

<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Creditors
<b>Access</b>	“Creditors   Summary inwards goods”
<b>Minimum service pack</b>	SP37
<b>This document</b>	Summary Inwards Goods Ref 4.4 Published May 2004

## Overview

“Summary inwards goods” allows you to enter a summary of a stock related invoice. This can be used as an alternative to “Inwards Goods (4.5)”.

## Details Displayed

- **Supplier.** Select the required creditor. Refer to “Creditor search (1.4)”.
- **Balance.** The current balance with the creditor will be displayed.
- **Warning.** A comment or warning about the creditor.
- **Date.** Enter the date of the invoice.
- **Document #.** Enter the invoice number. Note: If the invoice number entered here has already been entered for the selected creditor a warning message will alert the user to this, however it is possible to complete the transaction using this number.
- **Date Due.** Enter the date that the payment is due.
- **Tax Type.** Select the type of tax used for the invoice.
- **Tax Rate.** Select the rate of tax used for the invoice.
- **Amount.** Enter the total amount of the invoice.
- **Tax Content.** This amount will be calculated automatically based on the ‘Tax type’ and ‘Tax rate’ unless ‘Manual’ is selected for the ‘Tax type’. If ‘Manual’ is selected, enter the tax content of the invoice.
- **Total Value.** The total value of the invoice will be displayed. This will be calculated automatically.
- The grid displays the ‘Item code’, ‘Item name’, ‘Quantity’ and ‘Unit price’ item’ for each item it is entered.
- **Name.** The name of the item will be displayed once an item is selected. .
- **Sell Price.** The selling price of the item.
- **Item.** Select the item. Refer to “Item search (1.2)”.

- **New Item.** Click the [New Item] button if you want to create a new item based on an existing template. The “Create new item based on template” screen will appear. The following details will be displayed:
  - **Item Code** – Enter the code of the new item.
  - **Item Code 2** – Enter the second code for the new item. Note, this will only be displayed if you have set Chreos to use ‘Item 2’ in “Setup (9.1)”.
  - **Name** – The name of the new item.
  - **Sell** – Enter the selling price of the new item.
  - **Template** – Select the template that the new item will be based on.

Once you have entered the item details click the [Save] button. For further information on creating templates refer to “Stock templates (5. 20)”.
- **Quantity.** The quantity of the item that has been received.
- **Unit price.** The price of the item per unit.
- **# to Print Now.** Select the number of copies of the invoice to be printed when the invoice is saved. This will default to the number setup in “Printing setup (9.3)”.

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## To Add & Process an Invoice

- Click the [Add] button.
- Select the supplier.
- Enter the required details.
- Select the item/s and enter the quantity and unit price for each.
- Click the [Save] or [Save + Add] button. Click the [Save] button once all of the items have been entered.
- Click the [Process] button.
- Once the invoice has been processed the “View client orders” screen will appear. If any goods received exist as client orders this screen will display the details of those orders. If there were no orders the screen will disappear. Refer to “View client orders (3.17)”.

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## To Edit an Item’s Details

- Select the required item on the grid.
- Click the [Edit] button.
- Make the required changes.
- Click the [Save] button.
- Note: The invoice details (date, tax details etc), can be edited at any point.

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## To Delete an Invoice Line

- Select the menu option “Creditors | Creditor management”.

- Select the required creditor on the “Creditors” tab page and select the “Transactions” tab page on the right-hand side.
- Select the “Document” tab page on the left-hand side.
- Select the line to cancel.
- Click the [Cancel] button.
- A confirmation message will confirm that the line is to be deleted.
- Click the [Ok] button.
- Note: If the order has been converted into a packing slip or order a line can not be cancelled.

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### To Return Goods to the Supplier

- Enter the details as when an invoice is being entered but enter the quantity as a negative value.
- When the invoice is saved a confirmation screen will appear asking ‘Do you really want to return goods to supplier?’ Click the [OK] button.
- Process as normal.

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### When to Use Summary Inwards Goods

- For stock related invoices without complicated functionality needed.

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### When Not to Use Summary Inwards Goods

- For non-stock related invoices. For example business expenses such as the electricity bill or stationary account.
- For stock related invoices with complicated features such as foreign currency. In this case “Inwards goods (4.5)” would be used.
- When converting an order into a packing slip or invoice. In this case “Inwards goods (4.5)” would be used.

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