

# Tabs

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# Invoice Header

The screenshot shows the 'Invoice (Vendor)' form header section. It includes fields for Client (XYZ Foundation), Organization, Purchase Order, Date Ordered, Document No, Order Reference, Vendor Invoice No, Description, Target Document Type, Date Invoiced (18/05/2020), Account Date (18/05/2020), Business Partner, Partner Location, User/Contact, Currency (INR), Price List (purchase), Company Agent (Vijayakumar S), Payment Rule (On Credit), Payment Term (Immediate), and Place of supply. There is also a 'Create lines from' button.

The screenshot shows the 'Reference' and 'Status' sections of the form. The 'Reference' section includes Project and Campaign fields. The 'Status' section includes Total Lines (0.00), Grand Total (0.00), Document Status (Drafted), Document Type (\*\* New \*\*), Pay Schedule valid (checkbox), Cash Plan Line, Generate Withholding button, IsFixedAssetInvoice (checkbox), and Withholding Amount (0.00).

## Critical Fields:

- Business Partner:** We can select existing/new Vendors here and this field is used to maintain the Vendor.
- Partner location:** This field is updated automatically, based on business partner selection, and also updates the site manually
- 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
- Vendor Invoice No:** This field is used to note the vendor invoice number, which can also be printed in reports.

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

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

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

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

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

5.5 Mixed POS Payment

5.6 NEFT

5.7 On Credit

5.8 RTGS: Payment amount paid to RTGS

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

7. Company Agent: This field updates automatically based on system login through the user name

8. Order: Once the Purchase order or Material receipt document number is selected and saved the document this field is updated automatically

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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 document that you are going to process

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## **Non-Critical Fields:**

1. Purchase Order: This field is used to complete an invoice transaction using a purchase order

reference. We can simply paste the purchase order document number or choose the purchase 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 purchased 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

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:**

1. Payment

**Customization:**

# Invoice Line

Home Summary \*Invoice (Vendor): 1000514 x

Invoice > Invoice Line

Inserted No Lines - 0.00 - Total: 0.00 INR = 0

Client: XYZ Foundation Organization: HQ

Invoice: 1000514\_23/01/2020\_0 Purchase Order Line:

Line No: 10 Receipt Line:

Product: Charge:

1099 Box:

Description:

Create Asset

PrintNotes:

**Quantities**

Quantity: 1 UOM:

Quantity Invoiced: 1

**Amounts**

Price: 0.00

Unit Price: 0.00 List Price: 0.00

Tax: No Tax Tax Amount: 0.00

**Reference**

Project: Campaign:

**Status**

Line Amount: 0.00 Line Total: 0.00

## 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

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## **Critical & onetime setup fields:**

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## **Non-Critical Fields:**

### 1. Purchase Order Line

This field displays information from a Purchase Order's PO Line data.

### 2. Receipt Line

This Field displays the material receipt's receipt line data.

### 3. Description

Used to describe specifics about a Invoice document or any other note, information, or data, for example.

### 5. Unit Price

The Actual or Unit Price indicates the price for a product in the source currency.

### 6. List Price

The List Price is the official List Price in the document currency.

### 7. Tax amount

This is the tax amount, which was computed automatically based on the tax rate.

### 8. Create asset Check box

Use this checkbox to turn a purchased item into an asset. used exclusively in asset cases

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

If product against attribute is update ,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:**

# Invoice Line > Matched POS

<u>Client</u>	XYZ Foundation	<u>Organization</u>	XYZ Offsite
<u>Invoice Line</u>	sd001_30/09/2019_1180.00_10_1000.00		
Document No	1000607	Transaction Date	30/09/2019
<u>Purchase Order Line</u>	800633_30/09/2019_10_WIP003_Work In Progress 003	<u>Receipt Line</u>	10_1.00_WIP003_Work In Progress 003_1000627_30/09/2
Quantity	1		
<u>Product</u>	WIP003_Work In Progress 003	Attribute Set Instance	

**Note** :If purchase order against invoice vendor document is complete ,this tab is update automatically with purchase order details

# Invoice Line > Matched Receipts

Invoice > Invoice Line > Matched Receipts

Client: XYZ Foundation      Organization: XYZ Offsite

Invoice Line: sd001\_30/09/2019\_1180.00\_10\_1000.00

Document No: 1000102      Transaction Date: 30/09/2019

Receipt Line: 10\_1.00\_WIP003\_Work In Progress 003\_1000627\_30/09/2

Quantity: 1

Product: WIP003\_Work In Progress 003      Attribute Set Instance:

Posted

Note: If material receipt against invoice vendor is generate and complete , this tab is update automatically

# Invoice > Invoice Tax

[Invoice](#) > Invoice Tax

1/2

1 Line - 1,000.00 - Total: 1,180.00 INR = 1,180.00

Client XYZ Foundation

Organization XYZ Offiste

Invoice sd001\_30/09/2019\_1180.00

Tax SGST 9%

Tax Provider

Tax Amount 90.00

Tax base Amount 1,000.00

Price includes Tax

This automatically created line displays information like Tax, Tax Amount, Tax Base Amount, and Tax Provider.

# Payment schedule

Invoice > Payment Schedule +\*1/1

Inserted 1 Line - 1,000.00 - Total: 1,180.00 INR = 1,180.00

Client: XYZ Foundation Organization: XYZ Offsite

Invoice: sd001\_30/09/2019\_1180.00

Payment Schedule:

Active

Due Date:  

Discount Date:  

Amount due:  0.00 

Discount Amount:  0.00 

Valid

## Critical Fields:

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

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## Critical & onetime setup fields:

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## Non-Critical Fields:

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**Zoom conditions:**

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**Customization:**

# Allocation

Invoice > Allocation

Client: XYZ Foundation      Organization: HQ

Invoice: 1000554\_31/03/2020\_2950.00

Allocation: 490296      Transaction Date:

Payment: 1000183\_31/03/2020\_2950.0000\_-1      Amount: -2,950.00

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: [Dropdown]

Tax: [Dropdown]

Percent: [Text]

Tax base Amount: 0.00 Tax Amount: [Text]

Transaction Date: [Text] Account Date: [Text]

Is Calc On Payment  Processed  Active

Withholding Rule: [Text]

Document No: [Text] Allocation Line: [Text]

Description: [Text]

## Critical Fields:

Withholding tax is a tax that is deducted by the payer of the income

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.
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## **Critical & onetime setup fields:**

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## **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.
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## **Zoom conditions:**

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## **Customization:**

# Invoice Allocation

Client*	Konnect Demo	Organization*	Manufacturing Discrete
Invoice*	0047_24/07/2023_0.0	Allocation Line	
Payment*	0051_08/08/2023_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 payments against the invoice Vendor.

## 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.

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

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## **Zoom conditions:**

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## **Customization:**