

Invoice (Expense)

- Introduction
 - Introduction
- Tabs
 - Invoice Header
 - Invoice Line
 - Invoice lines >Landed cost
 - Invoice tax
 - Payment schedule
 - Allocation
 - With holding
 - Invoice lines >Landed cost Allocation
- Document Actions
 - Validation
- Process
 - Add Default Items
- Video

Introduction

Introduction

Overview

This window is used to vendor invoice generating purpose

Business Case

A Manufacturing Industries, materials purchase from store department for the factory. The accounts team will be prepare and complete the expense invoice without reference of the purchase order.

Tabs

Tabs

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 
<input type="button" value="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:

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 states: "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 lines > Landed cost

The screenshot shows a web form for 'Invoice lines > Landed cost'. The form is divided into two main sections. The top section contains fields for 'Client' (Konnect Demo), 'Organization' (Manufacturing Discrete), 'Invoice Line' (1000022_19/11/2020_7080.00_10_6000.0), 'Cost Distribution' (Quantity), 'Cost Element' (empty), and 'Description' (empty). The bottom section contains fields for 'Receipt' (empty), 'Receipt Line' (empty), 'Product' (empty), and a 'Distribute Costs' button.

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. Receipt Line: to distribute 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:

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 web application interface for a 'Payment Schedule'. At the top left, it says 'Invoice > Payment Schedule'. On the right, there are navigation icons and a status indicator '+*1/1'. Below the title bar, it says 'Inserted' on the left and '1 Line - 625.00 - Total: 737.50 INR = 737.5' on the right. The main form area contains several fields: 'Client' with the value 'XYZ Foundation', 'Organization' with 'HQ', 'Invoice' with '170005_20/06/2019_737.50', and a 'Payment Schedule' dropdown menu. There is a checked 'Active' checkbox. Two date fields are present: 'Due Date' and 'Discount Date', both with calendar icons. At the bottom left, there is a 'Validate' button. On the right side of the form, there are two numeric input fields: 'Amount due' and 'Discount Amount', both showing '0.00' with a currency icon. A 'Valid' checkbox is located at the bottom right.

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	Transaction Date	
Allocation	490300	Write-off Amount	0.00
Payment	1000185_16/05/2020_94400.00_1		
Amount			94,400.00
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
- Tax Amount:** (Field with currency icon)
- Transaction Date:** (Date field)
- Account Date:** (Date field)
- Is Calc On Payment:**
- Processed:**
- Active:**
- Withholding Rule:** (Text field)
- Document No:** (Text field)
- Allocation Line:** (Text field)
- 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 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:

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.

Process

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