

# 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.

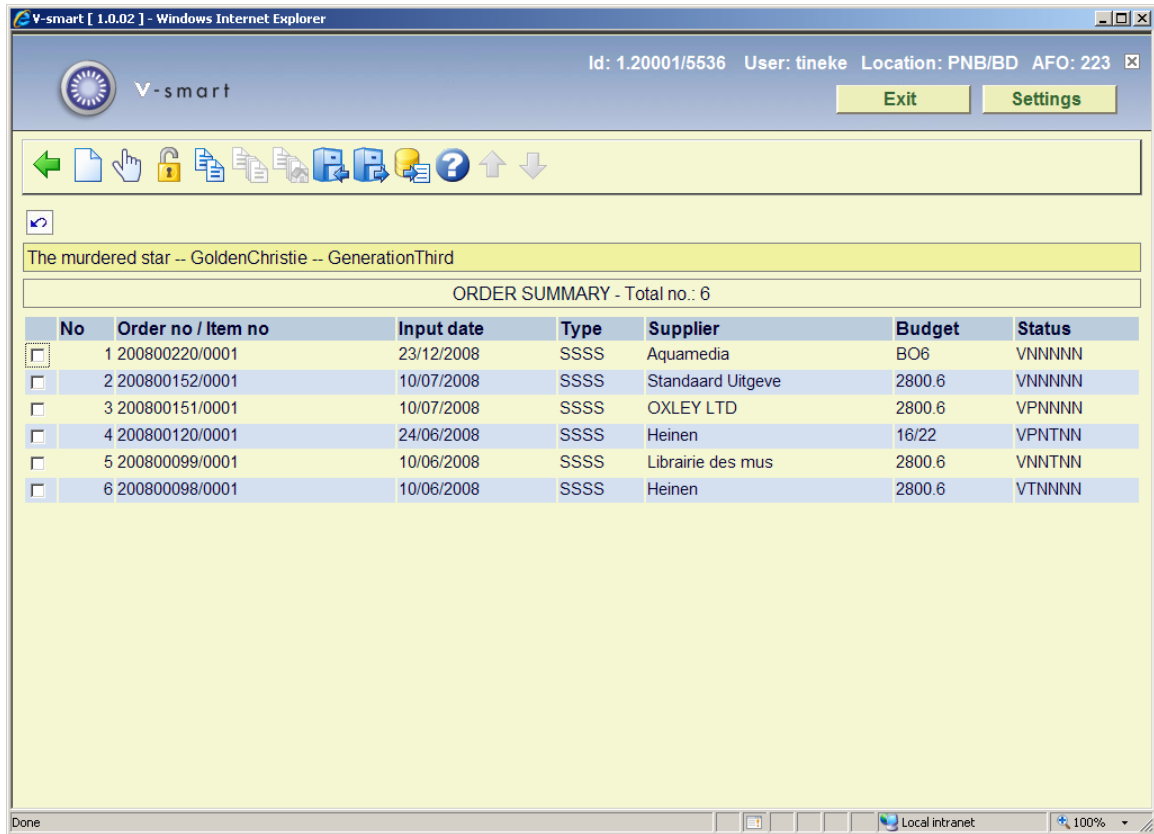
We recommend that you read the section on AFO 231 ('Register invoices') in the introduction for more information on the principles and practice of invoice registration in VUBIS.

### **Let op!**

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

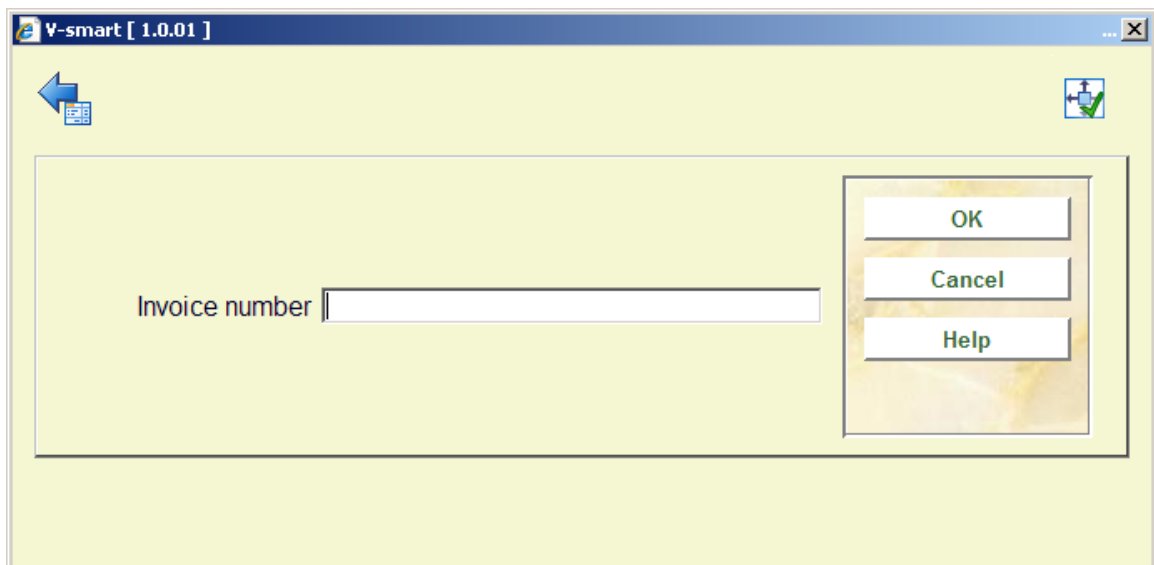
## 223.2 Invoice entry

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.

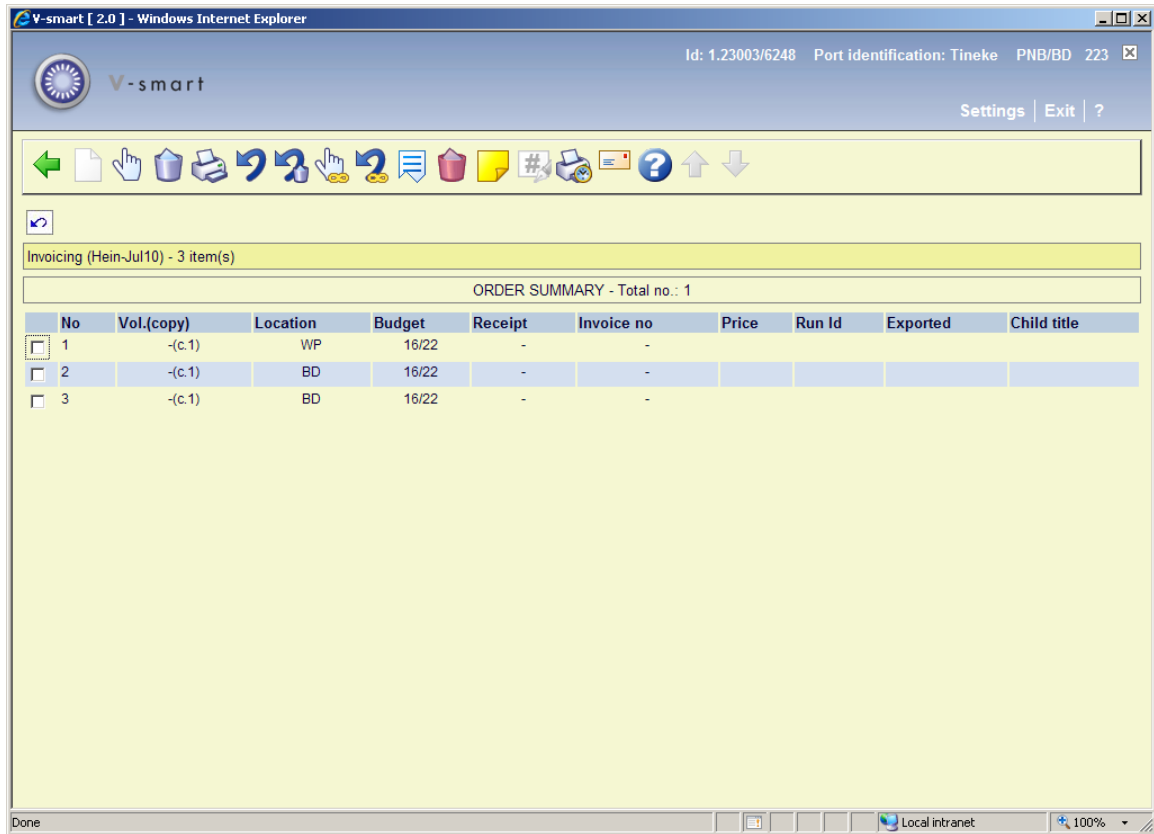


Once you have selected an order, the overview screen of the order will be displayed including a form for entering the invoice number.

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:



## 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.

**Reprint receipts:** Use this option to reprint receipt information. Select which already received items you want to print a receipt slip for. You can make multiple selections from the list of displayed items on the Receiving screen. The system will display a message with the total number of receipts marked for reprint.

Printing of the receipt slips is done either by selecting the **Print** option or exiting the Receiving

**Manual claim:** See the help of AFO 221 (section **221.2.2**) for a description of this option.

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

V-smart [ 1.0.02 ]

1 - order number 200800152/0001 - All budgets

Individual discount

Unit price

Individual Tax

Prorate tax  Yes  No

Prorate other charges  Yes  No

Apply changes to all lines on this order?

Title

OK

Cancel

Help

http://ontwikkeling/sm100devcentral/ClientBody.csp?ClientId=1.20001 Local intranet

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

The overview screen of the order is re-displayed:

The screenshot shows the V-smart web application interface. At the top, the browser title is 'V-smart [ 2.0 ] - Windows Internet Explorer'. The page header includes 'V-smart' logo, 'Id: 1.23001/1528', 'Port identification: Tineke PNB/BD 223', and 'Settings | Exit | ?'. Below the header is a toolbar with various icons. The main content area displays 'Invoicing (12345) - 10 item(s)' and 'ORDER 200900013/0001 ( 2.500 ) - A Boy And His Tank'. The data is organized into sections with expandable/collapsible checkboxes:

- General data** (checked):
  - 1 Order type: standard (SSSS)
  - 2 General data:
    - Supplier: Standaard Uitgeverij (3)
    - Delivery type: N
    - Dispatch: Y
    - Ref. no.: -
    - Invoice: -
    - Donor: -
    - External number: -
    - Bookseller: -
    - Control number: -
    - 8 Exported: 123 Oct 2009 15:11:31
    - Export category: -
    - Rec/Can export blocked: -
    - Specification: 0 c.
  - 3 Order information:
    - Status: -
  - 4 Financial data:
    - Total: 0 EUR
    - Source: -
    - Additional costs: 0
    - Commitment: 0 EUR
    - Individual discount %: -
    - Total price: -
    - Individual tax (%): 0
    - Taxcode: -
  - 5 Internal notes: -
  - 6 Supplier notes: -
  - 7 Order status: Sent : 06/05/2009
  - 8 Receipt status: Partially : 06/05/2009
  - 9 Invoice status: Partially : 24/06/2010
  - 10 Claim 1 status: Completely : 26/06/2009
  - 11 Claim 2 status: Not : 10/08/2009
  - 12 Cancellation status: Not : 09/09/2009

At the bottom, it shows 'Partial order' and '1/2'. The status bar at the very bottom indicates 'Done', 'Local intranet', and '100%' zoom.

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**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
1.0	July 2008	Creation	
2.0	January 2009	new screen shot for parent/child orders	
3.0	May 2009	replaced screen shot for new View Bib option part of 2.0 updates	
4.0	July 2010	New option to reprint receipt slips; replaced screen shot for new Current Supplier option & new Renewal option part of 2.0.06 updates	