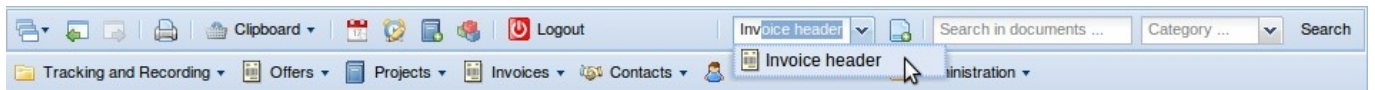


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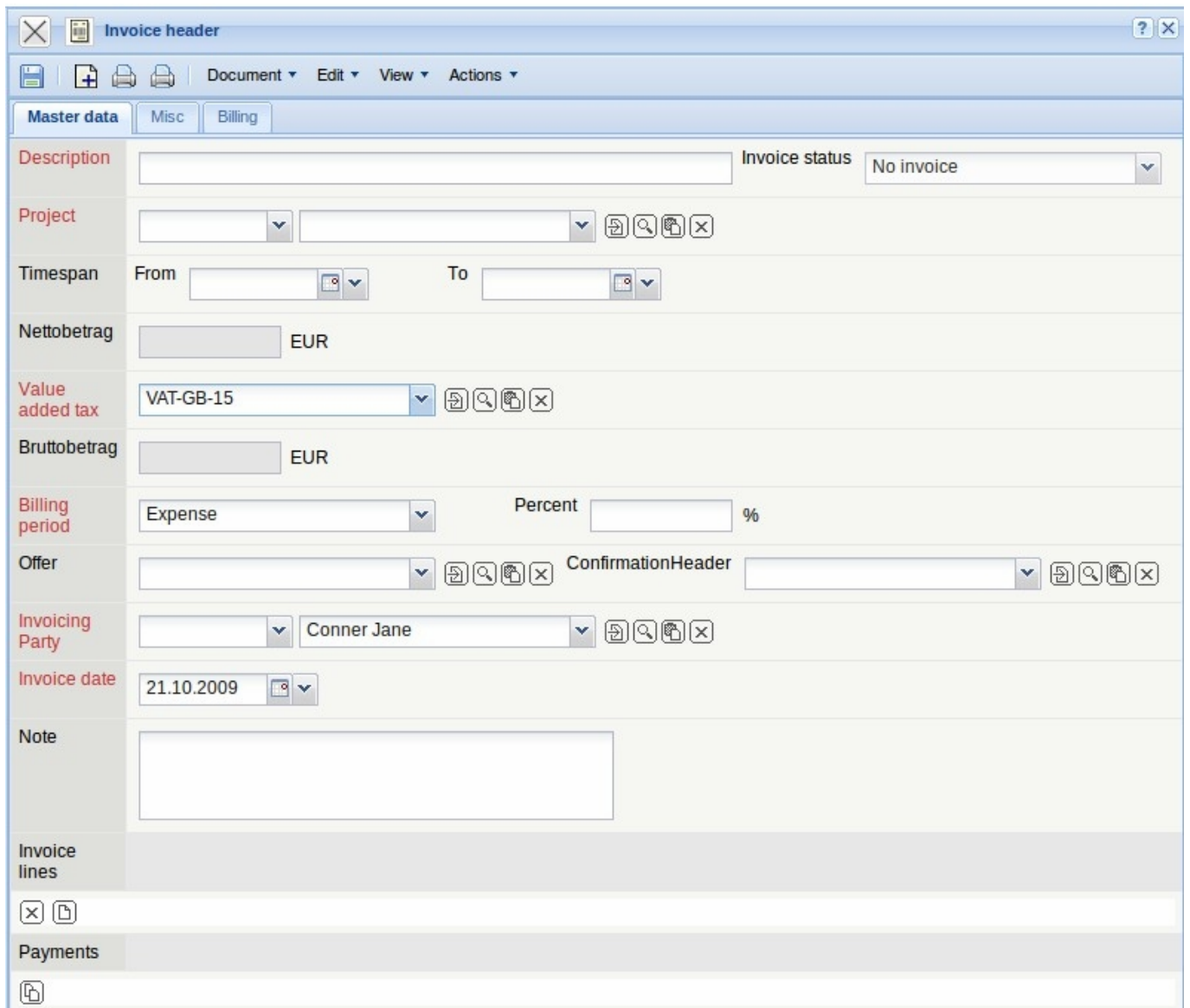
4.10 Create Invoices

Create

The incoming invoice document provides the administration of the incoming bills. These incoming invoices can integrate into the own outgoing invoices. Beyond that, related outgoing payments can be administrated. After opening a new document of the type "incoming invoice" ...



...some fields are pre-set. Afterwards the remaining fields should be filled out...



... and the document is saved.

The screenshot shows the 'Invoice header' form with the following fields and values:

- Description:** TLC-09-10-8
- Invoice status:** No invoice
- Project:** 3 Introduction Projectile
- Timespan:** From 01.10.2009 To 30.10.2009
- Nettobetrag:** EUR
- Value added tax:** VAT-GB-15
- Bruttobetrag:** EUR
- Billing period:** Expense, Percent %
- Offer:** ConfirmationHeader
- Invoicing Party:** Conner Jane
- Invoice date:** 21.10.2009
- Note:** (Empty text area)
- Invoice lines:** (Section header)
- Payments:** (Section header)

Invoice Positions

The individual incoming invoice positions (lines) can be created by using the action "New document"

...



in the element 'invoice positions (lines).'

Invoice line 8-1	
Invoice	TLC-09-10-8
Position	<input type="text" value="8-1"/>
Description	<input type="text"/>
Hours	<input type="text" value="1:00"/> h <input type="text" value="0,125"/> Pd
UnitPrice	<input type="text"/> EUR
AmountExternalOriginal	<input type="text"/> EUR
Trade discount	<input type="text"/> %
Amount external	<input type="text"/> EUR
Amount internal	<input type="text"/> EUR
Cost	<input type="text"/> <input type="button" value="v"/> <input type="button" value="🔍"/> <input type="button" value="📄"/> <input type="button" value="✖"/>
Cost center	<input type="text"/> <input type="button" value="v"/>
Note	<input type="text"/>
Source	

All relevant information for the incoming invoice/invoice header positions should be recorded also here...

Invoice	TLC-09-10-8
Position	8-1
Description	Java Programming
Hours	1:00 h 0,125 Pd
UnitPrice	EUR
AmountExternalOriginal	EUR
Trade discount	%
Amount external	1785 EUR
Amount internal	1500 EUR
Cost	Project costs
Cost center	Development
Note	
Source	

...and the document is saved. Afterwards a second position (as a copy of the first position) is created and...

Invoice	
Position	
Description	

- Create a new document from this template
- Save the document
- Copy the document
- Delete the document
- Copy this document to the clipboard
- Reload document

Invoice line 8-2 Java Programming	
Invoice	TLC-09-10-8
Position	8-2
Description	SQL-Programming
Hours	1:00 h 0,125 Pd
UnitPrice	1.785,00 EUR
AmountExternalOriginal	1.785,00 EUR
Trade discount	%
Amount external	2000 EUR
Amount internal	1.500,00 EUR
Cost	Project costs
Cost center	Development
Note	
Source	

...it is saved. If with a position the invoice amount exceeds the total budget for the supplier, the system warns with an appropriate message.

Afterwards both positions are closed.

Invoice line 8-2 Java Programming	
Invoice	TLC-09-10-8
Position	8-2
Description	SQL-Programming

The screenshot shows the 'Invoice header' form for 'TLC-09-10-8'. The 'Invoice status' is set to 'No invoice'. The 'Project' is '3 Introduction Projectile'. The 'Timespan' is from '01.10.2009' to '30.10.2009'. The 'Nettobetrag' is '3.785,00 EUR' and the 'Bruttobetrag' is '4.352,75 EUR'. The 'Value added tax' is 'VAT-GB-15'. The 'Billing period' is 'Expense' with a 'Percent' field. The 'Invoicing Party' is 'Conner Jane' and the 'Invoice date' is '21.10.2009'. Below the header is a table of 'Invoice lines' with two entries: '8-1 Java Programming' and '8-2 SQL-Programming', each with 1:00 hours and specific amounts.

Position	Description	Hours	Amount external	Amount internal	Cost center
8-1	Java Programming	1:00 h 0,125 Pd	1.785,00	1.500,00	Development
8-2	SQL-Programming	1:00 h 0,125 Pd	2.000,00	1.500,00	Development

Include Invoice

After the definition of all positions, the invoice is defined as booked by using the action "Finalize invoice".

The screenshot shows the same 'Invoice header' form, but with the 'Actions' menu open. The menu options are: 'Include', 'Workflow', 'Printing', 'Edit', and a sub-menu containing '09 - Finalise invoice', '10 - Cancel invoice', '11 - Delete invoice', '12 - New invoice out of cancellation', and '15 - Remove link to original invoice'. The '09 - Finalise invoice' option is highlighted by the mouse cursor.

Note: By interfaces for the financial accounting, appropriate accounting records can also be created here.

After this action the status changes (from no invoice to invoice billed). The invoice is write-protected and a data record for the outgoing payments is created.

The screenshot shows the 'Invoice header TLC-09-10-8' window. The 'Master data' tab is active. The 'Description' field contains 'TLC-09-10-8' and the 'Invoice status' is 'Billed'. The 'Project' is '3 Introduction Projectile'. The 'Timespan' is from '01.10.2009' to '30.10.2009'. The 'Nettobetrag' is '3.785,00 EUR' and the 'Bruttobetrag' is '4.352,75 EUR'. The 'Value added tax' is 'VAT-GB-15'. The 'Billing period' is 'Expense' and the 'Offer' is 'ConfirmationHeader'. The 'Invoicing Party' is 'Conner Jane' and the 'Invoice date' is '21.10.2009'. The 'Note' field is empty.

The 'Invoice lines' section contains two lines:

Position	Description	Hours	Amount external	Amount internal	Cost center
8-1	Java Programming	1:00 h 0,125 Pd	1.785,00	1.500,00	Development
8-2	SQL-Programming	1:00 h 0,125 Pd	2.000,00	1.500,00	Development

The 'Payments' section contains one payment:

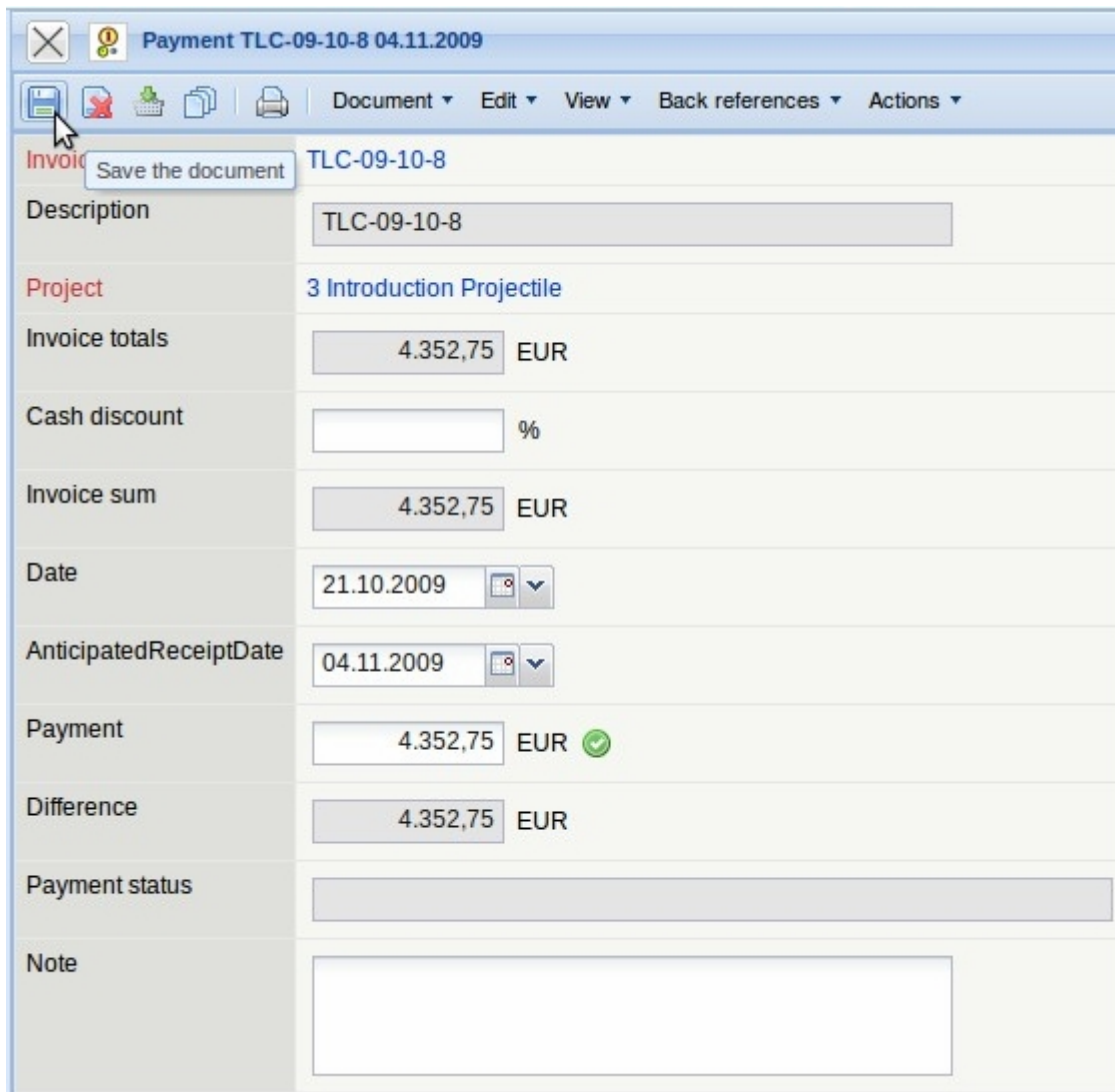
Description	Invoice sum	Date	Payment
TLC-09-10-8	4.352,75		

Outgoing Payment

By clicking on the blue highlighted link, you will get to the document outgoing payment and the appropriate outgoing payment can be booked here (a click on the green check mark puts in the current date and the total amount automatically)...

The screenshot shows a close-up of the 'Payments' section. A yellow tooltip with the text 'Go to this document' is pointing to a blue link next to the payment entry 'TLC-09-10-8'. The payment entry is highlighted in blue.

Document		Edit	View	Back references	Actions
Invoice	TLC-09-10-8				
Description	<input type="text" value="TLC-09-10-8"/>				
Project	3 Introduction Projectile				
Invoice totals	<input type="text" value="4.352,75"/>	EUR			
Cash discount	<input type="text"/>	%			
Invoice sum	<input type="text" value="4.352,75"/>	EUR			
Date	<input type="text"/>	<input type="button" value="📅"/>	<input type="button" value="▼"/>		
AnticipatedReceiptDate	<input type="text" value="04.11.2009"/>	<input type="button" value="📅"/>	<input type="button" value="▼"/>		
Payment	<input type="text"/>	EUR	<input checked="" type="checkbox"/>		
Difference	<input type="text" value="4.352,75"/>	EUR	<input type="text" value="Confirm value in this field"/>		
Payment status	<input type="text"/>				
Note	<input type="text"/>				



Invoice	TLC-09-10-8
Description	TLC-09-10-8
Project	3 Introduction Projectile
Invoice totals	4.352,75 EUR
Cash discount	<input type="text"/> %
Invoice sum	4.352,75 EUR
Date	21.10.2009
AnticipatedReceiptDate	04.11.2009
Payment	4.352,75 EUR ✔
Difference	4.352,75 EUR
Payment status	
Note	

.. and then saved.

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