

# Recording the One Invoice number on Multiple Purchase Orders

This document will explain:

- How to record one Vendor Invoice Number on multiple Purchase Orders
- How to reconcile the invoice total to the total value of the Purchase Orders
- How to allocate one payment for an invoice across multiple Purchase Orders

A supplier may provide one invoice number for multiple Purchase Orders (POs). Jim2 will allow users to enter the same invoice number on multiple POs. Each PO will then be displayed in the Creditors area as an individual entry, displaying the Vendor Invoice Number.

There are two main issues in relation to this practice:

1. The total \$\$ value of the POs (that use the same invoice number), needs to equal the total of the invoice.
2. When paying the Vendor Invoice via Creditors, it needs to be considered as one invoice, although there will be multiple line entries.

To assist users with these circumstances:

After adding the one invoice number to multiple POs, ensure the POs are on Received status, then create a list of Received POs, using the **Vend Inv #** field as a filter.

Purchase Order List - 1
⌵ ⌵ ×

PO#	<input type="text"/>	Vend#	<input type="text"/>	Status	<input type="text"/>	Vend Inv#	<input type="text" value="9999"/>	Active	<input checked="" type="checkbox"/>
Our Ref#	<input type="text"/>	From#	<input type="text"/>	Type	<input type="text"/>	Received	<input checked="" type="checkbox"/>	Finished	<input type="checkbox"/>
Mode	<input type="text"/>	Ship#	<input type="text"/>			Unread Email	<input type="checkbox"/>		

Branches					
Branch	<input type="text"/>	SubBranch	<input type="text"/>	GL Dept	<input type="text"/>

<b>Dates</b> Date> <input type="text"/> <input type="text"/> Due> <input type="text"/> <input type="text"/> Inv Date> <input type="text"/> <input type="text"/> Date< <input type="text"/> <input type="text"/> Due< <input type="text"/> <input type="text"/> Inv Date< <input type="text"/> <input type="text"/>	<b>Stock</b> Linked Job# <input type="text"/> Stock# <input type="text"/> Serial# <input type="text"/> Groups <input type="text"/> OR <input type="text"/> Attributes <input type="text"/> OR <input type="text"/>
--	---

<b>Extras</b> Currency <input type="text"/>	<b>Vendor Groups</b> Groups <input type="text"/> OR <input type="text"/>
--	---

Drag a column header here to group by that column

PO#	Status	Type	Mode	Vend#	From#	Vend Inv#	Date	Our Ref#	Total	Curren	Total (AUD)	Due
29	Received	Purchase		COMP.WHOL	COMP.WHOL	9999	20/12/2013		0.00	AUD	0.00	20/12/2013
30	Received	Purchase		COMP.WHOL	COMP.WHOL	9999	20/12/2013		137.50	AUD	137.50	20/12/2013
32	Received	Purchase		COMP.WHOL	COMP.WHOL	9999	23/12/2013		50.05	AUD	50.05	23/12/2013
33	Received	Purchase		COMP.WHOL	COMP.WHOL	9999	23/12/2013		46.20	AUD	46.20	23/12/2013

Click on the **"Show Total"** button at the bottom of the list to display the total of the list and compare it to the Invoice total. If the amounts differ, edit the POs and review. Once the totals match, FINISH each PO.

233.75      233.75

When reviewing the **Creditor Account** (to make payments), use the **"Change Filter"** button to select the Vend Inv # and Jim2 will display only the transactions associated with that Invoice Number.

Filter records

**Purchase Order Filter**

Don't filter      From#

Top

Date range

Vend Inv #

Allocations

**Payments Filter**

Don't filter

Top

Date range

Payment #

Allocations

OK      Cancel

Account Ba

GL Acc.I

**Change Filter**

Account Fee Discount	Paid Now	Balance Due	Date Due
		0.00	17/07/2008
		1307.90	21/07/2008
		24.75	11/12/2013
		1257.91	22/06/2016
		0.00	22/06/2016
		500.00	19/06/2008
		33.00	23/07/2008
		49.50	03/07/2014
		2337.50	26/06/2014
		198.00	10/07/2014
0.00	0.00	23219.86	

Close

Purchase Order List (Purchase#: 9999)										Change Filter	Clear	
	Payment Approved	Vend. Inv #	Pay #	Date	Purchase Amt	Paid Amt	Discount	Account Fee Discount	Paid Now	Balance Due	Date Due	Paid By
	<input checked="" type="checkbox"/>	9999		27/07/2016	137.50	0.00	6.88			130.62	10/08/2016	
	<input checked="" type="checkbox"/>	9999		27/07/2016	50.05	0.00	2.50			47.55	10/08/2016	
	<input checked="" type="checkbox"/>	9999		27/07/2016	46.20	0.00	2.31			43.89	10/08/2016	
									0.00	0.00	0.00	222.06

Auto Payment      Edit      Close

Allocate Payments      Payments      5

For further assistance or information please call Happen support on 02 9570 4696 or email [support@happen.biz](mailto:support@happen.biz)