# TAX only Invoice in Accounts receivables

1. Navigate to the Transactions window
2. The Source is defaulted in
3. Select invoice from the dropdown list in the Class field
4. Select the correct transaction type from the list of values in the Type field
5. In the Bill To field, enter the customer name/number into the Name Number field and press the TAB key
6. Click on More tab and type in the purchase order number
7. Click in the Special instructions field and either choose a pre -defined special instruction from the list of values or type in your own
8. Click the Line Items button
 In the description field enter your description
9. Click into the UOM field and choose the suitable option from the list of values
10. In the Quantity field enter the quantity you are invoicing for
11. In the Unit Price field enter the price per unit that you are invoicing that would need the vat on it
12. In the Tax Code box click on the list of values and select Standard
13. Move down to the next line and copy the line above but enter a minus in front of the quantity and
14. choose Outside the Scope in the vat rate. This will now only show the VAT amount Click on the distribution button
15. Select the correct Activity code
16. Select the correct IE code
17. Save your work
18. Close down the distributions screen
19. Close down the lines screen