Recharge

This module comes as standard in KEYPrime Advanced but is an optional module in KEYPrime Accounts.

Recharge 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.

To Recharge out a transaction, click on the Recharge button at the bottom of the entry screen:

This will open the new Purchase or Sales Invoice with the same date and item lines as the original.

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.

A new screen will be shown and you can select to adjust by percentage, amount or apply a new value to all items.
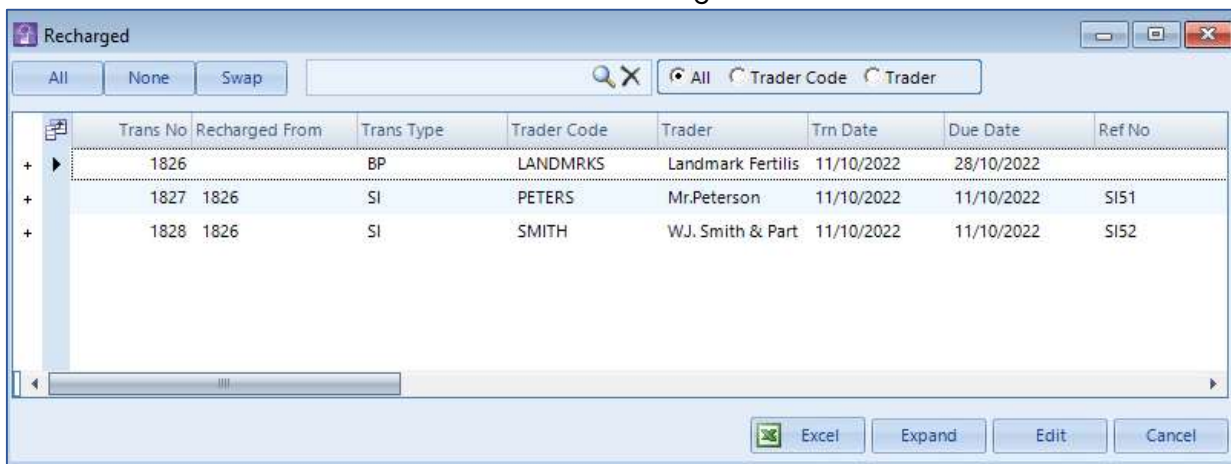

Once an invoice or order has been recharged it will show a purple link icon next to the invoice total.

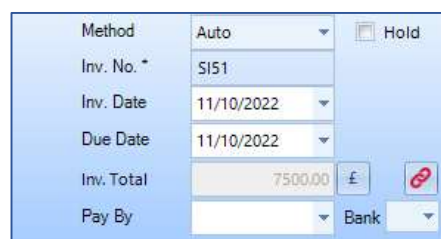Click on this to show a list of the transactions recharged from it:

The child transactions created from the recharge will show a red icon and you can click on that to show the same report as above.

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