

Incoming Invoices

The process of incoming invoices is to first add costs to a dossier. Then register the incoming invoice. Match the invoice to the costs. Book the invoice

Step 1: adding costs to a dossier

In Logistics - Dossier, select the Cost-Revenue tab and click Add.

Cost Revenue:

Date * 19/03/2014 Status Open

Relation * AA Transport Book Period Mrt 2014

Relation Invoice * AA Transport Type NORMAL

C/R * Cost Owner * Adaption Forwarding

Invoice Type * Single

Ledger * BANK Vat * NL NO VAT

Description Transport for Adriaanse Trading ECT to Warehouse

References

Reference Transport for Adriaanse Trading ECT to Warehouse

Order Master 500000915

Quantity and Amounts

Price Incl. Vat Nett Price (VAT incl.)

Qty *	Unit *	Price	Amount
1	Shipment	150	150 EUR

Creation User HANS.SPOELSTRA@ADAPTION

Creation Date

The Relation-field is the Relation that sent the incoming invoice. This Relation must have been created under Relations and must be a **supplier**.

When filled out you get the next overview. Rightclick the line and select **Set To Process** (Or from the top Action Button: **Costs To Process**.)

Cost Revenue	C/R	Status	Owner	Relation	Unit	Qty	Price	Amount	Cur	Reference	Invoice	Operational Date	Timesheet	Project Task	Description	Calc Description	InvType	Ledger	Book Period	Creation User
000000001599	C	Open	Adaption Forwarding	AA Transport	Shipment	1.00	150.00	-150.00	EUR	Transport for Adriaanse Trading ECT to Warehouse	-	19/03/2014	-	-	Transport for Adriaanse Trading ECT to Warehouse	-	Single	BANK	Mrt 2014	HANS.SPOELSTRA@ADAPTION-IT.NL

Step 2: Register the incoming invoice

In Finance - Invoices, select typ: INCOMING. Then click Add.

Rental Orders x Rental Contracts x Dossiers x Invoices x

Invoice 2014-000226

Type: INCOMING
 Invoice Kind: GENERAL
 Invoice Type: Single

Creation User: HANS.SPOELSTRA@ADAPTION
 Creation Date: 26/03/2014 11:40:28
 Export:
 Exported:

Relation Owner: Adaption Forwarding
 Relation: AA Transport
 Relation Invoice: AA Transport
 Our Reference: Transport Adriaanse Trading ECT to Warehouse
 Your Reference: Transport Adriaanse Trading ECT to Warehouse
 Legal Invoice No: AA-2014000017

Status: Open
 Language: Nederlands
 Legal Inv Date: 24/03/2014
 Book Period: Mrt 2014
 Invoice Date: 24/03/2014

Amounts

Amount Ex VAT: 150,00
 EUR Vat
 NL NO VAT
 Amount Not Booked: 150,00
 Amount Not Paid: 0,00

Payment

Payment Term: PAY_15
 Due Date: 08/04/2014
 Payment Status: Open

Also here the Relation is the Relation that sent the invoice.

Legal Invoice No is their invoice number.

Step 3: Match costs to incoming Invoice

When done and saved you get the following tabs:

Open Costs Supplier | Invoice Lines | Invoice Line Layouts | Payments | To Do | Invoice Vat | Documents | Audits

Q- Go Actions

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Cost Revenue	C/R	Order Master	Status	Owner	Relation	Relation Invoice	Qty	Unit	Price	Amount	Cur	Reference	Operational Date	Timesheet	Project Task	Description	Invoice Type	Ledger	Book Period	Creation User
000000001599	C	5000000915	To Process	Adaption Forwarding	AA Transport	AA Transport	1	Shipment	150	150	EUR	Transport for Adriaanse Trading ECT to Warehouse	19/03/2014	-	-	Transport for Adriaanse Trading ECT to Warehouse	Single	BANK	Mrt 2014	HANS.SPOELSTRA@ADIT.NL

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Under the Open Costs Supplier tab you get a list of costs that have not yet been matched to an incoming Invoice. Select a matching cost to see the details.

When you have the right Cost, rightclick and select **Book Cost On Invoice**.

You need to refresh the page to update it. When Amount Not Booked is zero, the Incoming Invoice is matched.

Amounts

Amount Ex VAT: 150,00
 EUR Vat
 NL NO VAT
 Amount Not Booked: 0,00
 Amount Not Paid: 150,00

Step 4: Book the incoming Invoice

From the action button select **set Invoice Booked**.

Step 5: Export incoming Invoice

From the action button select: **send to Financial Portal**.