

Supplier Invoices

Supplier Invoices are the invoices you receive from your Supplier. They include all of the costs incurred on a job, and need to be captured into Chase, typically against Purchase Orders issued to suppliers. They enable reporting, and provide an accurate indication of how profitable a job is.

Contents

- Capturing a Supplier Invoice
- Supplier Invoice Popular Topics

Screen layout

Create Supplier Invoice dialog

There are 4 options for populating the Supplier Invoice values. These options can be accessed with unique shortcut letters. The options are:

- M - Capture amount Manually: Sets values to zero and allows you to enter an amount to capture.
- F - Capture the Full / Outstanding Value of the Purchase Order: Enters the full remaining amount to be captured (default selection).
- 5 - Capture 50% of the Purchase Order: Populates 50% of the Purchase Order value.
- O - Capture other % of the Purchase Order: Allows you to enter a percentage of the Purchase Order to capture (e.g. 25%, or 75%)

Item	To be Captured	Tax Amount	Invoiced to Date	Ordered	%Mkup	With Mkup
Print	0.000		30,000.000	30,000.000	5%	31,500.000
<input checked="" type="checkbox"/> Courier	1,380.000		1,620.000	3,000.000	20%	3,600.000
Summary						
	1,380.000	0.000	1,620.000	3,000.000	12.5%	3,600.000

Supplier Invoice screen

Work Type	Business Unit	%Markup	Units	Tax Free	Amount
AAA Clearance ext		10			5,000.00
Summary					
				0.00	5,000.00

Field Help

Buttons and Fields	Description
--------------------	-------------

Go To	Click for quick access to the related Job and PO pages.
Supplier	The selected supplier to order from.
Attention	The supplier contact whom you are dealing with for this order.
ID Number	The supplier contact person's ID number. Only applicable when capturing contractor invoices.
Description	Automatically populated with the detail from the Job Bag, which is usually a combination of the Product and Element fields.
Delivery Address	The delivery address for ordered items, from the Purchase Order.
Details	A space to provide more information about what the Supplier Invoice is for.
Invoiced	This is the date captured as per the Supplier Invoice.
Payment Date	Payment date populates when the invoice is marked as Paid.
Quote No	The quote number from the PO, as received from the Supplier.
Status	The Status indicates the document's current point in its life cycle.
Category	Displays the Job Category.
PO No	The PO number from which the supplier invoice was captured.
Issuer	The person who captured the supplier invoice.
Terms	Displays the agreed payment terms with the supplier.
Export Date	The date on which the supplier invoice was exported to the relevant accounting system.
Add Line button	Allows you to add costs to be captured, if the Supplier Invoice is in Draft status.
Work Type	The description of the line item. This indicates the type of work to be carried out and is useful for reporting.
Business Unit	Business units define the areas of focus within an agency, and determine reporting dimensions for line items. These can be set up based on any characteristic, such as location (eg. region or city), nature of business (eg. Activation or Digital), department, division, etc...
%Mkup	Displays the markup percentage from the CE. Only edited when you need to bill your client according to marked up actual cost.
Units	Enter the quantity of the item to be ordered.
Tax free	Specify any line items that should not attract sales tax, for example tax exempt goods and services.
Amount	The actual amount paid to the Supplier.

