

Purchase Invoice

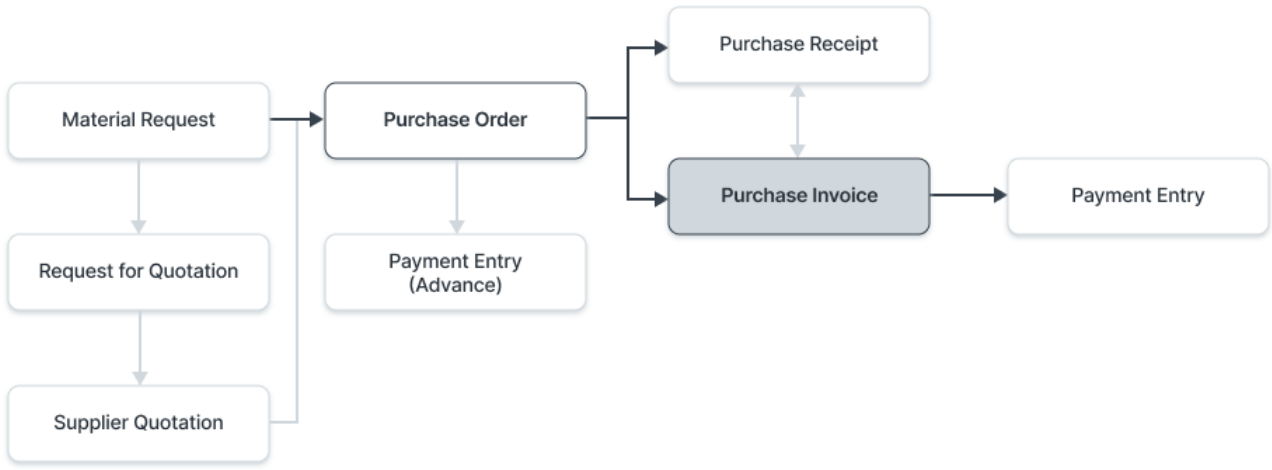
A **Purchase Invoice** represents a bill received from a supplier. Submitting a purchase invoice accrues expenses and creates a payable entry.

To create a purchase invoice:

1. Go to **Home** → **Accounting** → **Accounts Payable** → **Purchase Invoice** and click **New**.
2. Select the **Supplier**; default address and payment terms will be loaded.
3. Set the **Posting Date** and **Due Date**.
4. Add items and quantities; rates and taxes are fetched from the supplier's price list.
5. Save and **Submit** to record the liability. The invoice status will change from *Draft* to *Submitted*. If you tick **Is Paid**, a payment entry will be created automatically.
6. To record a return to a supplier, tick **Is Return (Debit Note)** and link the original purchase invoice.

The screenshot shows a software interface for creating a purchase invoice. At the top, there is a navigation breadcrumb: Accounting > Purchase Invoice > ACC-PINV-2025-00352. A search bar and a 'Help' button are also visible. The main header displays 'MBC TRADING' with a red 'Overdue' status indicator. Below the header, there are several action buttons: 'Create', 'View', navigation arrows, a print icon, and a 'Cancel' button. The form is divided into several tabs: 'Details', 'Address & Contact', 'LHDN Details', 'Annexure', 'Payments', 'Terms', 'More Info', and 'Connections'. The 'Details' tab is active, showing fields for 'Supplier' (MBC TRADING), 'Date' (13-11-2025), 'Company' (NEBULA SYSTEMS SDN BHD), 'Posting Time' (12:43:32), 'Due Date' (13-11-2025), and 'e-Invoice Type' (Self-billed Invoice). On the right side of the form, there are four checkboxes: 'Is Paid', 'Is Return (Debit Note)', 'Is Rate Adjustment Entry (Credit Note)', and 'Apply Tax Withholding Amount'. Below the main form, there is a 'Supplier Invoice' section with a 'Supplier Invoice Control' field set to 'Single self-billing is required'. On the left side of the form, there are several utility buttons: 'Assigned To', 'Attachments', 'Tags', and 'Share', each with a plus sign. Below these, there are social media-style icons for 'Follow' and 'FOLLOW', and two lines of text indicating when the user last edited and created the invoice (3 weeks ago).

The following process flow diagram shows the typical purchasing process: **Material Request** → **Purchase Order** → **Purchase Receipt** → **Purchase Invoice** → **Payment Entry**. You can hold or block a purchase invoice using the **Hold Invoice** button if there are issues such as quality inspection failures or credit limits.



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