Sisukord

Purchase invoices

The report gives an overview of the period purchase invoices. In invoice, in row - indicates the section that will be taken into account when filtering or making selections.

1. Filterings

1.1. In invoice

- **Supplier** - purchase invoices are filtered based on the selected vendor code
- **Class** - purchase invoices are filtered based on the selected vendor class
- **Sup. invoice** - filtered based on the vendor invoice number on the purchase invoice
- **Reference** - filtered by purchase invoice reference number

- **Account** - filtered by account in the purchase invoice header
- **Object** - filtered by purchase invoice (header and row) object
- **Project** - filtered by purchase invoice (header and row) project
- **VAT zone** - VAT countries selection
- **Sup.type** - supplier type, option: Company, Private, State institution

- **Purchase invoice datafield** - purchase invoice datafield filter
- **Supplier datafield** - an additional field for content filtering. If the content is not filtered only selected datafield is shown and only those suppliers who have the selected datafield.
- **WIP** - options all, yes, no

- **Period/By trans time/VAT date** - the period for displaying the purchase invoice list report
- **Confirmed** - options all/confirmed/unconfirmed
- **User** - filters by the user on the purchase invoice (usually the enterer)
- **Range** - document number range or series of numbers separated by the colon. For example 1000:1020

- **Due date** - filtered by due date
- **Balance** - options all/paid/unpaid
- **Pay term** - purchase invoice payment term
- **Currency** - currency filter

- **Type** - purchase invoice type
- **Status** - purchase invoice status
- **Sum** - search option with different selections: *is bigger than, is smaller than, equals, does not equal*

1.2. In rows

Searches for information on purchase invoice rows, filters:

- **Account** - by the selected financial account
- **Content** - by the content cell of the purchase invoice row
- **Sum** - based on the sum on the purchase invoice row

- **Item** - based on the item code on the purchase invoice row
- **Item Class** - based on the item class code on the purchase invoice row

- **VAT** - by the VAT sum in the purchase invoice row
- **VAT code** - based on the VAT code on the purchase invoice row
- **Invoice** - by the invoice number on the purchase invoice row
- **Stock ID** - based on the item stock ID on the purchase invoice row, which is meant for determine the costs by stock ID.
- **SN** - by the serial number on the purchase invoice row
- **Contract** - by the contract on the purchase invoice row
- **Customer** - by the customer on the purchase invoice row
- **User** - by the user on the purchase invoice row

1.3. Proceeding

- **Proceeder** - filters by the proceeder
- **Role** - filters by the procedure role
- **Proceeded** - filters by the procedure activity

- **Total** - groups by selection. If the show rows box is also checked, the selection is taken as a header and the rows are grouped inside it.
- **Sorted by** - sorts the report by selection
- **View** - options Common, Proceeding, Differences w. Stock receipts

2. Options

- **Periodized** - shows the start and end time on the purchase invoice rows in the report.
- **Show rows** - shows filtered purchase invoice rows in the report
- **Exact match** - if an exact match is selected, the specific content in the project rows / header is checked for the project, as well as whether there is a subproject of the project. In the case of an inaccurate match, only the partial content of the header or row filter is considered. Partial match from the rows to the content in the rows - for exact match the content must match what you are looking for, when inaccurate match, it is filtered by the content.
- **To customer** - displays purchase invoice rows that are filled with either an item or a customer and resource has not yet been placed. If the supplier and confirmed purchase invoices have both been selected in the report and Show rows and Customer have been checked, then the „RESOURCE" button will appear in the report, allowing to make a resource from the purchase invoice rows that are not resourced.
- **Currency** - shows the purchase invoice sums in the purchase currency.
- **Points** - shows item points in the report and limits the report to only those invoices that have item points.
- **Weight** -
- **VAT Reg No** - displays supplier country and VAT identification number
- **Reg nr** - displays the suppliers registration number
- **Comment** - displays the purchase invoice header comment and internal comment
- **W/O Stock Receipt** - displays purchase invoice without stock receipt

3. Links

- **Number** - opens purchase invoice

4. Buttons

- **PRINT INVOICES** - prints all the invoices in the list according to the document's default print template
- **MAIL INVOICES** - sends all the invoices according to the document's default print template to the email address that is on the invoice. If the e-mail address is not on the invoice, the e-mail will not be sent.

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