2.04.08 Incoming Invoice

The mask Incoming invoice manages the incoming invoices of the partners or suppliers for a specific project. The third-party invoices contain information about the vendor, status of the invoice, service interval, net amount, total amount, creator, and date of invoicing.

The mask consists of the following elements:

General Data

- **Basic Informations:**
    - **Number:** This field identifies the third-party invoice (usually the invoice number of the incoming invoice).
    - **Type:** [Fix Me!]
    - **Status:** This field is determined by the system and indicates the status of the foreign invoice based on the actions performed using the Action function. After a new foreign invoice is created, it automatically receives the status "No foreign invoice", when the quotation is accepted, it receives the status "Foreign invoice accepted", and after cancellation, it receives the status "Foreign invoice cancelled".
    - **Supplier:** This field identifies the supplier for the defined third-party invoice. The suppliers can be defined and changed in the Contact screen (with the contact type supplier).
    - **Rebilling:** This field is used to flag an A/P invoice as billable for A/R invoices and is inherited by the A/P invoice line item.
    - **Project:** [Fix Me!]
    - **Service Period (From/To):** These fields indicate the service interval for the external invoice. In the case of services, the period in which the billed services were performed by the vendor is entered here. This information is required for accrual/deferral in the income statement. If this interval is not filled, the system uses the invoice date.
    - **Net Amount:** In this field, the system automatically enters the net amount of the foreign invoice items.
    - **Gross Amount:** In this field, the system automatically enters the gross amount of the foreign invoice items.
    - **Created by:** In this field, you can enter the person who entered the foreign invoice from the selection menu.
    - **Invoice Date:** This field indicates the date of the foreign invoice. The system defaults to the current date as standard.
    - **Date Due:** In this field, you enter the date when the invoice is due.
    - **Booking Date:** This field indicates the date of the posting. By default, the system defaults to the current date. This field is used to create posting records for external financial accounting.
    - **Note:** This field enables you to enter remarks about a third-party invoice.

- **Positions:** Enables you to enter A/P invoice line items that belong to the A/P invoice.

- **Outgoing Payments:** Enables you to enter outgoing payments that belong to the foreign invoice.

Misc

- **Technical Settings & Details:**
    - **internal Number:** This field indicates the invoice number automatically preset by the system.

- **Other:**
- **Date Invoiced:** When the incoming invoice is transferred, the system sets the date and time here.
- **Date Canceled:** When you cancel the incoming invoice, the system sets the date and time here.
- **Incoming Invoice Status:** If an incoming invoice is without a delivery note (goods receipt PO) or only partially covered by a delivery note, the status of the incoming invoice is set to Down Payment Made by default. As soon as an assignment (link) to the purchase order exists. When a goods receipt is entered, it can be subsequently assigned to the incoming invoice. If the amount of the A/P invoice is covered by the assigned goods receipts, the status is set to "transferred".
- **Original Incoming Invoice:** This field manages the invoice number if a new incoming invoice was created from a canceled foreign invoice.
- **Original Purchase Order:** This field manages the purchase order number, if a foreign invoice was created from a purchase order. Note: The order management of Projectile is not part of the standard scope of the billing module.
- **Original Supplier Contract:** This field displays the original invoice if a third-party invoice was created from a purchase order.
- **Goods Receipt Invoice Difference:** Is the sum of the difference between the goods receipt amounts - amount of the incoming invoice.

Actions

The document class contains the following actions:

- **Complete Incoming Invoice:** Using this action it is possible to transfer the external invoice into the system. The status of the external invoice is adjusted accordingly and a document for outgoing payments is created.
- **Cancel Incoming Invoice:** This action enables you to reverse the transferred foreign invoice.
- **New Incoming Invoice from Reversal:** With this action you can create a new incoming invoice from a foreign invoice that has already been reversed. This may be necessary if changes have to be made to the invoiced invoice. To do this, the foreign invoice must first be cancelled and then a new one can be created from the cancelled invoice.
- **Delete Incoming Invoice:** You can use this action to delete canceled invoices from the system. Only canceled foreign invoices can be deleted.
- **Check Incoming Invoice:** This action allows you to check the incoming invoice. You can check the key data of the invoice such as the description, the project or even the cost element as well as all work packages, articles and all items.