

Invoice Header

The screenshot shows the 'Invoice (Vendor)' header form. The 'Client' field is populated with 'XYZ Foundation'. The 'Organization' field is empty. The 'Date Invoiced' and 'Account Date' are both set to '18/05/2020'. The 'Price List' is set to 'purchase'. The 'Company Agent' is 'Vijayakumar.S'. The 'Payment Rule' is 'On Credit'. The 'Currency' is 'INR'. The 'Payment Term' is 'Immediate'. There is a 'Create lines from' button at the bottom.

The screenshot shows the 'Reference' and 'Status' sections. The 'Reference' section has 'Project' and 'Campaign' fields. The 'Status' section shows 'Total Lines' as 0.00, 'Grand Total' as 0.00, 'Document Status' as 'Drafted', and 'Document Type' as '** New **'. There is a 'Document Action' button and a 'Generate Withholding' button.

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
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Serial number/Lot number (ASI):

Zoom conditions:

1. Payment
 2. Material Receipt
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Customization:

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