Supplier invoices

Fix Me! A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the forum.

Recording supplier invoices is not mandatory in Gestan: if you wish to manage your disbursements, you can simply record directly, possibly by breaking down the entries according to the rate of VAT or accounting codes.

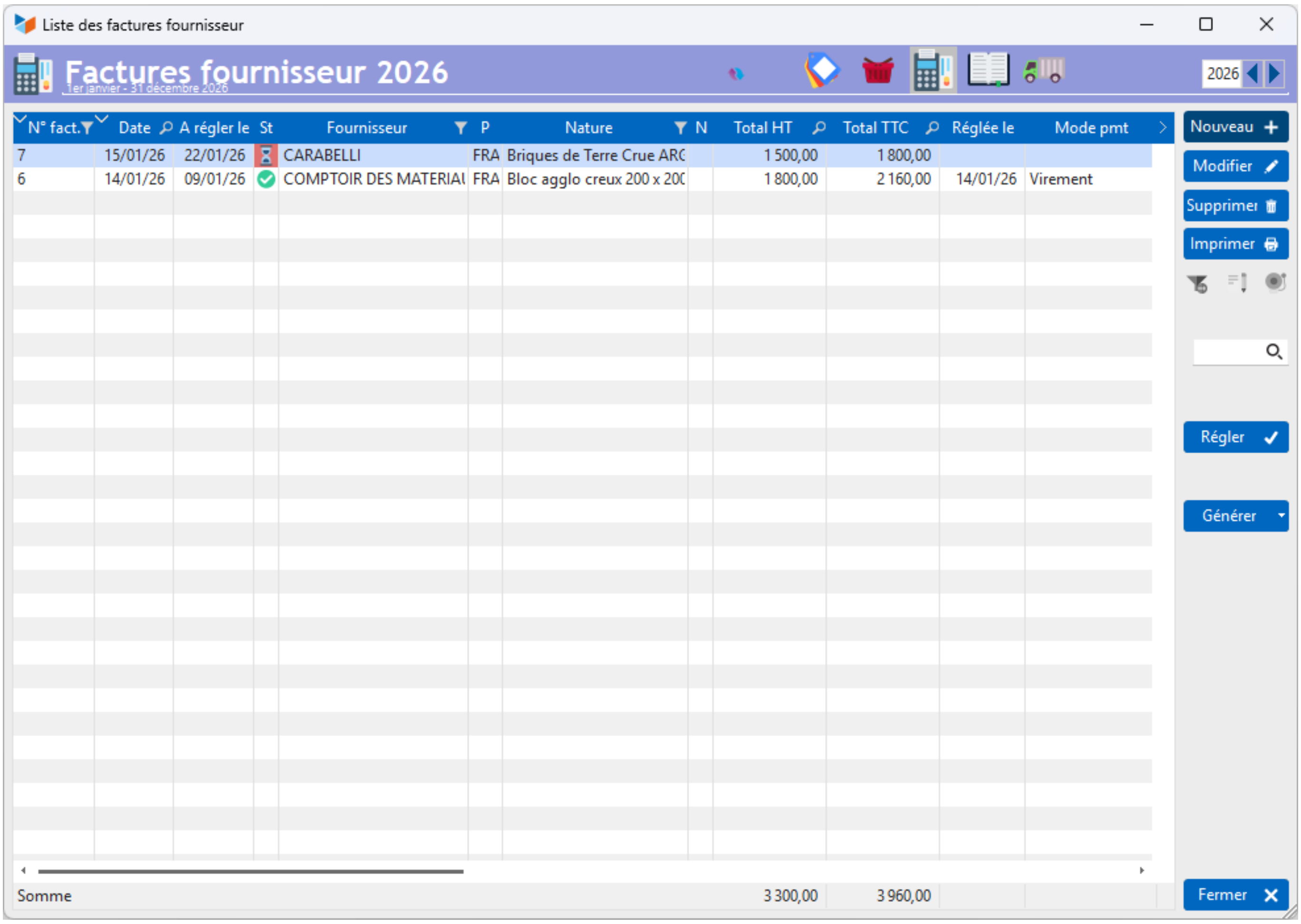
However, recording supplier invoices has several advantages:

- the possibility of carefully managing your cash flow, taking advantage of any payment deadlines granted by your suppliers
- the possibility of calculating weighted average purchase prices (according to the CUMP method or the PEPS method), which will possibly be useful when your accountant asks you for the valuation of your stock
- the possibility of establishing more precise statistics on supplies
- the possibility of managing stock entries from supplier invoices.

List of invoices

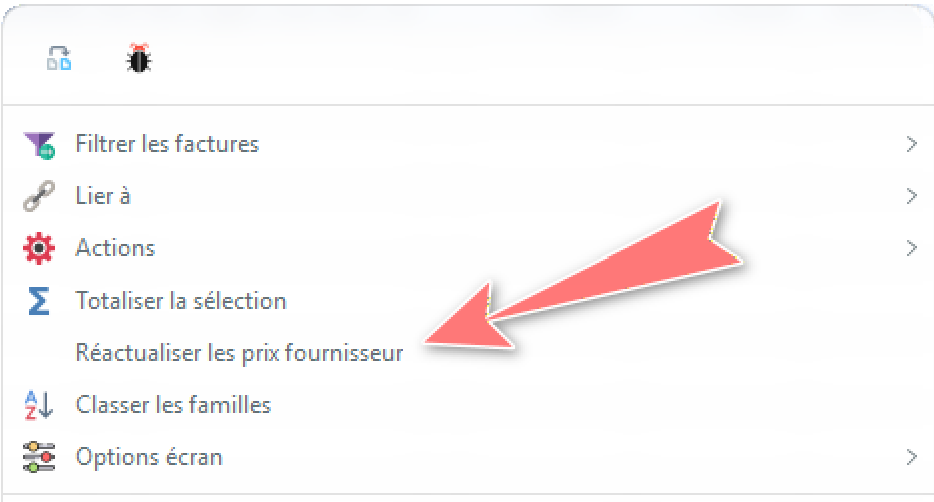
Access: *Supplier monitoring → Supplier invoices*

The list screen displays all supplier invoices within the specified date range (calendar year, fiscal year, or month).



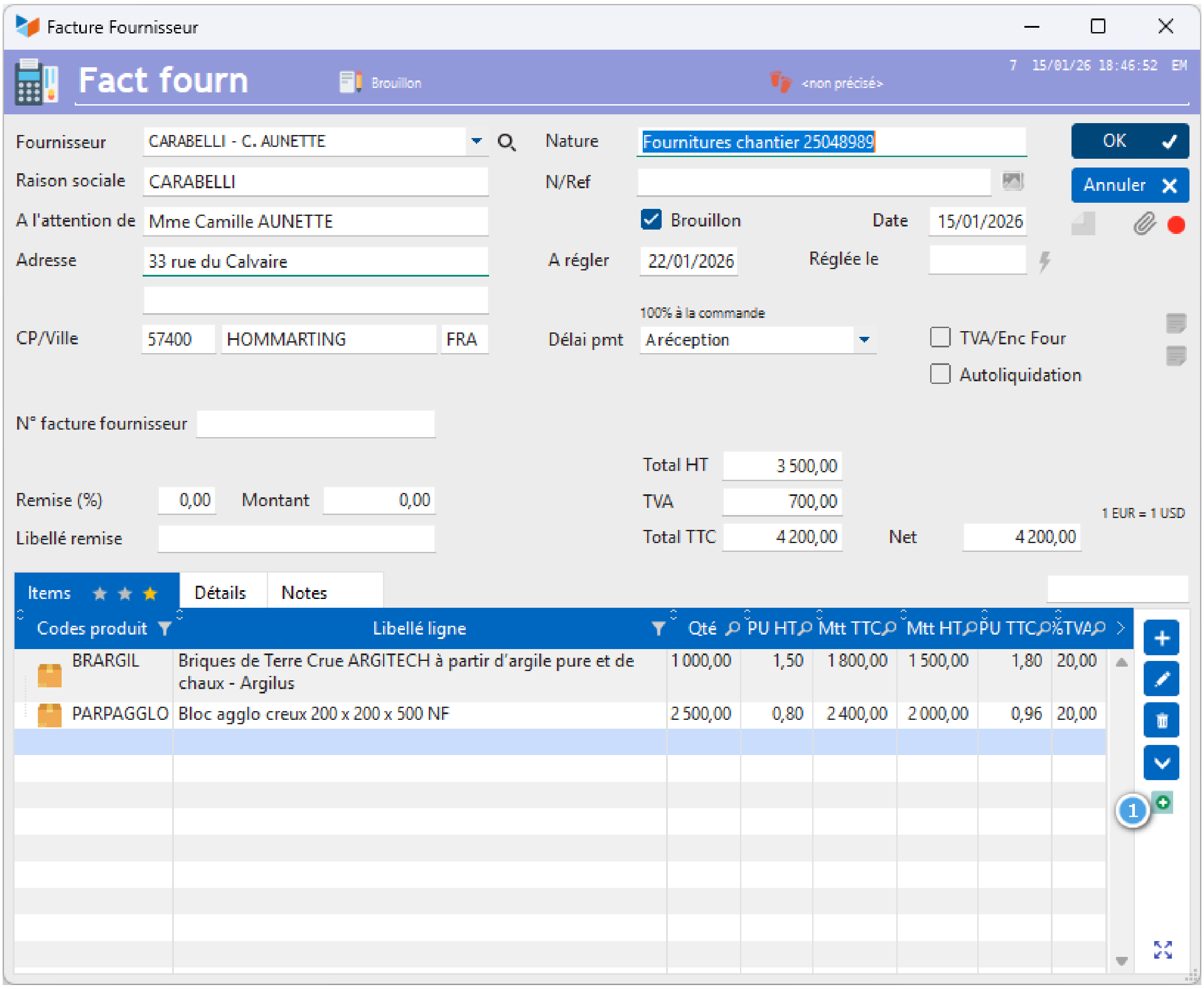
The **Pay** button is active if the invoice payment date is not entered. It allows you to record the payment of the invoice (see below).

Specific context menu options



** Update supplier prices **: allows you to update supplier prices based on the supplier's response to the price request, see DPUA update (PU purchase excluding tax noted).

Supplier invoice sheet



The **To be paid** date is the date by which you must pay the supplier. The invoice appears in red on the list if the date has passed.

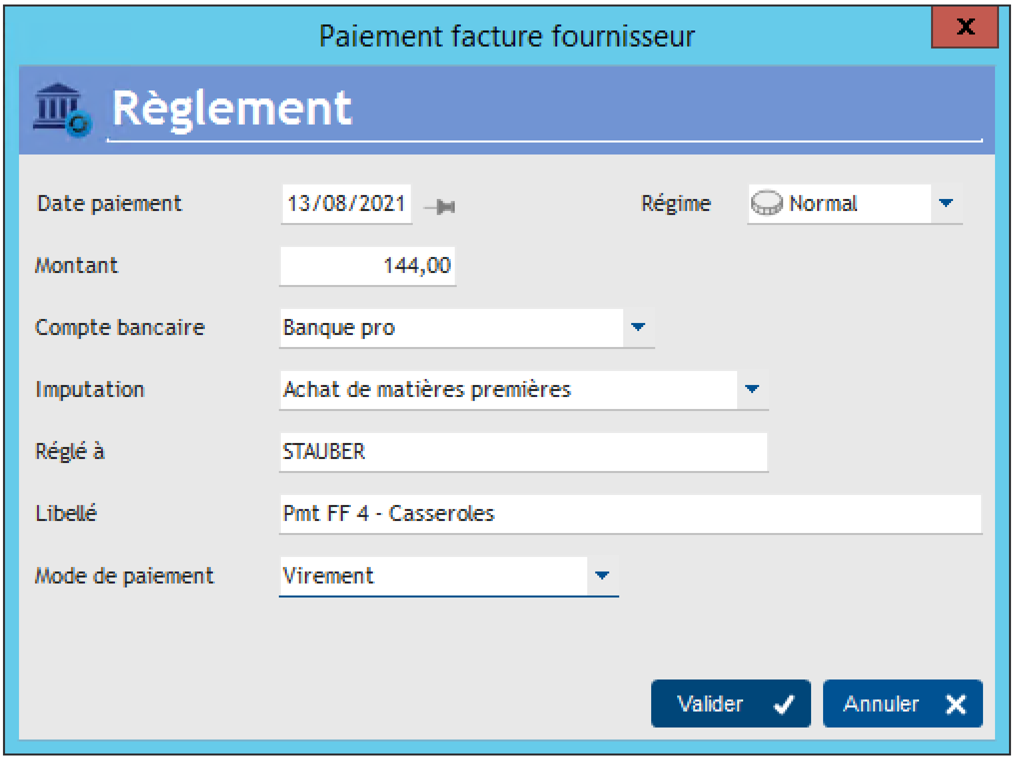
Depending on the information given by your supplier, you can check the **VAT/Four receipt** box to specify whether the VAT on this supplier invoice is on collection.

The **Self-liquidation** box allows you to specify that the VAT is self-liquidated for this invoice. This is the case, for example, for a French company which purchases goods or services from an EU supplier.

The 1 button allows you to add a single line for the entire supplier document. This is useful if you do not want to detail the items in your supplier's invoice (this assumes that they are all at the same VAT rate).

Payment of an invoice

The **Set** button opens the screen for recording supplier invoice payments.



If all payments linked to the invoice are at least equal to the total including tax of the invoice, the invoice will be noted as paid.

Upon validation of the collection screen, an accounting entry will be generated automatically, and possibly broken down according to the different VAT rates of the invoice or applicable accounting links.

Tips for supplier invoices

There are several possible ways to record a supplier invoice

Detailed entry

In this mode, each supplier line is reproduced identically, product by product.

This is the most precise way to operate. In particular, it allows you to manage stock entries.

Codes produit	Libellé ligne	Unité	Remise	Qté	PU HT	Mtt TTC	PU TTC	Mtt HT	%TVA
BRARGIL	Briques de Terre Crue ARGITECH à partir d'argile pure et de chaux - Argilus	Unité	0,00	1 000,00	1,50	1 800,00	1,80	1 500,00	20,00
PARPAGGLO	Bloc agglo creux 200 x 200 x 500 NF	Unité	0,00	2 500,00	0,80	2 400,00	0,96	2 000,00	20,00

Grouped entry

In this mode, the supplier's products are grouped by homogeneous tax rate.

Product codes may or may not be out of catalog.

Codes produit	Libellé ligne	Unité	Remise	Qté	PU HT	Mtt TTC	PU TTC	Mtt HT	%TVA
ABO	Abonnement	Unité	0,00	1,00	100,00	120,00	120,00	100,00	20,00
ELEC	Fourniture électricité 220V16A	KWH	0,00	1 563,00	1,20	2 063,16	1,32	1 875,60	10,00

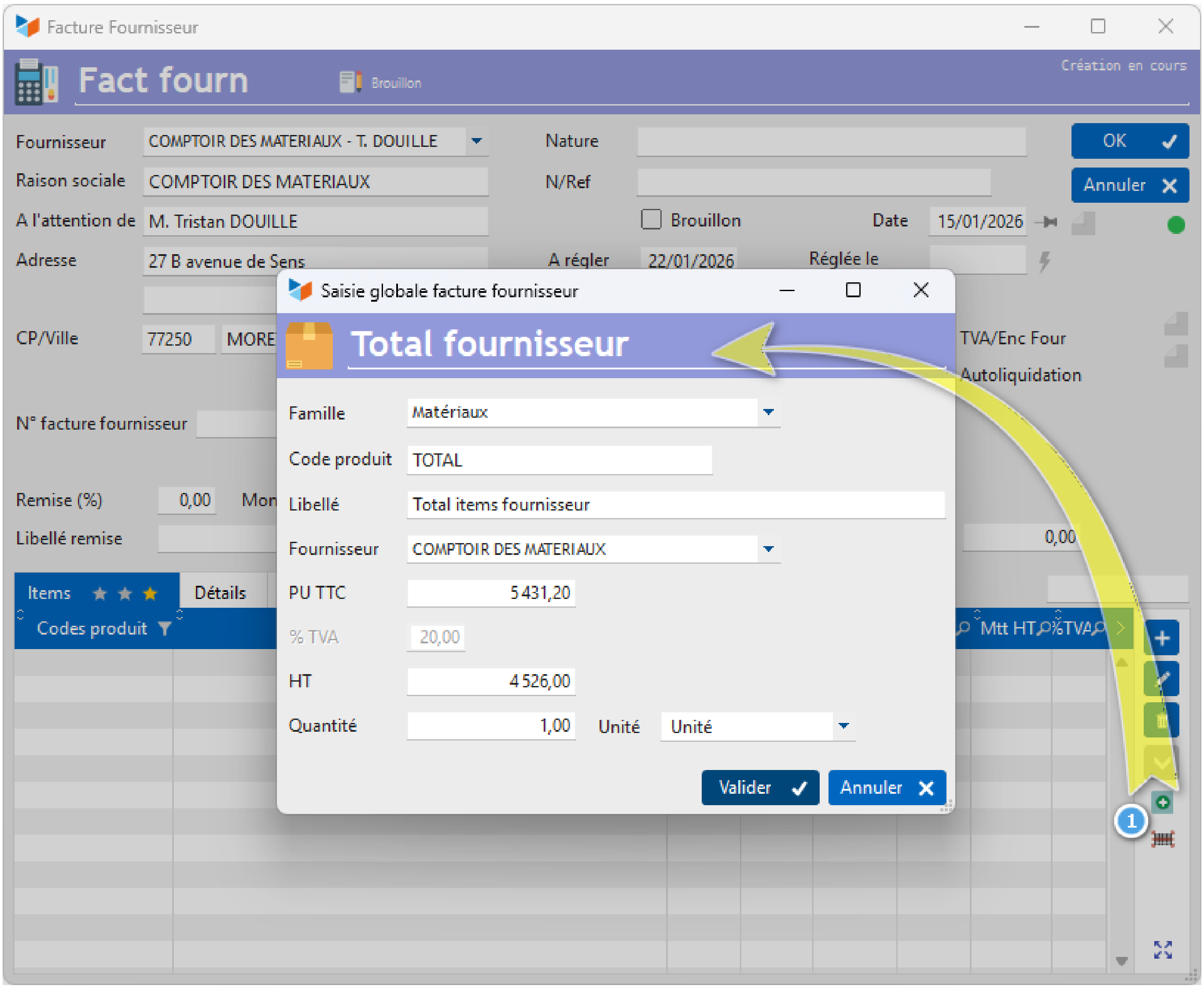
The global entry

The 1 button on the invoice card is dedicated to this use. It allows quick entry of a supplier invoice.

Using it brings up the screen below.

Codes produit	Libellé ligne	Qté	PU HT	Mtt TTC	PU TTC	Mtt HT	%TVA
TOTAL	Total items fournisseur	1,00	4 526,00	5 431,20	5 431,20	4 526,00	20,00

On this screen, you simply have to specify the product family. The screen pre-fills the product code with “TOTAL”, which is intended to remain a non-catalog product. All you have to do is indicate the price excluding VAT and the VAT rate.



It is possible to automatically generate supplier invoices with regular due dates, for example if you have taken out a subscription to EDF, for example. See for this planned actions.

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ther Supplier Invoicing articles

Billing: common elements

Billing: common elements
Deposits-Deposit
Document genealogy
Intermediation (practical case)
Optimize supplier orders
Part numbering
Parts links
Percentage line
Product Configurators
Warranty Holdbacks

Billing: supplier invoicing

Billing schedule
Customer credits
Customer invoices
Customer invoicing: common elements
Customer orders
Delivery notes (DN)
Deposit invoices
Digital certification of invoices
Factur-X
Hourly billing
Invoice reminder
Invoices under schedule
Margin sheet
Progress
QR-Invoice
Quote

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