

Tabs

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Invoice Header

Invoice Record saved 1 Line - 30,769.24 - Total: 30,769.24 INR = 30,769.24

Client* XYZ Foundation	Organization* XYZ Offsite
Document No 1000815	Order Reference
Description	
Target Document Type* AP Invoice	Vendor Invoice No
Date Invoiced* 15/12/2021	Account Date* 15/12/2021
Business Partner* ABC Industries	Partner Location* Chennai
User/Contact	Currency* INR
Payment Rule* On Credit	Payment Term* Immediate
Generate Withholding	Bank Account Type

Critical Fields:

1. **Business Partner:** We can select existing/new vendor here and this field used to maintain the vendor.
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)

Critical & onetime 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 the document that you are going to process
-

Non-Critical Fields:

1. Order Reference: Notes, Document, and Important Information for this Order.
2. Description: Used to describe specifics about a Invoice document or any other note, information, or data, for example.
3. User contact: He is the contact person in that particular vendor side.
4. Place of supply: Where should the purchased material/item/products be delivered(As stated by the states).
5. Discount Printed Checkbox (Invoicing): To print Discount Details on Report
6. Bank account type: select the type of your bank account (Cash, Current account, Fixed Deposit account, savings, etc..)
7. ispayment: select this checkbox to generate the payment from the invoice expense window.

8. Bank Account: select the bank account number to do the payment

Serial number/Lot number (ASI):

Zoom conditions:

Customization:

Invoice Line

Invoice > Invoice Line

Inserted

1 Line - 10.00 - Total: 10.00 INR = 10.00

Client: XYZ Foundation

Organization: HQ

Invoice: test_15/02/2020_10.00

Line No: 20

Shipment/Receipt Line

Product

Charge

Attribute Set Instance

Resource Assignment

Description

Print Notes

Quantities

Quantity: 1 UOM

Amounts

The Quantity Entered is based on the selected UoM

Price: 0.00

Unit Price: 0.00

List Price: 0.00

Tax: No Tax

Reference

Project

Campaign

Status

Line Amount: 0.00

Asset

☐ 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:

Invoice lines > Landed cost

The screenshot shows a SAP form for 'Invoice lines > Landed cost'. The form is organized into two main horizontal sections. The top section contains several input fields: 'Client' with the value 'Konnect Demo', 'Organization' with 'Manufacturing Discrete', 'Invoice Line' with '1000022_19/11/2020_7080.00_10_6000.0', 'Cost Distribution' with 'Quantity', 'Cost Element' (empty), and 'Description' (empty). The bottom section contains 'Receipt' (empty), 'Receipt Line' (empty), and 'Product' (empty). At the bottom of this section is a button labeled 'Distribute Costs'.

Critical Fields:

1. Cost Distribution: This field is used to select the distribution type
 - 1.1 Costs
 - 1.2 Line
 - 1.3 Quantity
 - 1.4 Volume
 - 1.5 Weight
2. Cost Element: Based to the cost element type you can classic the cost. Ex: Material cost, Overheads, Resource etc..
3. Receipt: Reference field to map the material inward number.
4. Recceipt Line: to distrubute the cost to specific line, you can map the material receipt.
5. Product: select the product to distribute cost to it.
6. Distribute Costs: Button will help you to process the distribution.

Critical & onetime setup fields:

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

Non-Critical Fields:

1. Description: Used to describe specifics about an Invoice document or any other note, information, or data.

Serial number/Lot number (ASI):

Zoom conditions:



Validation:

Invoice tax

Invoice > Invoice Tax

1 Line - 625.00 - Total: 737.50 INR = 737

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

☐ Price includes Tax

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

Payment schedule

Invoice > Payment Schedule

Inserted 1 Line - 625.00 - Total: 737.50 INR = 737.5

Client: XYZ Foundation Organization: HQ

Invoice: 170005_20/06/2019_737.50 Payment Schedule: [Dropdown]

☒ Active

Due Date: [Calendar Icon] Amount due: 0.00

Discount Date: [Calendar Icon] Discount Amount: 0.00

Validate ☐ Valid

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:

Allocation

Invoice > Allocation

1/1

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		
Discount Amount	0.00	Write-off Amount	0.00
Over/Under Payment	0.00		

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

With holding

Invoice > Withholding ▾

Inserted

<u>Client</u>	XYZ Foundation	<u>Organization</u>	HQ
<u>Invoice</u>	150022_16/05/2020_94400.00		
<u>Withholding Type</u>			
<u>Tax</u>		Percent	
Tax base Amount	0.00	<u>Tax Amount</u>	
Transaction Date		Account Date	
<input type="checkbox"/> Is Calc On Payment		<input type="checkbox"/> Processed	<input checked="" type="checkbox"/> Active
<u>Withholding Rule</u>			
Document No		<u>Allocation Line</u>	
Description			

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:

Invoice lines > Landed cost Allocation

Invoice > Invoice Line > Landed Cost Allocation

Client*	Sandbox	Organization*	Food Industry
Invoice Line*	1000255_20/11/2023_1000.0_10_500	Attribute Set Instance*	
Product*	B100000_Lock	Quantity*	100
Amount*	500.00	Cost Element*	Landed Cost
Base*	100.0		

Critical Fields:

1. Product: select the product to distribute cost to it.
2. Cost Element: Based to the cost element type you can classic the cost. Ex: Material cost, Overheads, Resource etc...
3. While giving the Landed cost Amount system will Allocate the cost against the Product given

Critical & onetime setup fields:

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

Non-Critical Fields:

1. Description: Used to describe specifics about an Invoice document or any other note, information, or data.

Serial number/Lot number (ASI):

1. We can give the Lot/Serial Number required for the Product in Landed cost screen

Zoom conditions:

Validation: