

# Invoice Header

Home Summary \*Invoice (Vendor) X

Invoice

Inserted

Client: XYZ Foundation

Purchase Order:

Document No:

Vendor Invoice No:

Description:

Target Document Type:

Date Invoiced: 18/05/2020

Business Partner:

User/Contact:

Price List: purchase

Company Agent: Vijayakumar.S

Payment Rule: On Credit

Organization:

Date Ordered:

Order Reference:

Active:

Account Date: 18/05/2020

Partner Location:

Currency: INR

Discount Printed:

Payment Term: Immediate

Place of supply:

Create lines from

Reference

Project:

Campaign:

Status

Total Lines: 0.00

Grand Total: 0.00

Document Status: Drafted

Document Type: \*\* New \*\*

Pay Schedule valid:

Cash Plan Line:

Generate Withholding:

Withholding Amount: 0.00

Document Action

## 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.
- 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
  2. Material Receipt
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## **Customization:**

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