

SUMMARY CREDITOR INVOICE



Application	ChreosClient – Chreos 3
Module	Creditors
Access	“Creditors Summary invoice”
Minimum service pack	SP37
This document	Creditor Summary Invoice Ref 4.2 Published May 2004

Overview

“Summary creditor invoice” allows you to enter summary data from non-stock related invoices.

Details Displayed

- **Supplier.** Select the required supplier. Refer to “Creditor search (1.4)”
- **Balance.** The current balance of the selected supplier.
- **Credit Limit.** The credit limit of the selected supplier.
- **Warning.** Any warning or comment that has been entered about the selected supplier.
- **Date.** Enter the date of the invoice.
- **Doc #.** Enter the invoice number. Note: If this invoice number has already been entered for the selected creditor a warning message will alert the user to this. The number can be used again but it is recommended that the user check whether or not the invoice has been previously entered.
- **Date Due.** Enter the date that payment is due by.
- **Total Amount.** Enter the amount of the invoice.
- **Notes.** Enter any notes required about the invoice.
- The grid displays how the invoice is entered and the accounts that amounts are allocated against:
- **Account Code** – The code of the account.
- **Account Name** – The name of the account.
- **Account Type** – The type of account that the selected account is.
- **Amount** – The amount that has been allocated to the selected account.
- **Variance Account.** The amount that is still to be allocated is displayed underneath the grid.
- **Account Code & Name.** Select the required account. Refer to “Account search (1.5)”.

- **Amount.** Enter the amount of the invoice that is being allocated to the selected account.
- **Tax Type.** Enter the type of tax that applies to the amount.
- **Tax Rate.** Select the rate of tax that applies to the amount.

To Add a Summary Invoice

- Select the supplier.
- Enter the required document details.
- Click the [Add] button.
- Select the required account.
- Enter the required details.
- Click the [Save] button.
- Repeat this process if there is more than one account for the invoice to be allocated against. For example there may be an invoice that consists of \$56.00 that is allocated to a stationary account and \$8.50 that is allocated to a freight account. In this case the process will need to be carried out twice.
- Once you have entered all of the invoice details click the [Process] button.

To Edit the Details of a Summary Invoice

- Select the required line on the grid.
- Click the [Edit] button.
- Make the required changes.
- Click the [Save] button.
- Note: Details can only be edited before the transaction has been processed.

When to Use a Summary Invoice

- For business expenses, ie non-stock related expenses. For example, the telephone or electricity bill or an invoice for office stationary.

When Not to Use a Summary Invoice

- For stock related expenses. These will need to be processed through “Creditors | Inwards goods” or “Creditors | Summary inwards goods” as each item will need to be recorded separately. Refer to “Summary inwards goods (4.4)” and “Inwards goods (4.5)”.

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