

SUPPLIER INVOICES

• Reports on all GRV's, credit notes and transferred captured and finalized on SPACEbiz for a selected period of time

| | STEPS TO FOLLOW | VISUAL REFERENCE |
|----|--|---|
| 1. | Open SPACEbiz back office. | |
| 2. | Navigate to REPORTS. | Cost Center |
| 3. | Click on STOCK. | Reports |
| 4. | Click on SUPPLIER INVOICES. | Stock Supplier Invoices Supplier Invoices Actual Cost Period Variance Report |
| 5. | INVOICE SUMMARY screen will open. | Invoice summary for: Reflections For Period Start Date 09/10/2015 End Date 09/10/2015 Supplier Name Filter Supplier Name Search: Submit |
| 6. | In START DATE block, enter date from which to draw the report. | Start Date 02/10/2015 End |

| | Spacebiz Enterprise Business Manager | nent version 7 |
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| 7. | In END DATE block, enter date up to ind including the date the report is required for. | and Date 09/10/2015 |
| 8. | Enter Creditors name in the field for SUPPLIER NAME SEARCH or leave blank for a full report | Supplier Name Search: |
| 9. | Click on SUBMIT. | Submit |
| 10. | INVOICE SUMMARY screen, reflecting ALL invoices captured and finalized for the selected period, will open. | Invoice summary for: Reflections Selected Period: 02/10/2015 - 09/10/2015 EL MARIACHI Document Nr. Oate Cnote Total Excl. Tax Discount Total Net Yat Total Incl. Tax 56 02/10/2015 No R 30.00 R 30.00 R 0.00 R 30.00 R 30.00 |
| 11. | To view the details of any invoice, click on the DOCUMENT NUMBER and the finalized Invoice will be displayed | |