



Purchase Invoice Overview

Purpose of this document

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.

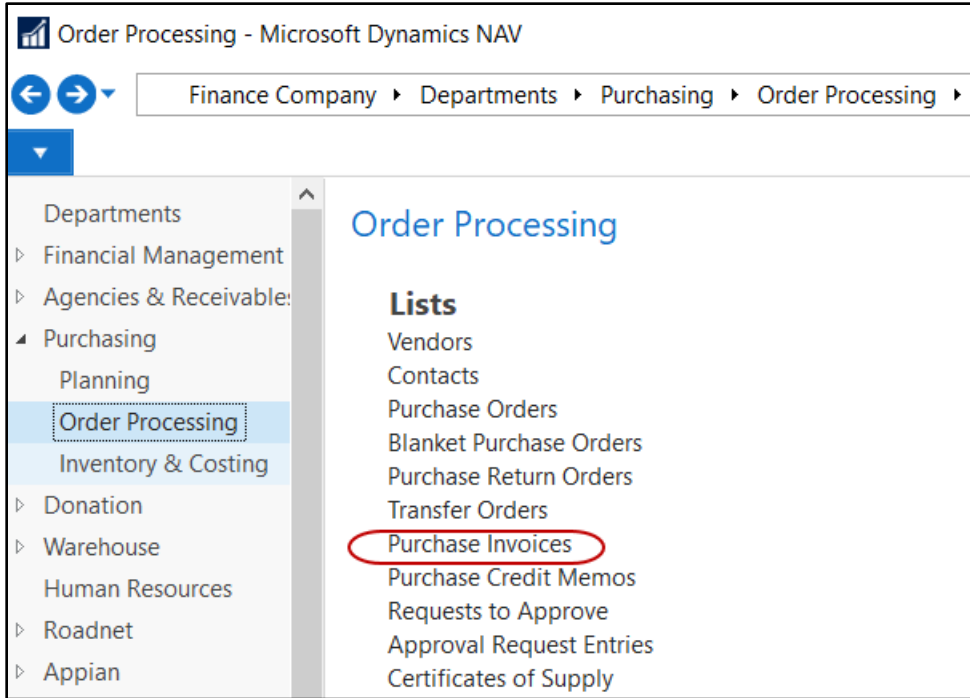
Ceres Object release 5.00.00 is required for the functionality described in this document.

Table of Contents

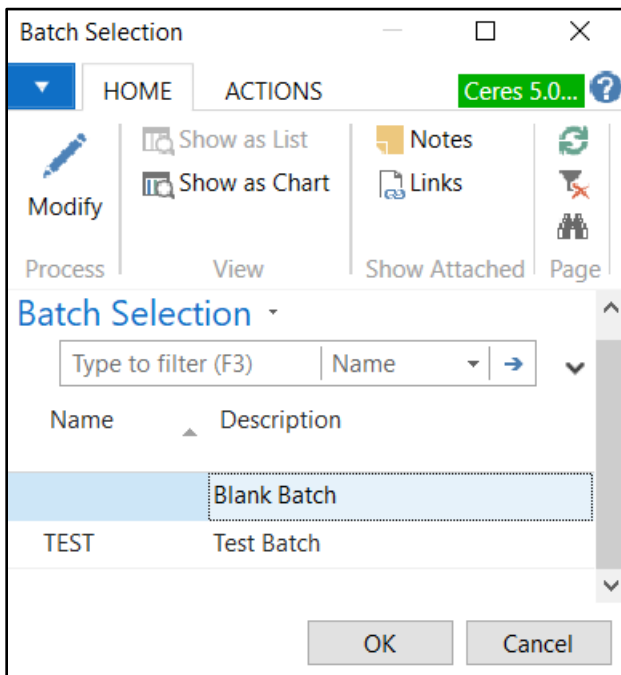
- CREATING PURCHASE INVOICES 3**
- PURCHASE INVOICE HEADER 4
- PURCHASE INVOICE LINES 5
- ATTACHING DOCUMENTS TO THE PURCHASE INVOICE 6
- RELATED TOPICS 8**

Creating Purchase Invoices

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



2. If you are using batches, select your batch from the batch list; otherwise click Cancel.



- A list of open purchases invoices that exist within Ceres will display. Select one from the list to edit or create a new order.

Purchase Invoices - Microsoft Dynamics NAV

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

HOME ACTIONS NAVIGATE

New Manage Process Invoice Request Approval

Departments

- Financial Management
- Agencies & Receivable
- Purchasing**
 - Planning
 - Order Processing
 - Inventory & Costing
- Donation

Purchase Invoices Type to filter (F3) No. Limit totals: ".04/03/20

No.	Posting Date	Buy-from Vendor No.	Buy-from Vendor Name	State
PUR-1290	3/31/2020	V000003	Cargo Master, LLC	TX
PUR-1286	3/30/2020	V000003	Cargo Master, LLC	TX
CCI-0108	3/30/2020	V000004	Adelman-Fisher	MO

Purchase Invoice Header

- To create a new purchase invoice, Home → New.

Purchase Invoices - Microsoft Dynamics NAV

Departments ▶ Purchasing ▶ Order Processing ▶ Purchase Invoices

HOME ACTIONS NAVIGATE

New Manage Process Invoice Request Approval

- Press the Enter key to have Ceres automatically assign the next document number in the No. field. This will also fill in the Posting Date, Order Date, and Document Date by using the Work Date.

3. In the Vendor No. field, enter the vendor number or use the lookup to select the vendor from the list. The vendor's name, address, contact, and fund. will flow from the Vendor Card.

PUR-1292 · CDW Direct, LLC

General

No.:	PUR-1292	...	Posting Description:	Invoice PUR-1292
Vendor No.:	V000015	▼	Grant No.:	▼
Buy-from			Posting Date:	4/4/2020
Vendor Name:	CDW Direct, LLC		Document Date:	4/4/2020
Vendor Name 2:			Due Date:	5/4/2020
Address:	P.O. Box 75723		Vendor Invoice No.:	5195798
Address 2:			Vendor Order No.:	
City:	Chicago	▼	Responsible Person Code:	▼
State:	IL		Alternate Vendor Address Code:	▼
ZIP Code:	60675	▼	Fund No.:	UR
Contact:		▼	Assigned User ID:	▼
Phone No.:			Status:	Open
Extension:			Last Modified By:	ESOPRO\KJK

4. 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 FastTab.
5. 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.
6. Fill in the other fields of the on the Header as needed

Purchase Invoice Lines

1. Move to the lines of the purchase invoice.
2. Select the appropriate Type from the drop down list. In the case of purchase invoices, G/L Account would be the normal selection.
3. Enter the account number you wish to post to or hit F4 to get a list of your accounts. Although the name of the G/L 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.

4. Enter the quantity in the Quantity field (generally 1).
5. Enter the Direct Unit Cost. This value will be multiplied by the value in the Quantity field, and automatically update the Line Amount Excl. Tax field.
6. Select the dimension values that apply to the item for this invoice. If you inputted a Department Code and Project Code on the Invoice Details FastTab, the values will flow to the lines.
7. Fill in the other fields on the Line, as needed.
7. Enter additional lines, if needed.

PUR-1292 · CDW Direct, LLC

General		CDW Direct, LLC	4/4/2020	5/4/2020	
Lines ⚙					
Line Find Filter Clear Filter					
No.	Description/Comment	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Department Code
510500	Small Equipment Purchases	1	1,548.32	1,548.32	4000
511000	Software/ Hardware Support	1	250.00	250.00	4000

8. 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 invoice.

Attaching Documents to the Purchase Invoice

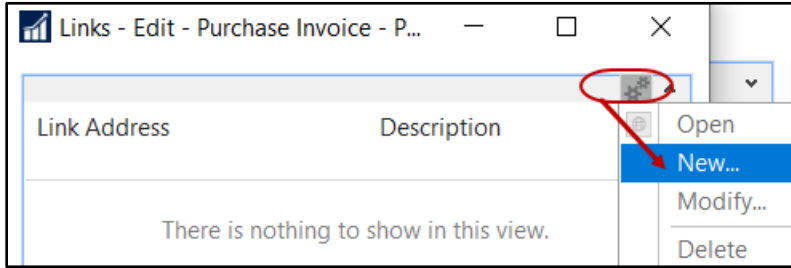
Prior to posting the purchase invoice, you can attach (link) a pdf copy of the vendor's invoice. This way attached documents are readily available for future reference.

1. From the purchase invoice, Select Home → Show Attached → Links.

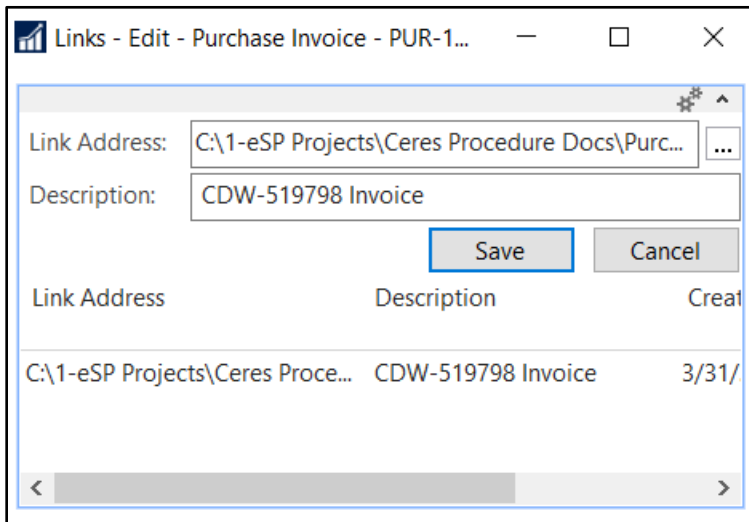
Edit - Purchase Invoice - PUR-1286 · Cargo Master, LLC

HOME	ACTIONS
<p>View ✂</p> <p>Manage</p>	<p>Release 🔄</p> <p>Process</p> <p>Statistics 📊</p> <p>Vendor Card 👤</p> <p>Dimensions 📏</p> <p>Invoice</p> <p>Approvals 📋</p> <p>Send Approval Request 📧</p> <p>Request Approval</p> <p>View 📄</p> <p>Select 📊</p> <p>Create from File...</p> <p>Incoming Document</p> <p>Notes 📝</p> <p>Links 🔗</p> <p>Show Attached</p>

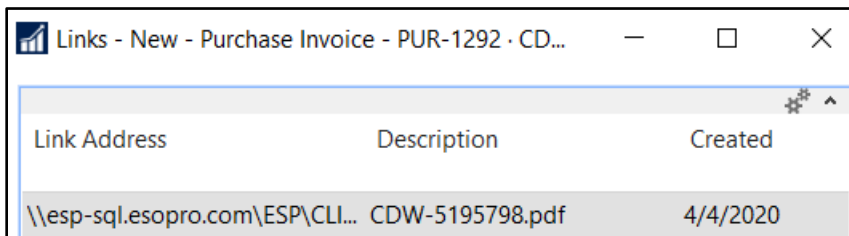
- From the Links Page, select Actions → New.



- In the Link Address field, browse to where you saved the pdf copy of the vendor's invoice. In the Description field enter a short description to identify the file that is linked. Click Save to save the link.



- Once saved, the linked document will display as follows. The document be opened, modified, or deleted by clicking on Actions and then selecting Open, Modify, or Delete.



5. The linked document can also be opened, modified, or deleted from a posted purchase invoice by selecting Home → Show Attached → Links.

PUR-1292 · CDW Direct, LLC

General

Parent Vendor No.:

Vendor: [CDW Direct, LLC](#)

Contact:

Posting Date: 4/4/2020

Due Date: 5/4/2020

Links - Edit - Posted Purchase Invoice - PUR-129...

Link Address	Description	Created
brdLinks\CDW-5195798.pdf	CDW-5195798.pdf	4/4/2020

Related Topics

1. Purchase Order Overview
2. Purchase Order and Invoices with Grants
3. Purchase Credit Memo Overview