Invoice (Vendor)

Introduction

Introduction

Overview

This window is used to vendor invoice generating purpose

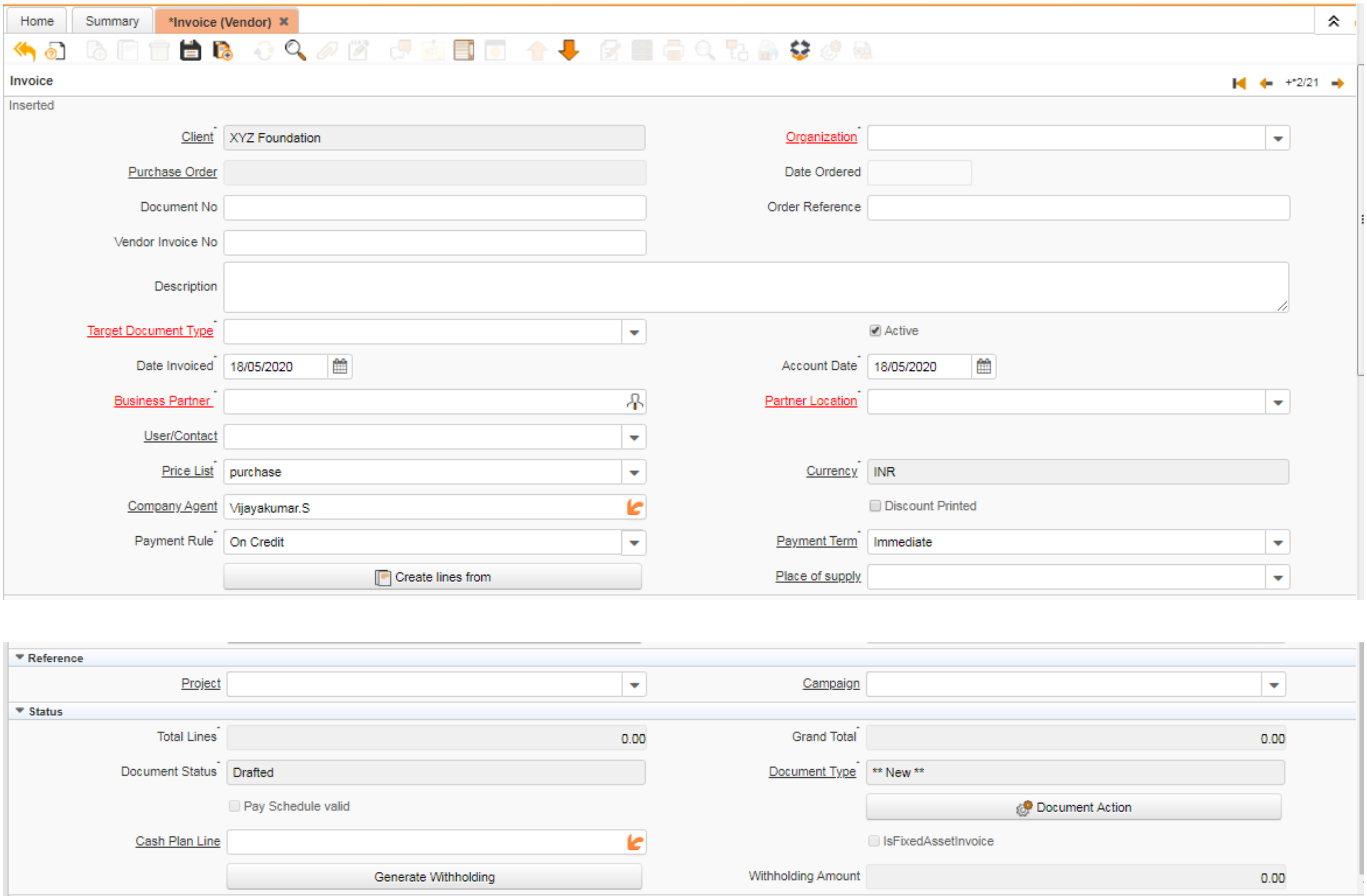
Business Case

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

Tabs

Invoice Header



Critical Fields:

1. Business Partner: We can select existing/new Vendors here and this field is 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. 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):

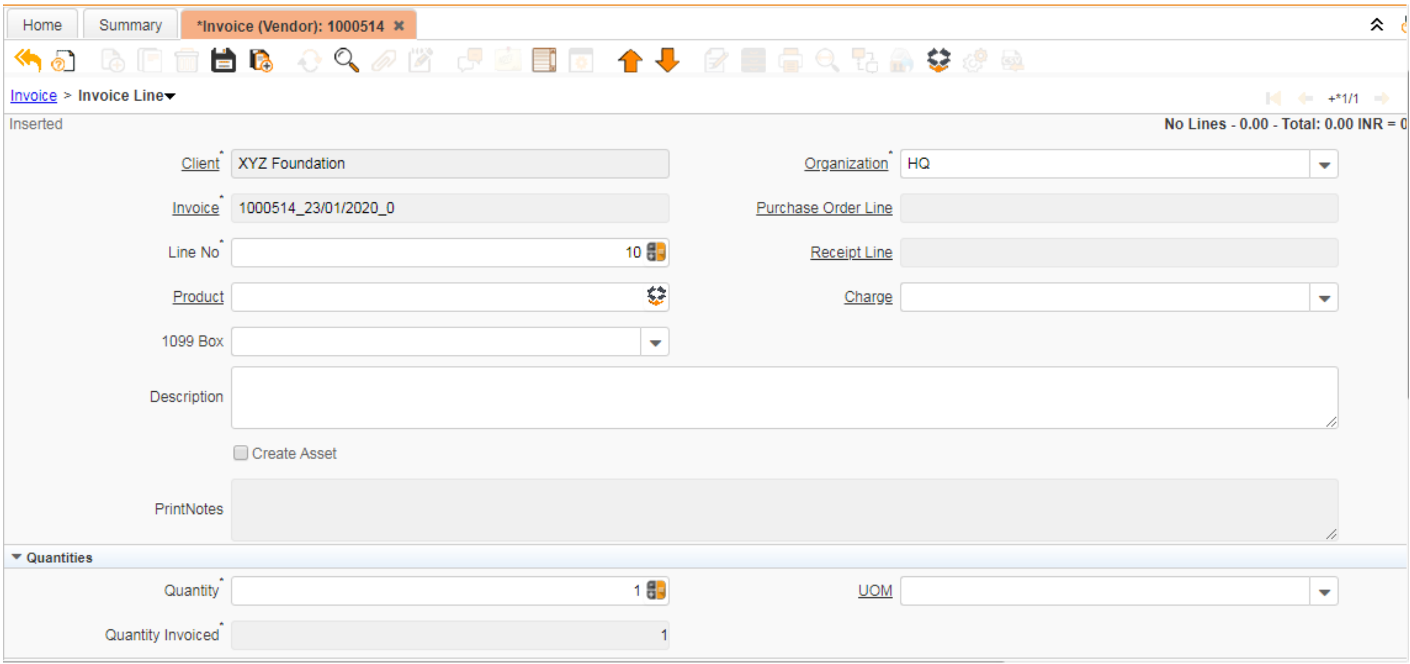
Zoom conditions:

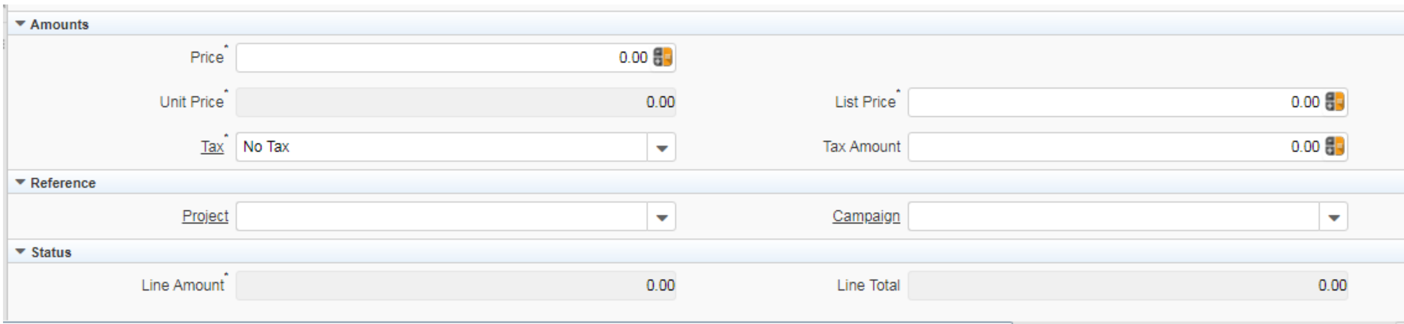
1. Payment

2. Material Receipt

Customization:

Invoice Line





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 & 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):

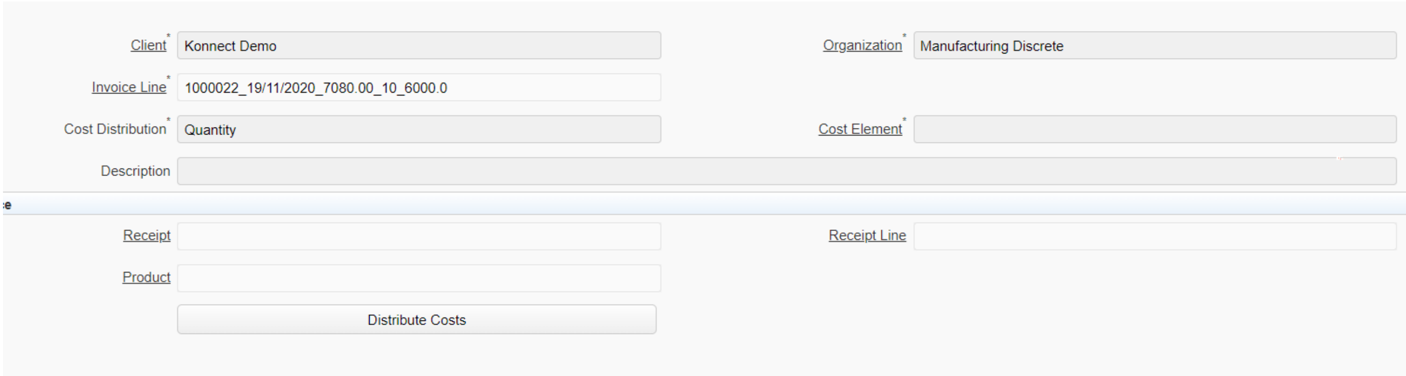
If product against attribute is update ,system will be displayed

Zoom conditions:

Validation:

Tabs

Invoice lines >Landed cost



Critical Fields:

1. Cost Disctribution: 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.

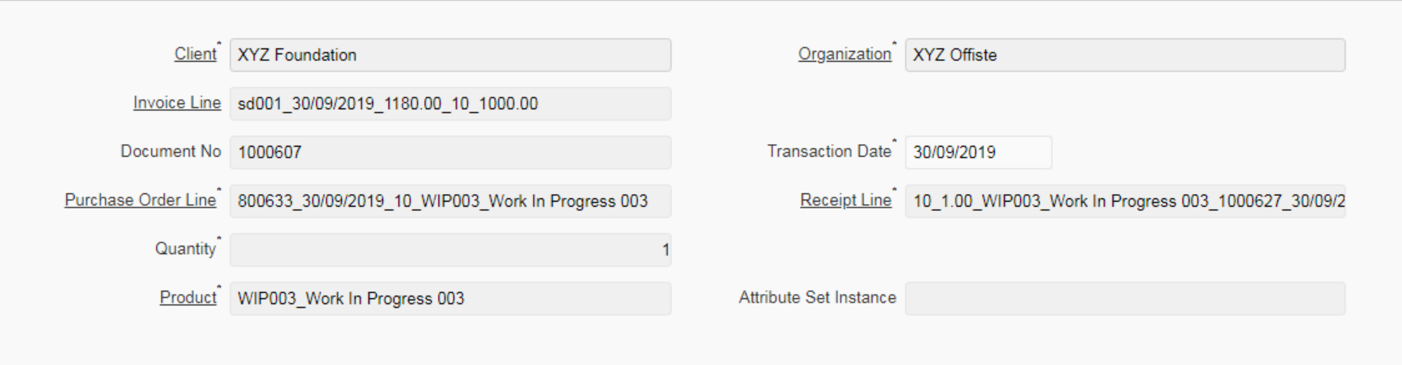
Serial number/Lot number (ASI):

Zoom conditions:

Validation:

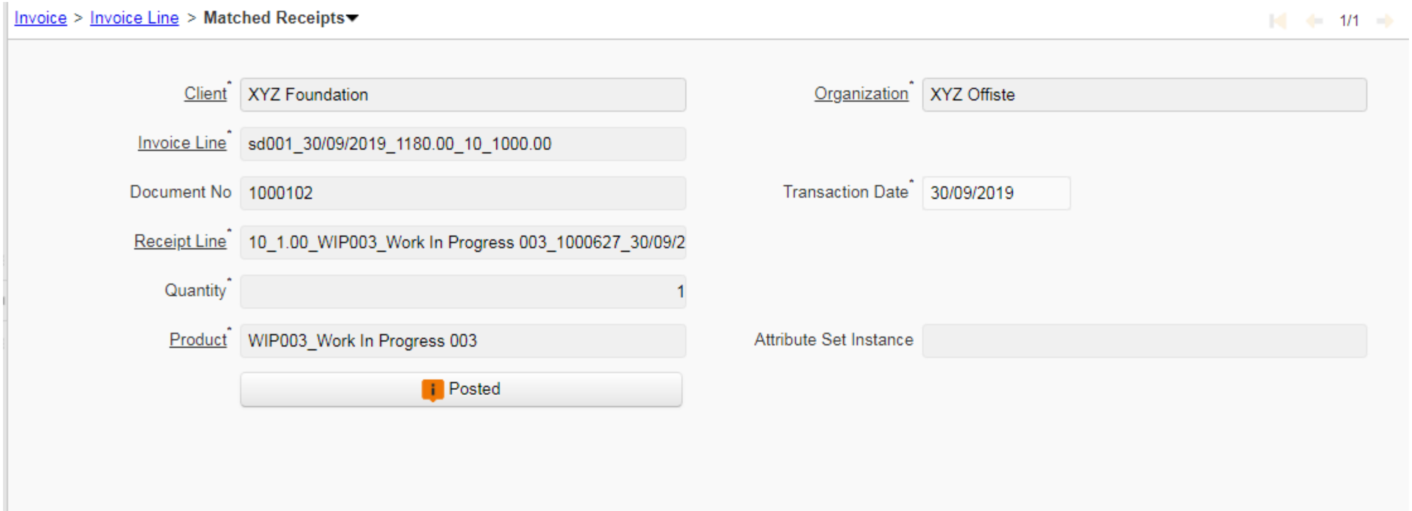
Tabs

Invoice Line>Matched POS



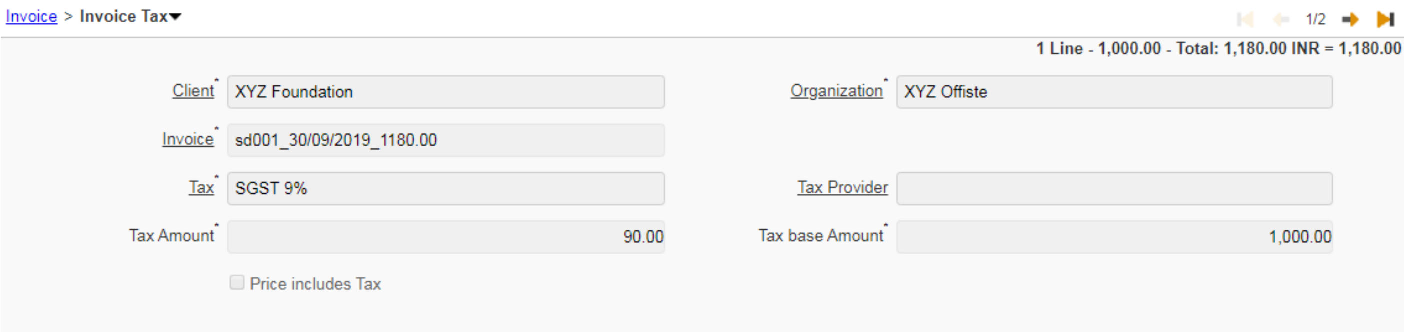
Note :If purchase order against invoice vendor document is complete ,this tab is update automatically with purchase order details

Invoice Line>Matched Receipts



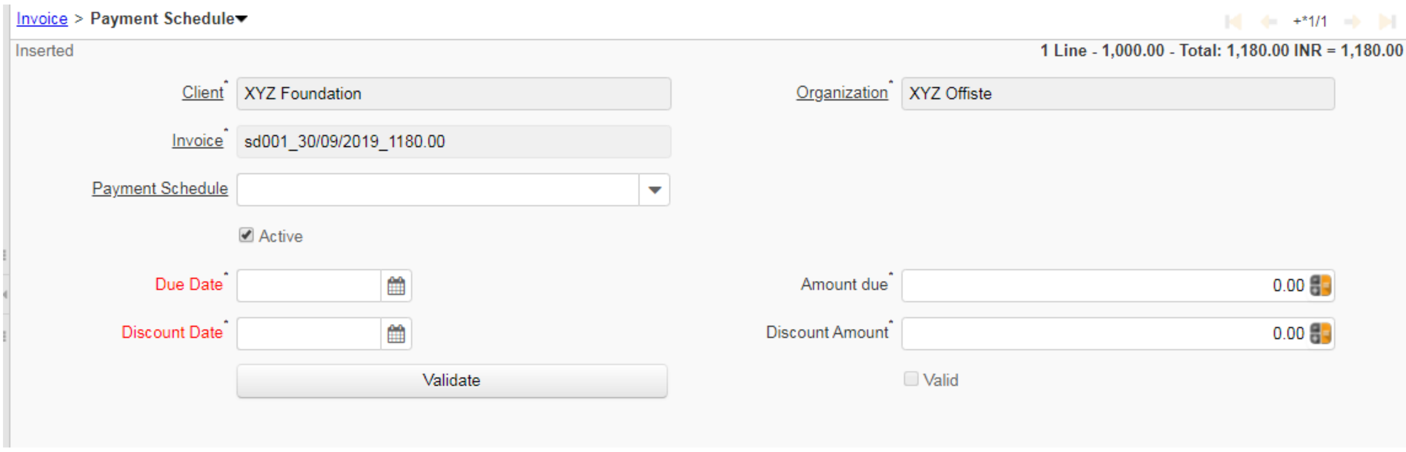
Note:If material receipt against invoice vendor is generate and complete , this tab is update automatically

Invoice>Invoice Tax



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

Payment schedule



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

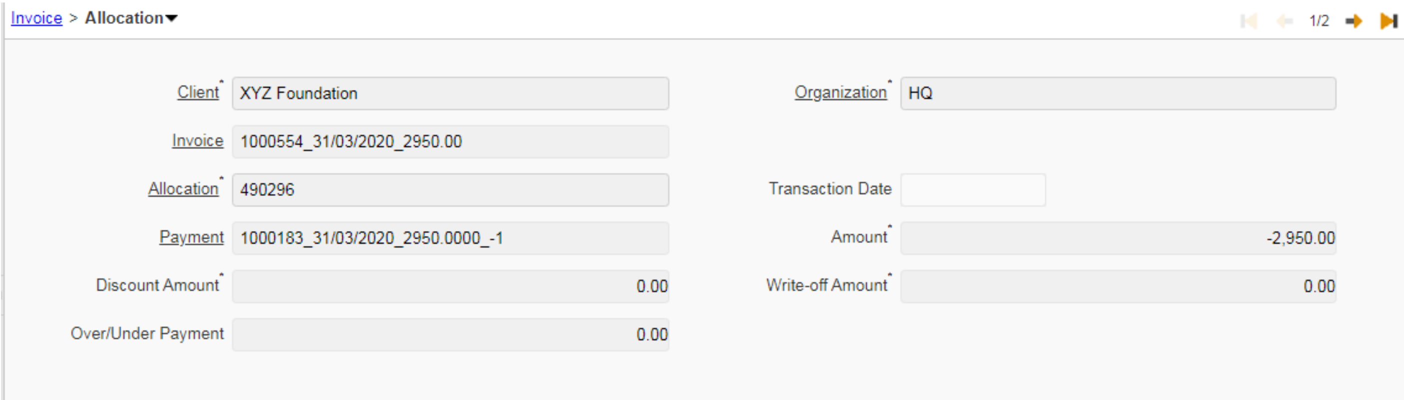
Critical & onetime setup fields:

Non-Critical Fields:

Zoom conditions:

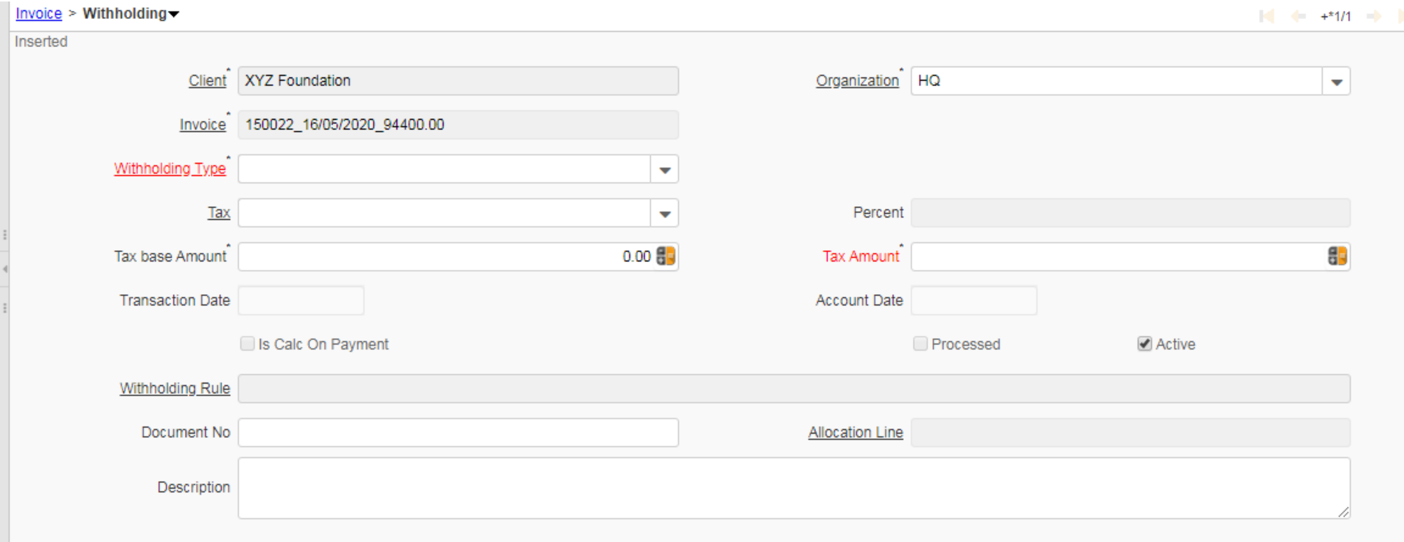
Customization:

Allocation



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

With Holding



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.

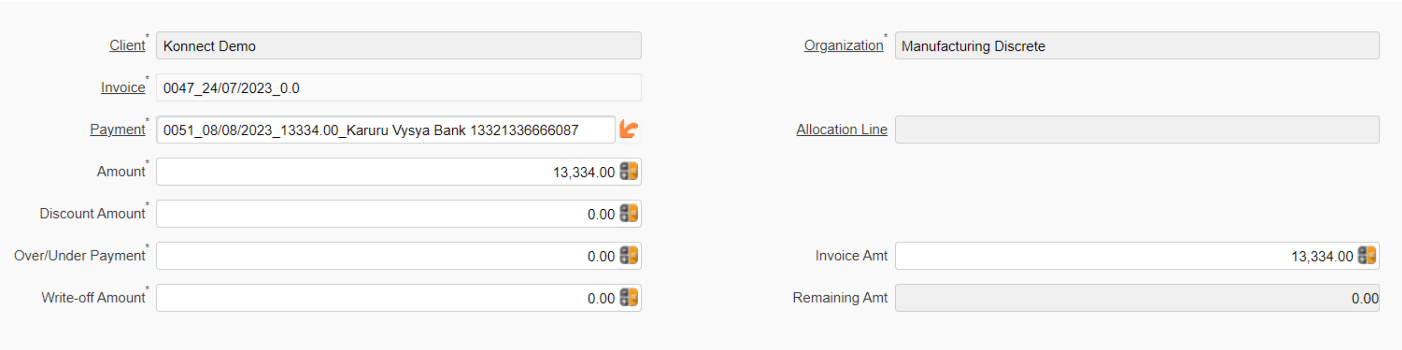
2. Description used to maintain the comments for the record.

Zoom conditions:

Customization:

Tabs

Invoice Allocation



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.

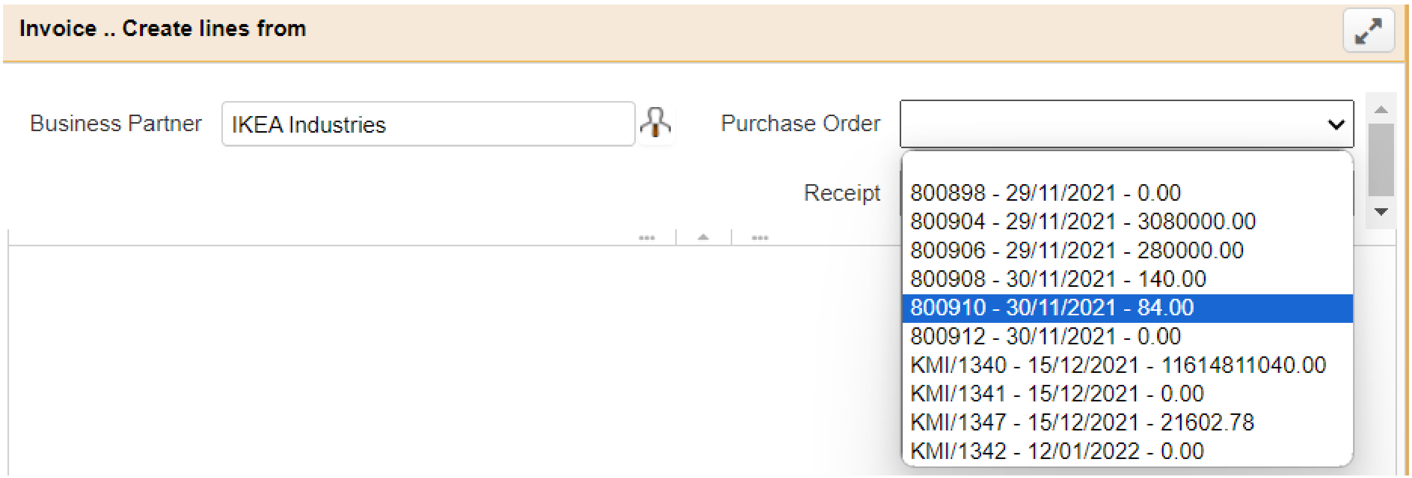
Document action close

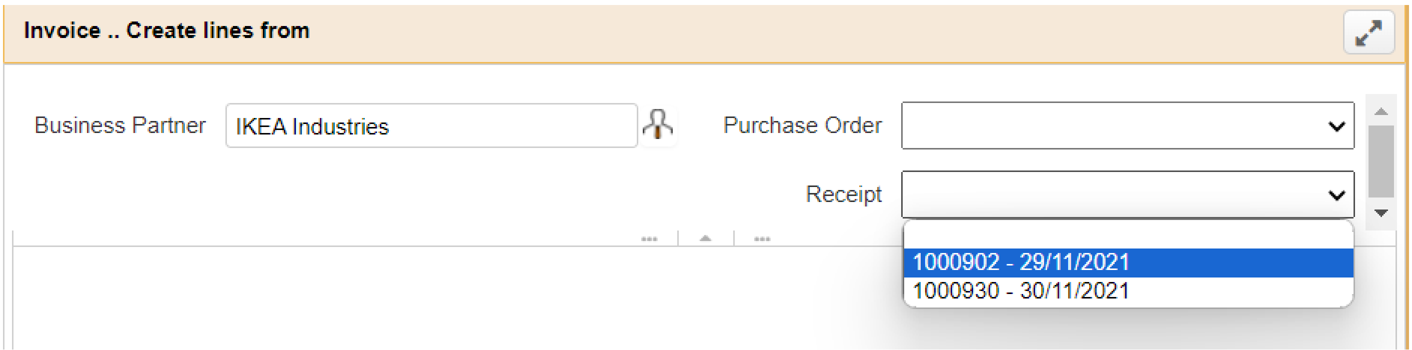
1. The system will check whether all the activity for the document is completed and change the Document status to close.

Action

Verify

Create lines from



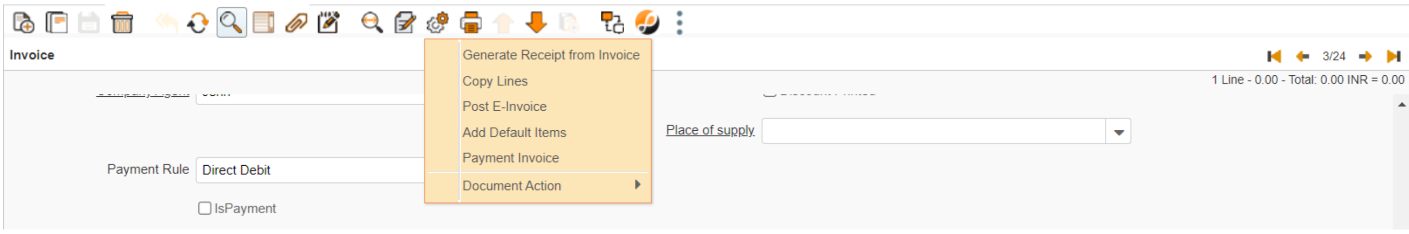


Create line from(form): This form has both order or shipment/receipt to select the products. Once the products are selected in the form, those line products will update in the invoice line.

Copy from/lines

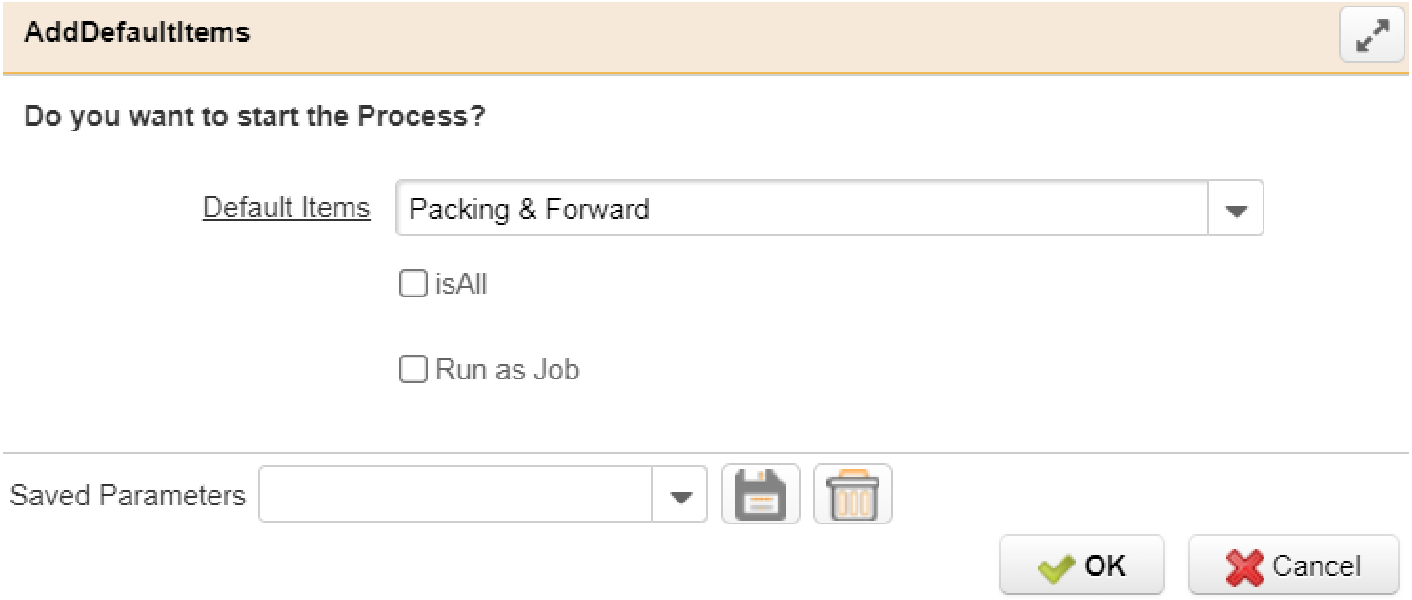
Process

Copy Lines



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

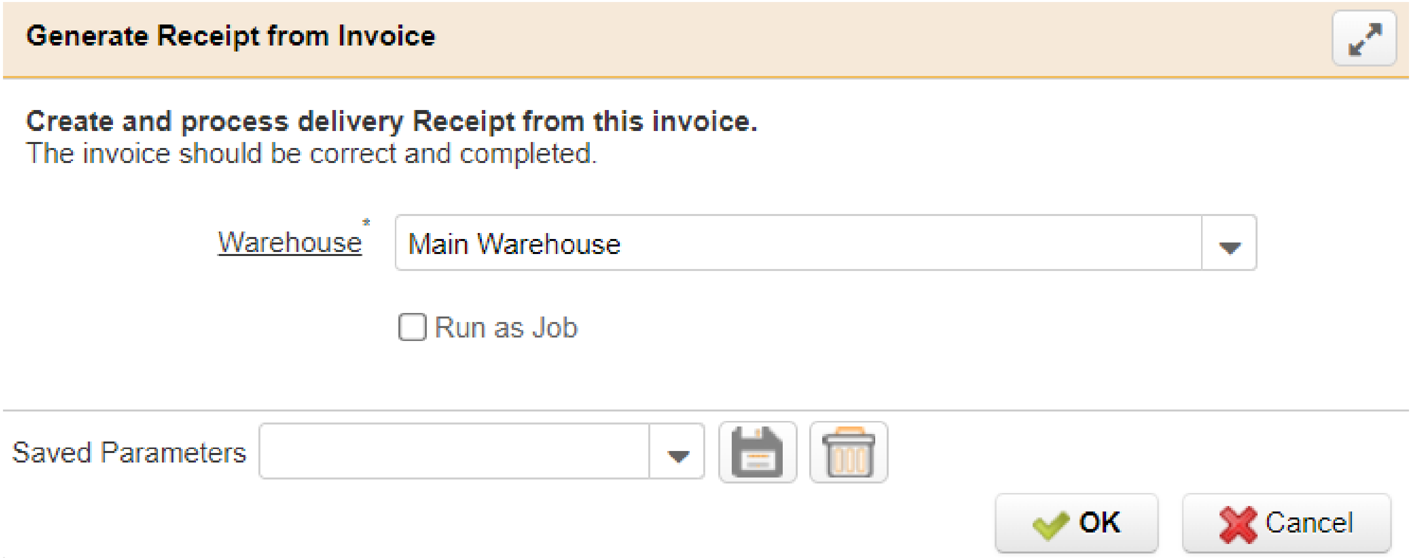
Add Default Items



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

Process

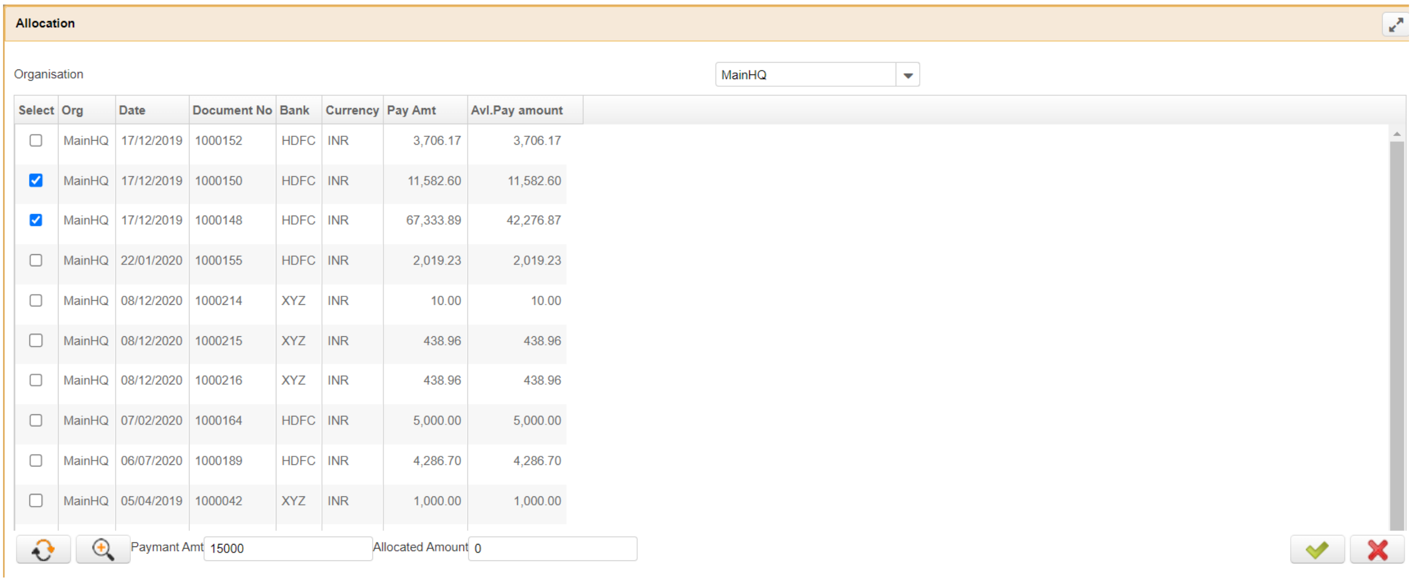
Generate Receipt from Invoice



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

Process

Payment Invoice



Allocation

Organisation MainHQ

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

Paymant Amt 15000 Allocated Amount 0

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	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. (Don't Select Sales Transaction)