

AFO 223– Invoice entry

223.1 Introduction

With AFO 223 you can note purchase orders on an invoice by allocating the items (copies / volumes) an invoice number (using the purchase orders as the starting point). It is also possible to register invoices using the invoice as the starting point. AFO 231 ('Register invoices) is used for the latter method.

If your system uses bookkeeping model 33 ('invoice model'), invoices should be processed further in AFO 231. The main reason for this is closing the invoice.

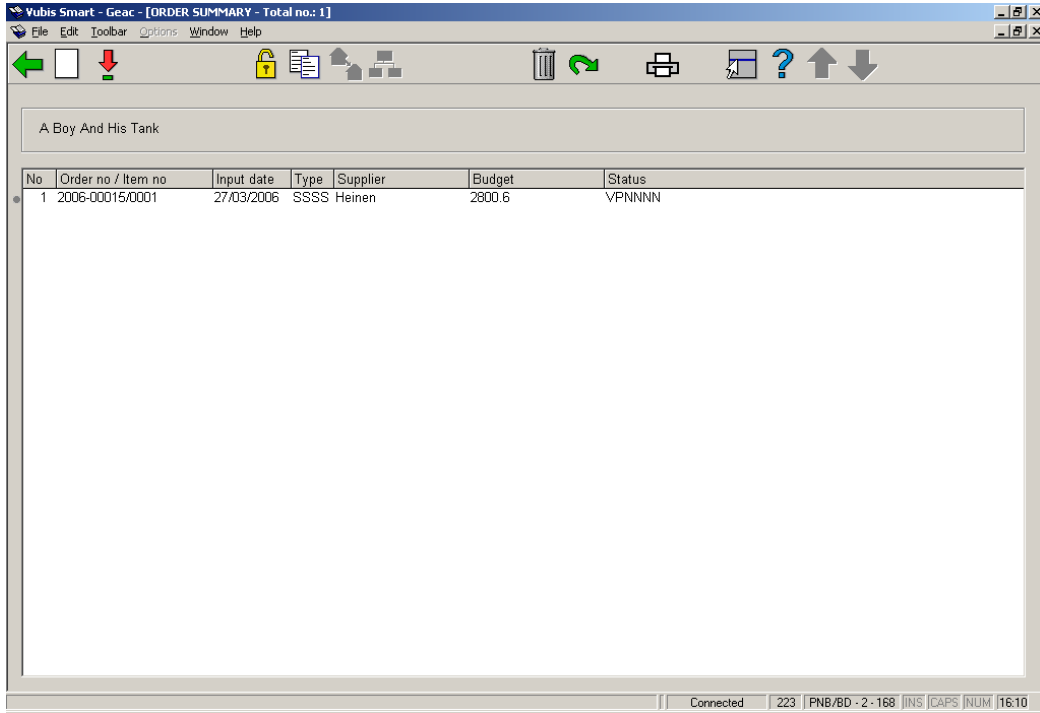
We recommend that you read the section on AFO 231 ('Register invoices) in the introduction for more information on the principles and practice of invoice registration in VUBIS.

Let op!

Registration of an invoice says nothing about the status of the invoice (paid or not). Because this is processed via AFO 231.

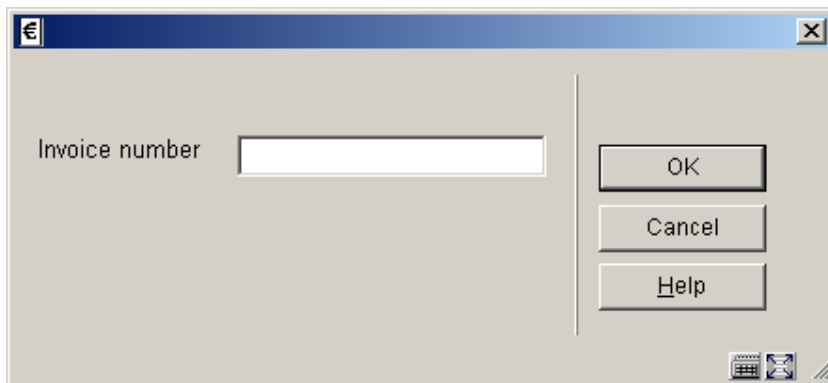
223.2 Invoice entry

After choosing this AFO a search screen is presented. This is the standard search screen that allows you to search by bibliographic details (first tab) or order number (second tab). After opening the record for the required title, you must double click on the order line. This takes you to the overview screen with orders, from where you can select an order.



Once you have selected an order, the overview screen of the order will be displayed including a form for entering the invoice number.

When you search by order number, you are taken immediately to screen for entering the invoice number.



After entering the invoice number, you will be taken to the receiving screen:

Invoicing (Hein-March-1234) - 4 item(s)

No	Vol.(copy)	Location	Budget	Receipt	Invoice no	Price
1	-(c.2)	WP	2800.6	27 Mar 06	-	-
2	-(c.2)	BD	2800.6	-	-	-
3	-(c.1)	WP	2800.6	-	-	-
4	-(c.1)	BD	2800.6	-	-	-

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Options on the screen

Receive / invoice items(+): Select an item and then this option to register the invoice number. The system reacts by putting the invoice number in the column "Invoice no". Because of this the status of the order will be changed. If not all items have been linked to an invoice number, the Invoice status will be 'Partially'.

Delete item(+): This option is not valid in AFO 223.

Print receipt slips: depending on parameters set in AFO 271 – Print parameters control – Receipt printing, you have the option to print receipt slips.

Cancel receipt/invoice(+): With this option you can delete the invoice number for the item chosen. The invoice number will be removed from in the column "Invoice no" and the item will be seen as not invoiced.

Cancel delete item(+): This option is not valid in AFO 223.

Total registration: With this option all the items displayed are given the invoice number you have entered.

Cancel total registration: With this option you remove the invoice number from all those items.

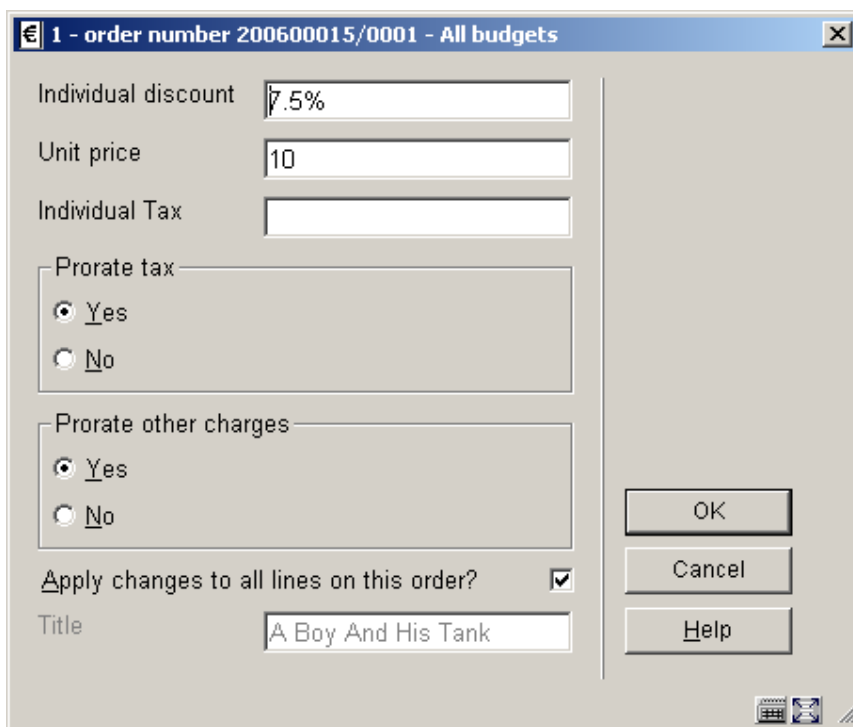
Display other data: To see more information about the order.

Delete item from order(+):This option is not valid in AFO 223.

Annotation: This option is not valid in AFO 223.

Amend volume no(+):This option is only available for multi-part orders.

Once you have finished receiving you can return to the overview screen of the order. An intermediate screen is displayed:



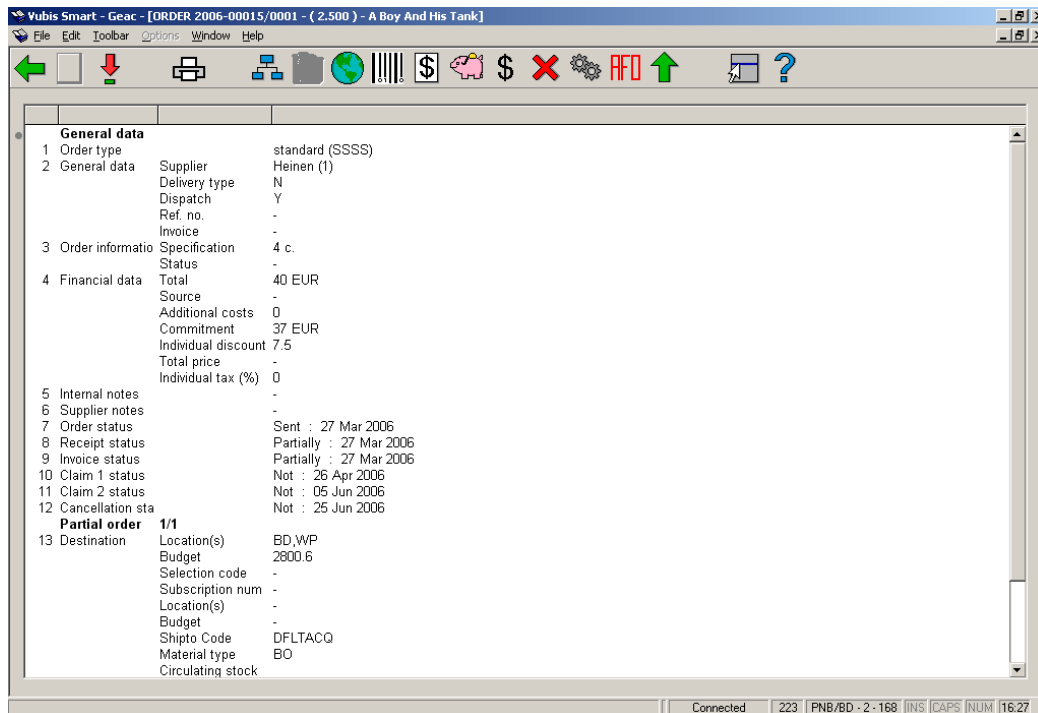
The screenshot shows a dialog box titled "1 - order number 200600015/0001 - All budgets". It contains several input fields and options:

- Individual discount:** A text box containing "7.5%".
- Unit price:** A text box containing "10".
- Individual Tax:** An empty text box.
- Prorate tax:** A group box containing two radio buttons: "Yes" (selected) and "No".
- Prorate other charges:** A group box containing two radio buttons: "Yes" (selected) and "No".
- Apply changes to all lines on this order?:** A checked checkbox.
- Title:** A text box containing "A Boy And His Tank".

On the right side of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

Entered the required information if necessary and click **OK**.

The overview screen of the order is re-displayed:



Depending on whether or not you have received all items, the Invoice status (line 9) will be Completed or Partially. See the Help on AFO 221 for more details on the options of this screen.

Note

It is possible to link an invoice number to an order line, without this order line having been received. This can for instance be used for pro forma invoices.

223.2.1 Receiving restrictions

See the help for AFO 221 for more details on the various restrictions that can apply to receiving.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	May 2006	updates for release 2.4.1 build 16	