

## ENTRY WITHOUT PDF FILES

Just select the supplier and add the requested information. If the supplier is not used before, the program will ask for the VAT percentage in order to calculate the VAT amount. It will also ask for the preferred general ledger account and the preferred department.

This information is stored after the first invoice. In A108 it can be adjusted or predefined.

**C304 can speed up the entry of simple invoices significantly!**

**C304-enter purchase invoices**

PHILAFE Engineering Ltd

Creditor: 1000 Alphens.nl BV

Bank name: [empty]

Bank account: 3

Invoice date: 17082015

Paydate: 16092015

Payingreference: T323

Total amount: 121.00 Thb

VAT amount: 21.00

Nett amount: 100.00

Description: Alphens.nl BV-T323

Account: 009170

Department: 0000

Document: [empty]

account: [empty]

← esc

Calculated automatically

Default for this supplier

Default for this supplier

The information is set after the first invoice. It can be changed with A108.

**ENTRY WITH PDF FILES**

Electronic documents can be stored in \sera\mailer\purchase\received.

When the C304 is opened, a list with those documents will appear. As soon as the invoice is posted, the file will be removed from the RECEIVED directory and copied to \sera\mailer\purchase\POSTED. The document will get the number of the invoice. The document can be opened again with programs B321, B322 and A320

**AUTOMATIC READING OF PDF FILES**

In the basic setting, the user can only make a connection with the document, but information like supplier, date and amount has to be entered manually.

By installing PDF2TXTOCR.exe in \sera\mailer\emailbin the system starts to read the information from a PDF-document. After the first invoice it will recognize where the supplier, the amount, the invoice number etc. can be found.

If all the information seems to be correct, only a user confirmation is required to do a complete posting. Missing or wrong information (like a date in a closed period) has to be entered manually.