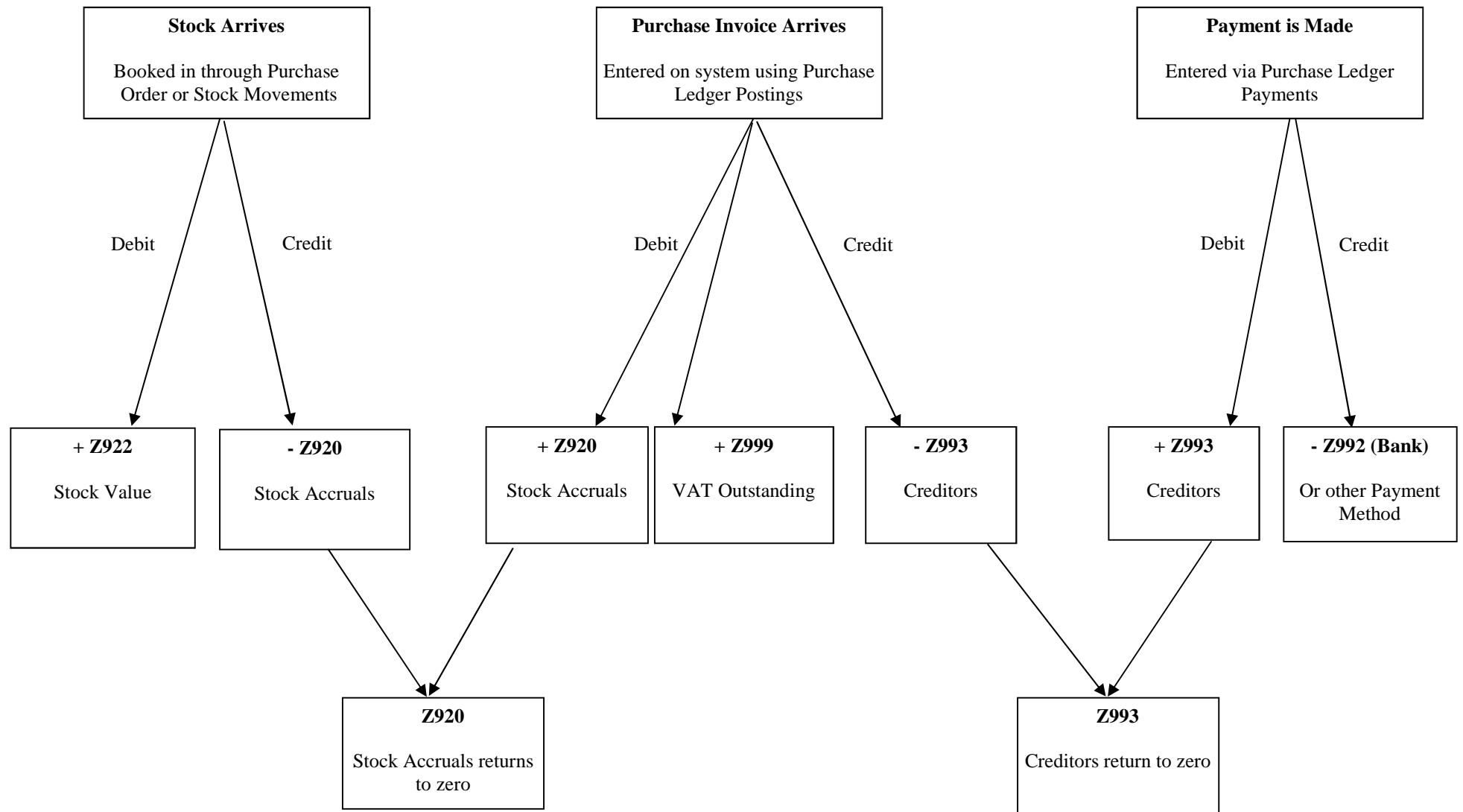
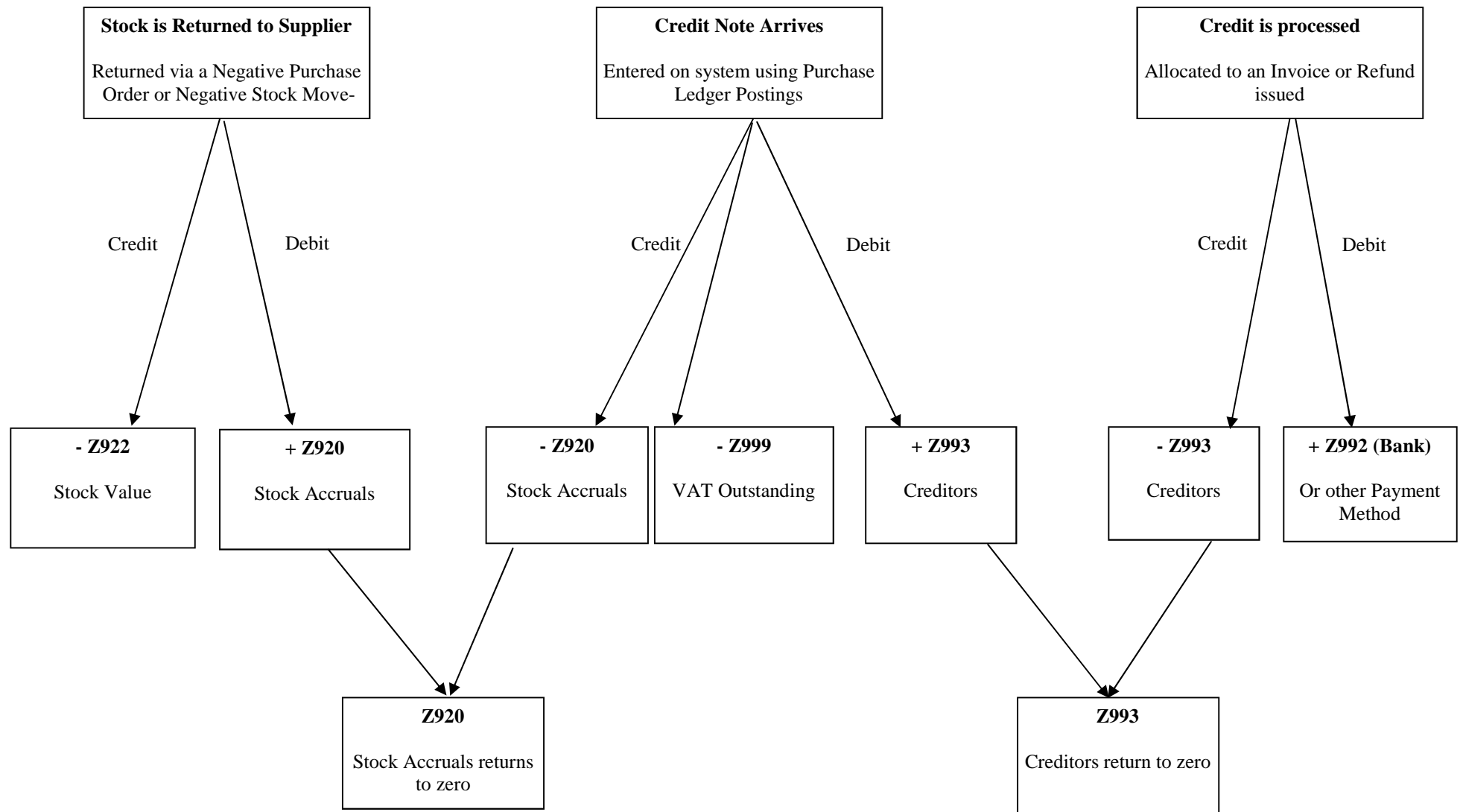


1. BOOKING STOCK IN & POSTING PURCHASE INVOICES



2. RETURNING STOCK TO SUPPLIERS & POSTING PURCHASE CREDIT NOTES



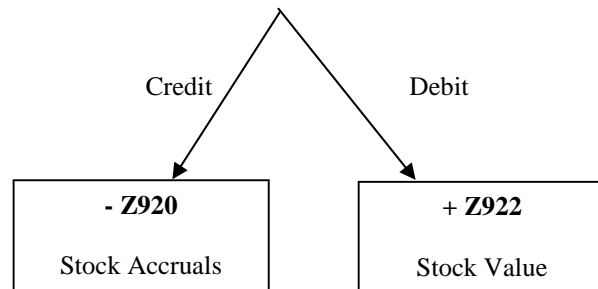
3. CORRECTING PRICES AFTER GOODS HAVE BEEN BOOKED IN—VIA PURCHASE ORDER

When the Purchase Invoice Arrives

- Check the invoice against the order
- Amend the Unit Cost Price of the items.
- Tag the items and press F8 (Invoice Received) to confirm the Order has been checked against the Invoice.

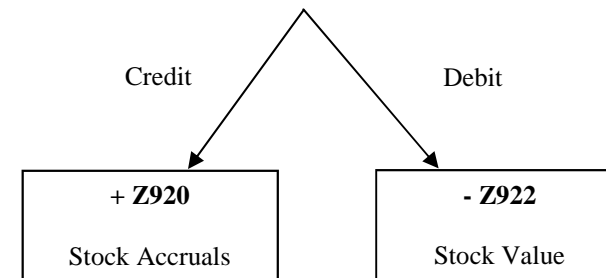
If the Unit Price Increased

The difference is posted to:

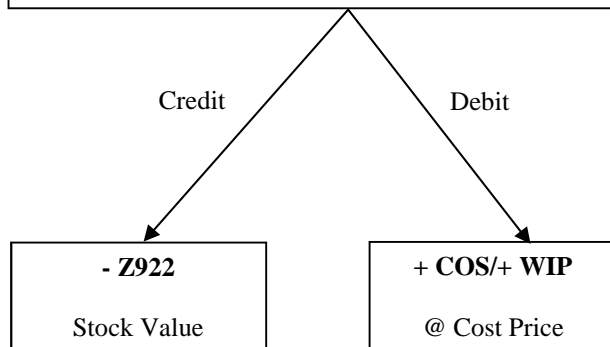


Unit Price Decreased

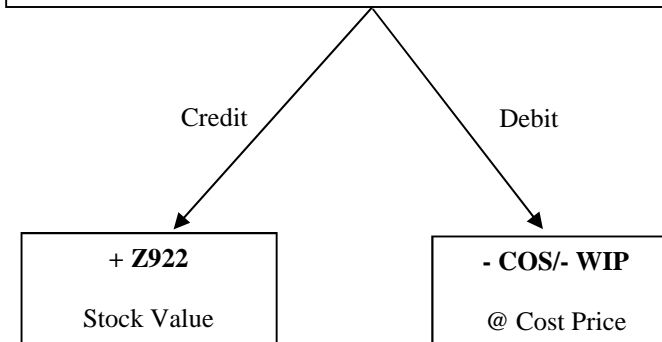
The difference is posted to



If an item has been Sold or Booked to Work in Progress the following postings will also occur



If an item has been Sold or Booked to Work in Progress the following postings will also occur



4. SELLING STOCK—VIA PARTS COUNTER

**A Parts Counter Invoice is
Printed & Accepted**

Postings for movement of Stock

At Cost Price

Credit

Debit

- Z922

Stock Value

+ COS

Cost of Sales

Postings for Sales Invoice

Credit

Debit

- Sales Centre

@ Nett Price

- Z999

VAT Outstanding

+ Z994

Debtors

Payment is Taken

Entered at time of Invoice or Via
Sales Ledger Receipts

Credit

Debit

- Z994

Debtors

+ Z900 (Cash)

Or other Payment
Method

Z994

Debtors return to zero

5. CREDITING A STOCK SALE—VIA PARTS COUNTER

**A Parts Counter Credit is
Printed & Accepted**

Postings for movement of Stock

At Cost Price

Debit

Credit

+ Z922

Stock Value

- COS

Cost of Sales

Postings for Sales Credit

Debit

Credit

+ Sales Centre

@ Nett Price

+ Z999

VAT Outstanding

- Z994

Debtors

Payment is refunded

Entered at time of Credit or Via
Sales Ledger Receipts

Debit

Credit

+ Z994

Debtors

- Z900 (Cash)

Or other Payment
Method

Z994

Debtors return to zero

6. BOOKING PARTS TO AND INVOICING WORKSHOP JOBS

Parts are booked out on the Invoice tab of a Jobcard.

