

This document describes how to approve purchase invoices.

1. Introduction

When you receive a purchase invoice you would like to check this invoice against your reservations.

In to following sections we discuss:

1. Making reservations
2. Approving invoices
3. Converting purchase invoices to an accounting system

2. Making reservations

For every shipment you can make reservations for sales and purchases. These amounts are not the actual invoice but just the amounts you expect to sell and buy. When you have entered these amounts the system can already calculate the profit (GPM) of the shipment. You enter the amounts in the *Sales* and *Purchase Reservation* columns on the *Subadministration* tab sheet.

This step can be done by the operational people, they know the amounts and they have made the agreements with your suppliers for this job.

You do not have to make reservations, but it makes your invoicing a lot easier.

Mostly, making the reservations is done at the moment you create the shipment.

Using the Rate System in Sprinter 2000 will speed up the process of making sales and purchase reservations.

3. Approving purchase invoices

When you receive a purchase invoice you can check the purchase invoice against the reservations you made (see section 2).

1. Go to Subadministration->Purchase Control
2. When you want to approve a new invoice click on the *New* button, if you have already approved a part of this invoice you can click on the *Adjust* button to select the purchase invoice you want to adjust.
3. Every purchase invoice gets an internal invoice number, it is wish to write this number down on the invoice.
4. Fill in the invoice number of the creditor (your supplier).
5. Select the creditor.
6. Enter the invoice date.
7. Put in a remark or other reference, if necessary. If you have more remarks then one line you can click the *Remarks* button to enter much more information about this invoice.
8. If this invoice is dispute you can click the concerning checkbox.
9. When you done filling in all information click on the *Continue* button.
10. Now you can put in all the separate invoice lines in to the system. Press the *Add Line* button to add an invoice line to this purchase line.
11. On the new screen you can click on the *Search Shipment* button to search for the shipment that is related to this invoice line you are about to enter.
12. When you have found and select the shipment on the left side all basic shipment information will be displayed. On the right side you see the reserved and approved amounts of this shipment.

13. When you found the required reservation, this amount can be the exact amount on the invoice or a different amount. You decide for yourself if you agree with the amount. If you agree you fill in the invoice amount in the appropriate box of the *Amount to Approve* column and press the *Approve* button next to it. Now the system will make a booking if this invoice line.
14. If you have more invoice line on the purchase invoice, click again on the *Search Shipment* button and repeat the procedure from point 11.
15. When you have no other invoice lines click on the *Close* button.
16. Now you come back to the previous screen, when you done with this purchase invoice click on the *Done* button.
17. It ask you if you completely done with this invoice. If you approved the complete invoice then you press *Yes*. If you did not approve the complete invoice (because you did not agreed with one or more invoice lines) you click *No*. This enables you to change the invoice in a later stage.
18. If you have press *Yes*, you can enter the VAT of the invoice and click *Done*.
19. Now you are finished with the approving purchase invoice and ready for the next purchase invoice to approve.

Note:

You always have to approve the whole invoice, especially when you converted your purchase invoices into your accounting system.

If you have an invoice line which you agree with, then you do not agree this amount until you have received your credit note. When you received your credit note then you approve the original purchase invoice and then you approve the credit note.

Example: you make a reservation of 80 euros. You receive a purchase invoice for 100 euros. When you are approving this purchase invoice, you do not approve this 100 euros. You call the creditor and (hopefully) he and you agree that the amount should be 80 euros. You try to approve the rest of the invoice, but do not mark this invoice as completed; you may mark it as dispute.

Your creditor will make a credit note. You wait until you receive the credit note.

When you do you open the original purchase invoice and approve the 100 euros, now you can mark this invoice as completed. Then you approve the new credit note and you approve the -20 euros.

Note:

You can not change/approve a purchase invoice, that is already converted to your accounting system. So only mark your purchase invoices as completed when they are completed and ready for conversion into your accounting system.

4. Approving credit notes

Approving credit notes goes exactly the same way as a normal purchase invoice. You only put a minus sign (-) in front of the amount you want to approve.

5. Converting purchase invoices to an accounting system

All approved invoices can be converted into your accounting system. This prevents you to double enter all the amounts.

Sprinter 2000 can create a CSV (comma separated value) file, which can be read by almost any accounting systems. If you any question regarding the conversion you can contact Cargo Data Systems for future assistance.

Notice: purchase invoices which are marked as completed, but are also marked as dispute will still be converted into your accounting system.

6. Reports

There are several reports concerning the purchase invoices and approved purchase invoices.

Purchases not approved report

With this report you get a list of all outstanding purchase amounts which are not approved yet. Basically this report tells you exactly for how much money you can expected purchase invoices.

You will get this report with the option *Subadministration->Reports->Purchases Not Approved*.

Purchase Report

This report gives you exactly all the amounts that you have approved. It also mentions if the amount you have approved was the same as the amount you have reserved. This gives you an idea of how many reservations where correct.

You will get this report with the option *Subadministration->Reports->Purchase Report*.