CHANGE VAT ON AN INVOICE ALREADY PRINTED

FOR PARTS INVOICE select

Zenner (Evaluation)
CAFAM64 System-Main Menu

| MATERIALS | TECH SVCS | |

Inventory Control
Edit Issues/Recpts
Print Reports
Load/Maint Stk File
Purchase Orders
Exch/Loan Units

Direct Invoices

Invoiced Stock Issues
Delivery Note Issues
Process a Sales Order
Edit Comments on Invc
Print above Items
Shipping Info
Exit

Enter the Invoice Number

CAFAM Parts System

Print CAFAM Invoice/Certs etc

PRINT INVOICE NO   IN106406

FOLLOW THE PROMPTS and select

| Quit | Invoice | Delivery | Labels | Certs | FOR |

CONTINUE WITH THE PROMPTS

CAFAM Parts System

Print CAFAM Invoice/Certs etc

PRINT INVOICE NO   IN106406
Print Company Header ? Y/N   Y
Signature at Bottom ? Y/N   Y
Print Name to Contact   John Dias
Select comment file   INVOIC

Invoice only

GO THROUGH THE SCREENS
FOLLOWING THE PROMPTS AS REQUIRED

Enter Shipping Address Instructions (if different) |BANAVIA |
Dassault Aviation   Banavia Airline
DSC/COM Service Comptabilite   Prestwick Airport
BP38,F33127 Martignas sur Jalles   Prestwick
France   PW2 7JB

Add S & Hndlng   (GBP)   10.89
Incoming Freight   (GBP)   0.11

| Add Tax ALL Items | Add Tax P& P only | Zero Tax All |

France   PW2 7JB

Add [S & Hndlng]   (GBP)   10.89
Incoming Freight   (GBP)   0.11

[Add Tax ALL Items]   [Add Tax P& P only]   [Zero Tax All]

CHOOSE TAX AS REQUIRED
AND RECONFIRM VAT

Add [S & Hndlng]   (GBP)   10.89   No of Copies   [1]
Incoming Freight   (GBP)   0.11
TAX 1 %   (VAT)   [20.00]
                                                [OK]   E
Our Ref

TO RE-PRNT THE INVOICE

IF THE INVOICE IS FOR A JOB WITH LABOUR COSTS, then select

| JOB CNTRL | BILLING | UTILITIES | CUST |

Pre-Invoice info
W.I.P. & Cost of Sales
Just Close Jobs
Suppl/Cust Files
Prepare Billing
Margin,Budgets, & Costs
Job / Project Status
Accounts Module

And go to

Zenner (Evaluation)
CAFAM64 System-Main Menu

| Receivables | A/c Payables | Cash Book | Nominal | Reports | Utilities | Custom M |

Account Details
Invoices & Credit Notes
Print Receivable A/Cs

And ENTER ACCOUNT CODE with "?" for the INV NO

| Receivables | A/c Payables | Cash Book | Nominal | Reports | Utilities | Custom Menu | Exit |

Account Details
Invoices & Credit Notes
Print Receiv

CAFAM System

ACCOUNT   BANAVIA   Inv No   [?]
Name   Banavia Airline   Date
                                                   Balance   525.74

Nominl Code Cr

This present you with a Browse Select Box to select the Invoice to re-Print

BANAVIA | Inv No   [?]
Banavia Airline   Date

- Searching Invoice -

Date	Ref_type	Jobno	Refno	Name	Nominal Code	Nett	VAT		Narrativ
10/09/2009	INV	IN106400	106400	BANAVIA	SALES	29.22	4.38	0.00	
25/09/2009	INV	049247/A	106401	BANAVIA	SALES	417.64	62.65	0.00	ANCHOR NUT
07/04/2010	INV	IN106404	106404	BANAVIA	SALES	39.53	5.92	0.00	

FOLLOW TH PROMPTS TOEDIT THE INVOICE

Invoices & Credit Notes
Print Receiv

CAFAM System

ACCOUNT	BANAVIA		Inv No	106404
Name	Banavia Airline		Date	
			Balance	525.74

Nominl Code Cr

Sales A
Currency

CAFAM System

Nominl Code Cr	SALES	Dr	SAL/CTLGBP	Job No	IN106404
Sales Analysis	STOCK			Order No	VERBAL
Date	07/04/2010			A/C Regn	BANAVIA
Currency	GBP	Rate	1.0000	Pymt Terms	A

And CONTINUE WITH THE INVOICE TO RE-ENTER THE VAT

ACCOUNT	BANAVIA			Inv No	106404	INV
Name	Banavia Airline			Date	07/04/2010	
		I N V O I C E		Balance	525.74	

Invoice Lines

Sales Ledger Code	Description	Cur	Rate	Tax Code	Net	VAT	
FBO519000	35 I/Co - Hangarage & Parking	GBP	1.0000	1	123.00	24.60	0.00
					0.00		

WHERE THE VAT SHOWS THAT WILL RE-PRINT ON THE INVOICE

Nominl Code Cr	SALES		
	Dr	SAL/CTLGBP	Job No	IN106404
Sales Analysis	STOCK		Order No	VERBAL
Currency /Rate	GBP/ 1.0000		A/C Regn	BANAVIA

Nett Total	GBP	123.00
VAT 20.00 %		24.60
		0.00
Grand Total		147.60

ALL DETAILS OK .... ?   [YES] [NO]

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