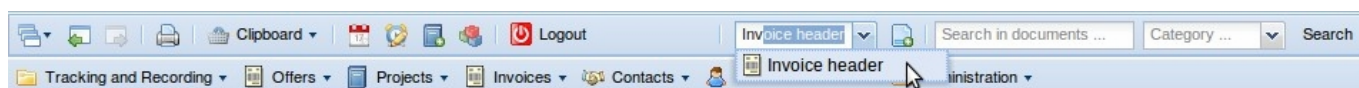


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4.10 Create Invoices

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. The 'Master data' tab is selected. Fields include: 'Description' (text input), 'Invoice status' (dropdown menu with 'No invoice' selected), 'Project' (two dropdown menus), 'Timespan' (From and To date pickers), 'Nettobetrag' (text input with 'EUR' currency), 'Value added tax' (dropdown menu with 'VAT-GB-15' selected), 'Bruttobetrag' (text input with 'EUR' currency), 'Billing period' (dropdown menu with 'Expense' selected and 'Percent' input), 'Offer' (dropdown menu), 'ConfirmationHeader' (dropdown menu), 'Invoicing Party' (dropdown menu with 'Conner Jane' selected), 'Invoice date' (date picker with '21.10.2009' selected), and 'Note' (text area). At the bottom, there are sections for 'Invoice lines', 'Payments', and a 'Save' button.

... and the document is saved.

Invoice header

Document Edit View Actions

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: Conner Jane ConfirmationHeader:

Invoicing Party: Conner Jane

Invoice date: 21.10.2009

Note:

Invoice lines:

Payments:

New Document

Invoice Positions

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

...

Invoice lines

New Document

Payments

in the element ‘invoice positions (lines).

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 f m x
Cost center	v
Note	
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	

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	

...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

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

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

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 menu:

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

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.

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

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)...

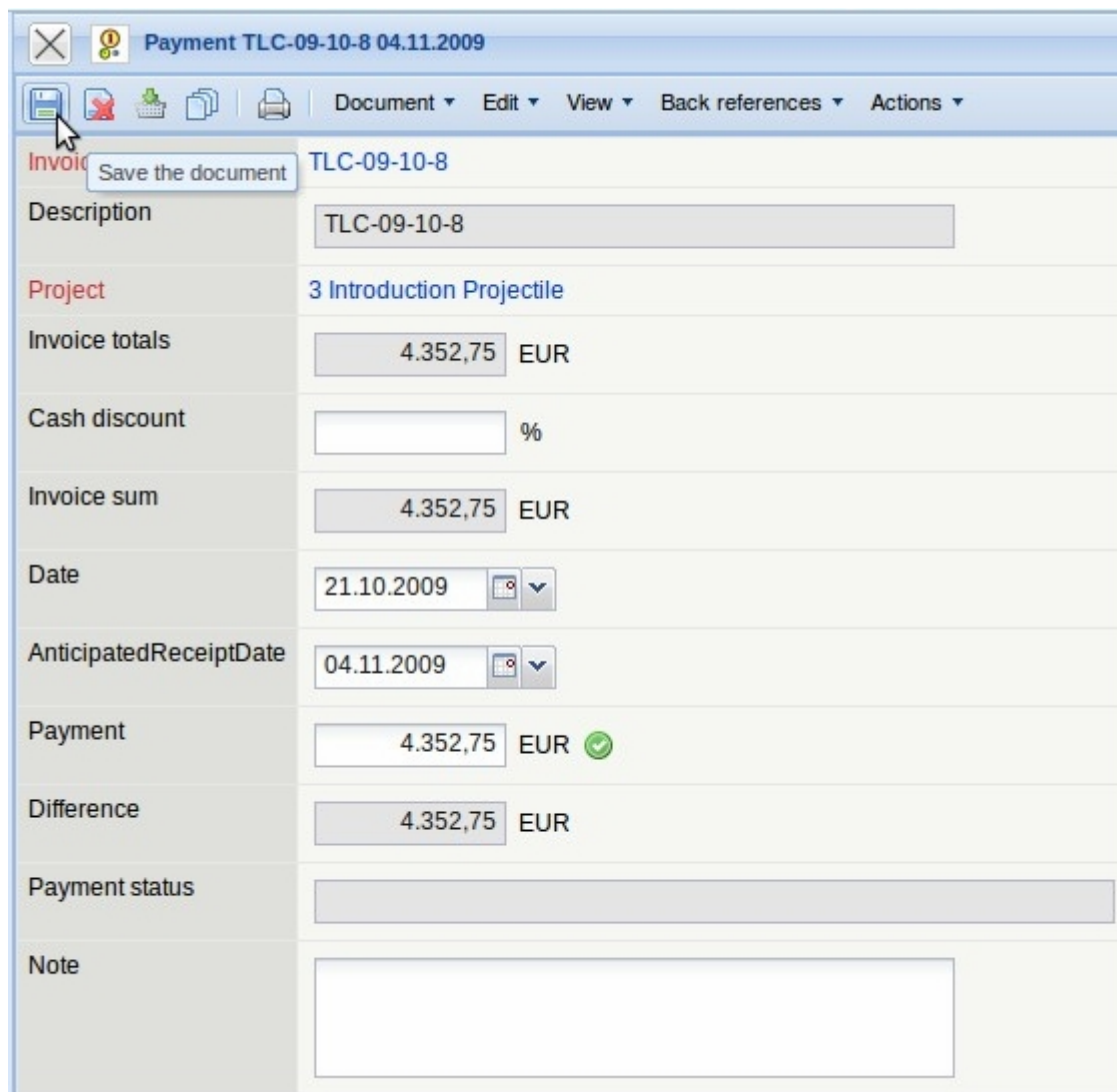
Payments

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	



Payment TLC-09-10-8 04.11.2009

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 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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