

Invoicing

- [Issued Invoices](#)

Issued Invoices

Create New Invoice

Below is the explanation of ad-hoc invoice creation. If you want to explain Time Sheet invoicing, go to [Time Sheet help](#). If you want to explain more complex billing, go to [Billing help](#).

The screenshot shows the 'Issued Invoices' window in the Atollon application. The 'New' button is highlighted with a yellow arrow. The 'Issued Invoice' form is open, showing various fields and a table for line items. Numbered callouts (1-12) indicate the following steps:

- Context: * (Redacted)
- Status: * Issued
- Number: (Redacted)
- External number: (Redacted)
- Journal: Issued Invoice
- Currency: EUR
- Payment method: none
- Issued date: 10/19/2012
- Due date: 11/02/2012
- Id: (Redacted)
- Provider: Your Organization
- Customer: (Redacted)
- Comment: (Redacted)
- Table header: Name, Unit Price, Qty, VAT, Amount, incl. Tax

The table has 6 columns: Name, Unit Price, Qty, VAT, Amount, and incl. Tax. The total amount is EUR 0.00, and the included VAT is EUR 0.00. The 'To be paid' field shows 0 EUR.

There are several steps to be done to create new invoice.

1. Select **Context** (Folder > Project)
2. You don't need to change **Status**. You may want to change it after it's approved / paid, etc.
3. The Invoice **Number** is entered by system automatically after saving the Invoice
4. **External number** may be (for example) No. of customer's order

5. **Journal**: specifies analytical accounts for reporting as well as Serial Numbering
6. Currency & exchange rate - they may be uploaded by system based on preset Taxation date
7. Dates may be freely adjusted, but Taxation date must fit Finance year (you may set the restriction in Finance Settings - MS Win client)
8. You may change **Provider** of the Invoice to different organization
9. You may select **Customer** from existing clients or partners
10. You may add one particular **Record**, free-form record or **Product** (or Service)
11. You should **Apply** to save the Invoice
12. The Invoice **context menu** will allow you to **Print** the Invoice

Add New Invoice Record/Transaction

On Invoice detail, press button Add Transaction.

The screenshot displays a software interface with a modal dialog box titled 'Transaction' (implied by the context). The dialog has two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is selected and contains the following fields:

- Item:** A dropdown menu with 'Webhosting' selected and a checkmark icon.
- Title:** A text input field containing 'Webhosting'.
- Quantity:** A text input field containing '1'.
- Unit price:** A text input field containing '120' followed by a currency dropdown set to 'USD'.
- Total amount:** A text input field containing '120' followed by a currency dropdown set to 'USD'.
- VAT:** A dropdown menu.
- Context:** A text input field with a red asterisk indicating it is required. The field is currently empty.
- Description:** A text area containing the text 'Webhosting for period from X to Y.'
- Organisation Unit:** A text input field.
- Client contract:** A text input field.

At the bottom of the dialog are 'Cancel' and 'OK' buttons. The background window, titled 'Issued', shows transaction details like 'Number:', 'External number:', 'Journal:', 'Currency:', 'Payment method:', and 'Id:'. It also features a table with columns for 'Name' and 'incl. Tax', and a summary section at the bottom showing 'Total: USD 0.00' and 'Incl. VAT: USD 0.00'.

The **Transaction** details allow you to enter free-text record, **Unit Price**, **Quantity** & confirm. **Context** (Project) is required.

Optionally, you may enter also the following fields:

Dimension1, 2, 3: Any **cost centre** (such as Organization Unit, Team, Location) used to categorize the transaction. The cost centre should be defined in [Dimension Settings](#).

Print Invoice

In order to print invoice, you have several options. You can either print it from the browser using HTML preview, you can store the printout as PDF into the project folder or you can send the invoice as PDF attachment in e-mail.

Print

This option displays the printout in browser. You can print it directly to the printer from browser (using Ctrl+P on MS Windows or Cmd+P on Mac OS X).

It is necessary to adjust [browser print options](#) in order to preserve optimal output on the printer.

Print to PDF

This option is available only for specific print template, usually not used for invoices. Print template must be adjusted (Convert to PDF button must be added) in order to support this feature. This feature is used mainly in two-step printing process, in which users may fill-in additional content into form fields, before the actual print is generated.

Save PDF in context

This option generates PDF document on server side and stores the print as PDF file into the (Project) Folder. The name of the file is indicated in the print dialog and may be changed before the print.

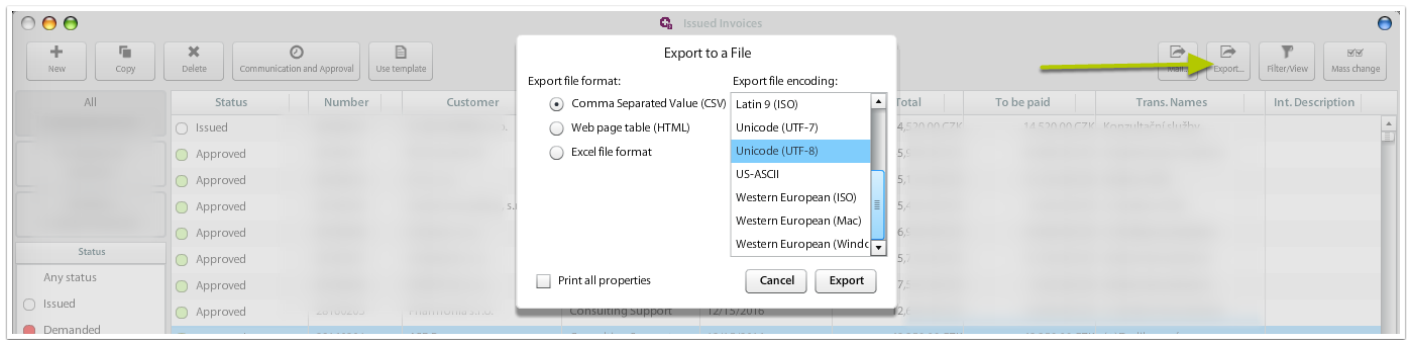
Send PDF by email

This option generates PDF document on server side and opens new E-mail window with the printout attached in the form of PDF file.

Export Invoices

In case you want to export invoices, just browse to Invoices Issued (Received...), filter for what you want to export and press on Export button.

You can export to CSV in selected encoding (UTF-8 is recommended), XLS and HTML formats.



Option "Print all properties" exports all data (without this option only shown columns are exported).