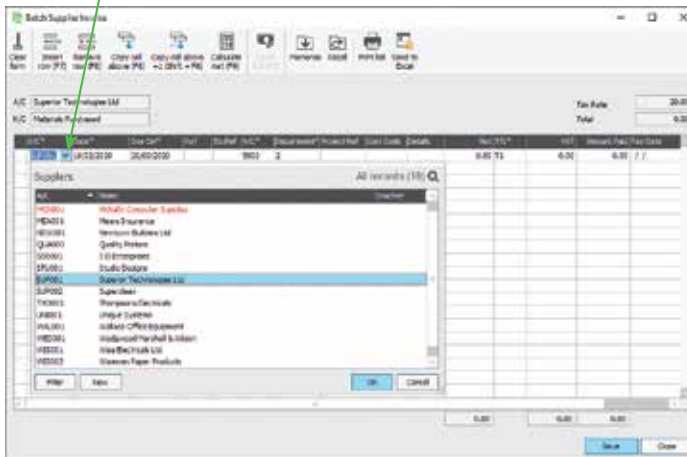


Recording Supplier Invoices

Invoices received from your suppliers can be entered a few at a time using the Batch Supplier Invoice window. You have full flexibility using this option, such as posting each invoice item to a different Nominal Account if need be, or allocating to a different VAT code, such as from default VAT to zero VAT. To enter invoices, do the following:

- 1 From the Suppliers toolbar, click Batch invoice to bring up the Batch Supplier Invoice window
- 2 Click here and select the supplier Account Code



- 3 Enter the Date and other invoice details, amending the Nominal (N/C) and Tax (T/C) Codes if necessary
- 4 Enter the invoice number in the Ref field
- 5 Add additional supplier invoices as required
- 6 When finished, click Save and Yes to update the Nominal Ledger and supplier details (details posted), then Close
- 7 To check the invoice details entered have been accepted, note that the supplier record now displays a new balance



Always check that the correct Tax Code has been selected for the VAT to avoid errors later. Sage 50 enters T1 (standard rate) for you by default. You may need to change this to T0 for transactions that are zero rated or to T9 for any not involving VAT.



Remember that with batch invoices, no printouts are generated of the transaction entered. Use activity reports if you require a paper copy.



“Posting” means updating the Nominal Ledger and relevant supplier’s details. If you do not wish to save this batch, choose the Clear form button and start again.