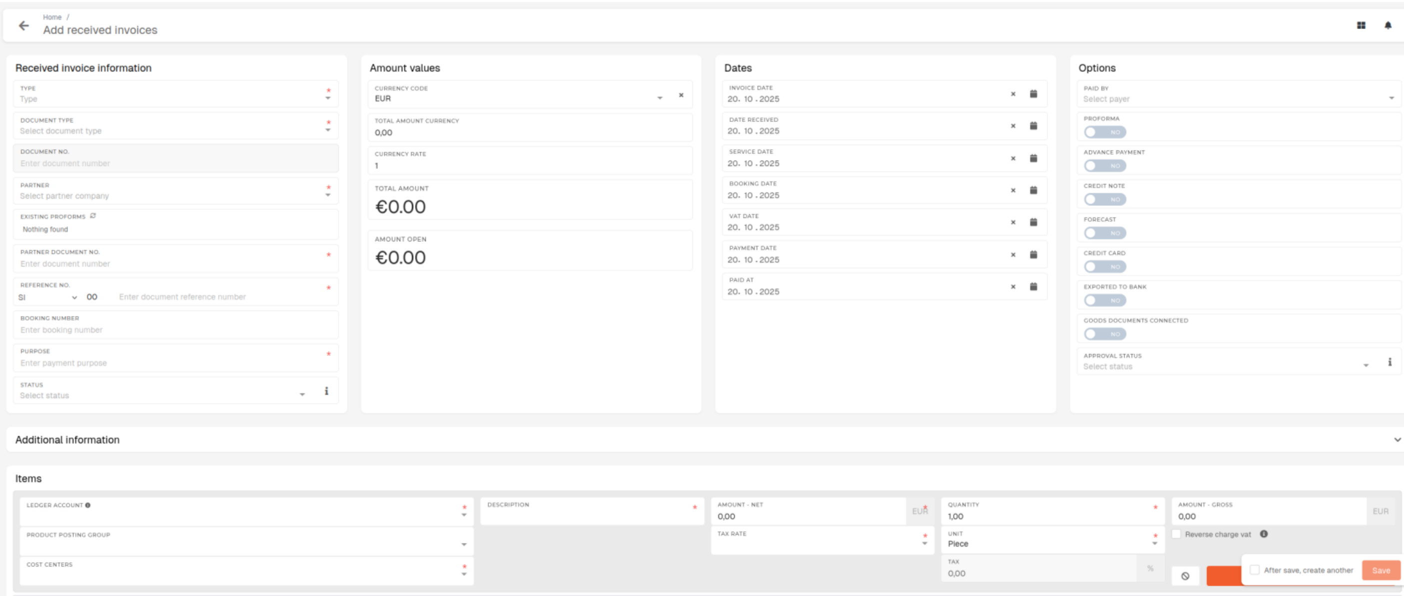
Creating Invoices received

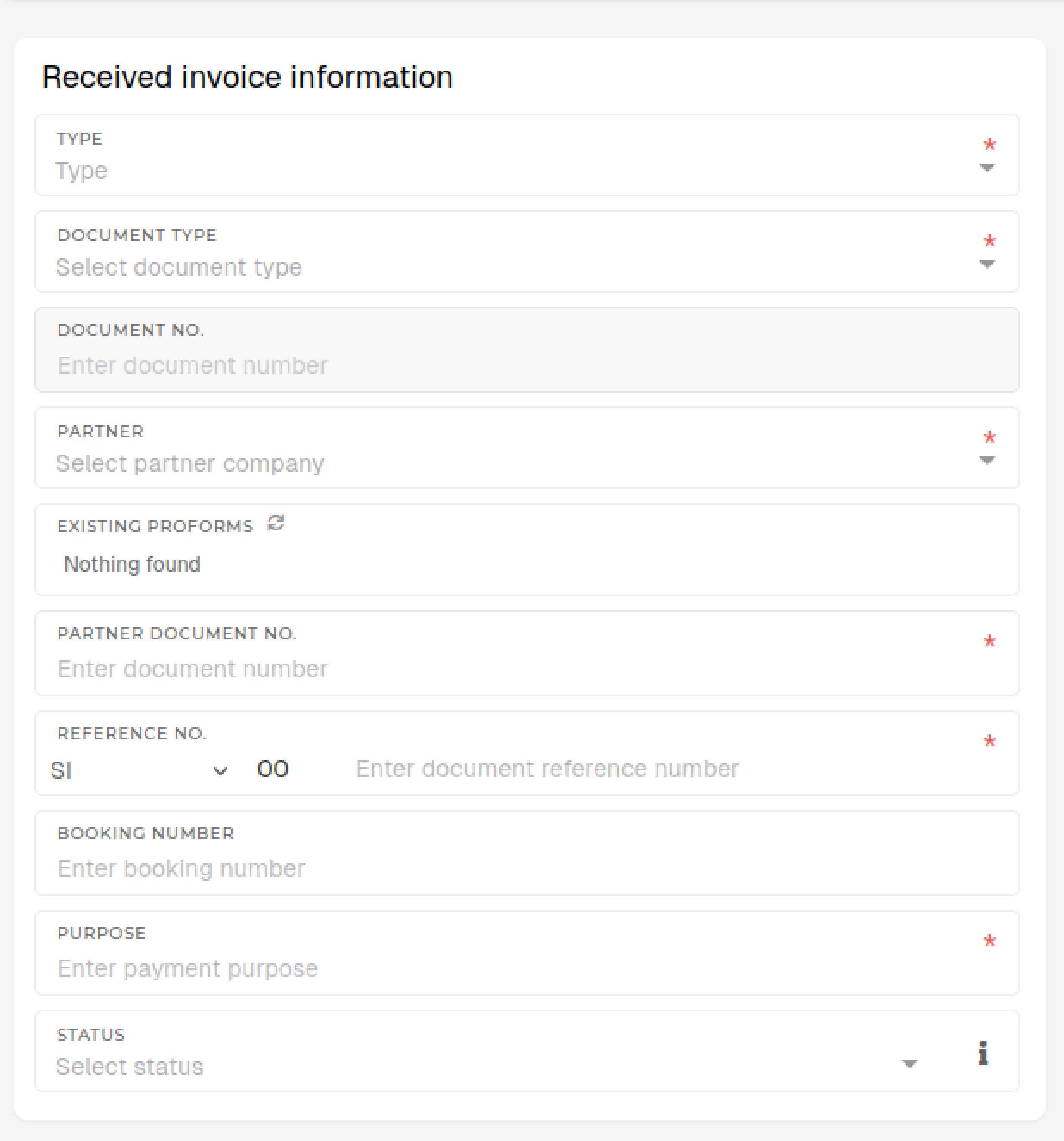
This guide explains how to correctly fill out each field in the **“[Add Received Invoices](#)”** form.



Prerequisite requirements

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

Received Invoice Information



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.

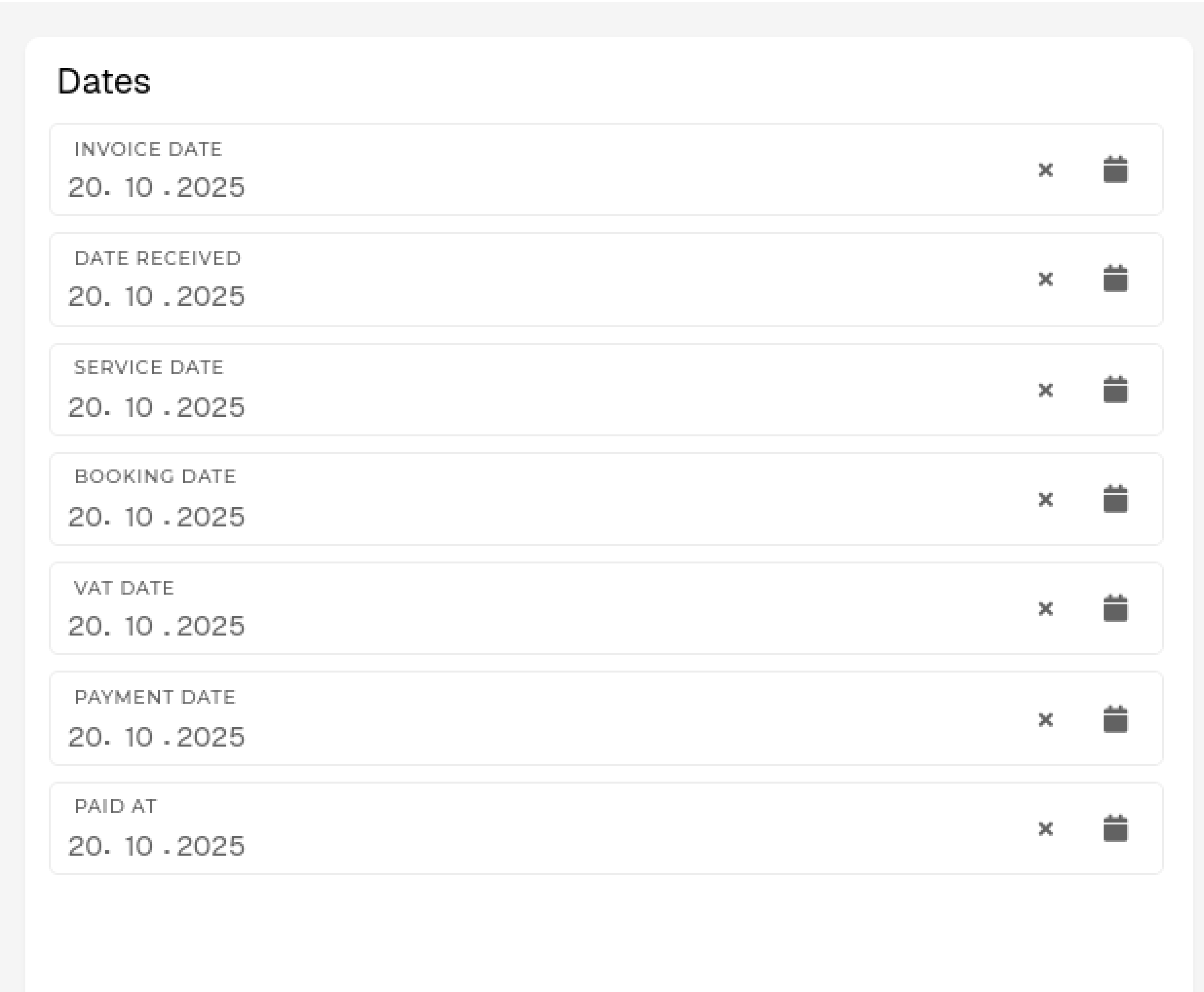
Reference No.
Internal reference number for the invoice, used by your organization. This field is required.

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.



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.

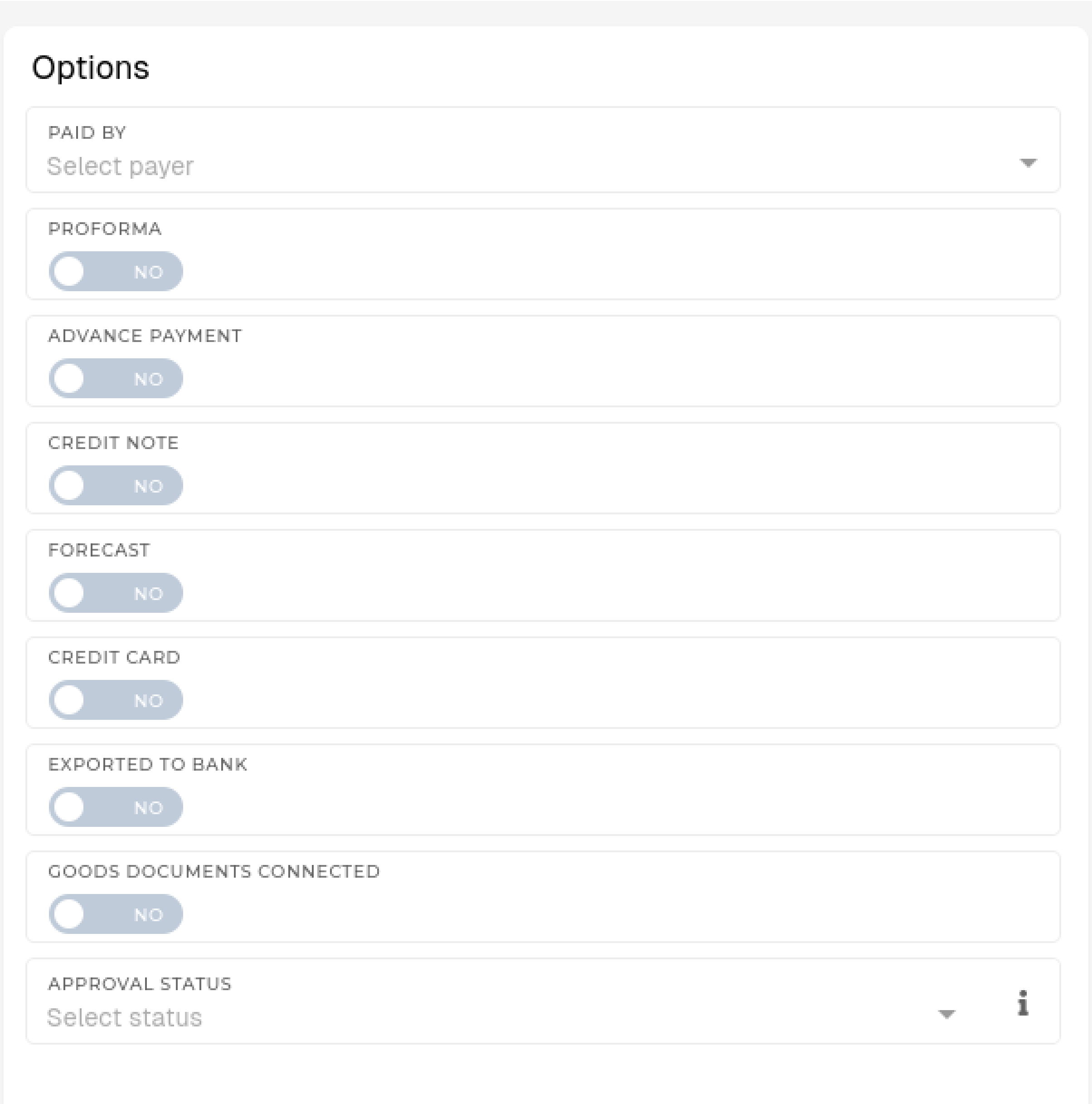
VAT Date
Date used for VAT/tax reporting purposes.

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.



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.

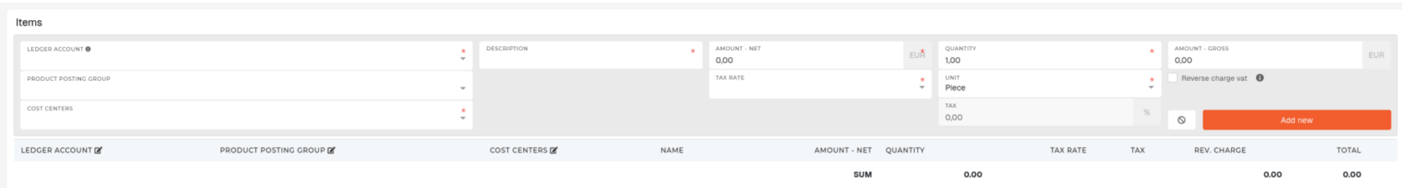
Exported to Bank
Toggle ON, if when this invoice has already been exported to a banking software.

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.**

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