


Recharge Module

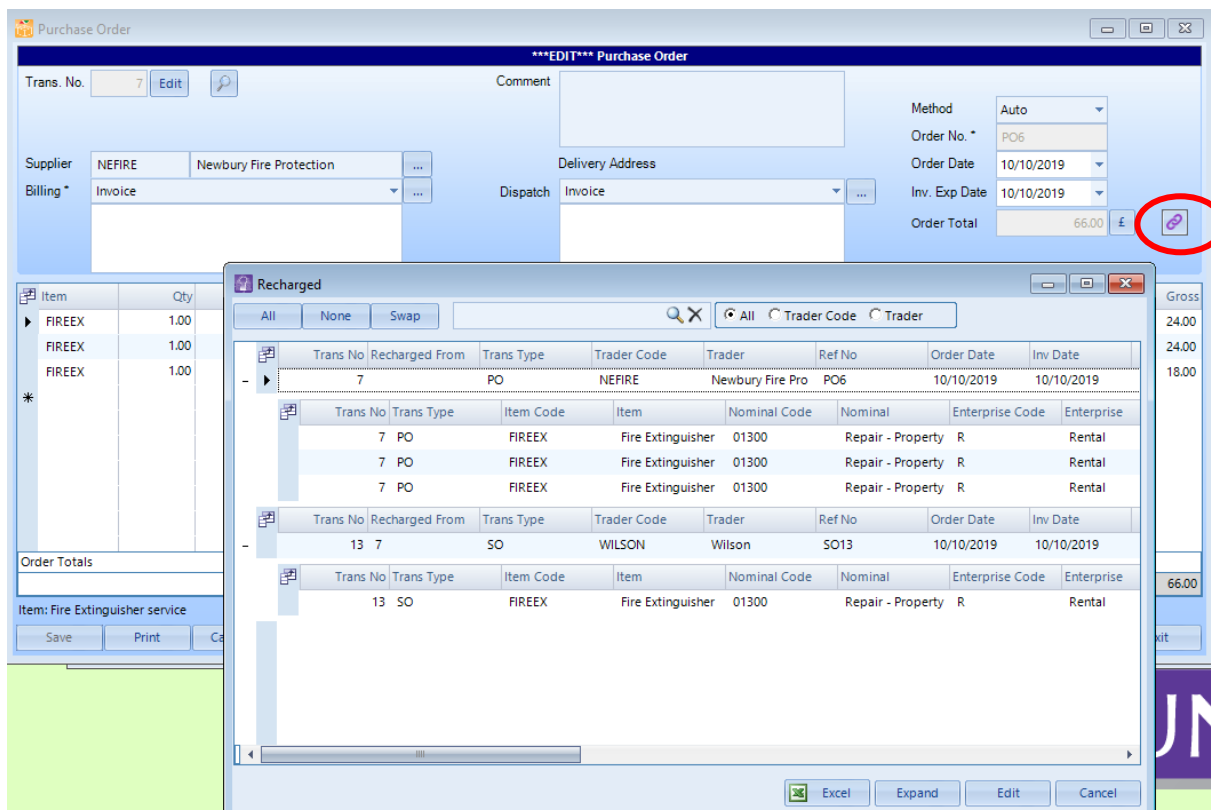
Optional in KEYPrime Accounts, included with KEYPrime Advanced

The recharge module provides the facility to:

- Create a Sales Invoice from either a Purchase Invoice or a Bank Payment,
- Create a Purchase Invoice from a Sales Invoice or Bank Receipt,
- Create a Sales Credit Note from a Purchase Credit Note and vice versa,
- Create a Purchase Order from a Sales Order and vice versa.

Once the new transaction is open the amount which has been copied from the original invoice or order may be adjusted by right clicking on the item line and selecting Adjustments.

Once an invoice or order has been recharged it will show a purple link icon  next to the invoice total. Click on this to show a list of the transactions recharged from it. The child transactions created from the recharge will show a red icon and click on that to show the parent transaction.



The screenshot displays the 'Purchase Order' window with the following details:

- Trans. No: 7
- Supplier: NEFIRE (Newbury Fire Protection)
- Billing: Invoice
- Dispatch: Invoice
- Method: Auto
- Order No.: PO6
- Order Date: 10/10/2019
- Inv. Exp Date: 10/10/2019
- Order Total: 66.00

The 'Recharged' window shows the following data:

Trans No	Recharged From	Trans Type	Trader Code	Trader	Ref No	Order Date	Inv Date
7	PO	NEFIRE	Newbury Fire Pro	PO6	10/10/2019	10/10/2019	
7	PO	FIREEX	Fire Extinguisher	01300	Repair - Property	R	Rental
7	PO	FIREEX	Fire Extinguisher	01300	Repair - Property	R	Rental
13	7	SO	WILSON	Wilson	SO13	10/10/2019	10/10/2019
13	SO	FIREEX	Fire Extinguisher	01300	Repair - Property	R	Rental

A report for Recharges can be run from the List button on the Daybook.

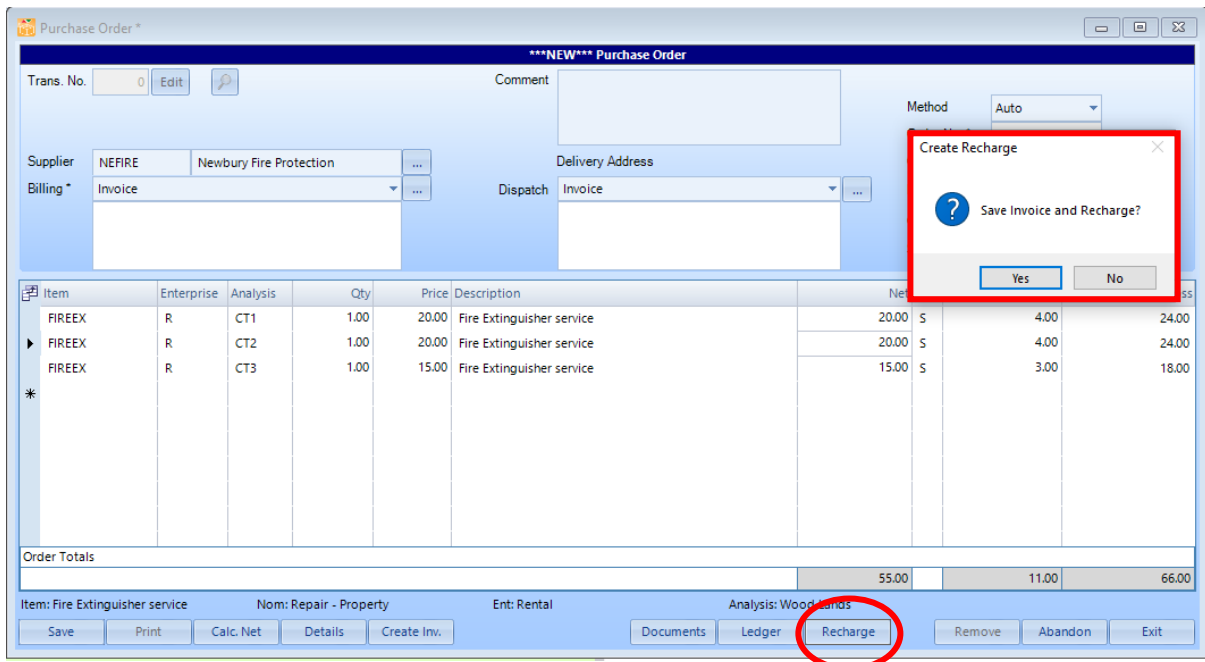
But what if I only want one invoice to be sent out at the end of the month for all the items in the month we need to recharge.

This can be done using the SOP / POP module.

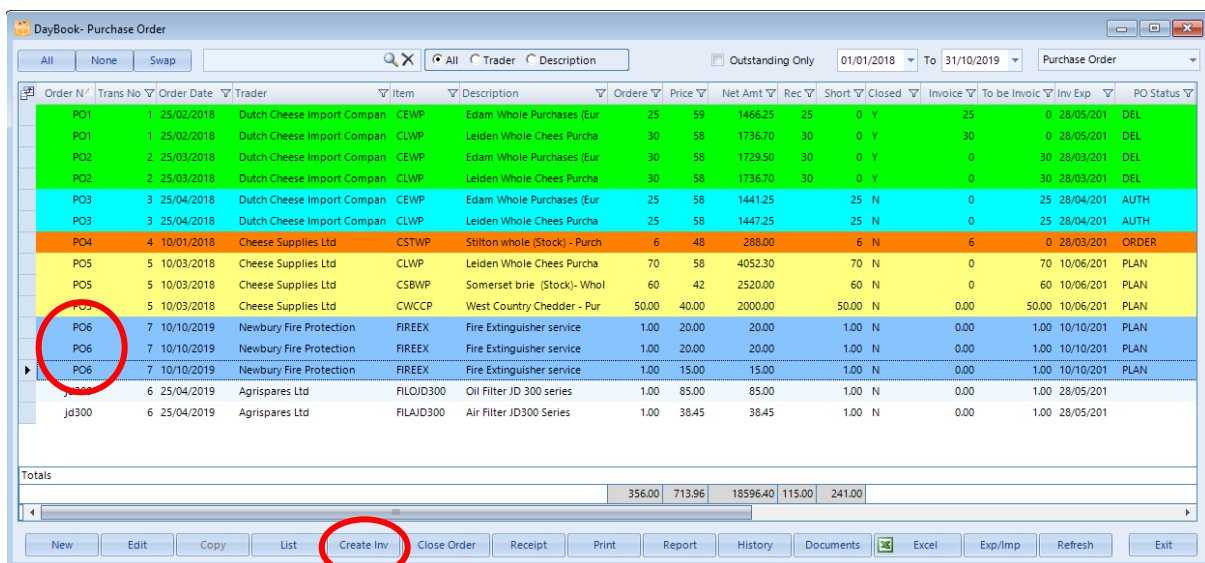
Example: a purchase invoice comes in for servicing the fire extinguishers some of which belong to other companies

Raise a purchase order for the invoice.

Use the recharge option within the purchase order to create the recharge sales order(s) for the companies that need recharging.



From the purchase order daybook select the original purchase order and click on create invoice



Or edit the purchase order and create invoice.

Purchase Order ***EDIT*** Purchase Order

Trans. No. Edit

Supplier: **NEFIRE** Newbury Fire Protection

Billing: Invoice

Delivery Address: [Empty]

Dispatch: Invoice

Method: Auto

Order No.: PO6

Order Date: 10/10/2019

Inv. Exp Date: 10/10/2019

Order Total: 66.00 £

Item	Qty	Price	Description	Ref Date	Net V	VAT	Gross
FIREEX	1.00	20.00	Fire Extinguisher service		20.00 S	4.00	24.00
FIREEX	1.00	20.00	Fire Extinguisher service		20.00 S	4.00	24.00
FIREEX	1.00	15.00	Fire Extinguisher service		15.00 S	3.00	18.00

Order Totals: 55.00 Net, 11.00 VAT, 66.00 Gross

Item: Fire Extinguisher service Nom: Repair - Property Ent: Rental Analysis: 1 Windmill Cottage

Buttons: Save, Print, Calc. Net, Details, **Create Inv.**, Dispatch, Documents, Ledger, Recharge, Remove, Abandon, Exit

Do this for each invoice that comes into the office that needs recharging.

At the end of the month, select all the sales orders that need to be invoiced and click on invoice. This will create one invoice for each of the customers selected, with multiple lines on the sales invoice.

DayBook - Sales Order

Buttons: All, None, Swap, Search, Filter: All, Trader, Description, Outstanding Only, Sales Order

Order No	Trans	Order Date	Trader	Item	Description	Ordered	Price	Dispatched	Short	Close	Invoiced	To be Invoiced	Inv Exp Date
SO13	13	10/10/2019	Wilson	FIREEX	Fire Extinguisher service	1.00	20.00	1.00	N	0.00	1.00	10/10/2019	
SO12	12	22/03/2018	Waitrose	CLW	Dutch Leiden Whole Sales	12.00	46.35	12.00	N	0.00	12.00	24/03/2018	
SO12	12	22/03/2018	Waitrose	CWCCHS	West Country Cheddar Half - Sale	15	21	15	N	0	15	24/03/2018	
SO11	11	16/03/2018	Jeremy Stockman Chees	CSBWS	Somerset brie (Stock) - Whole - S	10	57	10	N	0	10	17/03/2018	
SO11	11	16/03/2018	Jeremy Stockman Chees	CSTBWS	Stinking Bishop (Stock) - Whole S	5	62	5	N	0	5	17/03/2018	
SO11	11	16/03/2018	Jeremy Stockman Chees	CSTWS	Stilton whole (Stock) - Sales	3	56	3	N	0	3	17/03/2018	
SO10	10	10/03/2018	Millers Farm Shop	CMBQS	Mild Brie Quarter - Sales	8	12	8	N	0	8	10/03/2018	
SO10	10	10/03/2018	Millers Farm Shop	CWCCHS	West Country Cheddar Half - Sale	2	21	2	N	0	2	10/03/2018	
SO8	8	10/03/2018	Waitrose	CLW	Dutch Leiden Whole Sales	60.00	46.35	60.00	N	0.00	60.00	10/03/2018	
SO8	8	10/03/2018	Waitrose	CMBQS	Mild Brie Quarter - Sales	50	12	50	N	0	50	10/03/2018	
SO8	8	10/03/2018	Waitrose	CMBWS	Mild Brie - Whole - Sales	40	33	40	N	0	40	10/03/2018	
SO8	8	10/03/2018	Waitrose	CWCQS	West Country Cheddar - Quarter	40	15	40	N	0	40	10/03/2018	

Totals: 246.00 Ordered, 400.19 Price, 0.00 Dispatched, 246.00 Invoiced

Buttons: New, Edit, Copy, List, **Create Inv.**, Close Order, Dispatch, Print, Report, History, Documents, Excel, Exp/Imp, Refresh, Exit