

## Purchase Invoice Overview

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### **Purpose of this document**

This document explains how to use the Purchase Invoice functionality in Ceres.

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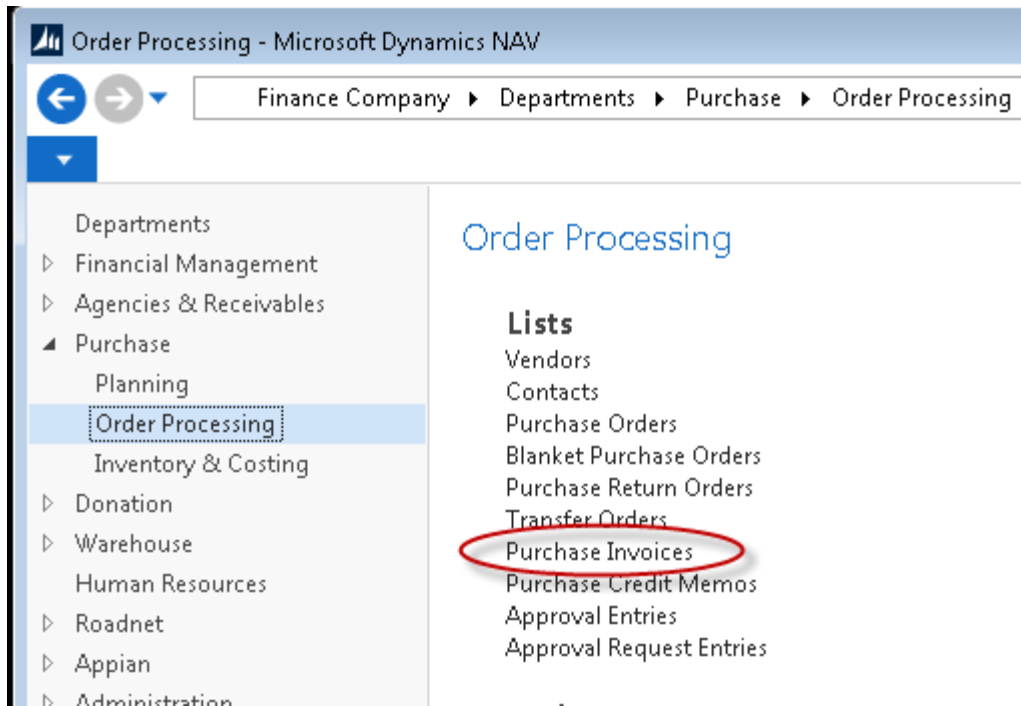
## Purpose

Generally, Purchase Orders are used for transactions involving inventory and Purchase Invoices for other types of purchase transactions. Entering and posting transactions directly from a Purchase Invoice means that the receiving function is not included. Using Purchase Invoices alone is most relevant when recording non-inventory related transactions, such as utilities, services or office supplies.

*Ceres object release 4.00.00 is required for some of the functionality described in this document.*

## Creating Purchase Invoices

1. Purchase Invoices can be accessed from Departments → Purchase → Order Processing → Purchase Invoices.



2. Click New in the Action Pane.

Purchase Invoices - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Purchase ▶ Order Processing ▶ Purchase Invoices

HOME ACTIONS NAVIGATE

New Edit View Delete Post Post and Print Post Batch... Statistics Show as List Show as Chart OneNote Notes

Departments

- ▶ Financial Management
- ▶ Agencies & Receivables
- ▲ Purchase
  - ▶ Planning
  - ▶ Order Processing
  - ▶ Inventory & Costing
- ▶ Donation
- ▶ Warehouse
- ▶ Human Resources
- ▶ Roadnet
- ▶ Appian
- ▶ Administration

Purchase Invoices ▾

No.	Buy-from Vendor No.	Buy-from Vendor Name	State
CCI-0079	V000202	Southwest Airlines	AZ
CCI-0083	V000202	Southwest Airlines	AZ
CCI-0085	<u>V000059</u>	American Restaurant	MO
CCI-0086	V000202	Southwest Airlines	AZ
CCI-0087	V000202	Southwest Airlines	AZ
CCI-0088	V000096	Southwestern Bell Telephone	Mo
CCI-0089	V000202	Southwest Airlines	AZ

## Purchase Invoice Header

1. If Manual Numbers are used, enter the Purchase Invoice number or tab through the No. field if you have assigned a document number series for Purchase Invoices.
2. Enter the Buy-from Vendor No. or use the lookup button  to select the Buy-from Vendor No. from the Vendor List. After tabbing off of this field, a number of fields will automatically be filled in (Buy-from Vendor Name, Buy-from Address, Buy-from City, Buy-from State, Buy-from ZIP, etc.).
3. In the "Document Date" field, enter the invoice date from the vendor's document. Ceres will calculate the "Due Date" for this invoice by using this date and the vendor's payment terms which are displayed on the Invoicing tab.
4. Before posting, the Vendor Invoice No. field is a required field and must be filled in. This number will print on the check stub when the vendor payment is made.
5. Fill in the other fields on the Header as needed

CCI-0098 · Southwestern Bell Telephone

**General**

No.: CCI-0098  
 Buy-from Vendor No.: V000096  
 Buy-from Vendor Name: Southwestern Bell Telephone  
 Buy-from Address: 500 E 8th Street  
 Buy-from City: Kansas City  
 Buy-from State: Mo  
 Buy-from ZIP Code: 64106  
 Buy-from Contact:  
 Phone No.:  
 Extension:

Posting Description:  
 Grant No.:  
 Posting Date: 11/18/2013  
 Document Date: 11/18/2013  
 Vendor Invoice No.: 5464646546  
 Order Address Code:  
 Responsible Person Code:  
 Fund No.: UR  
 Assigned User ID:  
 Status: Open  
 Last Modified By:

Vendor Statistics

Vendor No.: V000096  
 Balance (\$): 5,000.00  
 Outstanding Ord...: 0.00  
 Amt. Rcd. Not Inv...: 0.00  
 Outstanding Invo...: 796.15  
 Total (\$): 5,796.15  
 Overdue Amount...: -5,000.00  
 Gross Weight: 0.00  
 Invoiced Prepay...: 0.00

Buy-from Vendor Hi...

Vendor No.: V000096  
 Orders: 0  
 Invoices: 5  
 Return Orders: 0  
 Credit Memos: 0  
 Pstd. Return Ship...: 0  
 Pstd. Receipts: 0  
 Pstd. Credit Mem...: 0

Notes

[Click here to create a new note.](#)

**Lines**

Type	No.	Description	Quantity	Unit of Measur...	Direct Unit Cost	Excl. Tax
G/L Account	566000	BELL TELEPHONE	1		159.23	

Invoicing: V000096 | 30 | 12/18/2013  
 Shipping:

## Purchase Invoice Lines

1. Select the appropriate Type from the drop down list. In the case of Purchase Invoices, G/L Account would be the normal selection.
2. Enter the Account No. you wish to post to or hit F4 to get a list of your Accounts. Although the name of the GL Account pops into the "Description" field by default, you can use the "Description" field to add any relevant notes or other descriptive text regarding the transaction. If the Post PO/PI in Detail is toggled in the Purchases & Payables Setup, then the Description entered on the Invoice Lines will post in detail to the General Ledger Entries and the Vendor Ledger Entries.
3. Enter the quantity in the 'Quantity' field (usually 1).
4. Enter the Direct Unit Cost. This value will be multiplied by the value in "Quantity", and be automatically entered in "Line Amount Excl. Tax" field Ceres.
5. Fill in the other fields on the Line, as needed.
6. Enter additional lines, if needed.

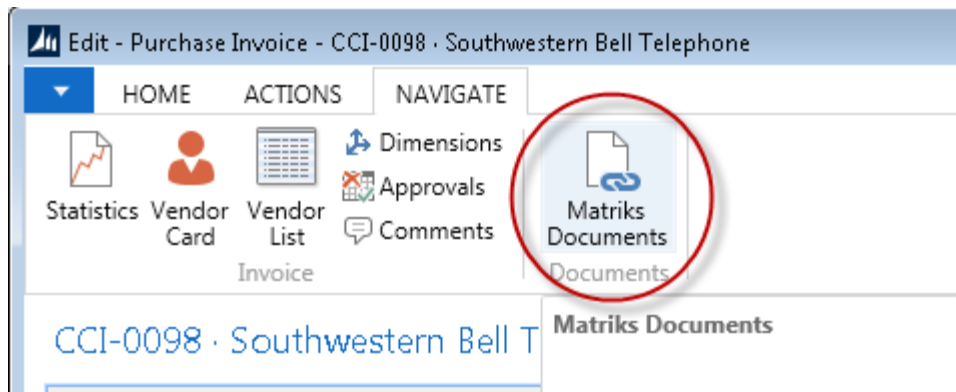
Type	No.	Description	Quantity	Direct Unit Cost Excl. Tax	Department Code
G/L Account	566000	BELL TELEPHONE	1	159.23	1000
G/L Account	566000	Telephone Service	1	65.00	2000

7. Be sure to confirm that all the data has been entered correctly, especially paying attention to the G/L Account No. and Direct Unit Cost and then Post or Post & Print the document.

### Attaching PDF Documents to the Purchase Invoice

Prior to Posting the Purchase Invoice, you can upload and attach a PDF copy of the Purchase Invoice. This document will then be available to attach to the AP Check.

1. From the Purchase Invoice, click Related Information → Invoice → Matriks Document



2. Click Import to browse to the location of the PDF document you wish to upload.
3. You can upload multiple documents by repeating the step above. Click OK when done.

### Related Topics:

1. Purchase Order Overview
2. Purchase Credit Memo Overview
3. Document Management – Matrix Doc