, and if so allowed in our Company. We look first at an example of a Single Leg Charge Journal.

The screenshot shows a software window titled "IES Client(0) v8.21 : My IES : [mode-Z]". The window contains a menu bar with "Help", "Submit", "Quit", "Functions", and "Commands". Below the menu is a toolbar with navigation icons. The main content area has a purple header with the text "AP Creditors: - Charge, Forex, Tax". The form below contains the following fields:

- Transaction Type
- Operator
- Tax Type (dropdown menu)
- Transaction Date
- Batch
- Authority Code
- Description (with left and right arrow buttons)
- Period
- Ledger Debit
- Debit Sub Account (dropdown menu)
- Supplier
- Local Currency
- Forex Rate
- Forex Actual
- Forex Unit
- Invoice
- Document
- Hash

At the bottom left, there is a "Set" button and a small icon. At the bottom right, there is an "Exit" button.

Slide 3
Slide notes:

The screenshot shows a software window titled "IES Client(0) v8.21 : My IES : [mode-Z]". The window contains a form for "AP Creditors: - Charge, Forex, Tax". The form fields are as follows:

Transaction Type	04 Creditor Charge
Operator	Tony Lindfeldt
Tax Type	0 No Tax Record
Transaction Date	05/10/2009
Batch	
Authority Code	
Description	
Period	05p 2009 (p 104)
Ledger Debit	
Debit Sub Account	000: no sub account
Supplier	
Local Currency	0.00
Forex Rate	
Forex Actual	0.00
Forex Unit	
Invoice	
Document	
Hash	0

Buttons for "Set" and "Exit" are visible at the bottom of the form.

Slide 4
Slide notes:

AP Creditors: - Charge, Forex, Tax

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	Rep 2009 (p 104)
Ledger Debit	10-10-10 EXPENSES: GENERAL
Debt Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	EUR
Invoice	
Document	
Hash	0

Set Exit

Slide 5
Slide notes:

The screenshot displays the IES Client v8.21 interface for processing an AP Creditor Charge. The window title is "IES Client(v8.21) : My IES : [mode-Z]". The menu bar includes "Help", "Submit", "Quit", "Functions", and "Commands". The main header area is titled "AP Creditors: - Charge, Forex, Tax".

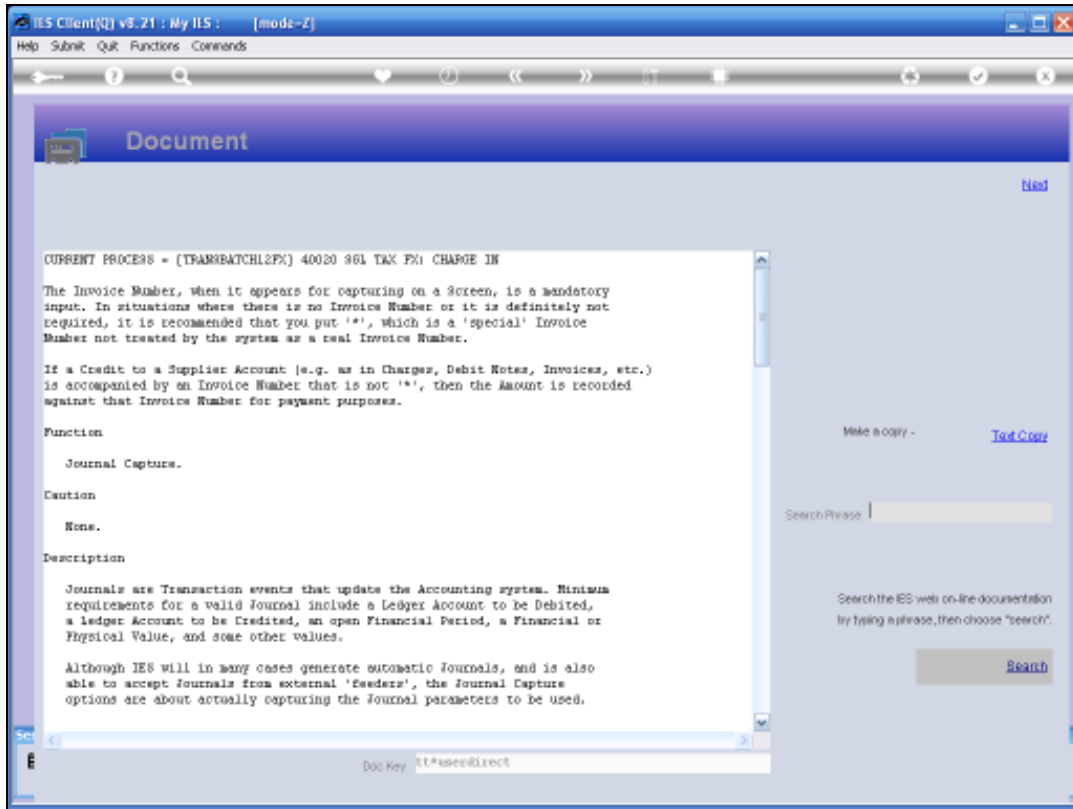
The form contains the following fields and values:

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	Rep 2009 (p 104)
Ledger Debit	10-10-10 EXPENSES: GENERAL
Debit Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	Doll
Invoice	
Document	
Hash	0

Buttons for "Set" and "Exit" are visible at the bottom of the form.

Slide 6

Slide notes: In this case, we are processing an Invoice Line Charge from a Supplier, whose account happens to be in Forex. Let's look at the Help available on the Invoice Number field.



Slide 7

Slide notes: We see that the Invoice Number is a must input. However, if there really is no Invoice Number and we are simply processing a credit on the Supplier Account without an Invoice Number, then we can use an asterisk (*) to indicate that there is no Invoice Number.

The screenshot shows a software window titled "IES Client(0) v8.21 : My IES : [mode-Z]". The window contains a form for "AP Creditors: - Charge, Forex, Tax". The form fields are as follows:

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	Rep 2009 (p 104)
Ledger Debt	10-10-10 EXPENSES: GENERAL
Debit Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	EUR
Invoice	
Document	
Hash	0

Buttons for "Set" and "Exit" are visible at the bottom of the form.

Slide 8
Slide notes:

IES Client(0) v8.21 : My IES : [mode-Z]

Help Submit Quit Functions Commands

AP Creditors: - Charge, Forex, Tax

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	Rep 2009 (p 104)
Ledger Debit	10-10-10 EXPENSES: GENERAL
Debt Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	EUR
Invoice	
Document	
Hash	0

Set Exit

Slide 9
Slide notes:

The screenshot displays the IES Client software interface for creating an AP Creditor Charge. The window title is "IES Client(0) v8.21 : My IES : [mode-Z]". The menu bar includes "Help", "Submit", "Quit", "Functions", and "Commands". The main area has a purple header with "AP Creditors: -" and "Charge, Forex, Tax". The form fields are as follows:

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	Sep 2009 (p 104)
Ledger Debit	10-10-10 EXPENSES: GENERAL
Debit Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	EUR
Invoice	
Document	
Hash	0

Buttons for "Set" and "Exit" are visible at the bottom of the form.

Slide 10

Slide notes: And when we do that, the system will not attempt to process an Invoice related entry.

The screenshot shows a software window titled "IES Client(0) v8.21 : My IES : [mode-Z]". The window contains a form for "AP Creditors: - Charge, Forex, Tax". The form fields are as follows:

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	3ep 2009 (p 104)
Ledger Debit	10-10-10 EXPENSES GENERAL
Debt Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	EUR
Invoice	
Document	
Hash	0

Buttons for "Set" and "Exit" are visible at the bottom of the form.

Slide 11

Slide notes: However, if we do use an Invoice Number, then the system will check whether the Invoice is already open, and if not, it will prompt a screen to open this new Invoice for this Supplier.

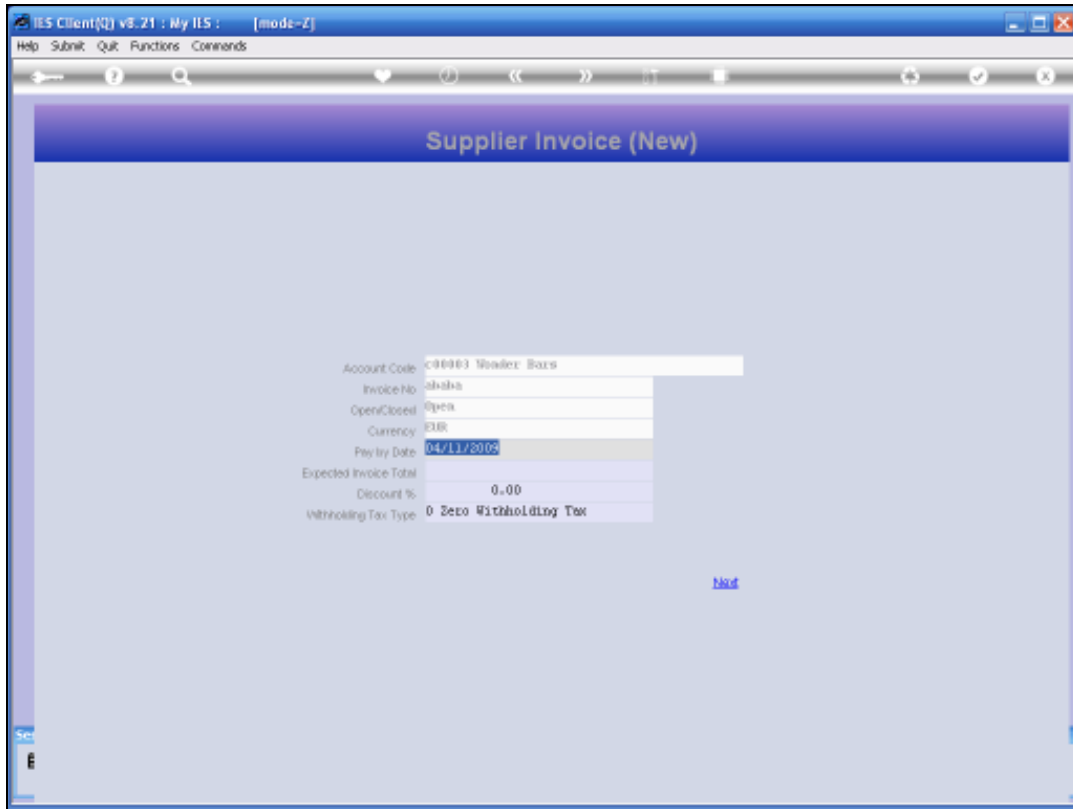
AP Creditors: - Charge, Forex, Tax

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	Sep 2009 (p 104)
Ledger Debit	10-10-10 EXPENSES: GENERAL
Debt Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	EUR
Invoice	ababa
Document	
Hash	0

Set Exit

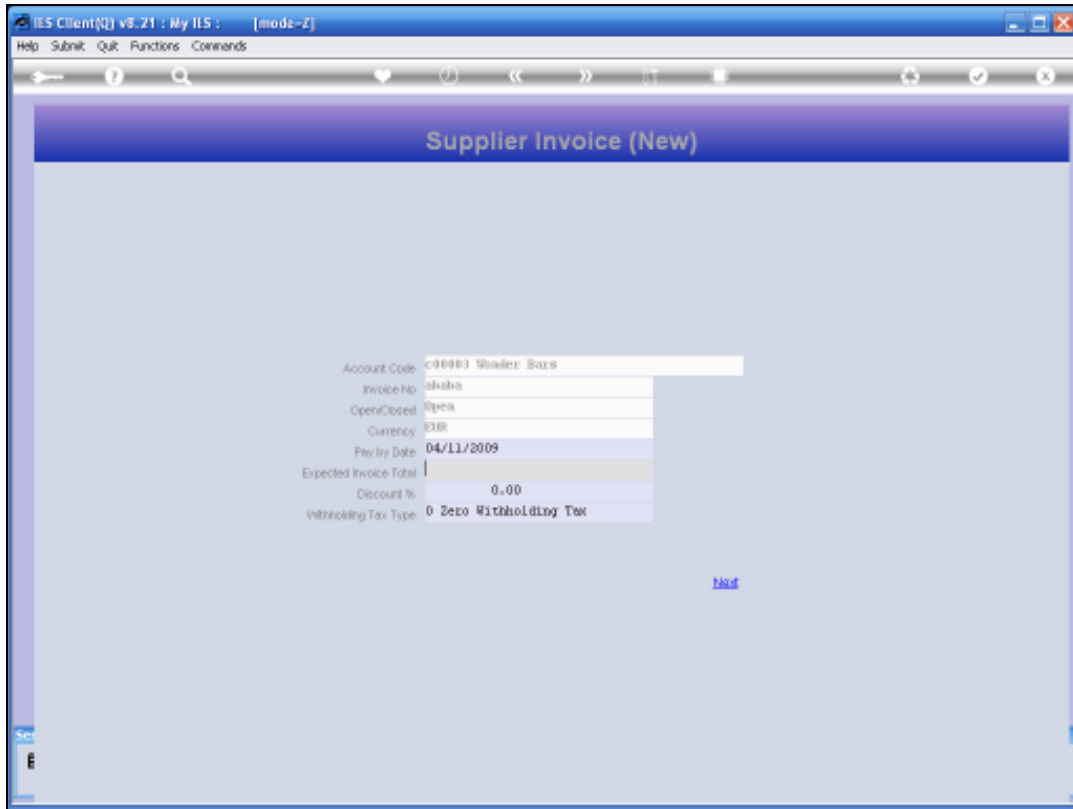
Slide 12

Slide notes:



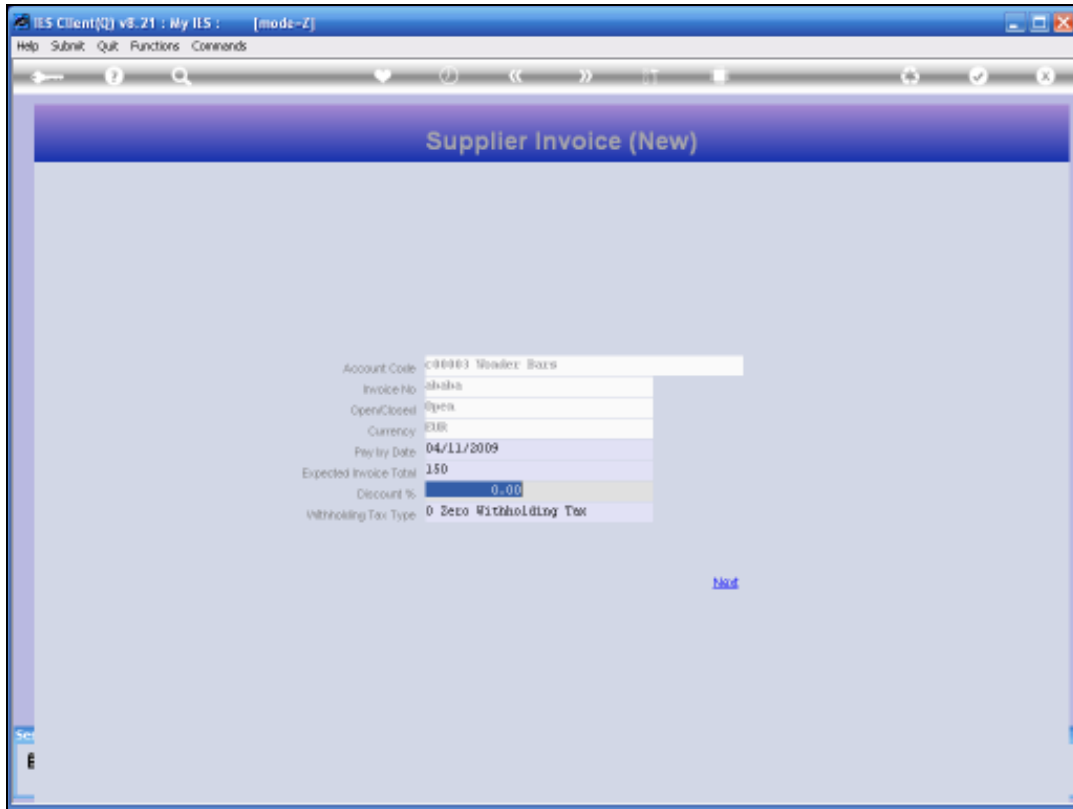
Slide 13

Slide notes:



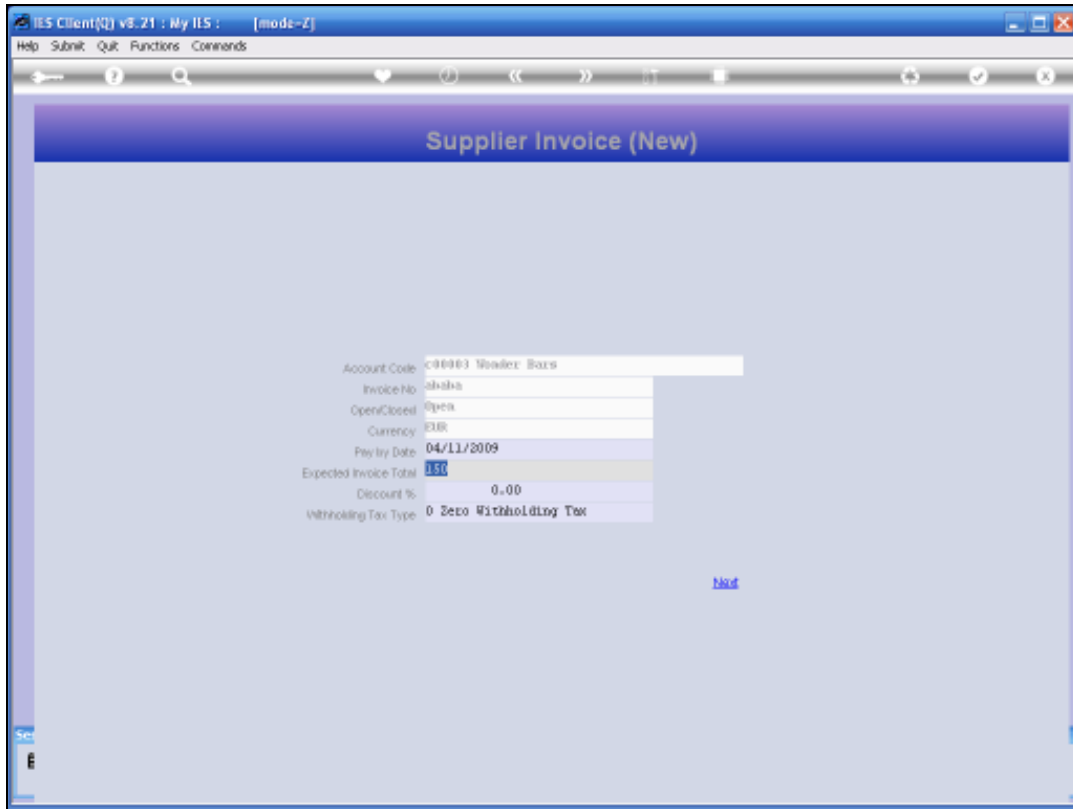
Slide 14

Slide notes: If the Invoice Expected Total is known, as it should be, then it should be supplied and the system will manage the auto balancing of the Invoice entries before allowing payment. If the expected total is not known, then we can state zero, and in this case the system will not perform auto balancing, unless we specify the expected total at a later stage on the Invoice maintenance form.



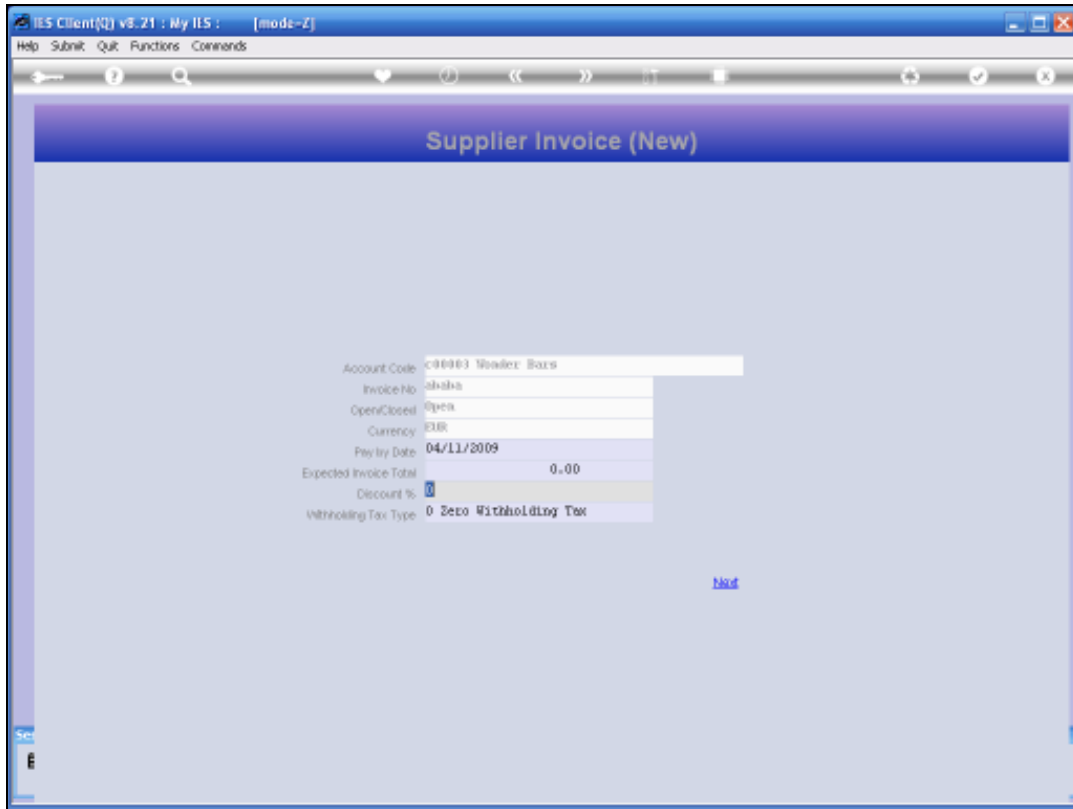
Slide 15

Slide notes:



Slide 16

Slide notes:



Slide 17

Slide notes:

AP Creditors: - Charge, Forex, Tax

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	Sep 2009 (p 104)
Ledger Debit	10-10-10 EXPENSES: GENERAL
Debt Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	EUR
Invoice	ababa
Document	
Hash	0

Set Exit

Slide 18

Slide notes:

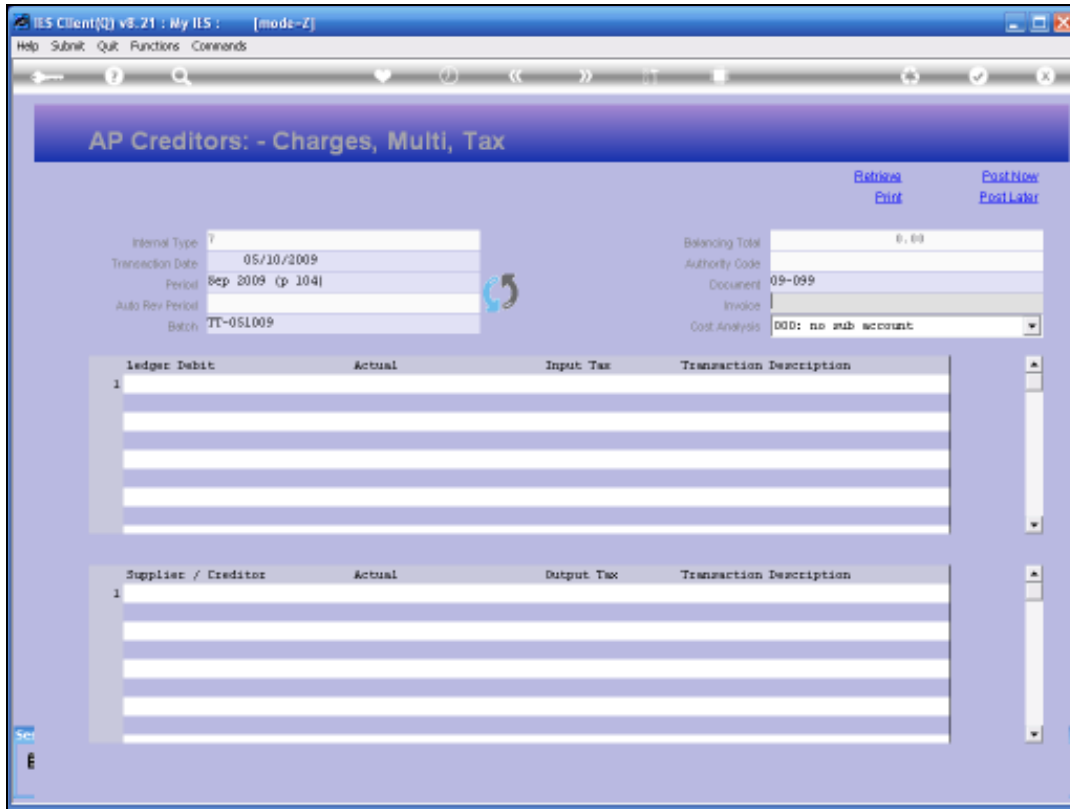
The screenshot shows a window titled "IES Client(0) v8.21 : My IES : [mode-Z]". The window contains a form for "AP Creditors: - Charge, Forex, Tax". The form fields are as follows:

Transaction Type	04 Creditor Charge
Operator	Tomy Lindfeldt
Tax Type	15 Non-Capital Goods (Input) Vat
Transaction Date	05/10/2009
Batch	TF-051009
Authority Code	
Description	Various
Period	Sep 2009 (p 104)
Ledger Debt	10-10-10 EXPENSES: GENERAL
Debit Sub Account	000: no sub account
Supplier	00003 Wonder Bars
Local Currency	1,000.00
Forex Rate	10
Forex Actual	100.00
Forex Unit	Doll
Invoice	ababa
Document	
Hash	0

Buttons for "Set" and "Exit" are visible at the bottom of the form.

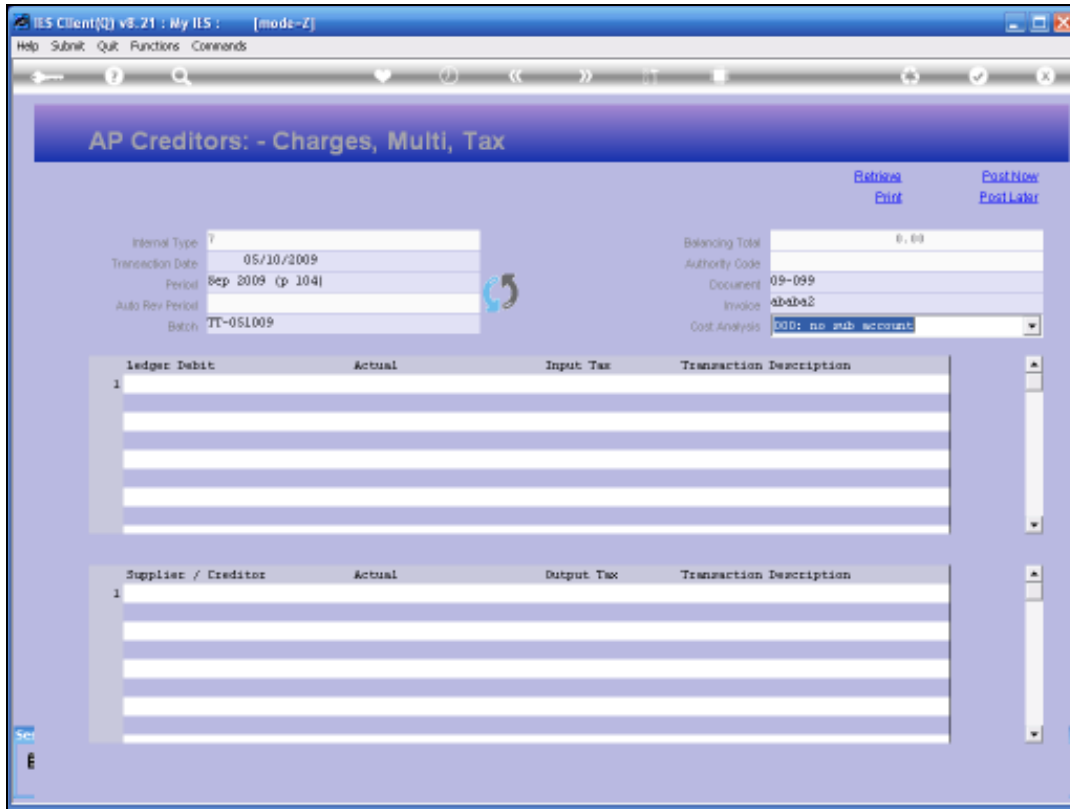
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Slide notes:

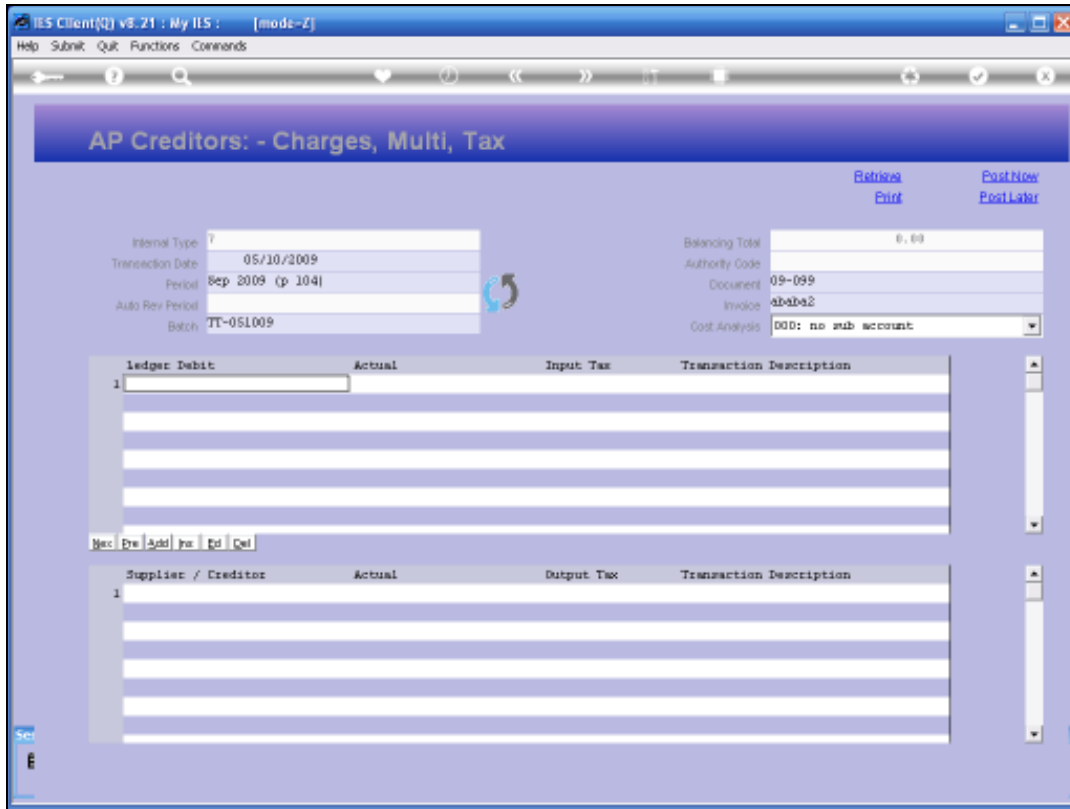


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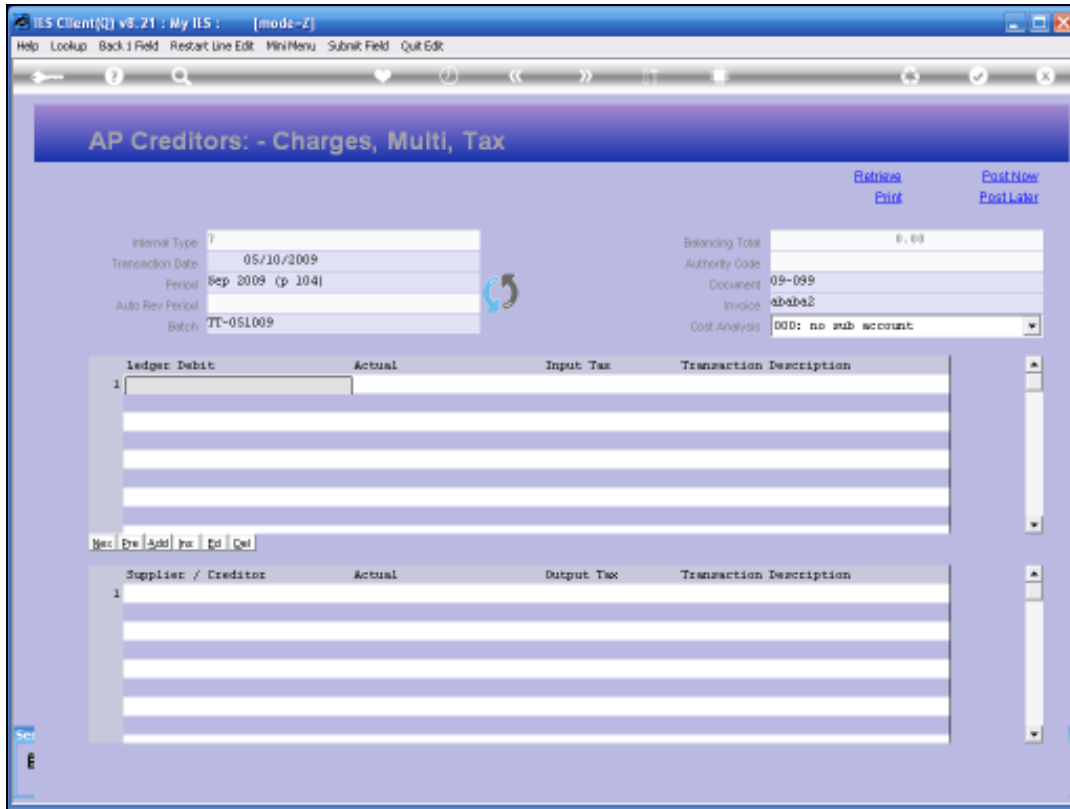
Slide notes: With Multi Journals, the situation is slightly different, because multiple Suppliers or Creditors can be posted on the same Multi Journal. In this case, the Invoice prompting, if the Invoice is new, will only happen when we attempt to post the Multi Journal, and the same Invoice number will be applied for each Creditor on the list of Credits.



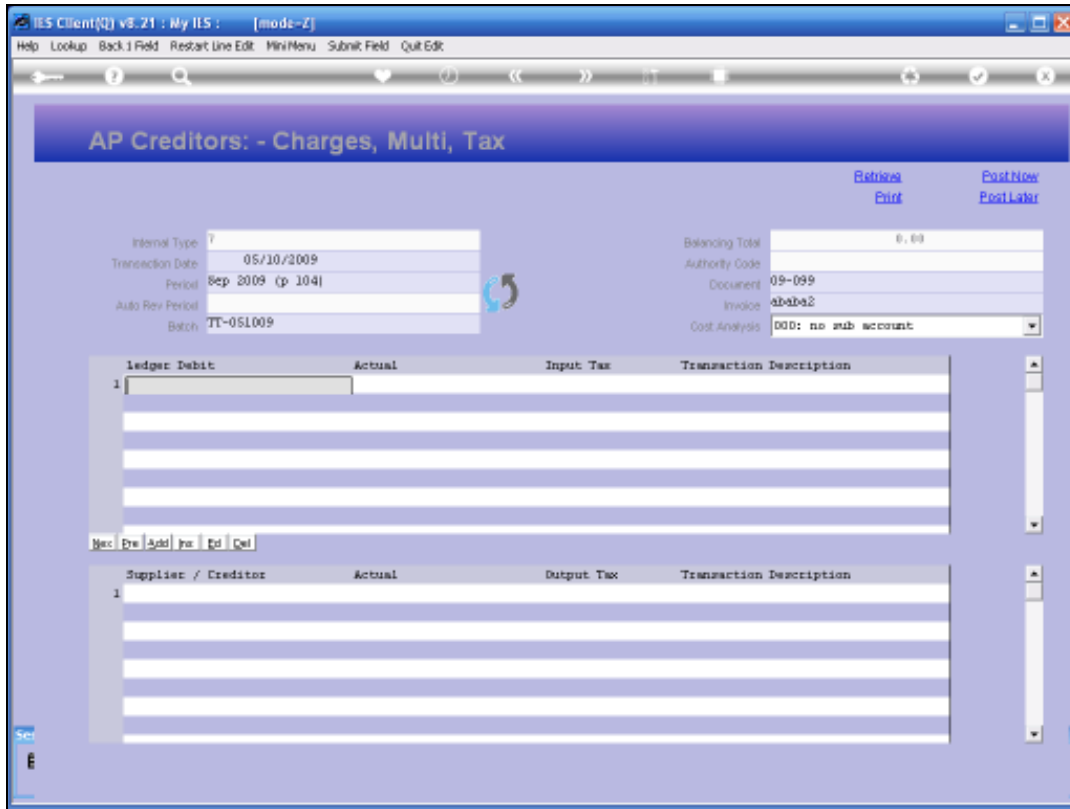
Slide 21
Slide notes:



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Slide notes:

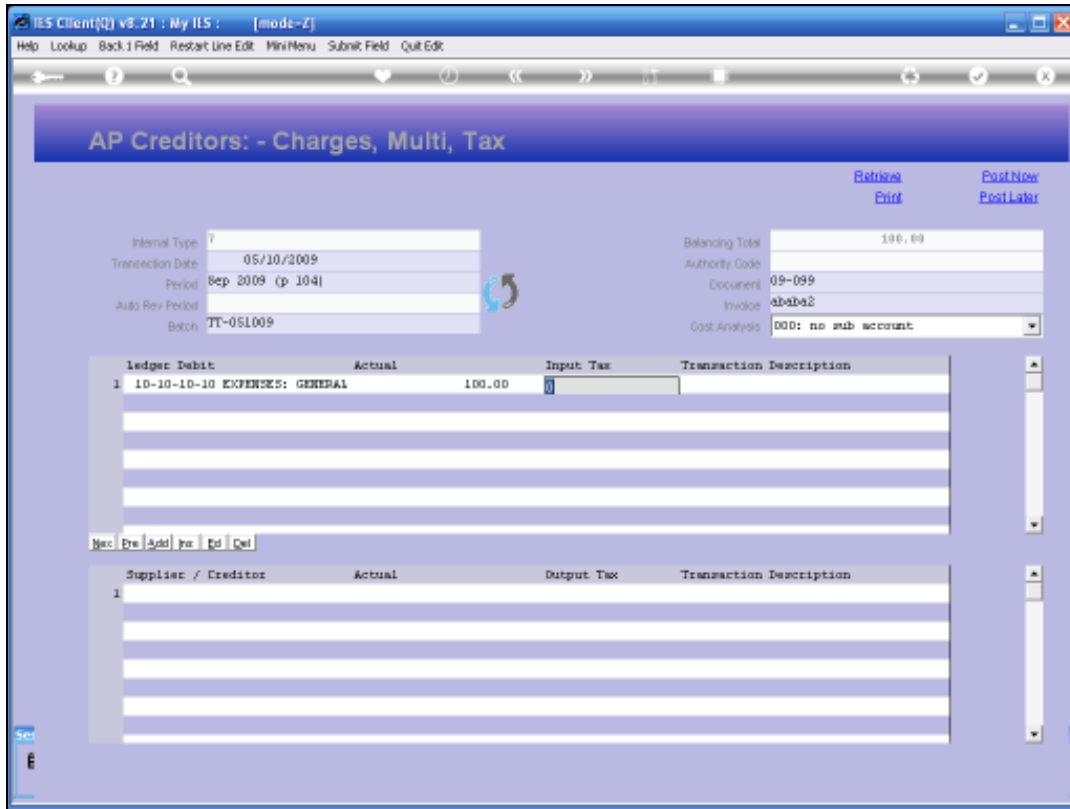


Slide 23
Slide notes:

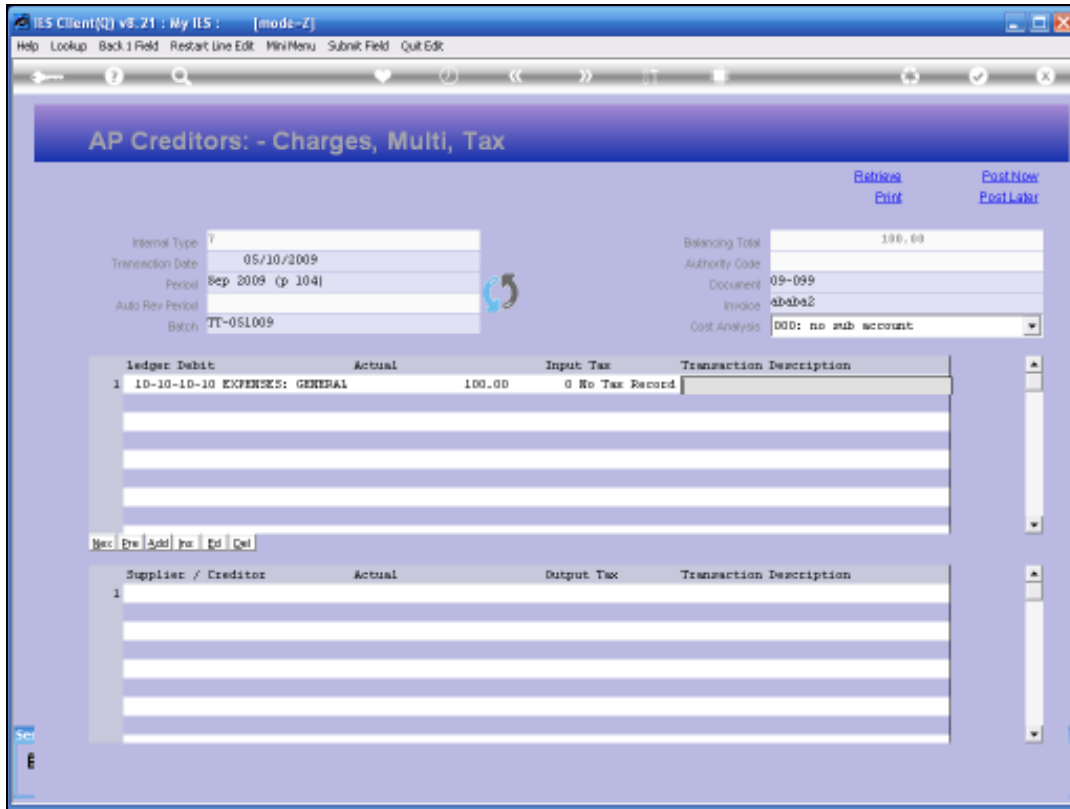


Slide 24

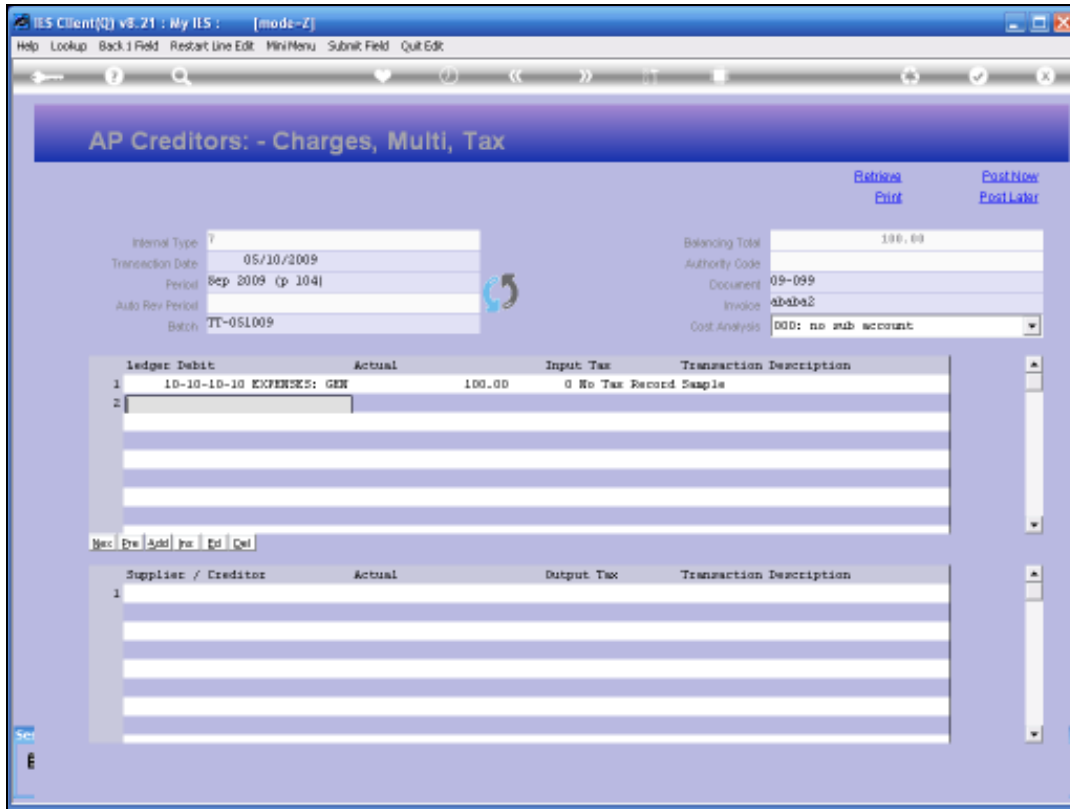
Slide notes:



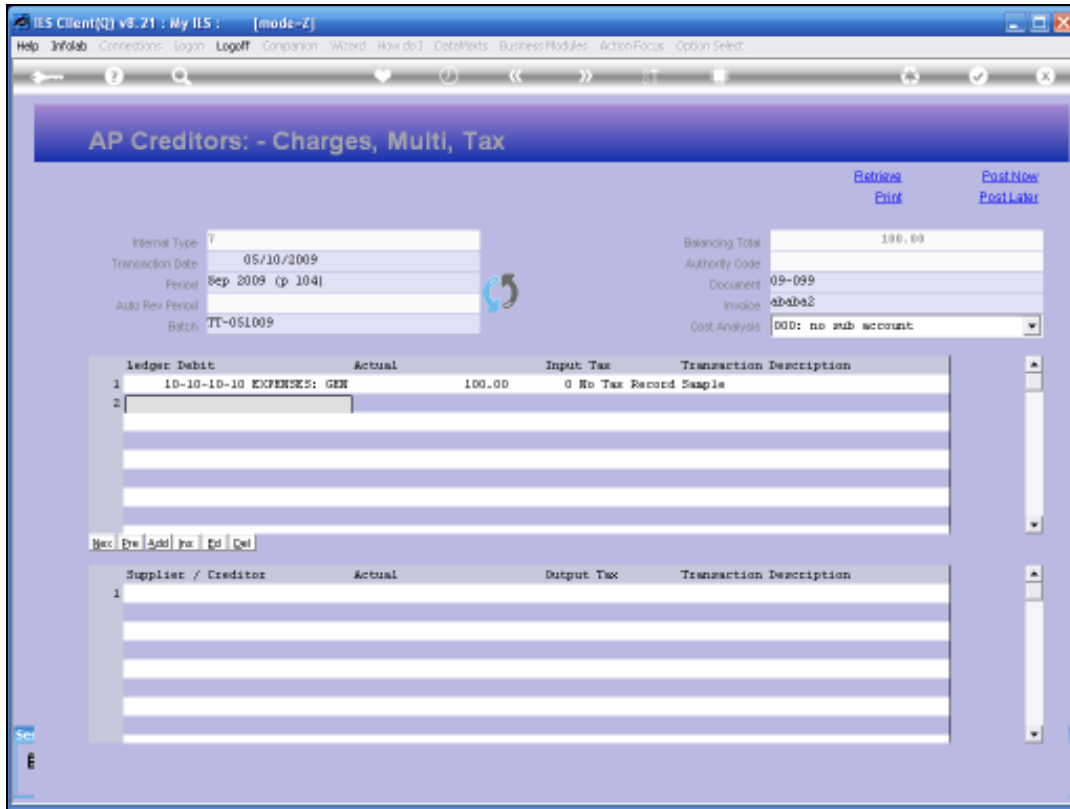
Slide 25
Slide notes:



Slide 26
Slide notes:

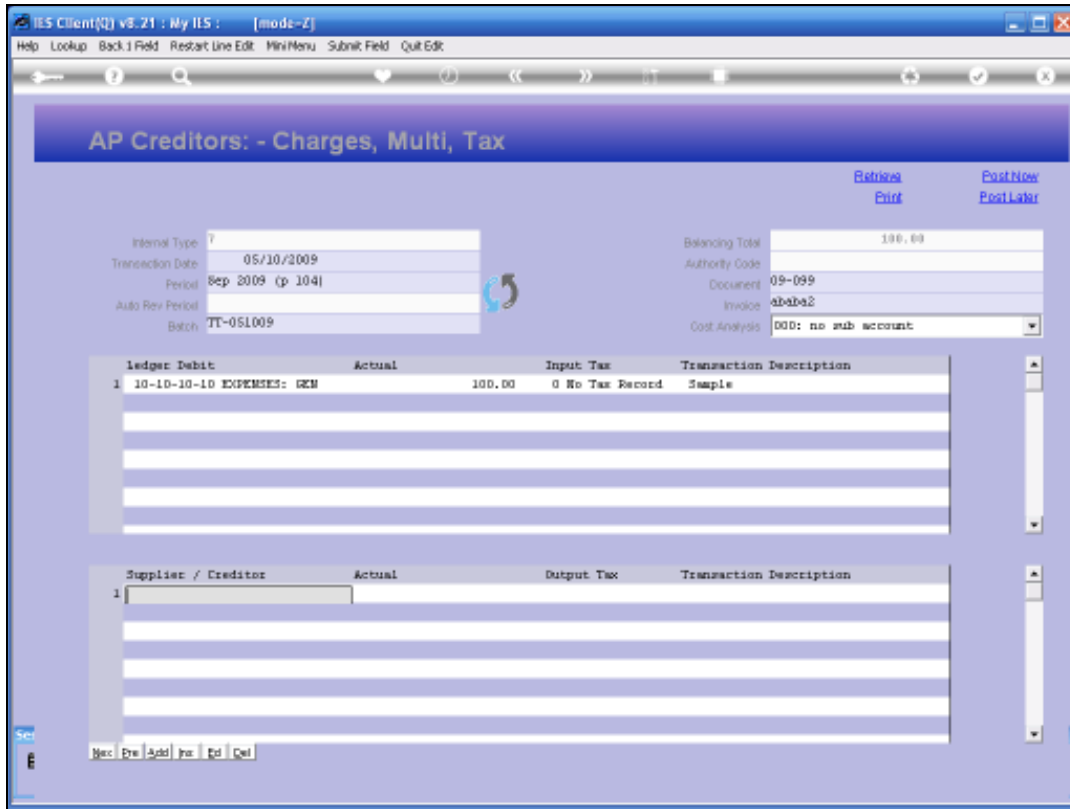


Slide 27
Slide notes:

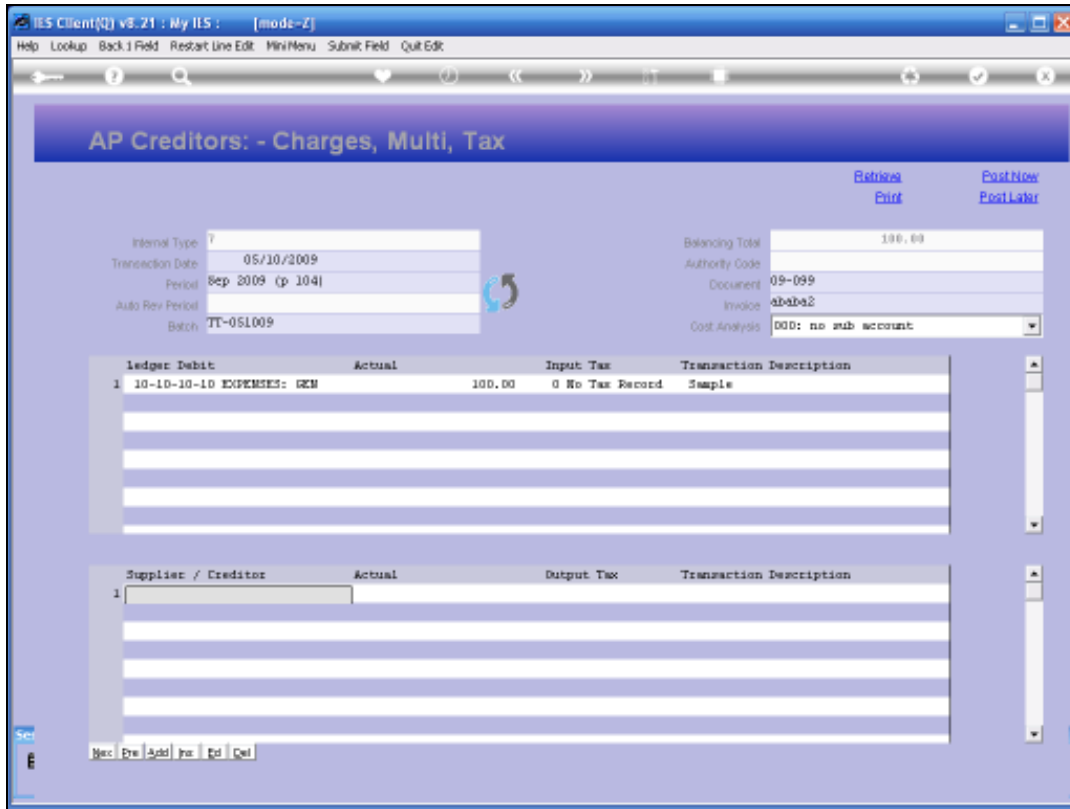


Slide 28

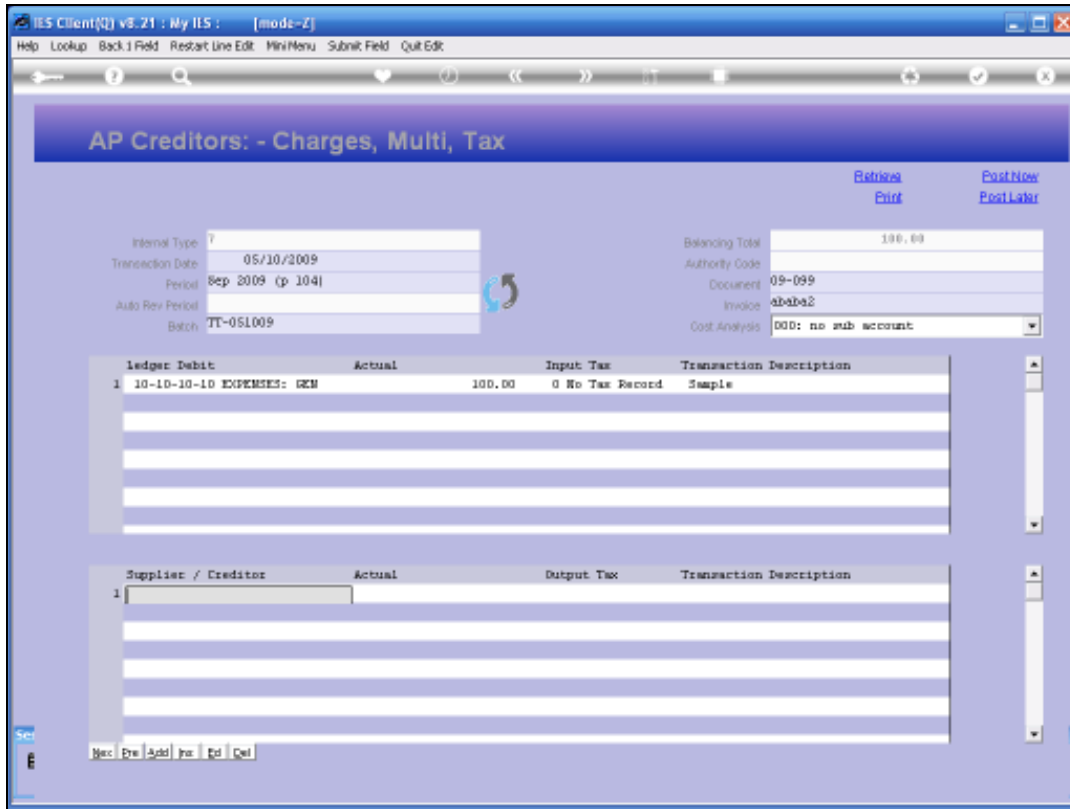
Slide notes:



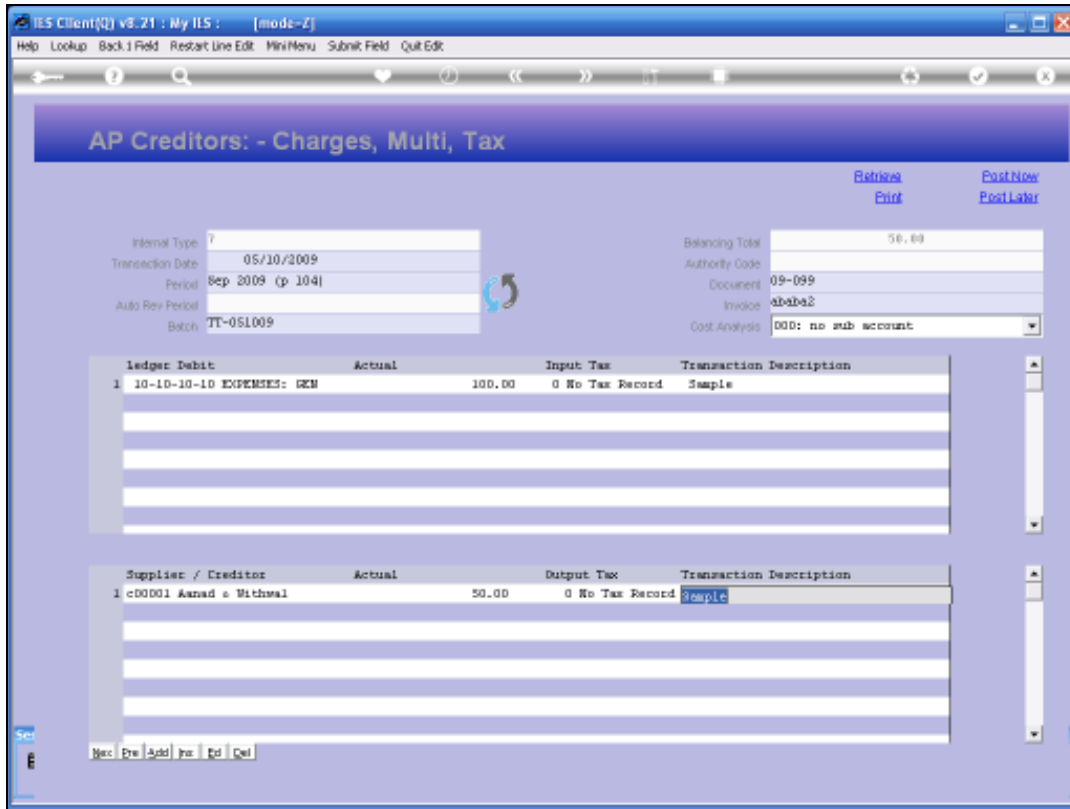
Slide 29
Slide notes:



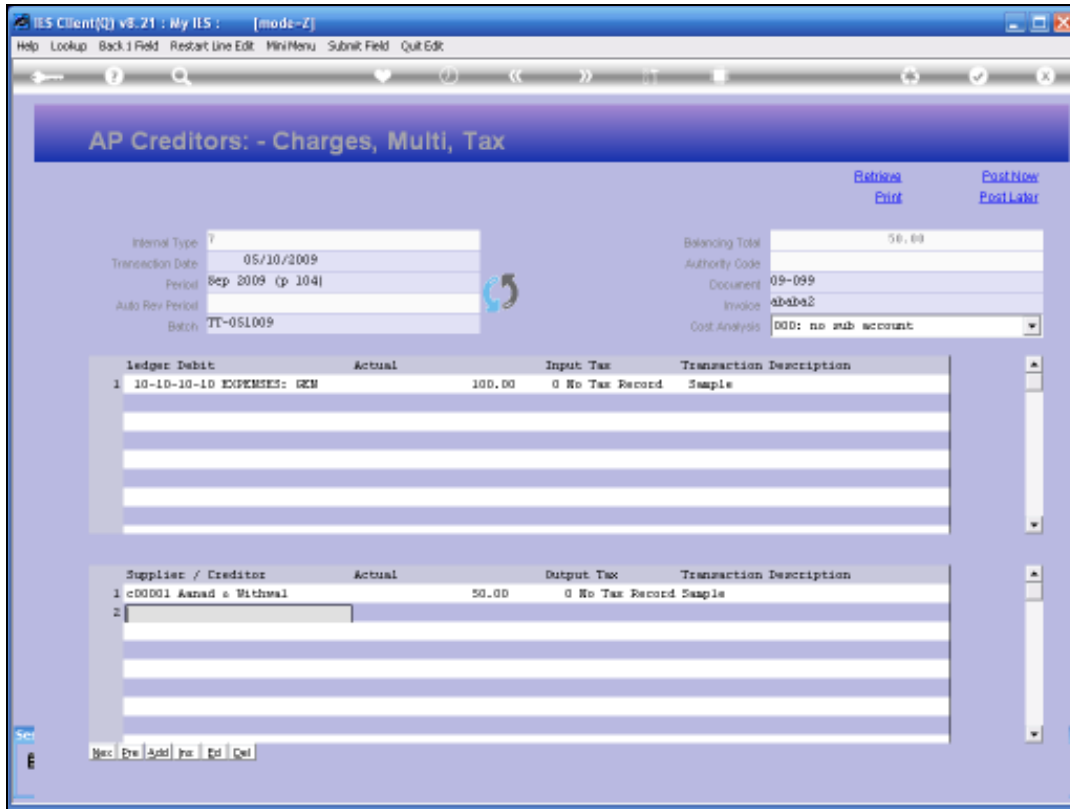
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Slide notes:



Slide 31
Slide notes:

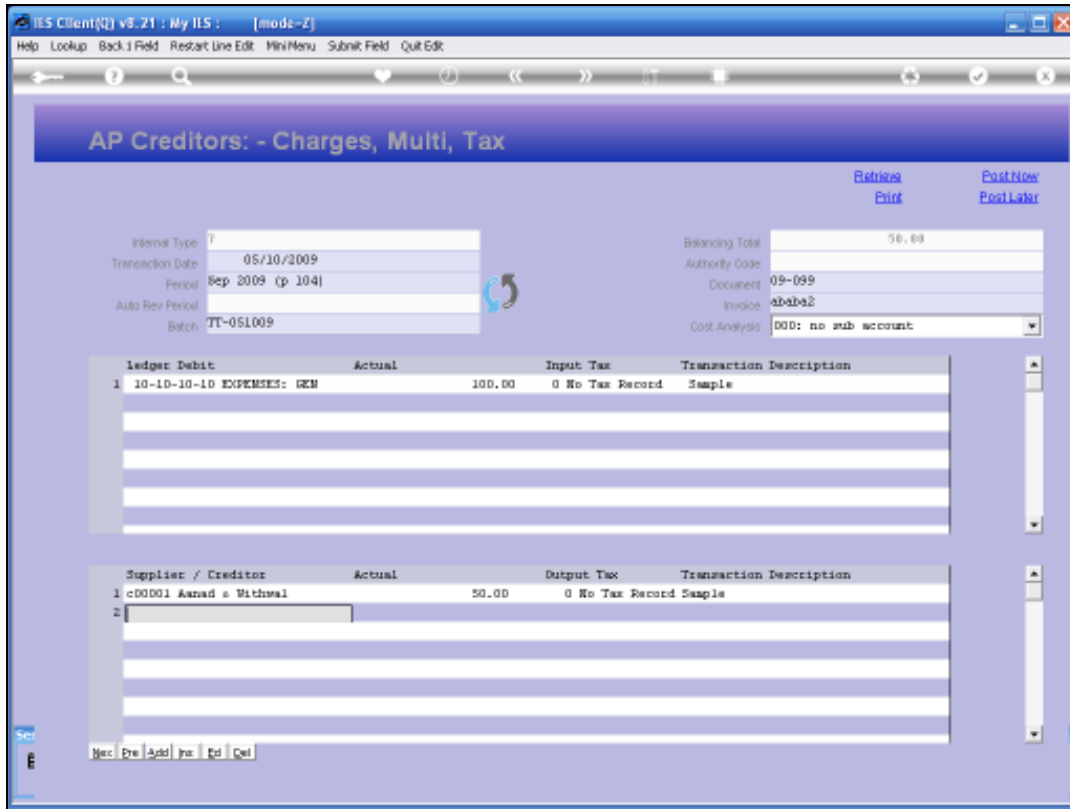


Slide 32
Slide notes:

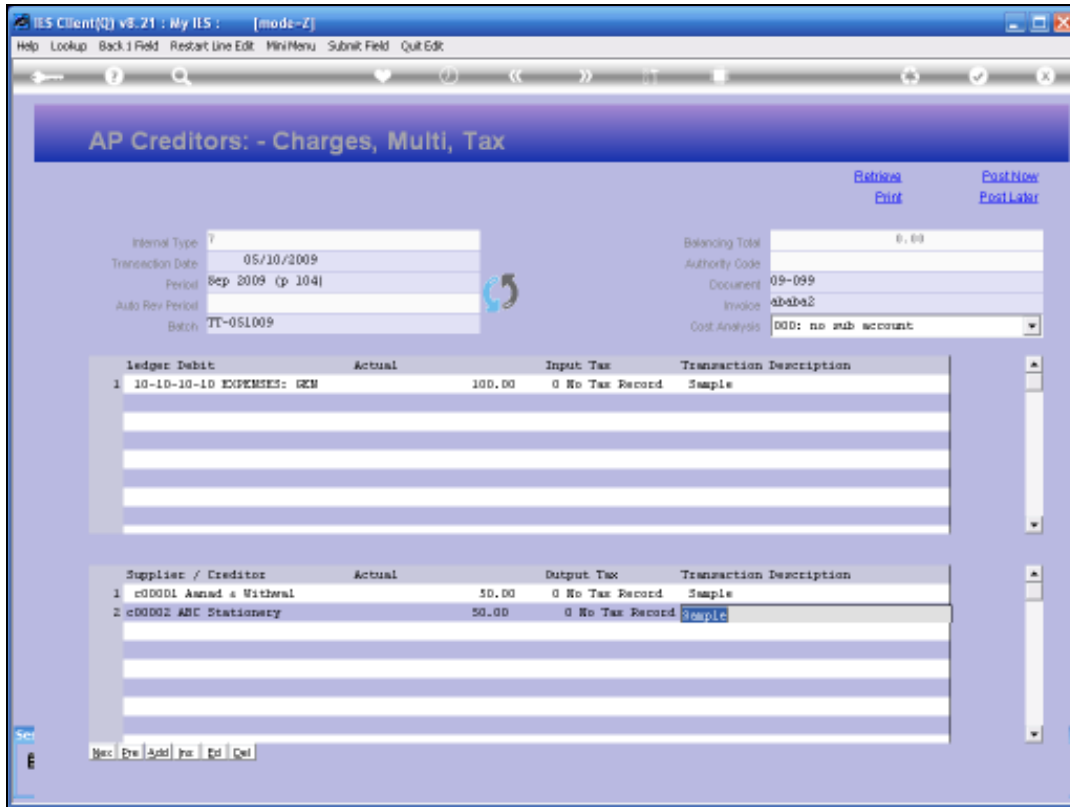


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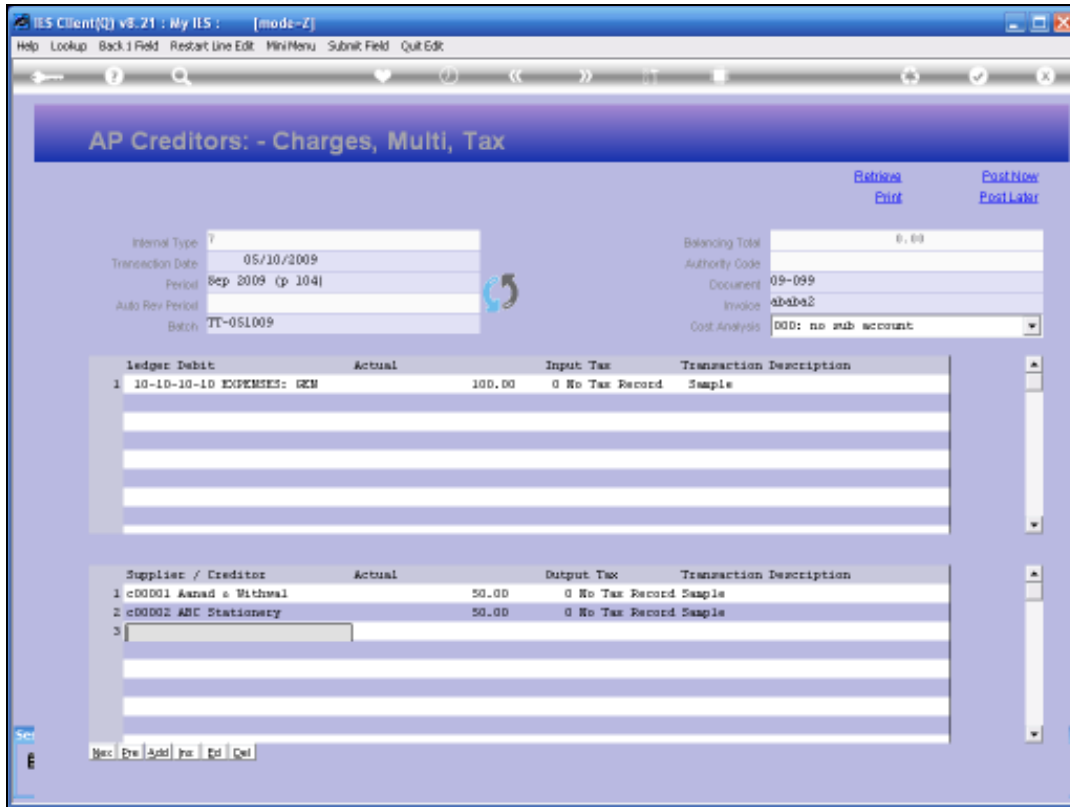
Slide notes:



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Slide notes:



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Slide notes:



Slide 36
Slide notes:

IES Client(0) v8.21 : My IES : [mode-Z]

Help InfoLab Connections Login Logout Companion Wizard How do I? Defaults Business Modules Action Focus Option Select

AP Creditors: - Charges, Multi, Tax

[Retrieve](#) [Print](#) [Post Now](#) [Post Later](#)

Internal Type: [?]
Transaction Date: 05/10/2009
Period: Sep 2009 (p 104)
Auto Rev Period: [?]
Batch: TT-05L009

Balancing Total: 0.00
Authority Code: [?]
Document: 09-099
Invoice: ab-ab42
Cost Analysis: 000: no sub account

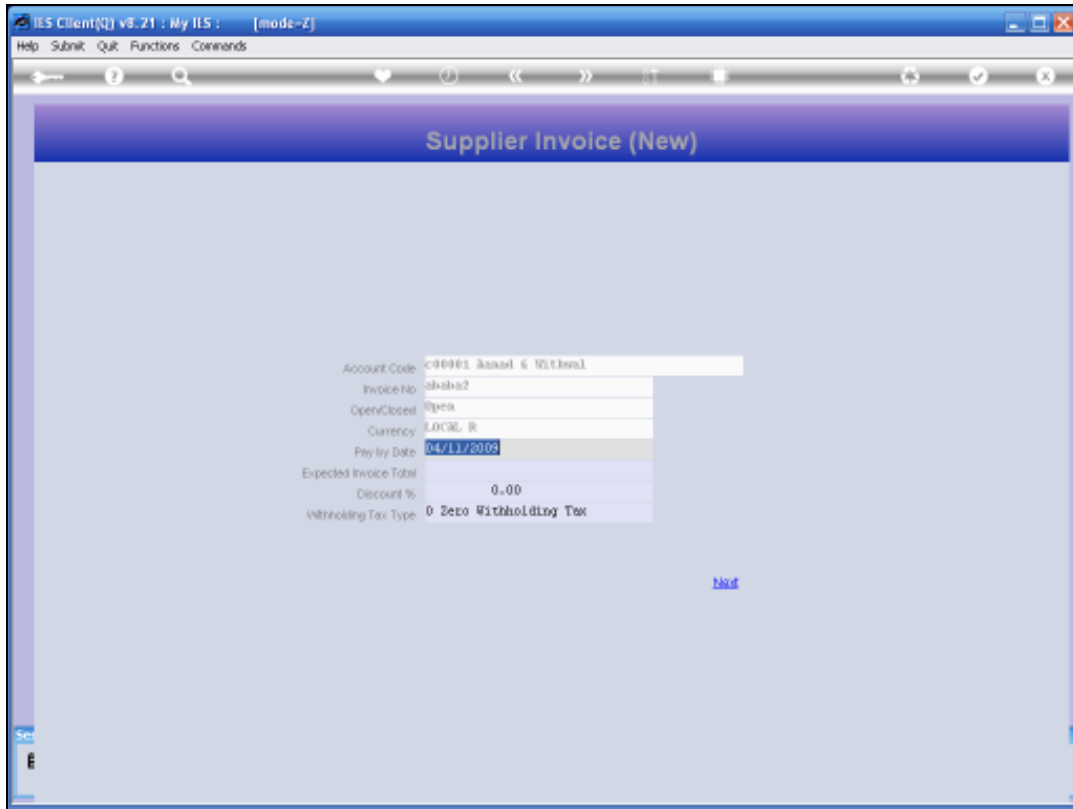
Ledger Debit	Actual	Input Tax	Transaction Description
1 10-10-10 EXPENSES: GEN	100.00	0 No Tax Record	Sample

Supplier / Creditor	Actual	Output Tax	Transaction Description
1 c00001 Aamad a Withsal	50.00	0 No Tax Record	Sample
2 c00002 ABC Stationery	50.00	0 No Tax Record	Sample
3			

Sec E

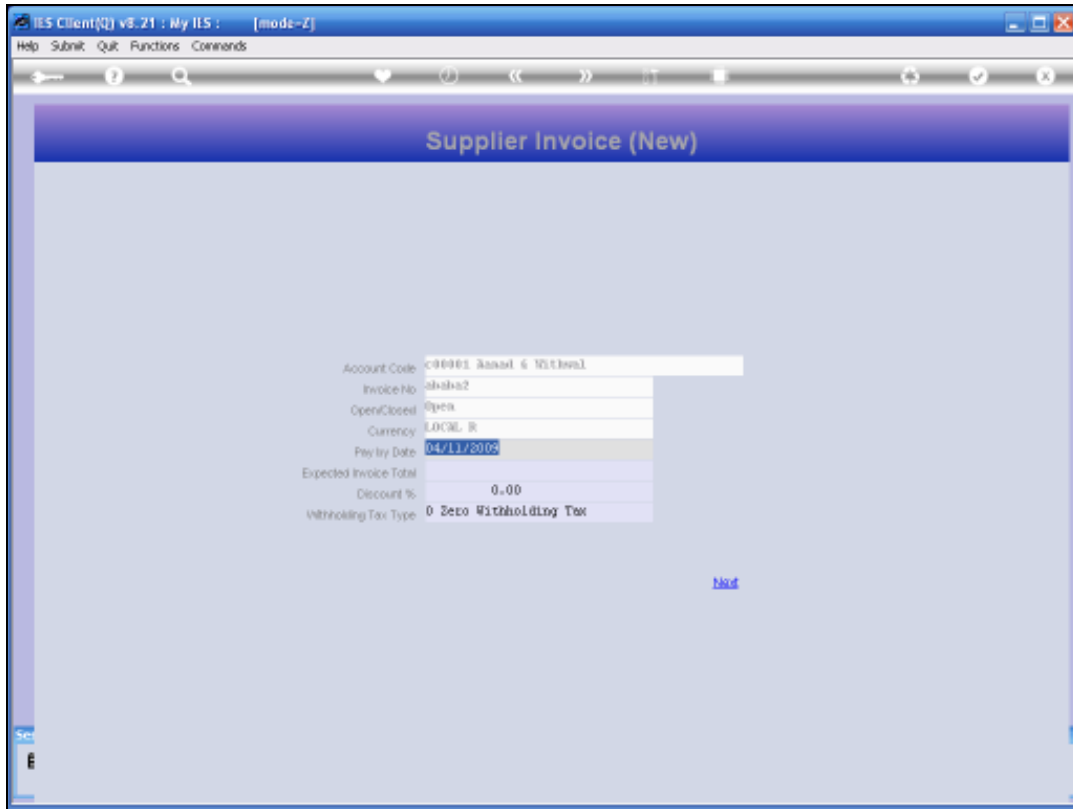
Mac Prt Add Ins Pd Del

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Slide notes:



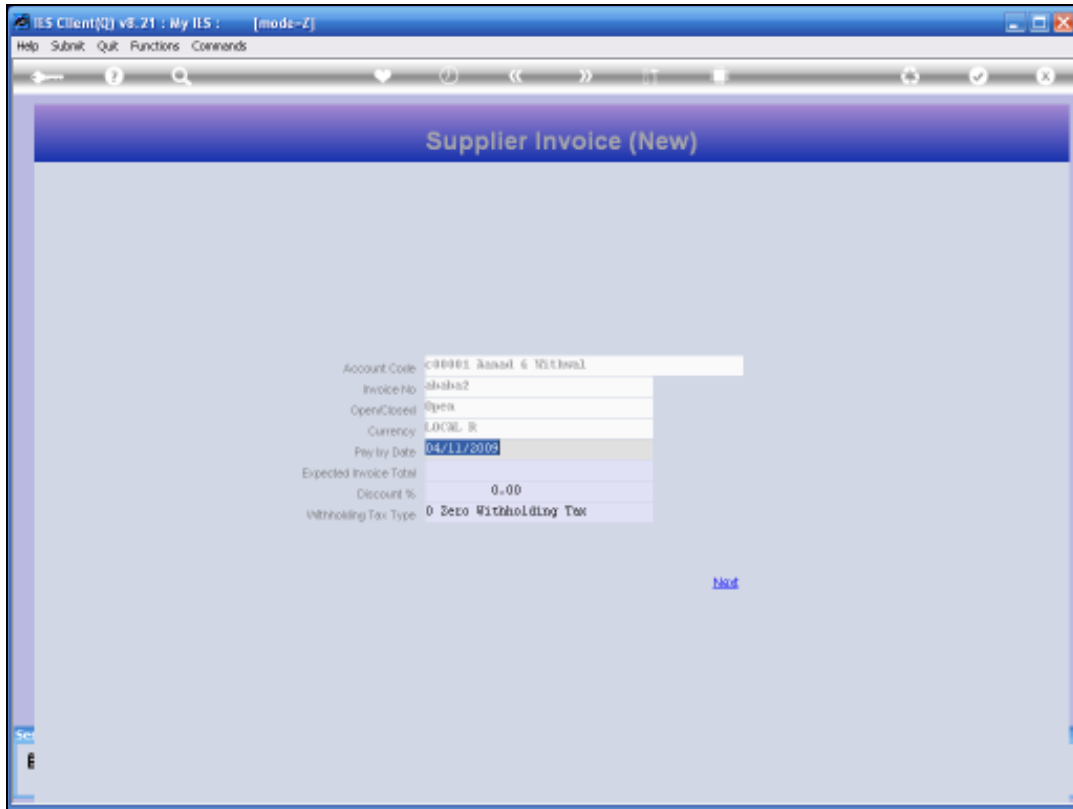
Slide 38

Slide notes: Now the system prompts for a new Invoice to be opened for the 1st Supplier.



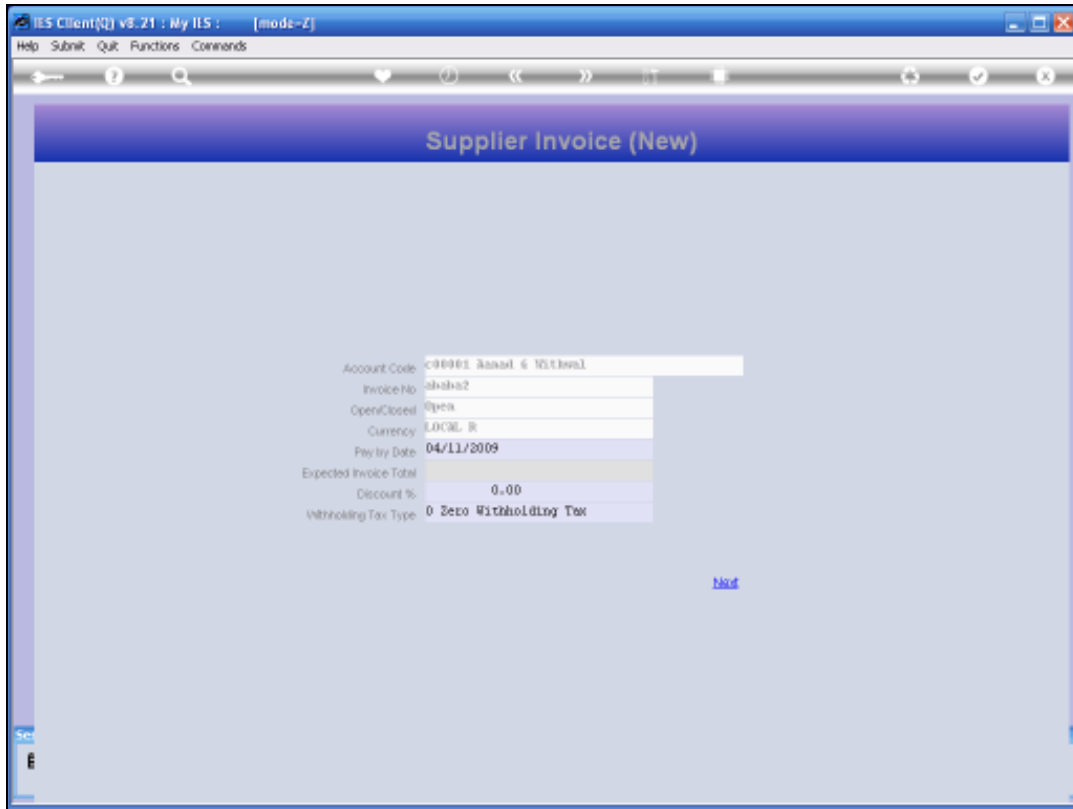
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Slide notes:



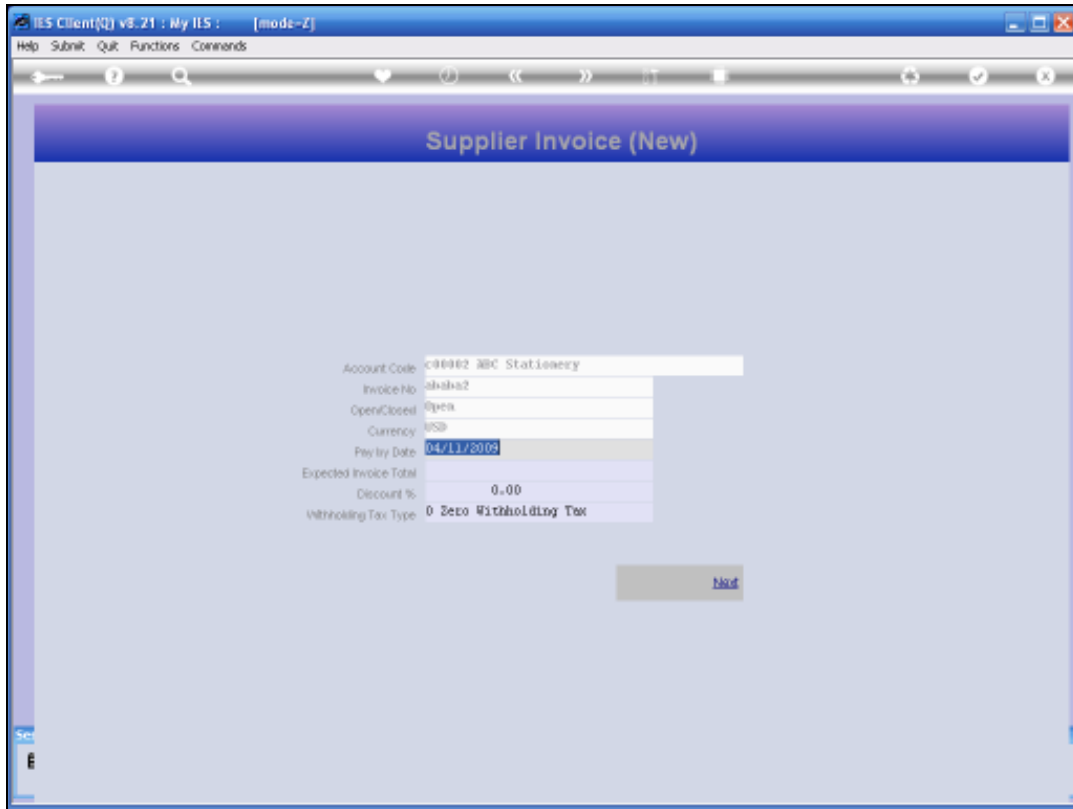
Slide 40

Slide notes:



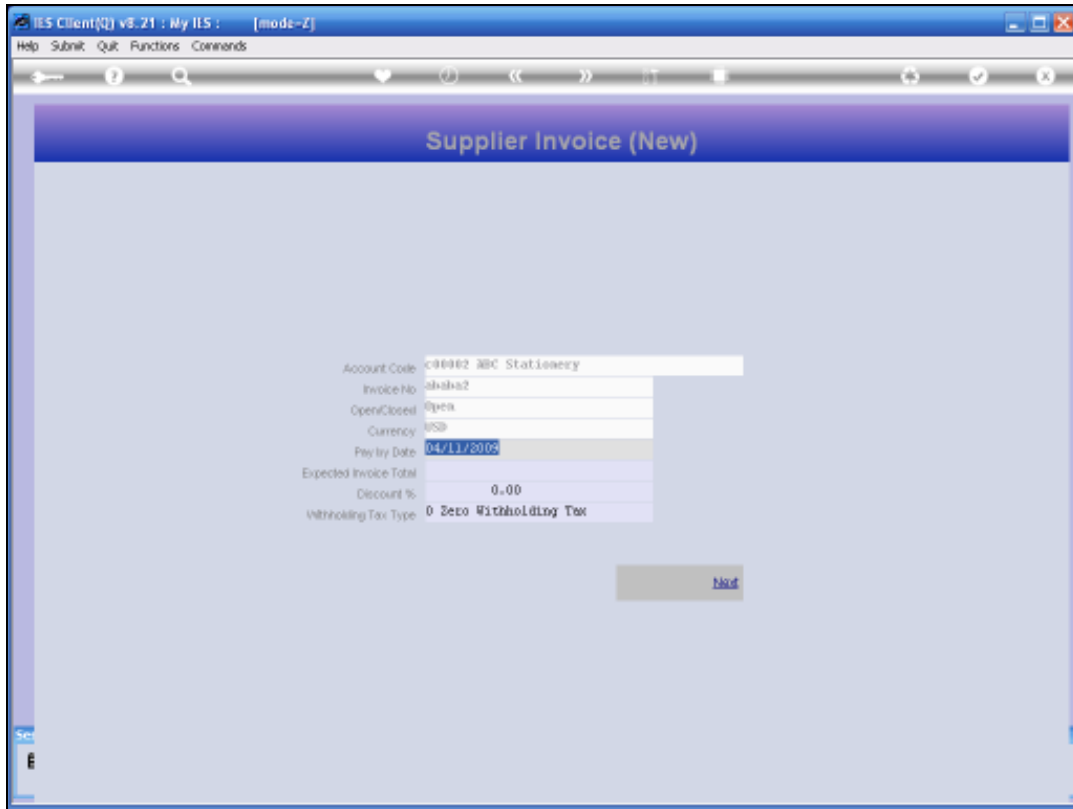
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Slide notes:



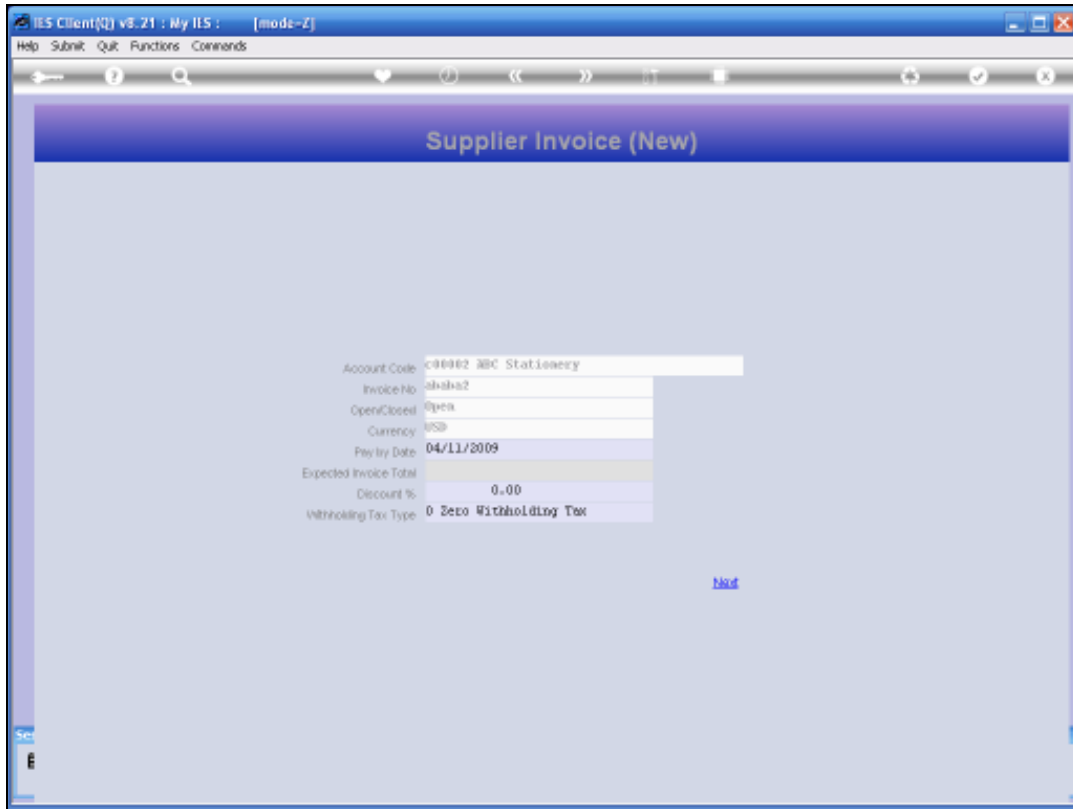
Slide 42

Slide notes: And then also for the 2nd Supplier. Although the Invoice number is the same, it is a separate Invoice for each Supplier. Needless to say, this will rarely happen and more often than not there will only be 1 Supplier listed on the Multi Journal.



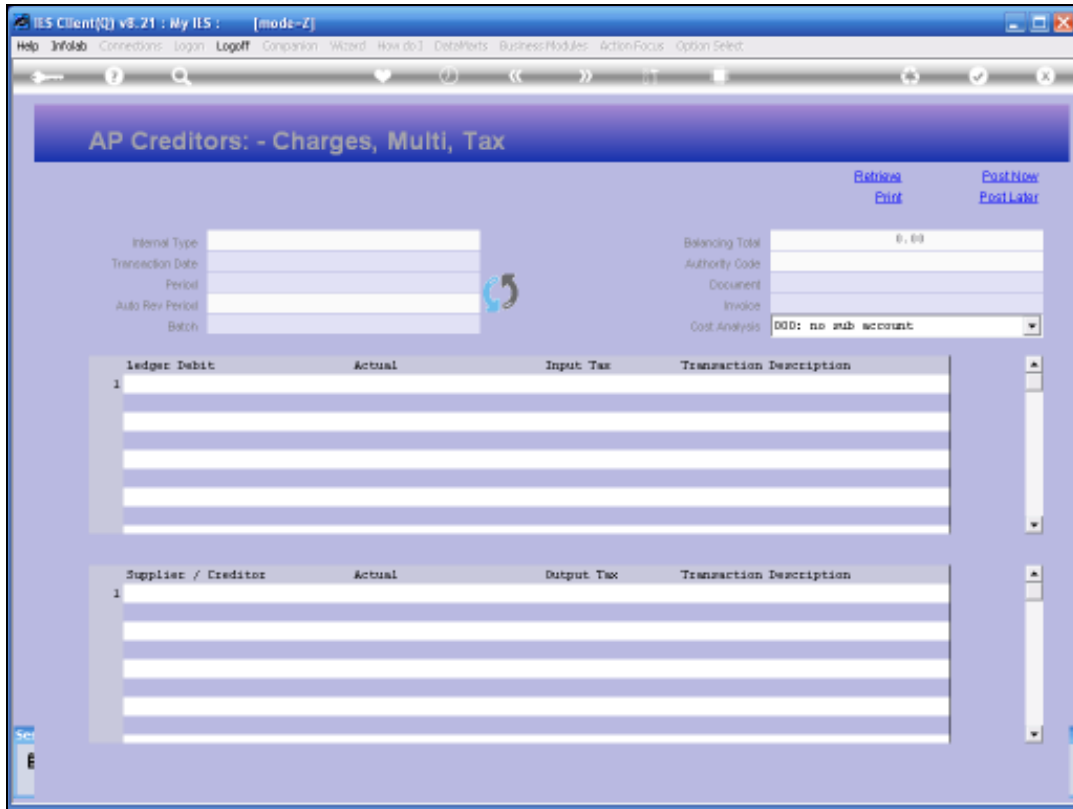
Slide 43

Slide notes:



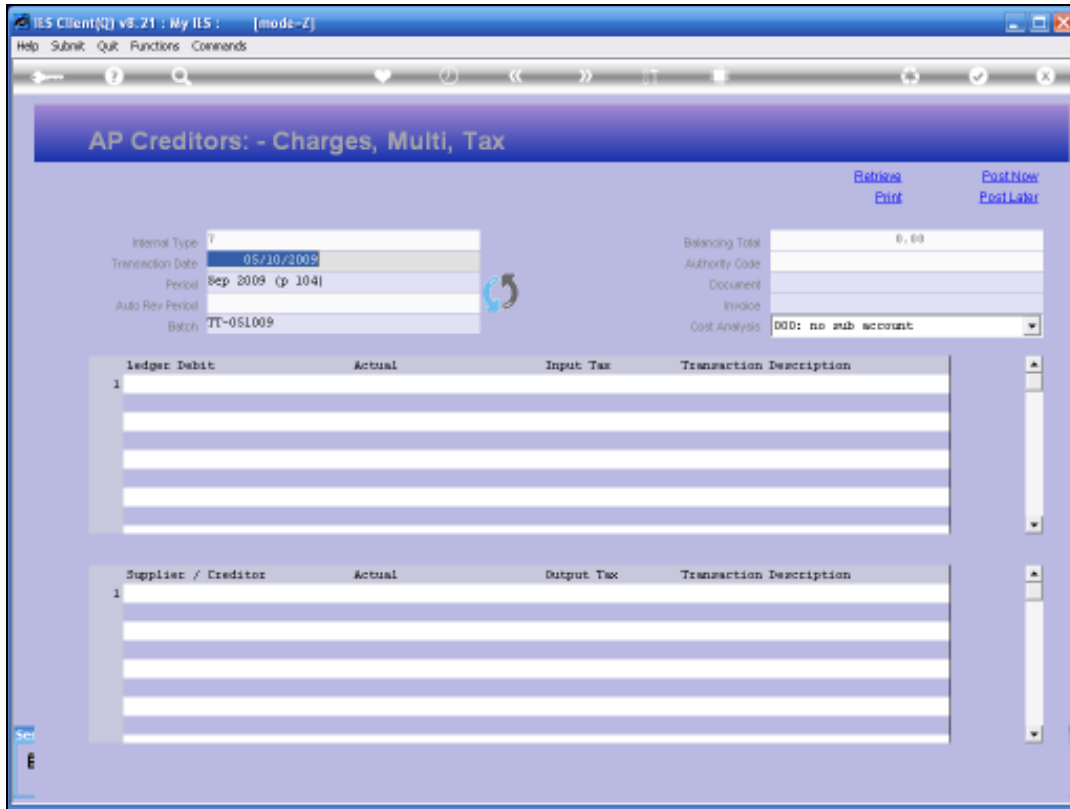
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Slide notes: Also, if the Invoice Number is already open for this Supplier then of course there will be no prompting for the opening of a new Invoice.



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Slide notes:



Slide 46
Slide notes: