

Purchase Invoice

Module Guide: Purchase Invoice

Module Location

Purchasing > Purchase Invoice > Purchase Invoice

Module Objective

The **Purchase Invoice** module is the center of the payables recording process. Its purpose is to record the official bill or invoice received from a supplier (vendor). This process is crucial because this is what formally creates the **Accounts Payable** in the accounting system.

1. Main View (Purchase Invoice List)

The main page of this module displays a list of all Purchase Invoices that have been recorded.

No.	Invoice Number	Invoice Date	Due Date	Purchase Order Number	Vendor Name	Status	Approval Status	Payment Status	Tax Number For PPH	Is Void	File(s)	Vendor Name	Tax File Number
1.	VIN2012508-0003079	09-Aug-2025	08-Sep-2025	PWU2012502-0005572	VP0000962 - PT. BARENTZ	Not Paid	Not Approved	Not Paid	04002500233614278	X	1 File(s)		Tax File Number
2.	VIN2012508-0003074	08-Aug-2025	08-Oct-2025	PWU2012506-0001574	VP0001090 - PT. NASIONAL PERCETAKAN INDONESIA	Not Paid	Not Approved	Not Paid	04002500233738653	X	1 File(s)		Tax File Number
3.	VIN2012508-0003073	08-Aug-2025	08-Oct-2025	PWU2012505-0001440	VP0001090 - PT. NASIONAL PERCETAKAN INDONESIA	Not Paid	Not Approved	Not Paid	04002500233738653	X	1 File(s)		Tax File Number
4.	VIN2012508-0003072	08-Aug-2025	08-Sep-2025	PWU2012503-0000724	VP0001051 - PT. JAWAMANIS RAFINASI	Not Paid	Not Approved	Not Paid	04002500231368391	X	1 File(s)		Tax File Number
5.	VIN2012508-0003071	08-Aug-2025	08-Sep-2025	PWU2012507-0001756	0050 - PT. INDESSO NIAGATAMA	Not Paid	Not Approved	Not Paid	04002500228979418	X	1 File(s)		Tax File Number
6.	VIN2012508-0003039	08-Aug-2025	09-Oct-2025	PWU2012504-0001120	VP0000251 - PT. ALAM DIAN RAYA	Not Paid	Not Approved	Not Paid	04002500233851543	X	1 File(s)		Tax File Number
7.	VIN2012508-0003038	07-Aug-2025	08-Sep-2025	PWU2012505-0001235	UMSVC0000134 - PT. FIRMENICH INDONESIA	Not Paid	Not Approved	Not Paid	04002500227481662	X	1 File(s)		Tax File Number
8.	VIN2012508-0003027	08-Aug-2025	21-Sep-2025	PWU2012507-0001942	0352 - PT. BUMITANGERANG MESINDOTAMA	Not Paid	Not Approved	Not Paid	04002500228341492	X	1 File(s)		Tax File Number
9.	VIN2012508-0003049	06-Aug-2025	08-Oct-2025	PWU2012409-0002707	VP0000488 - PT. BIGGY CEMERLANG	Not Paid	Not Approved	Not Paid	04002500230846180	X	1 File(s)		Tax File Number
10.	VIN2012508-0003048	06-Aug-2025	08-Oct-2025	PWU2012409-0002707	VP0000488 - PT. BIGGY CEMERLANG	Not Paid	Not Approved	Not Paid	04002500230846180	X	1 File(s)		Tax File Number
11.	VIN2012508-0003047	06-Aug-2025	08-Sep-2025	PWU2012505-0001258	UMSVC0000140 - PT. WILMAR CAHAYA INDONESIA TK (FLOUR)	Not Paid	Not Approved	Not Paid	04002500231381050	X	1 File(s)		Tax File Number
12.	VIN2012508-0003046	06-Aug-2025	08-Sep-2025	PWU2012504-0001110	VP0001051 - PT. JAWAMANIS RAFINASI	Not Paid	Not Approved	Not Paid	04002500226452031	X	1 File(s)		Tax File Number
13.	VIN2012508-0003045	06-Aug-2025	08-Sep-2025	PWU2012506-0001546	UMSVC0000117 - PT. DUNIA KEMIA JAYA	Not Paid	Not Approved	Not Paid	04002500231422449	X	1 File(s)		Tax File Number
14.	VIN2012508-0003044	06-Aug-2025	08-Sep-2025	PWU2012503-0000872	VP0001331 - PT. BUNGSARI FLOUR MILLS INDONESIA	Not Paid	Not Approved	Not Paid	0400250022376205	X	1 File(s)		Tax File Number
15.	VIN2012508-0003043	06-Aug-2025	08-Sep-2025	PWU2012505-0001392	VP0001321 - PT. BUNGSARI FLOUR MILLS INDONESIA	Not Paid	Not Approved	Not Paid	0400250022376159	X	1 File(s)		Tax File Number
16.	VIN2012508-0003042	06-Aug-2025	08-Sep-2025	PWU2012507-0001865	0352 - PT. BUMITANGERANG MESINDOTAMA	Not Paid	Not Approved	Not Paid	04002500225189369	X	1 File(s)		Tax File Number
17.	VIN2012508-0003041	06-Aug-2025	08-Sep-2025	PWU2012409-0002706	0352 - PT. BUMITANGERANG MESINDOTAMA	Not Paid	Not Approved	Not Paid	04002500225189373	X	1 File(s)		Tax File Number
18.	VIN2012508-0003040	06-Aug-2025	08-Sep-2025	PWU2012502-0000571	0047 - PT. ARIES CENTAURUS	Not Paid	Not Approved	Not Paid	0400250022553346	X	1 File(s)		Tax File Number
19.	VIN2012508-0003039	06-Aug-2025	08-Sep-2025	PWU2012412-0003641	0047 - PT. ARIES CENTAURUS	Not Paid	Not Approved	Not Paid	0400250022553348	X	1 File(s)		Tax File Number
20.	VIN2012508-0003036	05-Aug-2025	08-Oct-2025	PWU2012506-0001574	VP0001090 - PT. NASIONAL PERCETAKAN INDONESIA	Not Paid	Not Approved	Not Paid	04002500228942531	X	1 File(s)		Tax File Number

View Explanation & Filters

This page is for viewing and managing all purchase invoices.

- **Filters:** You can search for a specific invoice by **Invoice Number**, **Item Category**, or a date range.
- **Invoice List:** The table below displays all invoices that match the filters, with important columns such as **Invoice Number**, **Due Date**, **Vendor Name**, and **Payment Status**.


Button Functions

- **New:** To create a **Regular Purchase Invoice** (based on a PO and goods receipt).
- **New Direct:** To create a **Direct Purchase Invoice** (without a PO, e.g., for utility bills).
- **Edit Due Date:** To change the due date of a selected invoice.
- **Print:** To print the details of an invoice.

2. Steps to Create a Purchase Invoice

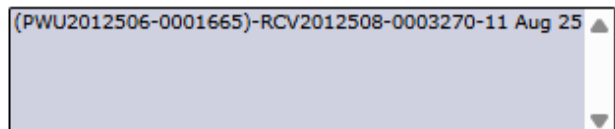
A. Creating a Regular Purchase Invoice (Based on PO)

This is the most common method and aligns with best practices (three-way matching).

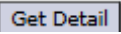

1. From the Main View, click the **New** button. 
2. On the **Add Purchase Invoice** form, select the **Vendor**. The system will display a list of relevant **Purchase Order Numbers** in the list box.

Purchase Order Number*

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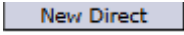


(PWU2012506-0001665)-RCV2012508-0003270-11 Aug 25 ▲

3. Select one or more Purchase Orders (and their related Goods Receipt/RR numbers) that correspond to the bill from the vendor, then click **Get Detail**. 
4. The system will automatically populate the item detail table below according to the PO and goods receipt data.
5. **Important:** Enter the original invoice number from the vendor in the **Invoice No.** field. Double-check all details, especially the dates (**Invoice Date**, **Due Date**) and the total value.
6. Click **Confirm** to finalize the invoice. 

B. Creating a Direct Purchase Invoice

This method is used for bills that are not related to inventory purchases via a PO.

1. From the Main View, click the **New Direct** button. 
2. On the form that appears, you will be able to enter bills not related to inventory purchases (such as for electricity, rent, or consulting services) by selecting the vendor and directly choosing the expense account to be debited.

Workflow & Integrated Business Process

- The **three-way matching** process between the Purchase Order, Goods Receipt, and Purchase Invoice is a best practice for internal control.
- An invoice that has been **Confirmed** will automatically create a payable record in the **Accounts Payable Module** and will

be ready to be scheduled for payment.

- A confirmed invoice will likely go to the **Purchase Invoice Inbox** to be approved.

Tips & Important Notes

- Always prioritize creating purchase invoices using the regular method (based on a PO) to maintain data integrity.
- Entering the original invoice number from the vendor in the **Invoice No** field is crucial for the reconciliation process with the vendor.

Revision #1

Created 12 August 2025 15:34:38 by Muhammad Ali Akbar

Updated 12 August 2025 15:43:03 by Muhammad Ali Akbar