

# Invoice (Expense)

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# Introduction

# Introduction

## **Overview**

This window is used to vendor invoice generating purpose

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## **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

# Invoice Header

**Invoice** [ 1/643 ]

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

|   |  |
|---|--|
| <p><b>Client</b> * XYZ Foundation</p> <p><b>Document No</b> 1000815</p> <p><b>Description</b></p> <p><b>Target Document Type</b> * AP Invoice</p> <p><b>Date Invoiced</b> * 15/12/2021</p> <p><b>Business Partner</b> * ABC Industries</p> <p><b>User/Contact</b></p> <p><b>Payment Rule</b> * On Credit </p> <p style="text-align: center;">Generate Withholding</p> | <p><b>Organization</b> * XYZ Offsite</p> <p><b>Order Reference</b></p> <p><b>Vendor Invoice No</b></p> <p><b>Account Date</b> * 15/12/2021</p> <p><b>Partner Location</b> * Chennai</p> <p><b>Currency</b> * INR</p> <p><b>Payment Term</b> * Immediate </p> <p><b>Bank Account Type</b></p> |
|---|--|

## 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)

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## **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

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## **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

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**Serial number/Lot number (ASI):**

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**Zoom conditions:**

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**Customization:**

# Invoice Line

Invoice > Invoice Line

Inserted

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

PrintNotes

Quantities

Quantity: 1 UOM

Amounts

Price: 0.00 Tax: No Tax

Unit Price: 0.00 List Price: 0.00

Reference

Project Campaign

Status

Line Amount: 0.00 Asset

Description Only Printed

1 Line - 10.00 - Total: 10.00 INR = 10.00

## 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:**

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## **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.
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## **Serial number/Lot number (ASI):**

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

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## **Zoom conditions:**

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## **Validation:**

# Invoice lines > Landed cost

Client\* Konnect Demo Organization\* Manufacturing Discrete

Invoice Line\* 1000022\_19/11/2020\_7080.00\_10\_6000.0

Cost Distribution\* Quantity Cost Element\*

Description

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Receipt Receipt Line

Product

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. 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 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.

Tabs

# Payment schedule

The screenshot shows a software interface for a 'Payment Schedule' form. At the top left, there is a breadcrumb 'Invoice > Payment Schedule' and a status 'Inserted'. On the top right, there are navigation icons and a summary '1 Line - 625.00 - Total: 737.50 INR = 737.5'. The form is divided into two main columns. The left column contains fields for 'Client' (XYZ Foundation), 'Invoice' (170005\_20/06/2019\_737.50), an 'Active' checkbox (checked), 'Due Date' (with a calendar icon), 'Discount Date' (with a calendar icon), and a 'Validate' button. The right column contains fields for 'Organization' (HQ), 'Payment Schedule' (a dropdown menu), 'Amount due' (0.00 with a currency icon), 'Discount Amount' (0.00 with a currency icon), 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.

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## Zoom conditions:



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## Customization:

Tabs

# 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

Client\* XYZ Foundation

Organization\* HQ ▾

Invoice\* 150022\_16/05/2020\_94400.00

Withholding Type\* ▾

Tax\* ▾

Percent

Tax base Amount\* 0.00

Tax Amount\*

Transaction Date

Account Date

☐ Is Calc On Payment ☐ Processed ☒ Active

Withholding Rule

Document No

Allocation Line

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:**

# 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?


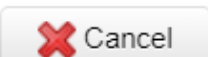
Default Items Packing & Forward ▼

☐ isAll

☐ Run as Job

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Saved Parameters ▼  

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



# Video