

# Received Invoices

- [Creating Invoices received](#)

# Creating Invoices received

This guide explains how to correctly fill out each field in the [“Add Received Invoices”](#) form.

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**Received invoice information**

TYPE: Type

DOCUMENT TYPE: Select document type

DOCUMENT NO.: Enter document number

PARTNER: Select partner company

EXISTING INVOICES: Nothing found

PARTNER DOCUMENT NO.: Enter document number

REFERENCE NO.: SI 00 Enter document reference number

BOOKING NUMBER: Enter booking number

PURPOSE: Enter payment purpose

STATUS: Select status

**Amount values**

CURRENCY CODE: EUR

TOTAL AMOUNT CURRENCY: 0.00

CURRENCY RATE: 1

TOTAL AMOUNT: €0.00

AMOUNT OPEN: €0.00

**Dates**

INVOICE DATE: 20.10.2025

DATE RECEIVED: 20.10.2025

SERVICE DATE: 20.10.2025

BOOKING DATE: 20.10.2025

VAT DATE: 20.10.2025

PAYMENT DATE: 20.10.2025

PAID AT: 20.10.2025

**Options**

PAID BY: Select payer

PROFORMA:

ADVANCE PAYMENT:

CREDIT NOTE:

FORECAST:

CREDIT CARD:

EXPORTED TO BANK:

GOODS DOCUMENTS CONNECTED:

APPROVAL STATUS: Select status

**Additional information**

**Items**

LEDGER ACCOUNT	DESCRIPTION	AMOUNT - NET	TAX RATE	QUANTITY	UNIT	AMOUNT - GROSS
		0.00		1.00	Piece	0.00

EUR

Reverse charge vat:

After save, create another Save

## Prerequisite requirements

Partner company must issue the invoice. **The invoice and the leader accounts must already be created in the ERP.**

## Received Invoice Information

## Received invoice information

TYPE

Type

\*

DOCUMENT TYPE

Select document type

\*

DOCUMENT NO.

Enter document number

PARTNER

Select partner company

\*

EXISTING PROFORMS 

Nothing found

PARTNER DOCUMENT NO.

Enter document number

\*

REFERENCE NO.

SI



00

Enter document reference number

\*

BOOKING NUMBER

Enter booking number

PURPOSE

Enter payment purpose

\*

STATUS

Select status



### Type

Select the invoice type (e.g., Purchase Invoice, Expense Invoice). This field is required.

### Document Type

Choose the type of document (e.g. Invoice, Credit Note,...). This field is required.

### Partner

Select the supplier or partner company issuing the invoice. Selected partner must already exist in ERP under the "Partners" section. This field is required.

### Partner Document No.

Internal reference or invoice number from supplier (if different). This field is required.

### Reference No.

Internal reference number for the invoice, used by your organization. This field is required.

### Purpose

State the purpose of the payment (e.g., "Office Supplies", "Consulting Fees",...). This field is required.








### Status

Choose the current document status (e.g., New, Paid,...).

## Dates

Enter the appropriate dates using the calendar picker.

### Dates

INVOICE DATE	20. 10 . 2025	x	
DATE RECEIVED	20. 10 . 2025	x	
SERVICE DATE	20. 10 . 2025	x	
BOOKING DATE	20. 10 . 2025	x	
VAT DATE	20. 10 . 2025	x	
PAYMENT DATE	20. 10 . 2025	x	
PAID AT	20. 10 . 2025	x	

### Invoice Date

Date printed on the supplier's invoice.

**Date Received**

Date your organization received the invoice.

**Service Date**

Date when goods or services were provided.

**Booking Date**

Date when the invoice is entered in your accounting records.

**VAT Date**

Date used for VAT/tax reporting purposes.

**Payment Date**

Planned date for payment to the supplier.

**Paid At**

Actual date when payment was completed.

**Options**

These switches and dropdowns define additional attributes of the invoice.

## Options

PAID BY

Select payer

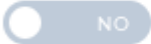


PROFORMA



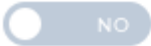
NO

ADVANCE PAYMENT



NO

CREDIT NOTE



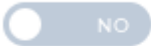
NO

FORECAST



NO

CREDIT CARD



NO

EXPORTED TO BANK



NO

GOODS DOCUMENTS CONNECTED



NO

APPROVAL STATUS

Select status



### **Paid By**

Select, who is paying the invoice (department, cost center or account).

### **Proforma**

Toggle ON, if the document is a proforma invoice.

### **Advance Payment**

Toggle ON, if this is a prepayment invoice.

### **Credit Note**

Toggle ON, if the invoice is a credit note (reduces balance).

### **Forecast**

Toggle ON, if this invoice is part of a forecast, not an actual invoice record.

### **Credit Card**

Toggle ON, if payment was made via credit card.

## Exported to Bank

Toggle ON, if when this invoice has already been exported to a banking software.

## Goods Documents Connected

Toggle ON, if invoice is connected to a delivery note or goods receipt.

## Approval Status

Select invoice's current approval stage (Pending, Approved, Rejected,...).

# Adding Items

Each row represents one invoice line item. You can add multiple items per invoice. New line items can be added with the **"Add New"** button.

## Ledger Account

Select the account where this cost will be booked. This field is required.

## Product Posting Group

Choose the related product or service posting group.

## Cost Centers

Assign the cost to a department, project or cost center.

## Description

Describe the goods or services (e.g., "Printer Paper A4 500 sheets"). This field is required.

## Amount - Net

Enter the net value (before tax). This field is required. **Tax Rate (%)**

## Tax Rate (%)

Enter applicable TAX/VAT percentage. This field is required.

## Quantity

Enter how many units were invoiced. This field is required.

## Unit

Select the unit of measure (e.g., Piece, Hour, kg). This field is required.

## Tax

Automatically calculated based on **Amount - Net** + **Tax Rate** values.

**Amount - Gross**

Enter the gross value (before tax). This field is required.

**Reverse Charge VAT**

Toggle this, if reverse charge rules apply for this invoice.

**To book to specific campaign, the cost center must be set to that campaign.**