

ENTERING SUPPLIER INVOICE (SI)- STAGE 2 - XERO SECTION

THIS IS OLD GUIDE FROM 2015 - DONT USE

LINK TO GUDIE FOR THIS FROM
NOVEMBER 2024 MATT

(updated 28/1/15)

PRIOR TO THIS STEP

Ok we have received suppliers invoice ,details match and we have entered details into pinnacle
we now need to enter details into XERO

its important that pinnacle details match the xero details ,
We must make sure that credit done in pinnacle are matched in XERO so we dont pay for items that are returned

SET UP

You should be using double monitors
you should have access to dropbox on your p.c (not via remove connection)

PROCESS

LINK TO THE VIDEO

this is a dual screen process - have the suppliers invoice open on 2nd moniter ,
look at it , note if it has already been paid by cheque or other method

OPEN XERO

ACCOUNTS-PURCHASES -NEW

- SUPPLIER NAME** - Enter as per invoice - if issue see guide for adding/editing contacts
- DATE** - Note this is the invoice date , not todays date !!
- DUE DATE** - This should default depending on supplier ,so no need to enter into this cell
- REFERENCE** - This is the suppliers invoice number
- TOTAL** - This is the total invoice amount

ITEM - leave this blank

DESCRIPTION - we want to note the JJ P.O number and the summery of item description , so ideally note the details off the top line if pinnacle invoice from supplier

QTY (quantity)- this is always 1

UNIT PRICE - is the price for that item on the invoice INCLUDING GST, (note if there are multiple lines and separate item prices on suppliers invoice we will add multiple lines on our xero invoice)

if multiple items on the invoice then the unit process will all equal the total price , note freight is entered as seperate line if it was added

ACCOUNT - double click this will b preset according to supplier - (if not contact should be updated - see seperate task , default for all SI invociess is 51100- P.O JJAP)

JJ AUTO PARTS - leave this blank

ATTACH COPY OF SUPPLIERS PDF TO ENTRY -

APPROVE ONCE YOU ARE DONE (Approve and add another if doing multiple)

Bill will show as approved once all done (SE IMAGE BELOW)

Move the suppliers PDF File to the completed sub box

Purchases > Bills >

Bill 155887

Add another bill

Bill approved

Awaiting Payment

?

Print PDF

1

Bill Options

From

ALL GM AUTO PARTS RECYCLERS (BROOKVALE SPARES) - 30 DAY - EFT

No address

Add address

Date

28 Jan 2016

Due Date

16 Mar 2016

Reference

155887

Total

645.00

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	JJ Autoparts	Amount AUD
	p.o97971, 2010 hiace r front door	1.00	586.36	P.O JJAP	GST on Expenses		586.36
Subtotal							586.36
Total GST 10%							58.64
TOTAL							645.00

Make a payment

Amount Paid

645.00

Date Paid

Paid From

Reference

Add Payment

History & Notes

Approved by Matthew Perfrement on 31 Jan 2016 at 9:30a.m.

155887 from ALL GM AUTO PARTS RECYCLERS (BROOKVALE SPARES) - 30 DAY - EFT for 645.00.

Show History (3 entries)

Add Note

CHECKING YOUR WORK

Sometimes (not always) you want to just double check what you did

this video shows how you can do that

LINK TO VIDEO HOW TO CHECK IN SI ON INVOICE JUST ENTERED

CAPRICORN INVOICES

These will have contact with CAP on the end of name

they are automatically paid from our account

SEE VIDEO GUIDE how to do

FAQ