

Invoice (Customer)

- Window Introduction
 - Introduction
- Tabs
 - Invoice Header
 - Invoice line
 - Invoice tax
 - Payment schedule
 - Allocation
 - With holding
 - Invoice Allocation
- Document Actions
 - Validation
 - Action
- Process
 - Copy Lines
 - Post E-Invoice
 - Add Default Items
- Video
 - Video
- Reports
 - Reports
- Form and process
 - Generate Invoices

Window Introduction

Introduction

Overview

Once the shipment customer document is complete to generate the invoice

Business Case

A manufacturing Industries complete a Sales order or shipment from the concerned department for the product. The accounts team will prepare and complete the invoice.

Tabs

Tabs

Invoice Header

The screenshot shows the 'Invoice Header' form in a software application. The form is divided into several sections with various input fields and dropdown menus. The fields are as follows:

- Client:** Sandbox
- Organization:** Manufacturing Discrete
- Order:** 50446_10/11/2023
- Date Ordered:** 10/11/2023
- Document No:** T-79
- Order Reference:** (empty)
- Description:** (empty text area)
- Target Document Type:** AR Invoice
- Date Invoiced:** 10/11/2023
- Account Date:** 10/11/2023
- Business Partner:** Tech equipment
- Partner Location:** Coimbatore
- User/Contact:** (empty)
- Place of supply:** (empty)
- Price List:** Sales Price List
- Currency:** INR
- Sales Representative:** Discrete User
- External Agency:** (empty)
- Payment Rule:** Cheque
- Is Payment:** (checkbox, unchecked)
- LLR Number:** (empty)

At the bottom of the form, there is a button labeled 'Create lines from'.

The screenshot shows the 'Reference' and 'Status' sections of the Invoice Header form. The fields are as follows:

- Reference:**
 - Project:** (empty)
 - Campaign:** (empty)
 - Place of supply:** (empty)
- Status:**
 - Total Lines:** 0.00
 - Grand Total:** 0.00
 - Document Status:** Drafted
 - Document Type:** ** New **
 - Pay Schedule valid:** (checkbox, unchecked)
 - Cash Plan Line:** (empty)
 - IsFixedAssetInvoice:** (checkbox, unchecked)
 - Withholding Amount:** 0.00

At the bottom of the Status section, there is a button labeled 'Generate Withholding' and a 'Document Action' button.

Critical Fields:

1. **Business Partner:** We can select existing/new customers here and this field used to maintain the customer
2. **Partner location:** This field is updated automatically, based on business partner selection, and also updates the site manually
3. **Price list:** The price list will be selected in the product master once we choose the product price list will display automatically and the user also select manually

4. Payment Rule: This field used to select the payment type

4.1 Cash: After receiving the invoice, the customer pays the invoice amount through cash only

4.2 Check: After receiving the invoice, the customer pays the invoice amount through a check

4.3 Credit Card: Payment amount paid to vendor to use Credit Card

4.4 Direct Debit: Payment amount paid to direct vendor account number

4.5 Mixed POS Payment

4.6 NEFT

4.7 On Credit

4.8 RTGS: Payment amount paid to RTGS

5. Payment term: The terms of payment (Immediate, 30 days, etc)

6. Sales representative: This field updates automatically based on system login through the user name

7. Order: Once the sales or shipment document number is selected and saved, the document is updated automatically

Critical & one-time setup fields:

1. Organization: This field is used to select the organization

2. Target Document Type- This Field is used to select the type of document that you are going to process

Non-Critical Field:

1. Order: This field is used to complete an invoice transaction using a Sales order reference. We can simply paste the sales order document number or choose the sales orders that need to be invoiced.
 2. Order Reference: Notes, Document, and Important Information for this Order.
 3. Description: Used to describe specifics about an Invoice document or any other note, information, or data, for example.
 4. User contact: He is the contact person on that particular vendor side.
 5. Place of supply: Where should the despatch material/item/products be delivered(As stated by the states)
 6. Project: If this order is processed against a project user can tag the project for tracking.
 7. Campaign: Campaign Details of the project are processed against the order
 8. Cash plan line: It is a master that is used to maintain a particular cash plan for this particular order.
 9. Discount Printed Checkbox (Invoicing): To print Discount Details on Report
 10. Ispayment: select this checkbox to generate the payment from the invoice expense window.
 11. Bank Account: select the bank account number to do the payment
 12. External Agency : It is used to select the existing business partner name.
-

Serial number/Lot number (ASI):

Zoom condition:

1. Shipment customer
 2. Sales order
 3. Receipt
 4. Service Request
 5. View TDS
-

Customization:

1. Create lines From Customer DC :

1. The Create lines From Customer Dc Button is used to select the Data from the Customer Material DC Outgoing Transactions.
2. In this form we have 2 filter options like Date and the Outgoing Dc Product.
3. Service Product For Outgoing Product Should be maintained in the Product Master Related Product Tab.
4. By Using this Option We can Directly Create Invoices For the Customer Material DC Services Charges without the Sales Order References.

Tabs

Invoice line

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

- Client:** XYZ Foundation
- Organization:** HQ
- Invoice:** test_15/02/2020_10.00
- Line No:** 20
- Product:** (empty)
- Shipment/Receipt Line:** (empty)
- Charge:** (empty)
- Resource Assignment:** (empty)
- Description:** (empty)
- PrintNotes:** (empty)

Quantities: Quantity: 1, UOM: (empty)

Amounts: Price: 0.00, Tax: No Tax, Unit Price: 0.00, List Price: 0.00. A tooltip indicates: "The Quantity Entered is based on the selected UoM".

Reference: Project: (empty), Campaign: (empty)

Status: Line Amount: 0.00, Asset: (empty). Checkboxes: Description Only, Printed.

Critical Fields:

1. **Product:** To select the product type an item, you can select the multiple products in this line item
2. **Quantity:** Quantity that needs to be invoiced
3. **Charge:** additional document charge to add this field
4. **UOM:** The record will populate from the product and we can change the UOM manually if UOM conversion for the product.
5. **Tax:** This field is used to select interstate or intrastate tax, and we can also change the tax.
6. **Price:** This field is updated automatically when the product selection or updated manually

Critical & one-time setup fields:

Non-Critical Fields:

1. Shipment/Receipt Line: This field displays information from a Shipment line.
2. Description: Used to describe specifics about an Invoice document or any other note, information, or data, for example.
3. Project- If this order is processed against a project user can tag the project for tracking.
2. Campaign: If this order comes with the mobile marketing campaign.
3. Unit price: The price entered is converted to the actual price based on the UOM conversion
4. List price: The List Price is the official List Price in the document.
5. Tax amount: This is the tax amount, which was computed automatically based on the tax rate.

Serial number/Lot number (ASI):

If the product against attribute is updated, the system will be displayed

Zoom conditions:

Validation:

Tabs

Invoice tax

[Invoice](#) > Invoice Tax 1/2

1 Line - 625.00 - Total: 737.50 INR = 737

Client*	XYZ Foundation	Organization*	HQ
Invoice*	170005_20/06/2019_737.50	Tax Provider	
Tax*	SGST 9%	Tax base Amount*	625.00
Tax Amount*	56.25		

Price includes Tax

Note: Once the invoice is complete invoice tax tab is updated automatically.

Tabs

Payment schedule

The screenshot shows a software interface for a 'Payment Schedule' form. At the top left, it says 'Invoice > Payment Schedule'. On the right, there are navigation icons and a status bar that reads '1 Line - 625.00 - Total: 737.50 INR = 737.5'. The form is divided into two main sections. The left section contains: 'Client' (XYZ Foundation), 'Invoice' (170005_20/06/2019_737.50), an 'Active' checkbox (checked), 'Due Date' (empty), 'Discount Date' (empty), and a 'Validate' button. The right section contains: 'Organization' (HQ), 'Payment Schedule' (dropdown menu), 'Amount due' (0.00), 'Discount Amount' (0.00), and a 'Valid' checkbox (unchecked).

Critical Fields:

1. Payment Schedule: To update the schedule details
2. Due Date: The date when the payment is due
3. Discount Date: Once the discount date is exceeded system does not consider the discount amount
4. Amount Due: Amount of the payment due
5. Discount Amount: To update the discount amount details

Critical & one-time setup fields:

There is no such field.

Non-Critical Fields:

There is no such field.

Zoom conditions:

Customization:

Tabs

Allocation

Invoice > Allocation

Client: XYZ Foundation Organization: HQ

Invoice: 150022_16/05/2020_94400.00

Allocation: 490300 Transaction Date:

Payment: 1000185_16/05/2020_94400.00_1

Amount	94,400.00	Write-off Amount	0.00
Discount Amount	0.00		
Over/Under Payment	0.00		

Once the invoice against payment allocation is complete, the allocation tab is updated automatically.

With holding

The screenshot shows a web form for 'Withholding' under the 'Invoice' tab. The form is titled 'Inserted' and contains the following fields and controls:

- Client:** XYZ Foundation
- Organization:** HQ
- Invoice:** 150022_16/05/2020_94400.00
- Withholding Type:** (Dropdown menu)
- Tax:** (Dropdown menu)
- Tax base Amount:** 0.00
- Transaction Date:** (Text input)
- Account Date:** (Text input)
- Percent:** (Text input)
- Tax Amount:** (Text input)
- Is Calc On Payment:**
- Processed:**
- Active:**
- Withholding Rule:** (Text input)
- Document No:** (Text input)
- Allocation Line:** (Text input)
- Description:** (Text area)

Critical Fields:

1. This field is used to select the different types of Withholding type
2. Tax is help us to select the Tax rates.
3. Provide Tax base amount to calculate the Tax.
4. Tax amount will show the calculated tax as per the tax rates.
5. Transaction Date as selected in the Header.
6. Account Date as selected in the Header.
7. Withholding rule shows the configured data to calculate the tax amount.
8. Document no autogenerate when the record is saved.

Critical & one-time setup fields:

Non-Critical Fields:

1. Allocation line record will show after the invoice document is completed.
2. Description used to maintain the comments for the record.

Zoom conditions:

Customization:

Tabs

Invoice Allocation

Client*	Konnect Demo	Organization*	Manufacturing Discrete
Invoice*	0047_24/07/2023_0.0	Allocation Line	
Payment*	0051_08/09/2023_13334.00_Karuru Vysya Bank 13321336666087	Invoice Amt	13,334.00
Amount*	13,334.00	Remaining Amt	0.00
Discount Amount*	0.00		
Over/Under Payment*	0.00		
Write-off Amount*	0.00		

This window helps us to allocate the Receipt against the invoice customer.

Critical Fields:

1. Payment: This field help us to map the receipt document to the invoice.
2. Invoice Amt: Invoice grand total amount populate in this field.
3. Amount: Shows the received amount from the selected receipt record.

Critical & one-time setup fields:

Non-Critical Fields:

1. Allocation line: This field will show the allocated line after completing the invoice document.
2. Discount Amount: This field help us to maintain the discount amount received from invoice amt.

3. Write-off Amount: If the invoice amount is not received use this field to write off the amount as uncollectible.

4. Over/Under Payment: To maintain the unallocated or partial amount

5. Remaining Amt: This field shows the balance amount to be paid.

Serial number/Lot number (ASI):

Zoom conditions:

Customization:

Document Actions

Validation

Save

1. System will check all mandatory fields

Delete

1. System will delete the Invoice and its line details

Document action prepare

1. System will check the period and master data checking

Document action complete

1. System will complete the document and keep the invoice ready for processing
2. Once document action is complete, all fields are updated as read-only

Document action void/reverse correct actual

1. the system will reverse the transaction data and generate a reversal document with the opposite accounting sign to zero value for the invoice.

Document action close

1. The system will check whether all the activity for the document is completed and change the Document status to close.

Action

Verify

Create lines from

Invoice .. Create lines from

Business Partner: MAK Controls

Order: [Dropdown]

Shipment/Receipt: [Dropdown]

50004 - 24/01/2019 - 438.96
50005 - 30/01/2019 - 737.50
50006 - 30/01/2019 - 4.00
50007 - 30/01/2019 - 40.00
50008 - 30/01/2019 - 48.00
50009 - 30/01/2019 - 8.00
50010 - 30/01/2019 - 4.00
50011 - 30/01/2019 - 4.00
50012 - 30/01/2019 - 16.00
50014 - 30/01/2019 - 4.00
50015 - 30/01/2019 - 20.00

Invoice .. Create lines from

Business Partner: MAK Controls

Order: [Dropdown]

Shipment/Receipt: [Dropdown]

500007 - 30/01/2019
500004 - 30/01/2019
500008 - 30/01/2019
500009 - 30/01/2019
500006 - 30/01/2019
500013 - 01/02/2019
500019 - 01/02/2019
500020 - 01/02/2019
570000 - 01/02/2019

Create line from(form): This form has both order or shipment/receipt to select the products. Once the products are selected in the form, those line products will update in the invoice line.

Copy from/lines

Process

Copy Lines

The screenshot shows the SAP Sales Invoice form. At the top, there is a toolbar with various icons. Below it, the form is titled 'Sales Invoice' and includes a summary bar on the right stating '3 Lines - 1,980,230.75 - Total: 1,980,272.28 INR = 1,980,272.28'. A context menu is open over the 'Copy Lines' option, which also includes 'Post E-Invoice' and 'AddDefaultItems'. The form fields are organized into two columns:

Client : XYZ Foundation	Organization : MainHQ
Order : 50691_04/10/2021	Date Ordered : 04/10/2021
Document No : <calyear>/1600015	Order Reference : yc c
Description : Order created from Portal purchase order	
Target Document Type : AR Invoice	
Date Invoiced : 05/10/2021	Account Date : 05/10/2021
Business Partner : Gangaraj	Partner Location : Coimbatore
User/Contact : Ganga	Place of supply
Price List : Sales INR	Currency : INR

Copy Lines: This Process is used to create the same line details from one document to another document.

Process

Post E-Invoice

EInvoice

Seller: XYZ Foundation Seller GST: 33AAICT8652Q1ZJ Buyer: KMC CONSTRUCTIONS L Buyer GST: 32AABCK6483B1ZV

E-Invoice E-Way Bill

EInvoice

Seller: Master GST Seller GST: 29AABCT1332L000 Buyer: I.R.A.A RESOURCES Buyer GST: 33AAACN0757G12

E-Invoice E-Way Bill Copy From GSTN

Post E-Invoice : Process will help you to post the e-invoice & e-waybill to the GST portal

1. **Validate GSTN :** The button will help us to validate the buyer's GSTIN and that their details are correct before post the E-Invoice.
2. **Generate E-Invoice & Eway :** The button will post both e-invoice and e-way bill to the portal
3. **Generate E-Invoice only :** The button will post the e-invoice only to the portal.
4. **Generate E-Way Bill :** The button will post only the E-way bill.
5. **Generate E-Inv & Eway(Part A) :** This button will post the E-Invoice and the e-waybill Part A section only.
6. **Generate E-Way Bill(Part A) :** This button will post the e-waybill Part A section only.
7. **Copy From GSTN :** This button is used to copy GSTN Data From Portal.

Add Default Items

AddDefaultItems 

Do you want to start the Process?

Default Items 

isAll

Run as Job

Saved Parameters   

Default Items: This process is used to add the default charges to add in the invoice line.

Video

Video

Video

Reports

Reports

Sr.No	Report Name	Report Purchase
1	Daily Invoice	
2	Invoice Detail and Margin	
3	Invoice Detail Report	
4	Invoice Report	
5	Invoice Tax	
6	Invoice Transactions (Acct)	
7	Invoice Transaction (Doc)	
8	Monthly Invoice	
9	Monthly Invoice Product	
10	Monthly Invoice Vendor	
11	PR to Invoice	
12	Quarter Invoice	
13	Un Allocated Invoice	
14	Weekly Invoice	
15	Yet To Invoice	

Form and process

Generate Invoices

Home (112) Summary Generate Invoices (manual) * **Generate Invoices** *

Generate and print Invoices from open Orders
Invoices for open Orders are created based on the invoice rule of the Order. If several Orders of a business partner have the same bill location, the orders can be consolidated into one Invoice.

Date Invoiced 14/09/2023

Organization * Manufacturing Discrete-Manufacturing Discrete

Order

Business Partner

Document Action * Complete

Consolidate to one Document

Minimum Amt

Shipment/Receipt

Run as Job

Saved Parameters

Parameters :

- 1) Date Invoiced : It is used to mention Invoice the customer date.
- 2) Organisation : It is used to select the organisation.
- 3) Order : It is used to select the sales order document no.
- 4) Business partner : It is used to mention the business partner details which is mentioned in sales order or shipment customer.
- 5) Document Action : It is used to prepare & complete the Invoice document.
- 6) Consolidate to one document : By selecting this check box we can able to consolidate multiple sales order document & shipment document into single invoice.
- 7) Minimum Amount : It is used to mention the currency details.

8) Shipment Receipt : It is used to mention the shipment customer document no.

Process Use :

By using this process we can able to convert multiple sales order document into single Invoice customer & shipment customer too.