

The entire invoice is the same as normal invoices except for these 3 changes on the Deca purchases.

Header Details

Save Pause Complete (1 of 2) Print Close Create Transfer

Vendor: DECA

Invoice Number: Test

Invoice Date: 8/15/2013 10:31:13 AM

Due Date: 8/15/2013

Receiver:

Comments:

Spread: 0.00

Freight: 0.00

Sales Tax Charges: 0.00

Reference:

Total Payable: 0.00

Calculated Payable: 0.00

Difference: 0.00

Spread Sales Tax

1. Enter total cost including Deca Surcharge amount.
2. Input Deca Surcharge amount into Sales Tax Charges field.
3. Click on Spread Sales Tax.