

WHS8142

Aptean Ltd
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1.1 Manual Invoice / Credit - Charge Details Section.....1

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The header section includes the following fields:-

- **Owner Code** - This will default to the current owner. A list of values will be available which will show all the owners the user has access to.
 - ◆ The owner name, address and email address will be displayed.
- **Tax Point Date** - A past or future date can be entered.
- **Client Reference**.
- **Invoice Button** - This button is used to create a manual invoice.
- **Credit Button** - This button is used to create a manual credit note.

1.1 Manual Invoice / Credit - Charge Details Section

The *Charge Details* tab screen will include the following fields. This screen will display the first 3 lines of the description. The **Edit** button can be used / amend view any additional description:-



Each charge line comprises of:-

- *Charge Number* - this is a system generated sequential number.
- *Charge Amount*
- *Vat code* - this will be validated to ensure the vat code exists.
- *Charge description* - This will be free text.

The charge amount and the VAT code will be entered. Upon leaving the VAT code field, the user will be taken to the Charge Description sub-screen.

1.1.1 Charge Description Sub-Screen

This sub-screen will allow all the required text to be entered, as shown below:-



Line No	Description
1	Description of charge line 1
2	Description of charge line 2
3	Description of charge line 3
4	Description of charge line 4
5	Description of charge line 5
6	Description of charge line 6
7	Description of charge line 7
8	Description of charge line 8
9	Description of charge line 9
10	Description of charge line 10

When the **Done** button is clicked, the sub-screen will be closed and the first three lines of the description will be displayed on the main Charge Details screen.

As many charge lines can be added as required.

1.1.1.1 Nominal Posting Section

The Nominal Postings section must be completed for each Vat code. This section includes the following fields:

- *Vat Code*
- *Nominal Code*
- *Description of Nominal Code*
- *Amount*



1.1.1.2 Print and Send Section

The totals must match before the **Confirm** button is used to complete the entry of the invoice / credit note.

Manual Invoice / Credit Note
Owner: C72 Warehouse: 944
03-JUN-2013
WHS8142 v

Owner Reference
Charge Details
Nominal Postings
Print and Send

Totals

Vat Code	Description	Charge Total	Nominal Total
S	20% STANDARD	140.7500	100.0000
Z	ZERO VAT		40.75

Confirm

Print or View

View Pdf

Print

Printer Queue:

Attach

File Location:

File Name:

Send PDF

Email Address:

Print

Press the **Print** button when this button and the PDF invoice / credit note will be produced and sent to the default printer queue, as displayed.

Attach

The Attach Documents section is optional.

The user may have scanned a document which now exists on the hard disc of their PC. This document needs to be attached to the e-mail sent out to the client.

This section will include the following fields:-

- *Pathname* - the location of the file.
- *File name* - the name of the file.
- **Attach** button

The system will verify that a document exists in the selected location with the entered filename.

