

How to Generate a Vendor Invoice in REST Professional

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Overview

The vendor invoice shows all sales receipts and disbursements posted with the type of advertising and any disbursements posted from the sales advertising grid. If you have not marked the sale as 'Vendor paid advertising' and intend to account for the advertising at settlement, this invoice only shows the advertising item actioned on the advertising grid of the sale.

Steps

1. Go to **Reports > Sales > Vendor Invoice**

2. Select Criteria as required:

- □ You can select All Vendors, a range or select a specific Vendor.
- □ Group - If sales groups are setup, select the required group
- □ Status - You can filter this by the status of the sale
- □ Salesperson - You can filter this by select All or a particular salesperson
- □ Incl Completed/fallen over - tick if you would like sales that are marked as completed fallen over

The screenshot shows the 'Vendor Invoice' window with the following controls:

- Selection:**
 - Month to Print:
 - All
 - Range: Start at Alpha Index Finish at Alpha Index
 - Select:
- Advanced:**
 - Group:
 - Status:
 - Salesperson:
 - Incl. Completed/Fallen Over:
- Bottom Bar:**
 - Orientation F1 (A icon)
 - Font Select F2 (A icon)
 - Printer Select F3 (Printer icon)
 - Print - F12 (Printer icon)
 - Preview - F11 (Magnifying glass icon)
 - Export - F10 (Folder icon)
 - Cancel - ESC (Red X icon)



3. Click on print **Print-F12** or **Preview-F11**

MS ELIZABETH WINDSOR
444 BUCKINGHAM PLACE
WESTMINSTER WA

Reference: WINDSOR
Sales Rep: THORPE
Agent ABN: 32-456-812-986
Date: 14/04/2015

TAX INVOICE

Re: Marketing of 444 BUCKINGHAM PLACE
Premium
Total Budget: \$5,000.00

Date	Creditor	Description	Debit	Credit
02/04/2015	ROCKADV	West Australian 4/4/15	(Incl GST of \$86.36)	\$950.00
02/04/2015	ROCKADV	West Australian11/4/15	(Incl GST of \$86.36)	\$950.00
02/04/2015	ROCKADV	West Australian18/4/15	(Incl GST of \$86.36)	\$950.00
07/04/2015	ROCKADV	Sign Board	(Incl GST of \$68.18)	\$750.00
07/04/2015	ROCKADV	Brochures & Flyers	(Incl GST of \$76.82)	\$845.00
07/04/2015	ROCKADV	The Times 4/4/15	(Incl GST of \$36.36)	\$400.00
Total			\$4,845.00	\$0.00
Balance Owing			\$4,845.00	

The Vendor Invoice shows the items entered on the sales advertising grid that are actioned as well as any monies received to advertising.

If the sales advertising grid has been completed and all the funds are not used, the Balance due back to the vendor will show at the end of the Vendor Invoice, which would be refunded to the vendor at settlement.

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Date: 14/04/2015

TAX INVOICE

Re: Marketing of 444 BUCKINGHAM PLACE
Premium
Total Budget: \$5,000.00

Date	Creditor	Description	Debit	Credit
14/04/2015		Advertising budget		\$5,000.00
02/04/2015	ROCKADV	West Australian 4/4/15	(Incl GST of \$86.36)	\$950.00
02/04/2015	ROCKADV	West Australian11/4/15	(Incl GST of \$86.36)	\$950.00
02/04/2015	ROCKADV	West Australian18/4/15	(Incl GST of \$86.36)	\$950.00
07/04/2015	ROCKADV	Sign Board	(Incl GST of \$68.18)	\$750.00
07/04/2015	ROCKADV	Brochures & Flyers	(Incl GST of \$76.82)	\$845.00
07/04/2015	ROCKADV	The Times 4/4/15	(Incl GST of \$36.36)	\$400.00
Total			\$4,845.00	\$5,000.00
Balance				\$155.00

02/02/2016 10:55 am AEDT