

# 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 Invoice' form in a software application. The form is titled 'Issued Invoice' and contains various fields for invoice creation. On the left, there's a sidebar with a summary of the invoice: 'CZK 119,806.30 excl. VAT 113,302.00', 'CZK 0.00 For Others Approval', and 'CZK 119,806.30 Overdue'. The main form has tabs for 'Status', 'Taxation date', 'Issued date', 'Period From', 'Activity', and 'Project'. The 'Status' tab is active, showing fields for 'Number', 'External number', 'Journal' (set to 'Faktury vydané'), 'Currency' (EUR), 'Payment method' (Kreditní karta), and 'Payment Reference'. There are also date fields for 'Issued date' (03/15/2020), 'Due date' (03/29/2020), 'Taxation date' (03/15/2020), and 'Transaction date' (03/15/2020). A 'Payment date' field is empty. Below these are 'To be paid' and 'Paid Manual' fields, both showing 190 EUR. A summary section at the bottom right shows 'Discount: 0.00%', 'Total: EUR 190.00', and 'Incl. VAT: EUR 190.00'. A table lists the invoice items, with one item 'AAA Batteries' at 190.00 EUR. The form also includes a 'Supplier' field (Pioneer CRM Demo, City, Country), a 'Customer' field (First American), and a 'Comment' field. At the bottom, there are buttons for 'Cancel', 'Apply', and 'OK'.

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 **Supplier** 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 shows the 'Issued Invoice' window with the 'Advanced' tab selected. The window displays the following details:

- Product:** AAA Batteries
- Name:** AAA Batteries
- Context:** First American > Great Deal
- atttttt1:** [Empty field]
- atttttt2:** [Empty field]
- atttttt3:** [Empty field]
- atttttt4:** [Empty field]
- Catalog price:** 190 EUR
- Discount:** 0 %
- Unit price:** 190 EUR
- Quantity:** 1
- VAT:** [Dropdown menu]
- Total excl. VAT:** 190 EUR

The window also includes a 'Cancel' button and an 'OK' button at the bottom right. The background shows the 'Issued Invoice' window with a table of transactions.

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.

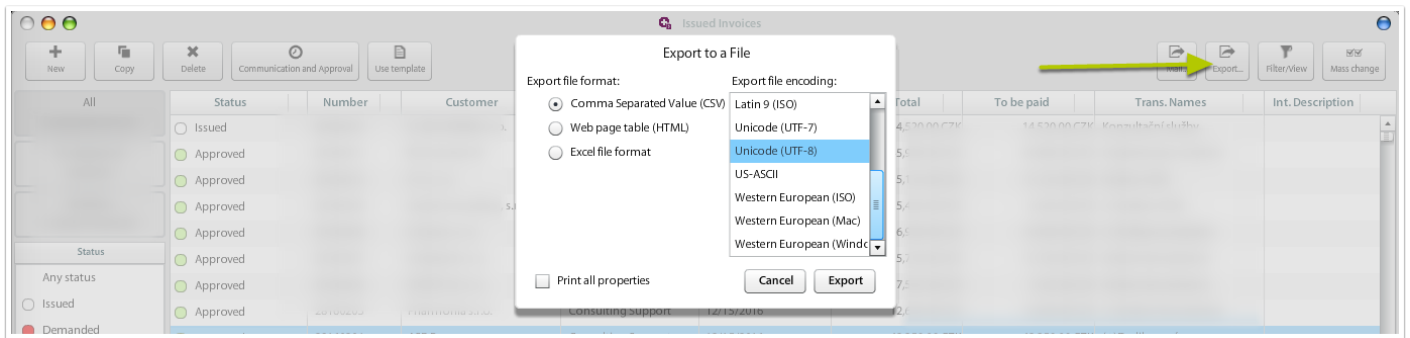
## Send PDF by email

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).

Revision #2

Created 15 March 2020 06:30:29 by Jan Safka

Updated 15 March 2020 06:36:58 by Jan Safka