

Creating Invoices received

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

Home / Add received invoices

Received invoice information

TYPE
Type

DOCUMENT TYPE
Select document type

DOCUMENT NO.
Enter document number

PARTNER
Select partner company

EXISTING PROGRAMS ⓘ
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

EXPEDITED TO BANK

GOODS DOCUMENTS CONNECTED

APPROVAL STATUS
Select status

Additional information

Items

LEDGER ACCOUNT	DESCRIPTION	AMOUNT - NET	TAX RATE	QUANTITY	UNIT	AMOUNT - GROSS	Reverse charge vat
		0.00		1.00	Piece	0.00	<input type="checkbox"/>

TAX 0.00

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.

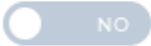
Options

PAID BY

Select payer

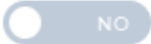


PROFORMA



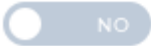
NO

ADVANCE PAYMENT



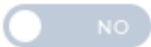
NO

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	PRODUCT POSTING GROUP	COST CENTERS	NAME	AMOUNT - NET	QUANTITY	TAX RATE	TAX	REV. CHARGE	TOTAL
				0.00	1.00				0.00
SUM				0.00	0.00			0.00	0.00

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.

Revision #17

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