

1. The first thing in any bill to look at are these 4 fields:

INVOICE
Invoice No : 573568
Issue Date : 06.11.2020

Rimuut OÜ
Keemia 4, 10616 Tallinn ESTONIA
Tax ID : EE102009640

Accon Smart S.L.
Tax ID : ESB88067350
C/ Overa 17
Esquivias / Spain

Description	Amount
corresponds to november (ERP/CRM Software)	800.00 EUR
Subtotal :	800.00 EUR
VAT (0%) :	0.00 EUR
Total Amount :	800.00 EUR

Total Amount: This field indicates the total amount that the company has paid for the invoice.

Tax ID: This field is the Tax Identification number. It usually starts with 1 or 2 letters and have some numbers at the end, but it may vary in function of the country. It is also called, VAT, NIF or CIF

Date: Date on which the invoice was issued. It could be called "Fecha de Factura", "Invoice Date", "Fecha de emisión"

Due Date: It is the date that indicates the limit for paying the invoice. It is not always visible. It is also called "Fecha de vencimiento" or "Fecha límite". It is always the same or later than the Invoice date.

Invoice Number: It is the number of the Invoice. It could have multiple names "Número de Factura" "N Factura" "Factura" "Número"...

With this information, we have to look at the Purchase Orders list and check if there is a Purchase Order that matches with the Vendor and Price. There could be 2 possibilities:

- There is already a Sale Order created, where we can create the Invoice from (this the most easy scenario, because it will be only to press a button)
- There is not any Sale Order that matches, so we have to create a new invoice manually.

2. Second, is to check the Purchases Orders:

The screenshot shows the ccon Purchases module. On the left sidebar, the 'Purchases' icon is highlighted with a red box. In the main area, the 'Purchase Orders' menu item is highlighted with a red box. Below the menu, a table lists purchase orders with columns: Reference, Order Date, Vendor, Scheduled Date, Source Document, Untaxed, Total, Status, and Billing Status.

Reference	Order Date	Vendor	Scheduled Date	Source Document	Untaxed	Total	Status	Billing Status
PO00040	11/30/2020 20:06:35	DHL	11/05/2020 01:00:00	TE00004	0.00 €	0.00 €	Cancelled	Nothing to Bill
PO00039	11/30/2020 20:06:35	DHL	11/05/2020 01:00:00	TE00004	0.00 €	0.00 €	Purchase Order	Waiting Bills
PO00048	11/23/2020 14:27:43	Securitas	11/23/2020 14:28:34		289.26 €	350.00 €	Purchase Order	No Bill to Receive
PO00047	11/22/2020 23:06:42	Daniel Damelles	11/22/2020 23:06:42		147.00 €	177.87 €	Purchase Order	No Bill to Receive
PO00046	11/22/2020 22:59:09	Daniel Damelles	11/22/2020 22:59:20		86.80 €	105.03 €	Purchase Order	Waiting Bills
PO00045	11/22/2020 22:50:30	Commercial	11/22/2020 22:50:38		890.00 €	1,076.90 €	Purchase Order	No Bill to Receive
PO00044	11/14/2020 16:37:23	Commercial	11/14/2020 16:37:23		60.00 €	72.60 €	Purchase Order	Waiting Bills
PO00043	11/14/2020 16:26:47	Commercial	11/14/2020 16:26:57		0.00 €	0.00 €	Purchase Order	Waiting Bills
PO00042	11/14/2020 15:32:23	Commercial	11/14/2020 15:32:34		0.00 €	0.00 €	Purchase Order	Waiting Bills
PO00041	11/11/2020 17:44:11	DHL	11/11/2020 17:44:21		120.00 €	145.20 €	Purchase Order	Waiting Bills
PO00038	11/05/2020 19:10:15	Union Azul S.L	11/05/2020 19:10:15		378.00 €	457.38 €	Purchase Order	Waiting Bills
PO00037	11/05/2020 18:47:59	Union Azul S.L	11/05/2020 18:47:59		378.00 €	457.38 €	Purchase Order	Waiting Bills

Using the filter, we will look for the Vendor (second option in the search box), and see if there is a Purchase Order with the same amount in status “Waiting Bills”:

The screenshot shows the ccon Purchases module with the search filter set to 'Vendor'. The search box contains 'Secu', and the dropdown menu shows 'Search Vendor for: Secu' as the selected option. The table below shows the filtered results.

Reference	Order Date	Vendor	Scheduled Date	Source Document	Untaxed	Total	Status	Billing Status
PO00040	11/30/2020 20:06:35	Ana Moya	11/05/2020 01:00:00	TE00004	0.00 €	0.00 €	Cancelled	Nothing to Bill
PO00039	11/30/2020 20:06:35	DHL	11/05/2020 01:00:00	TE00004	0.00 €	0.00 €	Purchase Order	Waiting Bills
PO00048	11/23/2020 14:27:43	Securitas	11/23/2020 14:28:34		289.26 €	350.00 €	Purchase Order	No Bill to Receive
PO00047	11/22/2020 23:06:42	Daniel Damelles	11/22/2020 23:06:42		147.00 €	177.87 €	Purchase Order	No Bill to Receive
PO00046	11/22/2020 22:59:09	Daniel Damelles	11/22/2020 22:59:20		86.80 €	105.03 €	Purchase Order	Waiting Bills
PO00045	11/22/2020 22:50:30	Commercial	11/22/2020 22:50:38		890.00 €	1,076.90 €	Purchase Order	No Bill to Receive
PO00044	11/14/2020 16:37:23	Commercial	11/14/2020 16:37:23		60.00 €	72.60 €	Purchase Order	Waiting Bills
PO00043	11/14/2020 16:26:47	Commercial	11/14/2020 16:26:57		0.00 €	0.00 €	Purchase Order	Waiting Bills
PO00042	11/14/2020 15:32:23	Commercial	11/14/2020 15:32:34		0.00 €	0.00 €	Purchase Order	Waiting Bills
PO00041	11/11/2020 17:44:11	DHL	11/11/2020 17:44:21		120.00 €	145.20 €	Purchase Order	Waiting Bills
PO00038	11/05/2020 19:10:15	Union Azul S.L	11/05/2020 19:10:15		378.00 €	457.38 €	Purchase Order	Waiting Bills
PO00037	11/05/2020 18:47:59	Union Azul S.L	11/05/2020 18:47:59		378.00 €	457.38 €	Purchase Order	Waiting Bills

A better option than look for the name, is to look for using the VAT number, because that has to be exactly the same (where the name could have variations with space, special characters...)

The screenshot shows the ccon Purchases module with the search filter set to 'Vendor B66666666'. The search box contains 'Vendor B66666666', and the dropdown menu shows 'Search Vendor for: B66666666' as the selected option. The table below shows the filtered results.

Reference	Order Date	Vendor	Scheduled Date	Source Document	Untaxed	Total	Status	Billing Status
PO00039	11/30/2020 20:06:35	DHL	11/05/2020 01:00:00	TE00004	0.00 €	0.00 €	Purchase Order	Waiting Bills
PO00041	11/11/2020 17:44:11	DHL	11/11/2020 17:44:21		120.00 €	145.20 €	Purchase Order	Waiting Bills
PO00025	10/30/2020 22:21:29	DHL	10/30/2020 22:21:39		3,300.00 €	3,993.00 €	Purchase Order	Waiting Bills
					3,420.00	4,138.20		

And we can see that there is some Sale Order in the status Waiting Bills and we check if the Total column value matches with our invoice:

Purchases Purchase Control Invoicing Reporting Configuration

Purchase Orders

Vendor: B666666666 Search...

CREATE Import Export Fields Editable Filters Group By Favorites 1-3 / 3

Reference	Order Date	Vendor	Scheduled Date	Source Document	Untaxed	Total	Status	Billing Status
PO00039	11/30/2020 20:06:35	DHL	11/05/2020 01:00:00	TE00004	0.00 €	0.00 €	Purchase Order	Waiting Bills
PO00041	11/11/2020 17:44:11	DHL	11/11/2020 17:44:21		120.00 €	145.20 €	Purchase Order	Waiting Bills
PO00025	10/30/2020 22:21:29	DHL	10/30/2020 22:21:39		3,300.00 €	3,993.00 €	Purchase Order	Waiting Bills
					3,420.00	4,138.20		

If so, we click it and right after, we will press here:

Purchases Purchase Control Invoicing Reporting Configuration

Purchase Orders / PO00025

EDIT Create Print Action 3 / 3

Send PO By Email Cancel Lock RFQ RFQ Sent Purchase Order

Purchase Order PO00025

Vendor: DHL Order Date: 10/30/2020 22:21:29

Vendor Reference: EUR

Products Deliveries & Invoices

Product	Description	Scheduled Date	Destination	Analytic Account	Analytic Tags	Quantity	Received Qty	Billed Qty	Product Unit of Measure	Unit Price	Taxes	Subtotal
Coca Cola	Coca Cola	10/30/2020 22:21:39				42.00	42.00	0.00	Unit(s)	50.00	21% IV...	2,100.00 €
Yogures	Yogures	10/30/2020 22:21:43				40.00	40.00	0.00	Unit(s)	30.00	21% IV...	1,200.00 €

And it will open this window, where we will press this:

Purchases Purchase Control Invoicing Reporting Configuration

Purchase Orders / PO00025 / Vendor Bills

CREATE Import Export Fields Editable Filters Group By Favorites Search...

Click to record a new vendor bill.
You can control the invoice from your vendor according to what you purchased or received.

And as you can see, the invoice will automatically bring the information from the Sale Order, so we just press "Save" and the invoice is already created.

ccon Purchases Purchase Control Invoicing Reporting Configuration Administrator

Purchase Orders / PO00025 / Vendor Bills / New

SAVE Discard

Validate Cancel Invoice Draft Open Paid

Draft Bill

Vendor Source Document PO00025

Vendor Reference Bill Date

Add Purchase Order Due Date

Currency

Bill Other Info Picking References

	Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Unit Price	Discount	Taxes	Amount
+	Coca Cola	PO00025: Coca Cola	600000 Compras de mercaderías			42.00	Unit(s)	50.00	0.00	21% IVA	2,100.00 €
+	Yogures	PO00025: Yogures	600000 Compras de mercaderías			40.00	Unit(s)	30.00	0.00	21% IVA	1,200.00 €

Add an item

Lastly, we add the vendor reference, date and attach the invoice PDF.

- If we did not find any Sale Order, we need to create the Invoice from 0. For that we will access here and press Create:

ccon Accounting Dashboard Sales Purchases Adviser AEAT reports Reporting Configuration Administrator

Vendor Bills

CREATE Import Export Fields Edit

Documents

- Vendor Bills
- Vendor Credit Notes
- Payments
- Master Data
- Vendors
- Purchasable Products

Vendor	Bill Date	Source Document	Total	To Pay	Payment Mode	Status
<input type="checkbox"/> DHL		PO00025	3,993.00 €	0.00 €		Draft
<input type="checkbox"/> Comercial		PO00045	1,076.90 €	0.00 €		Draft
<input type="checkbox"/> Mailchimp	11/23/2020	BILL/2020/0024	10.89 €	10.89 €		Open
<input type="checkbox"/> Daniel Danelles	11/23/2020	BILL/2020/0023	98.00 €	0.00 €		Paid
<input type="checkbox"/> Telefonica	11/23/2020	BILL/2020/0022	32.67 €	0.00 €		Paid
<input type="checkbox"/> DHL	11/23/2020	BILL/2020/0021	22.99 €	0.00 €		Paid
<input type="checkbox"/> Securitas	11/23/2020	BILL/2020/0020	822.80 €	472.80 €		Open
<input type="checkbox"/> Daniel Danelles	11/22/2020	PO00047	111.93 €	0.00 €		Draft
<input type="checkbox"/> Daniel Danelles	11/22/2020	WH/IN/00053	0.00 €	0.00 €		Draft
<input type="checkbox"/> Comercial	11/22/2020	INV/2020/0029	1,076.90 €	0.00 €		Paid
<input type="checkbox"/> Comercial	11/22/2020	BILL/2020/0018	217.80 €	217.80 €		Open

- The next is to select the Vendor. For that, we will write the VAT number and it will appear:

Accounting Dashboard Sales Purchases Adviser AEAT reports Reporting Configuration Administrator

Vendor Bills / New

SAVE Discard

Validate Cancel Invoice Draft Open Paid

Draft Bill

Vendor b66

Vendor Reference Agencia Estatal de Administración Tributaria (AEAT)

Add Purchase Order Inmobiliaria Century 20

Daniel Damelles

DHL

Create "b"

Create and Edit...

Bill Date

Due Date

Currency EUR

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Unit Price	Discount	Taxes	Amount
Add an item										

- The next step is to add the invoice lines. For that, I recommend to have the contacts list opened in a new tab, so we can search for the Vendor info. Once we enter in the Vendor Info window, we will enter the "Subida de Facturas" tab.

Contacts Contacts Configuration Administrator (damianflujos.accon.es)

Contacts / DHL

EDIT Create Print Action 1 / 1 < >

DHL

VAT B666666666

Address

Tags

Phone Mobile Email Website Language

Spanish / Español

Meetings 0 Purchases 3 Vendor Bills 4

Analytic Acco... 0 Subscriptions 0 Active

Contacts & Addresses Internal Notes Sales & Purchases Accounting Invoice Notifications Partner Assignment Subida de Facturas

Productos por defecto

Internal Reference	Name	Sales Price	Cost	Internal Category	Product Type	Quantity On Hand	Quantity On Hand Unreserved	Forecasted Quantity	Unit of Measure
GASTOS10	GASTOS 10%	1.00	0.00	All	Service	0.00	0.00	0.00	Unit(s)
GASTOS21	GASTOS 21%	1.00	0.00	All	Service	0.00	0.00	0.00	Unit(s)

Inside this tab, we will see a table with different products. We will look for the corresponding product for adding to the invoice.

In the previous example, we can see that it is a little bit particular, where the VAT is added as a subtotal, not in the line (this is not common, but possible). That means that there is only one line, whose product has a VAT of 0%.



INVOICE

Invoice No : 573568
Issue Date : 06.11.2020

Rimuut OÜ
Keemia 4, 10616 Tallinn ESTONIA
Tax ID : EE102009640

Accon Smart S.L.
Tax ID : ESB88067350
C/ Overa 17
Esquivias / Spain

Description	Amount
corresponds to november (ERP/CRM Software)	800.00 EUR
Subtotal :	800.00 EUR
VAT (0%) :	0.00 EUR
Total Amount :	800.00 EUR

Bill to : Accon Smart S.L.
Invoice No : 573568

Total Amount : 800.00 EUR

Then, we will need to look in that table, for the product of that provider at 0%. (Remember that it is possible that there are many product with the same % in the system, so we will only select a product that appears in this table for this vendor)

- My Dashboard
- Calendar
- Contacts
- CRM
- Sales
- Subscriptions
- Website
- Purchases
- Link Tracker
- Inventory
- Manufacturing
- Accounting
- Employees
- Apps
- Settings

Contacts

Contacts Configuration

Administrator (damianflujos.accon.es)

Contacts / DHL

EDIT Create

Print Action

1 / 1 < >

Address Tags

Mobile Email Website Language

Spanish / Español

Contacts & Addresses

Internal Notes

Sales & Purchases

Accounting

Invoice Notifications

Partner Assignment

Subida de Facturas

Productos por defecto



Internal Reference	Name	Sales Price	Cost	Internal Category	Product Type	Quantity On Hand	Quantity On Hand Unreserved	Forecasted Quantity	Unit of Measure
GASTOS0	GASTOS0%	1.00	0.00	All	Service	0.00	0.00	0.00	Unit(s)
GASTOS10	GASTOS 10%	1.00	0.00	All	Service	0.00	0.00	0.00	Unit(s)
GASTOS21	GASTOS 21%	1.00	0.00	All	Service	0.00	0.00	0.00	Unit(s)

Haz clic para retroceder una página o pulsa unos segundos para ver el historial

Contacts Configuration

Administrator (damianflujos.accon.es)

Open: Productos por defecto


Product Name  \$ 0 Sales 0 Purchases Active  Standard

GASTOS0%


☒ Can be Sold
☒ Can be Purchased

General Information Variants Sales Purchase Invoicing Notes

Receivables

Customer Taxes IVA 21% 
Income Account

Payables

Vendor Taxes 0% Intra 
Expense Account
Price Difference Account

Landed Costs

SAVE Discard

We copy the reference and add it into the invoice.

Accounting Dashboard Sales Purchases Adviser AEAT reports Reporting Configuration

Administrator


Vendor Bills / Vendor Bill

SAVE Discard 31 / 31

Add Purchase Order Currency EUR

Bill Other Info Picking References

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Unit Price	Discount	Taxes	Amount
	600000 Compras de mercaderías				1.00		0.00	0.00		0.00

Add  [EXP] Expenses

[GASTOS0] GASTOS0%

[GASTOS10] GASTOS 10%

[GASTOS21] GASTOS 21%

Alquiler Deposito Calle Bermudez

Aquarius

Bicicleta (Negro, 100, S, XS)

Tax Des Búsqueda Más...
Crear y Editar...

Untaxed Amount: 0.00 €
Tax: 0.00 €
Total: 0.00 €

And we can see that the taxes have been added properly. We also set the same quantity and price as in the invoice.

Accounting Dashboard Sales Purchases Adviser AEAT reports Reporting Configuration Administrator

Vendor Bills / Vendor Bill

SAVE Discard 31 / 31

Add Purchase Order Currency: EUR

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Unit Price	Discount	Taxes	Amount
[GASTOS0] GASTOS0%	[GASTOS0] GASTOS0%	600000 Compras de mercaderías			1.00	Unit(s)	800.00	0.00	0% Intr...	800.00 €

Add an item

Tax Description	Tax Account	Analytic account	Amount
0% Intracomunitario	600000 Compras de mercaderías		0.00 €

Untaxed Amount: 800.00 €
Tax: 0.00 €
Total: 800.00 €

Add an item

6. Once we have added all the invoice lines, we set the same Invoice date:

Accounting Dashboard Sales Purchases Adviser AEAT reports Reporting Configuration Administrator

Vendor Bills / Vendor Bill

SAVE Discard 31 / 31

Validate Cancel Invoice Draft Open Paid

Draft Bill

Vendor: DHL Bill Date:

Vendor Reference: Due Date:

Add Purchase Order: Currency: EUR

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Unit Price	Discount	Taxes	Amount
[GASTOS0] GASTOS0%	[GASTOS0] GASTOS0%	600000 Compras de mercaderías			1.00	Unit(s)	800.00	0.00	0% Intr...	800.00 €

Add an item

7. And after we add the Due Date if it is visible.

Note that there is a currency field, we need to select the proper currency that the invoice has been issued.

