

Invoice (Vendor)

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Introduction

Introduction

Overview

This window is used to vendor invoice generating purpose

Business Case

A Fabrication Industries once complete the Material receipt from store department for the product . The accounts team will be prepare and complete the invoice.

Tabs

Invoice Header

The screenshot displays the 'Invoice (Vendor)' tab in a software application. The form is organized into two main sections: 'Invoice' and 'Reference'.

Invoice Section:

- Client:** XYZ Foundation
- Organization:** (Dropdown menu)
- Purchase Order:** (Text field)
- Date Ordered:** (Text field)
- Document No:** (Text field)
- Order Reference:** (Text field)
- Vendor Invoice No:** (Text field)
- Description:** (Text area)
- Target Document Type:** (Dropdown menu)
- Date Invoiced:** 18/05/2020
- Account Date:** 18/05/2020
- Business Partner:** (Dropdown menu with user icon)
- Partner Location:** (Dropdown menu)
- User/Contact:** (Dropdown menu)
- Price List:** purchase
- Currency:** INR
- Company Agent:** Vijayakumar.S
- Payment Rule:** On Credit
- Payment Term:** Immediate
- Place of supply:** (Dropdown menu)
- Buttons:** 'Create lines from' and 'Discount Printed' (checkbox).

Reference Section:

- Project:** (Dropdown menu)
- Campaign:** (Dropdown menu)
- Status:** (Dropdown menu)
- Total Lines:** 0.00
- Grand Total:** 0.00
- Document Status:** Drafted
- Document Type:** ** New **
- Pay Schedule valid:** (checkbox)
- Cash Plan Line:** (Text field with user icon)
- IsFixedAssetInvoice:** (checkbox)
- Buttons:** 'Generate Withholding' and 'Document Action'.
- 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

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

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

Serial number/Lot number (ASI):

Zoom conditions:

- 1. Payment
 - 2. Material Receipt
-

Customization:

Invoice Line

Home
Summary
*Invoice (Vendor): 1000514

Invoice > Invoice Line

No Lines - 0.00 - Total: 0.00 INR = 0

Client
XYZ Foundation

Invoice
1000514_23/01/2020_0

Line No
10

Product

1099 Box

Description

☐ Create Asset

PrintNotes

Organization
HQ

Purchase Order Line

Receipt Line

Charge

Quantities

Quantity
1

Quantity Invoiced
1

UOM

Amounts

Price
0.00

Unit Price
0.00

Tax
No Tax

List Price
0.00

Tax Amount
0.00

Reference

Project

Campaign

Status

Line Amount
0.00

Line Total
0.00

Critical Fields:

- Product:** To select the product type an item, you can select the multiple products in this line item
- Quantity:** Quantity that needs to be invoiced
- 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 & onetime setup fields:

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

Serial number/Lot number (ASI):

If product against attribute is update ,system will be displayed

Zoom conditions:

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

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. 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:

Tabs

Invoice Line>Matched POS

<u>Client</u>	XYZ Foundation	<u>Organization</u>	XYZ Offiste
<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

Tabs

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 generated and complete, this tab is updated automatically

Tabs

Invoice>Invoice Tax

[Invoice](#) > Invoice Tax▼

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

<u>Client</u> *	XYZ Foundation	<u>Organization</u> *	XYZ Offiste
<u>Invoice</u> *	sd001_30/09/2019_1180.00		
<u>Tax</u> *	SGST 9%	<u>Tax Provider</u>	
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▼

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

<p><u>Client</u> * XYZ Foundation</p> <p><u>Invoice</u> * sd001_30/09/2019_1180.00</p> <p><u>Payment Schedule</u> <input type="text" value=""/></p> <p><input checked="" type="checkbox"/> Active</p> <p>Due Date * <input type="text" value=""/> </p> <p>Discount Date * <input type="text" value=""/> </p> <p><input type="button" value="Validate"/></p>	<p><u>Organization</u> * XYZ Offiste</p> <p>Amount due * <input type="text" value="0.00"/> </p> <p>Discount Amount * <input type="text" value="0.00"/> </p> <p><input type="checkbox"/> Valid</p>
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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

Critical & onetime setup fields:

Non-Critical Fields:

Zoom conditions:

Customization:

Allocation

Invoice > Allocation

Client

XYZ Foundation

Invoice

1000554_31/03/2020_2950.00

Allocation

490296

Payment

1000183_31/03/2020_2950.0000_-1

Discount Amount

0.00

Over/Under Payment

0.00

Organization

HQ

Transaction Date

Amount

-2,950.00

Write-off Amount

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: [Input]

Tax base Amount: 0.00

Tax Amount: [Input]

Transaction Date: [Input]

Account Date: [Input]

☐ Is Calc On Payment

☐ Processed

☒ Active

Withholding Rule: [Input]

Document No: [Input]

Allocation Line: [Input]

Description: [Input]

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.

Critical & onetime 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 Allocation

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

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 header and line details.

Document action prepare

1. System will check the period details and master data checking.
2. If the payment schedule is not created, the system will automatically create a payment schedule based on the payment term.

Document action complete

1. System will complete the document and keep the transaction ready for processing in the Invoice.
2. Once document action is complete, all fields are updated in 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

IKEA Industries

Purchase Order

Receipt

800898 - 29/11/2021 - 0.00

800904 - 29/11/2021 - 3080000.00

800906 - 29/11/2021 - 280000.00

800908 - 30/11/2021 - 140.00

800910 - 30/11/2021 - 84.00

800912 - 30/11/2021 - 0.00

KMI/1340 - 15/12/2021 - 11614811040.00

KMI/1341 - 15/12/2021 - 0.00

KMI/1347 - 15/12/2021 - 21602.78

KMI/1342 - 12/01/2022 - 0.00

Invoice .. Create lines from

Business Partner

IKEA Industries

Purchase Order

Receipt

1000902 - 29/11/2021

1000930 - 30/11/2021

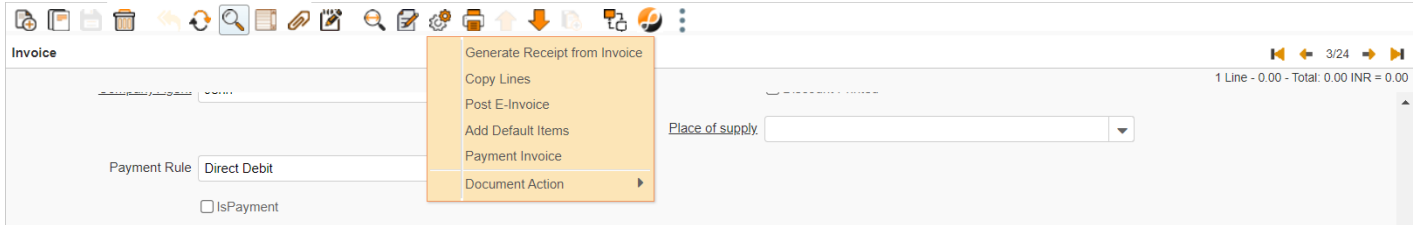
Create line from(form): This form has both order or shipment/receipt to select the products. Once the products are selected in the form, those line products will update in the invoice line.

Copy from/lines

Process


Process

Copy Lines



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

Add Default Items



AddDefaultItems


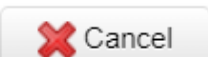
Do you want to start the Process?

Default Items Packing & Forward ▼

☐ isAll

☐ Run as Job

Saved Parameters ▼  

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

Generate Receipt from Invoice

Generate Receipt from Invoice


Create and process delivery Receipt from this invoice.
The invoice should be correct and completed.

Warehouse *Main Warehouse

☐ Run as Job

Saved Parameters



OK

Cancel

Generate Receipt from Invoice: This process will create the material receipt from the invoice detail.

Payment Invoice

Allocation

Organisation

MainHQ

Select	Org	Date	Document No	Bank	Currency	Pay Amt	Avl.Pay amount
<input type="checkbox"/>	MainHQ	17/12/2019	1000152	HDFC	INR	3,706.17	3,706.17
<input checked="" type="checkbox"/>	MainHQ	17/12/2019	1000150	HDFC	INR	11,582.60	11,582.60
<input checked="" type="checkbox"/>	MainHQ	17/12/2019	1000148	HDFC	INR	67,333.89	42,276.87
<input type="checkbox"/>	MainHQ	22/01/2020	1000155	HDFC	INR	2,019.23	2,019.23
<input type="checkbox"/>	MainHQ	08/12/2020	1000214	XYZ	INR	10.00	10.00
<input type="checkbox"/>	MainHQ	08/12/2020	1000215	XYZ	INR	438.96	438.96
<input type="checkbox"/>	MainHQ	08/12/2020	1000216	XYZ	INR	438.96	438.96
<input type="checkbox"/>	MainHQ	07/02/2020	1000164	HDFC	INR	5,000.00	5,000.00
<input type="checkbox"/>	MainHQ	06/07/2020	1000189	HDFC	INR	4,286.70	4,286.70
<input type="checkbox"/>	MainHQ	05/04/2019	1000042	XYZ	INR	1,000.00	1,000.00

Payment Amt15000

Allocated Amount0

Payment Invoice: You can select multiple payments allocate to the invoice.

Video

Video

New Page

Reports

Sr. No	Report Name	Report Purpose
1	Invoice Transaction (Acct)	This report displays an invoice transaction using the Accounting date and organization as input parameters for the complete Purchase Flow. (Don't Select Sales Transaction)
2	Invoice Transaction (DOC)	This report displays an invoice transaction using the Business Partner Group, Business Partner, organization & Date Invoiced as input parameters for the complete Purchase Flow. (Don't Select Sales Transaction)
3	Invoice Detail & Margin	The Report lists Customer and Vendor Invoice Details with Margins. (Don't Select Sales Transaction)
4	Daily Invoice	Invoiced amount by Organization and Sales Representative. (Don't Select Sales Transaction)
5	Weekly Invoice	Invoice Report per Week. Invoiced amount by Organization and Sales Representative. (Don't Select Sales Transaction)
6	Invoice Detail Report	Simply Returns invoice information based on the vendor. (Don't Select Sales Transaction)
7	Weekly Invoice Prod cat	Invoice Report by Product Category per Week. Invoiced Amount by Product Category. (Don't Select Sales Transaction)
8	Monthly Invoice vendor	Invoice Report by Product Vendor per Month. Invoiced Amount by Vendor and Product Category. (Don't Select Sales Transaction)
9	Invoice Report	This report displays an invoice transaction using the date invoiced, Organization, Target document type & Product Category input parameters for Vendor. (Don't Select Sales Transaction)
10	Invoice Tax	This report displays Details of Tax in invoice transaction using the Accounting date & Date Invoiced as input parameters. (Don't Select Sales Transaction)

11	Yet To Invoice	<p>This report displays Details of invoice transaction Which is to be done against Material Receipts or Purchase orders using the Organization, Business Partner, Business Partner Group, Product, Product Category & Date Ordered as input parameters.</p> <p>(Don't Select Sales Transaction)</p>
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