



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Invoice)

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DOCUMENT CONTROL

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1.0	01/08/2024	Najmi	First Version of User Manual – Edit Invoice

Scenario

Procurement team creates a purchase order (PO) for the necessary items, which is sent to the supplier. Once the supplier delivers the parts or services, the delivery is recorded in the CMMS, and the supplier provides an invoice. The invoice is verified against the PO and delivery details, and, once approved, it is processed for payment, completing the transaction. In this syllabus, we will guide on how to edit supplier invoice in CMMS Web Core.

1. Edit Supplier Invoice

What it's for

To record and track payments for goods or services provided by a supplier as part of the maintenance process.

Edit the Supplier Invoice

- 1.1 On the left of the system, click on **Procurement > Supplier Invoice**.



Figure 1.1

- 1.2 Choose the supplier invoice that want to be edit.

- 1.3 Click on **New** button to create new supplier invoice.

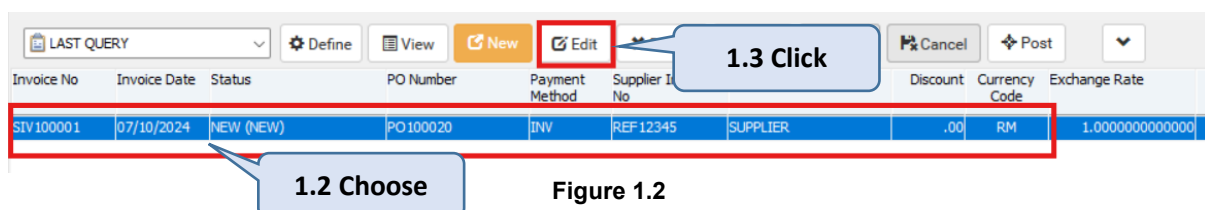


Figure 1.2

1.4 Fill in the Supplier Invoice Information:

Field	Value	Have Master File?
Description	: For Work Order no "CWO100001"	NO

(Note: Master file are control by System Admin).

1.5 Click on **Save** button to save the following edit.

The screenshot shows a software interface for entering supplier invoice information. At the top, there is a toolbar with buttons: Define, View, New, Edit, Delete, Print, Save (highlighted in green), Cancel, and Post. A callout bubble labeled '1.5 Click' points to the 'Save' button. Below the toolbar, the form contains various fields for invoice details. A callout bubble labeled '1.4 Edit' points to the 'Description' field, which contains the text 'For Work Order no "CWO10001"'. The form also includes fields for Invoice No, PO Number, Supplier Code, Supplier Invoice No, Invoice Date, Status, Payment Method, Currency Code, Tax Code, Discount, Invoice Received Date, Post Date, Sub Total Amount, Freight Amount, Freight Tax Amount, Tax Amount, Total Amount, Credit Note Amount, Paid Amount, and Balance Amount. At the bottom, there is a table with columns: Line No, PO Line No, Description, Invoice Qty, UOM, Retail Price, Unit Price, Net Price, Total, Tax Code, Tax Rate, Tax Value, Discount Percentage, and Discount Amount. The table contains one row with data: Line No 1, PO Line No 1, Description SCREW, Invoice Qty 5.0000, UOM PIECES, Retail Price 10.0000, Unit Price 10.0000, Net Price 10.0000, Total 50.00, Tax Code, Tax Rate .00, Tax Value .0000, Discount Percentage 0.00, and Discount Amount .0000. To the right of the table are buttons for 'Select Item', 'Add', and 'Delete'.

Figure 1.3