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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...

Description	<input type="text"/>	Invoice status	<input type="text" value="No invoice"/>
Project	<input type="text"/>	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	
Timespan	From <input type="text"/>	To <input type="text"/>	<input type="button"/> <input type="button"/>
Nettobetrag	<input type="text"/> EUR		
Value added tax	<input type="text" value="VAT-GB-15"/>	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	<input type="button"/>
Bruttobetrag	<input type="text"/> EUR		
Billing period	<input type="text" value="Expense"/>	Percent <input type="text"/>	% <input type="button"/>
Offer	<input type="text"/>	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	ConfirmationHeader <input type="text"/>
Invoicing Party	<input type="text"/>	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
Invoice date	<input type="text" value="21.10.2009"/>	<input type="button"/> <input type="button"/>	
Note	<input type="text"/>		
Invoice lines			
<input type="button"/> <input type="button"/>			
Payments	<input type="button"/>		

... and the document is saved.

Invoice header

Save the document Billing

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:

Invoice lines

Payments

New Document

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	<input type="button" value="▼"/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value="X"/>		
Cost center	<input type="button" value="▼"/>		
Note			
Source			

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

Invoice line 8-1

Document ▾ Edit ▾ View ▾

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 line 8-1 Java Programming

Document ▾ Edit ▾ View ▾ Back references ▾

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

Document ▾ Edit ▾ View ▾

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

Document ▾ Edit ▾ View ▾

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																					
Invoicing Party	Conner Jane																				
Invoice date	21.10.2009																				
Note																					
Invoice lines	<table border="1"> <thead> <tr> <th>Position</th> <th>Description</th> <th>Hours</th> <th>Amount external</th> <th>Amount internal</th> <th>Cost center</th> </tr> </thead> <tbody> <tr> <td>1 8-1</td> <td>Java Programming</td> <td>1:00 h 0,125 Pd</td> <td>1.785,00</td> <td>1.500,00</td> <td>Development</td> </tr> <tr> <td>2 8-2</td> <td>SQL-Programming</td> <td>1:00 h 0,125 Pd</td> <td>2.000,00</td> <td>1.500,00</td> <td>Development</td> </tr> </tbody> </table>			Position	Description	Hours	Amount external	Amount internal	Cost center	1 8-1	Java Programming	1:00 h 0,125 Pd	1.785,00	1.500,00	Development	2 8-2	SQL-Programming	1:00 h 0,125 Pd	2.000,00	1.500,00	Development
Position	Description	Hours	Amount external	Amount internal	Cost center																
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2 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
- Workflow 09 - Finalise invoice
- Printing
- Edit
- Cancel invoice
- Delete invoice
- New invoice out of cancellation
- Remove link to original invoice

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																			
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Payments																					
<table border="1"> <thead> <tr> <th>Description</th> <th>Invoice sum</th> <th>Date</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>TLC-09-10-8</td> <td>4.352,75</td> <td></td> <td></td> </tr> </tbody> </table>				Description	Invoice sum	Date	Payment	TLC-09-10-8	4.352,75												
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	
1	TLC-09-10-8

Go to this document 0

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	<input type="text"/>
AnticipatedReceiptDate	04.11.2009
Payment	<input type="text"/> EUR
Difference	4.352,75 EUR Confirm value in this field
Payment status	
Note	

Payment TLC-09-10-8 04.11.2009

Save the document **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 <input type="button" value=""/>
AnticipatedReceiptDate	04.11.2009 <input type="button" value=""/>
Payment	4.352,75 EUR
Difference	4.352,75 EUR
Payment status	
Note	

... und abspeichern.

... Fortsetzung

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