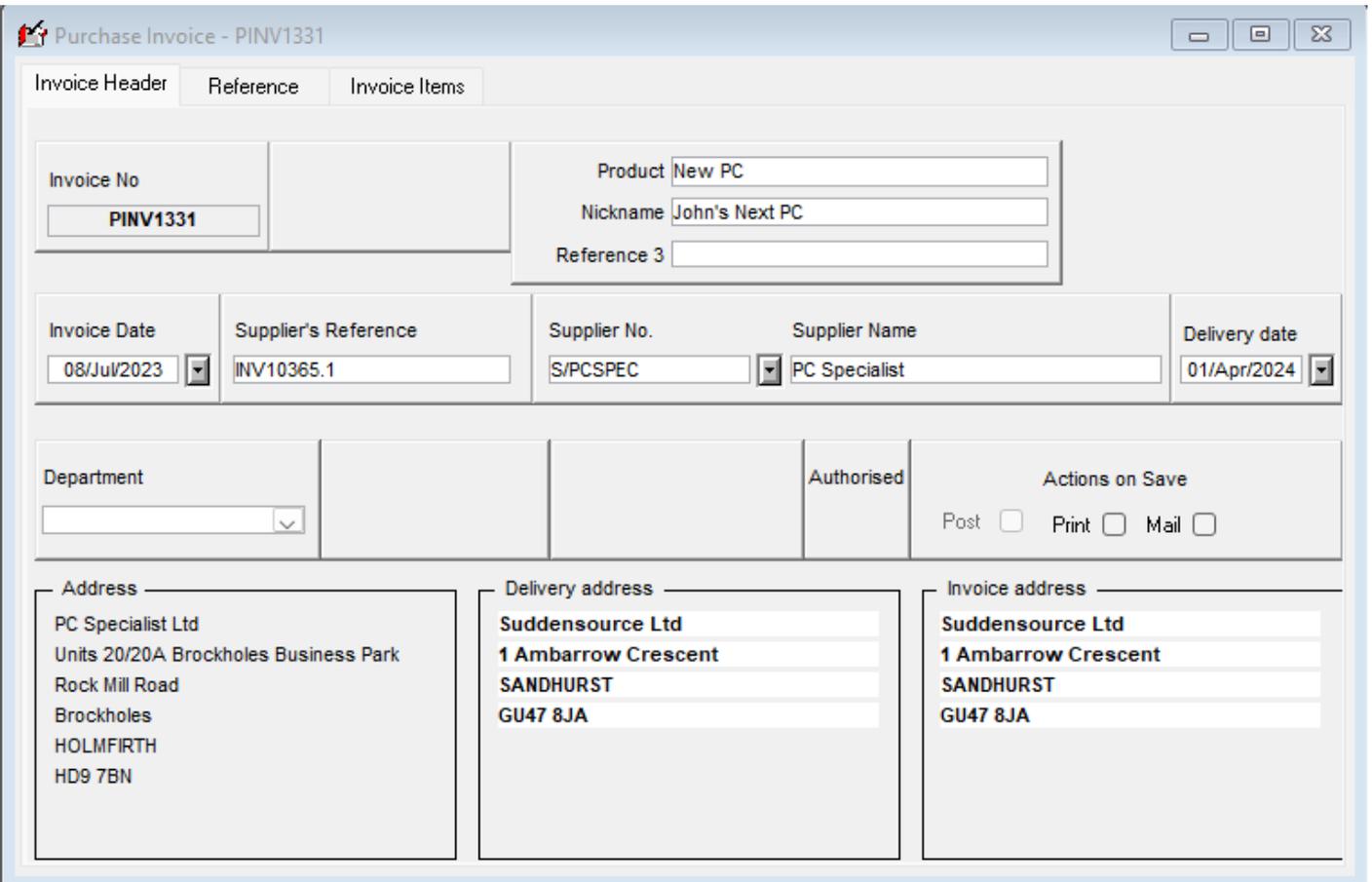


P-2 from Suddensource

Invoicing

All screenshots in this document are from P-2. The screen below is the standard input screen for invoices. Both sales and purchase **invoices** are entered into screens that are almost identical.

Invoices can be created 'manually', i.e. not based on a parent document, but created from scratch, like this:



Purchase Invoice - PINV1331

Invoice Header Reference Invoice Items

Invoice No: PINV1331

Product: New PC

Nickname: John's Next PC

Reference 3:

Invoice Date: 08/Jul/2023

Supplier's Reference: INV10365.1

Supplier No.: S/PCSPEC

Supplier Name: PC Specialist

Delivery date: 01/Apr/2024

Department:

Authorised:

Actions on Save: Post Print Mail

Address: PC Specialist Ltd
Units 20/20A Brockholes Business Park
Rock Mill Road
Brockholes
HOLMFIRTH
HD9 7BN

Delivery address: Suddensource Ltd
1 Ambarrow Crescent
SANDHURST
GU47 8JA

Invoice address: Suddensource Ltd
1 Ambarrow Crescent
SANDHURST
GU47 8JA

The date and the supplier's invoice number are entered on the first tab. All the other details are retrieved from the sales or purchase order from which the invoice is derived. If the invoice is derived from multiple GRNs or despatches with different parent orders, then there will be a choice of which order to use as the basis for the invoice.

This screen is configured to hide some fields such as currency, exchange rate, due date and discount level. There tab entitled References can optionally be hidden. This shows all the invoice references and terms.

When this screen is completed, items will be entered (as over) and then return to this screen to authorise, print and save. On saving, the invoice can (if the option is implemented) automatically be posted to Dream or PS Financials.

More usually, the invoice will be created by selecting a GRN document to base the invoice on. Either way, the next step is to process the items.

P-2 from Suddensource

Invoice Items can be selected manually (for a manual invoice) or will be pre-selected based on the combination of parent order and parent despatch note or GRN:

Item ID	Description	Price before Discount (£)	Price (£)	Quantity	UoM	Net Value (£)	VAT (£)	Gross Value (£)
QAAUDIT	QA System Audit	450.00	450.00	1	ea	450.00	90.00	540.00
TEMPORARY LABOUR	Temporary Labour	65.00	65.00	20	ea	1,300.00	260.00	1,560.00
PAYGARMENT	Garment Rental	45.00	45.00	4	ea	180.00	36.00	216.00
Group Items Ordered:		3	Group Total Value:			1,930.00	386.00	2,316.00
Total Items Ordered:		3	Grand Total Value:			1,930.00	386.00	2,316.00

The prices are taken from the parent order. The quantities are taken from the parent despatch note or GRN. Items not on any of the parent documents, e.g. carriage charges, can be added to the invoice manually.

For purchase invoices, the principle of P-2 is that the value should equal that on the supplier invoice, and that is achieved by altering the price on the above screen to match the invoice.

The bottom of the screen shows the order value as a running total, and the 'Invoiced Items' branch at the top just shows the items so far added to the order.

As with all P-2 screens, there are extensive right-click options.

Invoices can be entered using **simple input** (right), which is a faster option, particularly when staff who are familiar with your organisation's part numbering are entering invoices manually.

You will find more details about simple input screens in the brochure about Order Processing.

Item ID	Description	Price before Discount (£)	Price (£)	Quantity	UoM	Net Value (£)	VAT (£)	Gross Value (£)
QAAUDIT	QA System Audit	450.00	450.00	1	ea	450.00	90.00	540.00
TEMPORARY LABOUR	Temporary Labour	65.00	65.00	20	ea	1,300.00	260.00	1,560.00
PAYGARMENT	Garment Rental	45.00	45.00	4	ea	180.00	36.00	216.00
Total Items Ordered:		3				1,930.00	386.00	2,316.00

Invoicing

Purchase Invoices are subjected to an **Invoice Matching** process.

An invoice is created using the quantity from a GRN and the price from the related order. If the value does not agree to these then the Invoice Matching screen, shown below, pops up.

Invoice Item Discrepancies

Item Id	Description	Quantity Diff	Net Diff (£)	Adjust/Accept
BUYOIL&LU LUBRICANT/CUTTING C		0	2.00	<input type="checkbox"/>
BUYNUT&BC NUTS AND BOLTS ITEM		0	3.00	<input type="checkbox"/>

Valid Match: 60% Total Overcharge: 5.00

Show values to 2 decimal places.

Tolerance: Unlimited overcharge. / Unlimited undercharge.

Adjustments:

Document No	Adjustment

Items:

Item Id	Description	Quantity	Net (£)

Debit Note:

Item Id	Description	Quantity	Net (£)

Post on save Authorised Post on save Print on save

OK Cancel Help

The options you see for dealing with a discrepancy depend on your system settings, your system, and the permissions given to your users. Options can include:

- **Adjust/Accept** (as shown) where you simply acknowledge the difference and carry on with the invoice processing at a different price from that expected.
- **Create Adjustment** where you create an adjustment document, add items to it (special items related to the reason for the discrepancy). These adjustments can be reported on, and can be posted to Dream or PS Financials.
- **Create Debit Note** where you create a debit note to send to your supplier. Debit Notes can be posted to Dream or PS Financials.
- **Invoice later**, which occurs if the invoice is for a smaller quantity than the GRN.

There are other invoice matching options and functions, and these can be explained during a demonstration.

P-2 from Suddensource

Invoicing

Sales invoices can be **output** in a number of ways, which are described in our Order Processing brochure.

If you are using the version of P-2 which shares data with Dream or PS Financials, you can **post** the invoice to Dream after authorising it. This can be done immediately on save, or in bulk at a later stage. Users whose system is linked to PS Financials can post invoices in bulk using P-2.

In the case of sales invoices, the **cost of sales** can be posted to Dream or PS Financials as part of the posting process.

The value taken as cost of sales can be one of several values stored in the system, e.g. standard purchase price or average price. The cost of sales is then debited to a cost of sales expense code and credited to the balance sheet stock code. An example is shown right.

The data on Invoices and GRNs/despatches is used to create **Intrastat** returns. These can be prepared automatically using the standard fields in P-2, and submitted electronically direct from the program to HMRC.

The settings against each item in P-2 determine the **revenue or cost** general ledger (nominal) code used on an invoice.

The screen (right) shows two items on an invoice being set against variable nominal and account codes, though items can equally be assigned to a fixed nominal account code.

The system can use wild-cards to assign revenue and costs to nominal codes which include a prefix or suffix equivalent to a department or division code.

Item Id	Quantity	Price	Net Value	Cost of Sales Each	Cost of Sales Total	Profit Each	Profit Total	(%)
ACBET/M25	100	0.35	35.00	0.11	10.50	0.25	24.50	70.00
ACSLN/0758SP	100	0.65	65.00	0.48	47.85	0.17	17.15	26.38
Total Order Net Value							100.00	
Total Cost of Order							58.35	
Profitability of Order							41.65	(41.65 %)

Item ID	Description	Nominal	Account
BUYTOOLPRO	Tooling for California Buzz	030710	
BUYGAUGENE	Guage for height of kids at Legoland	030722	

Commercially sensitive Dep:

Action selected rows only

Select

Get Department/Division:

Replicate

For more information about P-2, please download one of our other P-2 brochures:

- Overview
- Order processing
- Stock Control
- Utilities



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