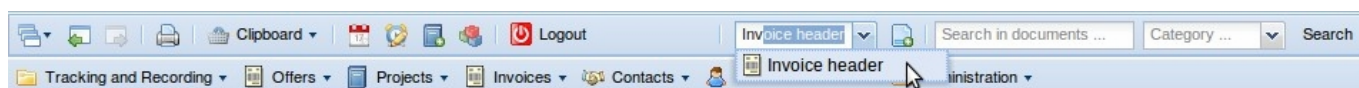


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4.10 Create Invoices

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...

 A screenshot of the 'Invoice header' form. The form is divided into several sections:

- Description:** A text field and an 'Invoice status' dropdown menu set to 'No invoice'.
- Project:** Two dropdown menus and search icons.
- Timespan:** 'From' and 'To' date pickers.
- Nettobetrag:** A text field and a 'EUR' currency selector.
- Value added tax:** A dropdown menu set to 'VAT-GB-15' and search icons.
- Bruttobetrag:** A text field and a 'EUR' currency selector.
- Billing period:** A dropdown menu set to 'Expense' and a 'Percent' field with a '%' symbol.
- Offer:** A dropdown menu, search icons, and a 'ConfirmationHeader' dropdown menu.
- Invoicing Party:** A dropdown menu set to 'Conner Jane' and search icons.
- Invoice date:** A date picker set to '21.10.2009'.
- Note:** A large text area.
- Invoice lines:** A section with a close icon and a document icon.
- Payments:** A section with a document icon.

... and the document is saved.

Invoice header

Document Edit View Actions

Save the document

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 Conner Jane ConfirmationHeader

Invoicing Party Conner Jane

Invoice date 21.10.2009

Note

Invoice lines

Payments

invoice Positions

The individual incoming invoice positions can be created by using the action "New document" in the element 'incoming invoice positions'/invoice header...

Die einzelnen Fremdrechnungspositionen können mit Hilfe der Funktionalität "Neues Dokument" im Element Fremdrechnungspositionen ...



... angelegt werden.

Invoice line 8-1	
Document Edit View	
Invoice	TLC-09-10-8
Position	8-1
Description	
Hours	1:00 h 0,125 Pd
UnitPrice	EUR
AmountExternalOriginal	EUR
Trade discount	%
Amount external	EUR
Amount internal	EUR
Cost	v d m p x
Cost center	v
Note	
Source	

Auch hier werden wieder alle relevanten Daten für die Fremdrechnungsposition erfasst ...

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	

... und das Dokument gesichert. Anschließend wird hier eine zweite Position (als Kopie der ersten Position erzeugt) und ...

Invoice	
Position	
Description	

Document

- 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	

... abgespeichert. Wenn bei einer Position der Rechnungsbetrag das Gesamtbudget des Projektes für den Lieferanten übersteigt, warnt das System mit einer entsprechenden Meldung.

Anschließend werden beide Positionen geschlossen.

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

Invoice header TLC-09-10-8

Document Edit View Back references Actions

Master data Misc Billing

Description: TLC-09-10-8 Invoice status: No invoice

Project: 3 Introduction Projectile

Timespan: From 01.10.2009 To 30.10.2009

Nettobetrag: 3.785,00 EUR

Value added tax: VAT-GB-15

Bruttobetrag: 4.352,75 EUR

Billing period: Expense Percent %

Offer: ConfirmationHeader

Invoicing Party: Conner Jane

Invoice date: 21.10.2009

Note:

Invoice 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

Payments

Include Invoice

Nach der Definition aller Positionen, wird durch die Aktion "Fremdrechnung übernehmen", die Eingangsrechnung als gebucht definiert.

Invoice header TLC-09-10-8

Document Edit View Back references Actions

Master data Misc Billing

Description: TLC-09-10-8

Project: 3 Introduction Projectile

Timespan: From 01.10.2009 To 30.10.2009

Actions:

- Include
- Workflow
 - 09 - Finalise invoice
 - 10 - Cancel invoice
 - 11 - Delete invoice
 - 12 - New invoice out of cancellation
 - 15 - Remove link to original invoice
- Printing
- Edit

Anmerkung: Bei Schnittstellen zur Finanzbuchhaltung können hier auch entsprechende Buchungssätze erzeugt werden.

Nach der Aktion ändert sich der Status (von Keine Rechnung auf Rechnung fakturiert), die Eingangsrechnung wird schreibgeschützt und ein Datensatz für den Zahlungsausgang wird erzeugt.

Invoice header TLC-09-10-8

Document Edit View Back references Actions

Master data Misc Billing

Description: TLC-09-10-8 Invoice status: Billed

Project: 3 Introduction Projectile

Timespan: From 01.10.2009 To 30.10.2009

Nettobetrag: 3.785,00 EUR

Value added tax: VAT-GB-15

Bruttobetrag: 4.352,75 EUR

Billing period: Expense Percent %

Offer: ConfirmationHeader

Invoicing Party: Conner Jane

Invoice date: 21.10.2009

Note:

Invoice 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

Payments

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

Outgoing Payment

Durch Mausklick auf den blau unterlegten Link, gelangt man zu dem Dokument Zahlungsausgang und kann hier den entsprechenden Zahlungsausgang verbuchen (Mausklick auf das grüne Häkchen setzt das aktuelle Datum und den vollen Betrag automatisch) ...

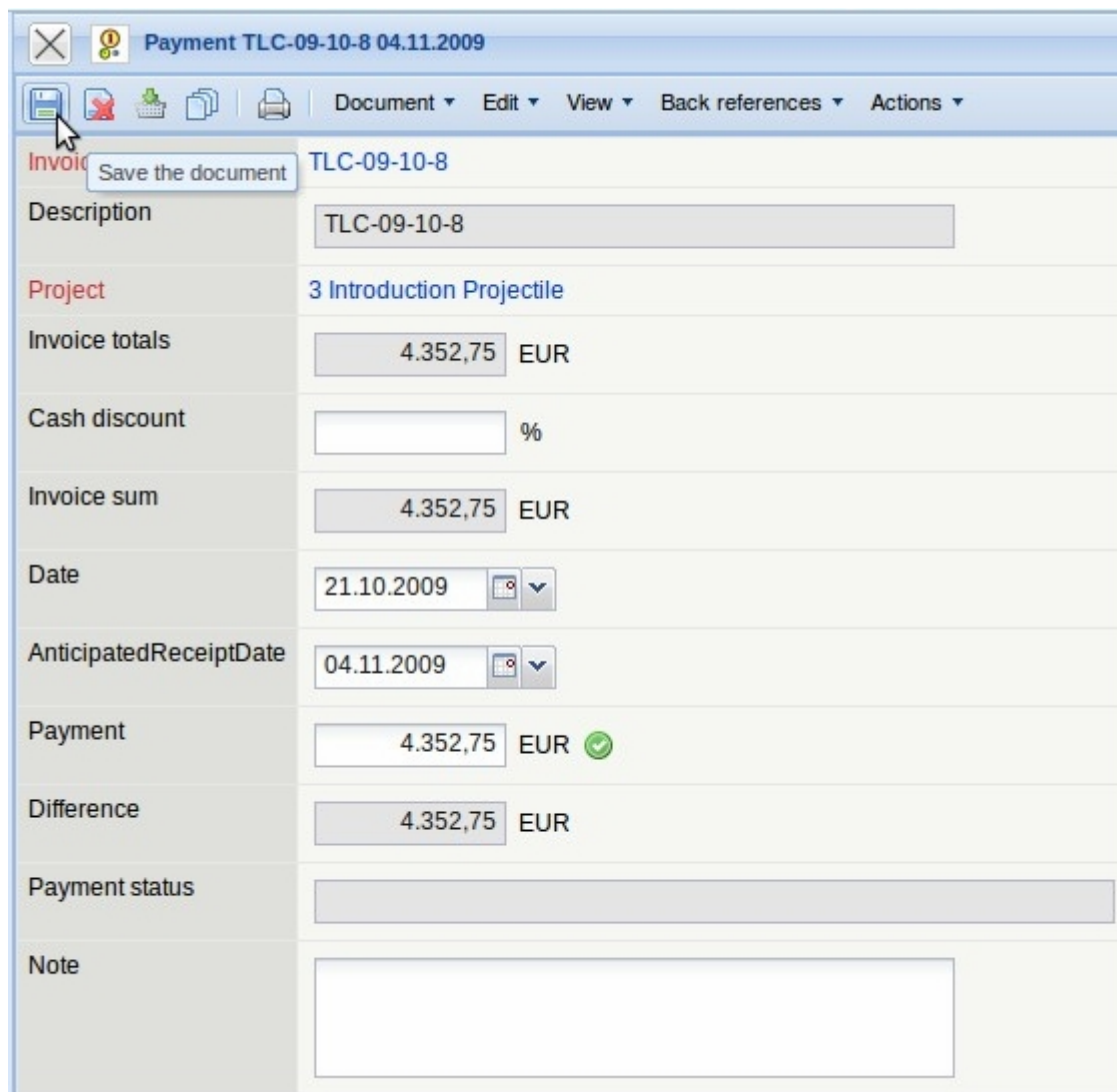
Payments

1-1 / 1

Description
TLC-09-10-8

Go to this document

    	
Document ▾ Edit ▾ View ▾ Back references ▾ Actions ▾	
Invoice	TLC-09-10-8
Description	TLC-09-10-8
Project	3 Introduction Projectile
Invoice totals	4.352,75 EUR
Cash discount	%
Invoice sum	4.352,75 EUR
Date	 ▾
AnticipatedReceiptDate	04.11.2009  ▾
Payment	EUR 
Difference	4.352,75 EUR Confirm value in this field
Payment status	
Note	



The screenshot shows a web-based invoice entry form titled "Payment TLC-09-10-8 04.11.2009". The form includes a menu bar with options like "Document", "Edit", "View", "Back references", and "Actions". A "Save the document" tooltip is visible over the "Save" icon. The form fields are as follows:

Invoice TLC-09-10-8	
Description	TLC-09-10-8
Project	3 Introduction Projectile
Invoice totals	4.352,75 EUR
Cash discount	%
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	

... und abspeichern.

... Fortsetzung

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