Invoices

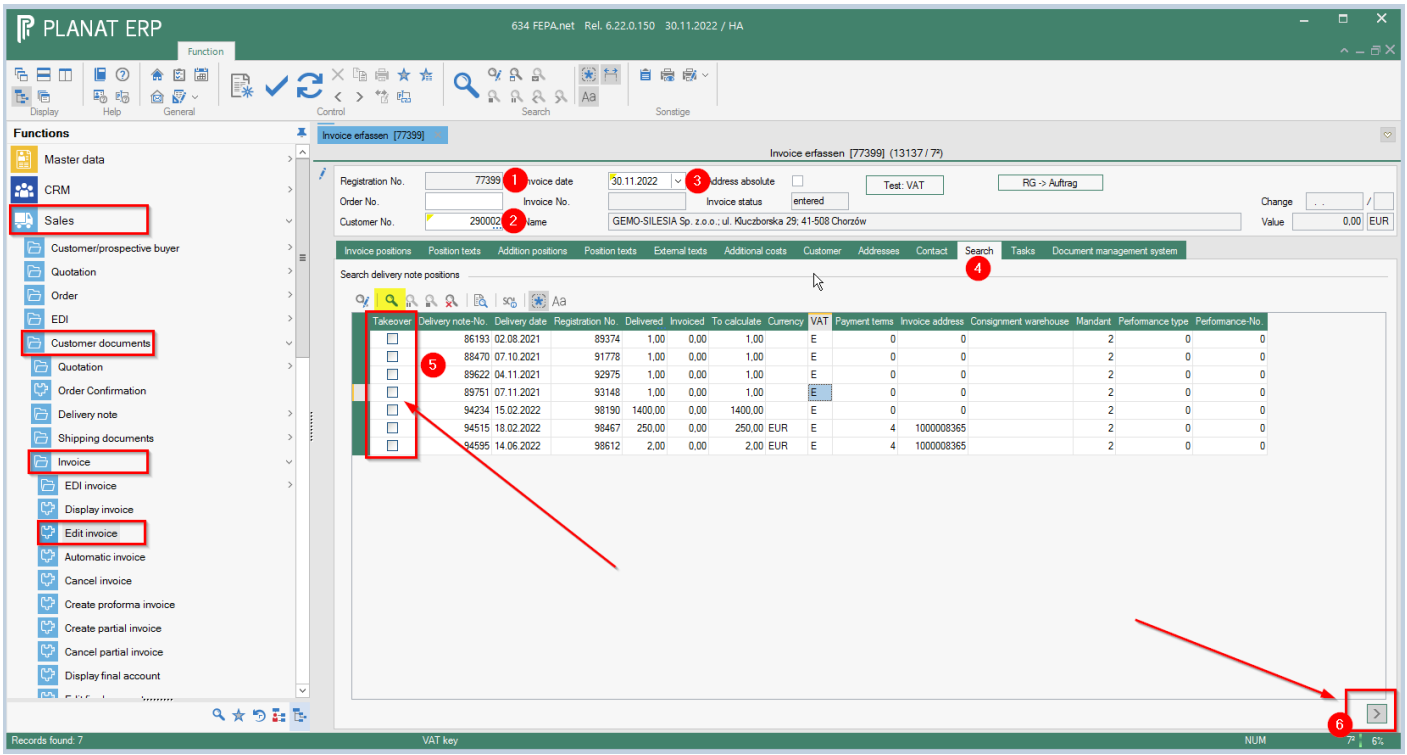
General

Here you will find general information on creating and cancelling invoices in FEPA. Location- or customer-specific features are not taken into account here!

Create invoices

FEPA function: `Sales > Customer documents > Invoice > Edit invoice`

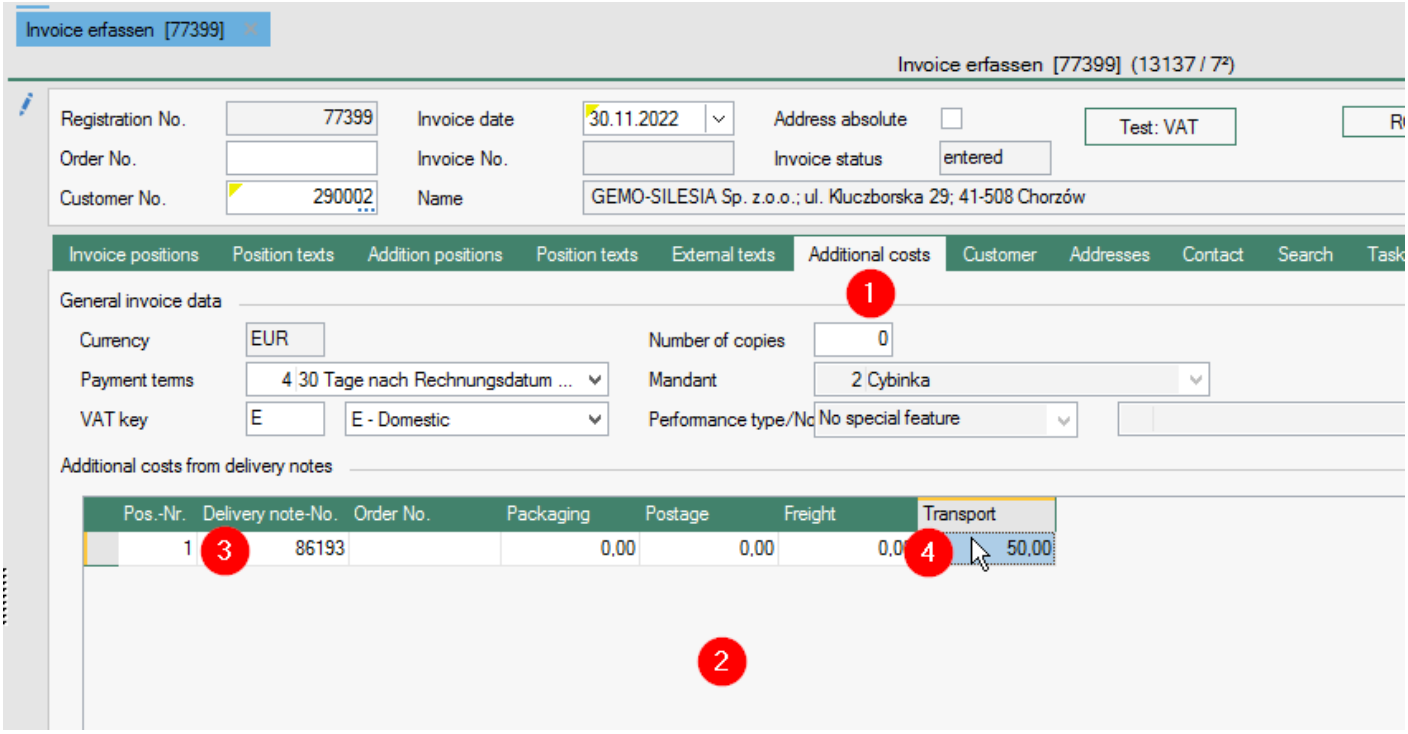
1. press Enter (registration number will be assigned)
2. enter the customer number in the Customer No. field
3. confirm invoice date
4. go to the search tab and start the search with the magnifying glass (click!).
5. all delivery notes not yet invoiced for the customer will be displayed, tick the desired delivery note number in the Take over field
6. click on the button ">" at the bottom right (delivery note positions are taken over into the invoice positions)



6.1 Calculate packaging costs, transport costs, etc:

6.1.1. additional costs tab

6.1.2. append line
6.1.3. enter the delivery note number
6.1.4. and enter the desired value in the respective field



7. click on the button Print and process (invoice is created)



In the External Texts tab, prefix or suffix texts can be entered for the invoice, which are then printed on the invoice.

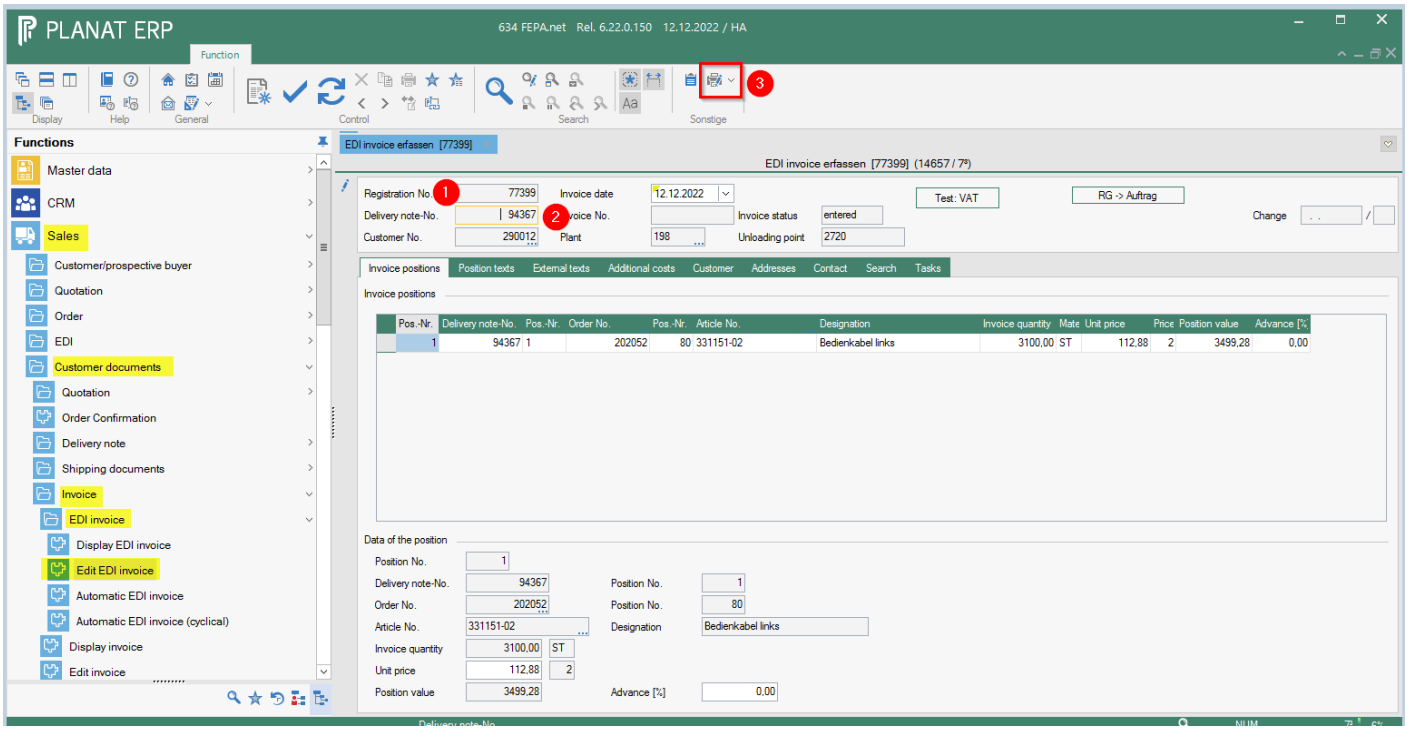
A print preview (button Printer with eye) can be used to check the invoice before processing.

Create EDI invoice

FEPA function: `Sales > Customer documents> Invoice > EDI Invoice> Edit EDI Invoice`

1. Press Enter (Registration number is assigned).
2. Enter delivery note number

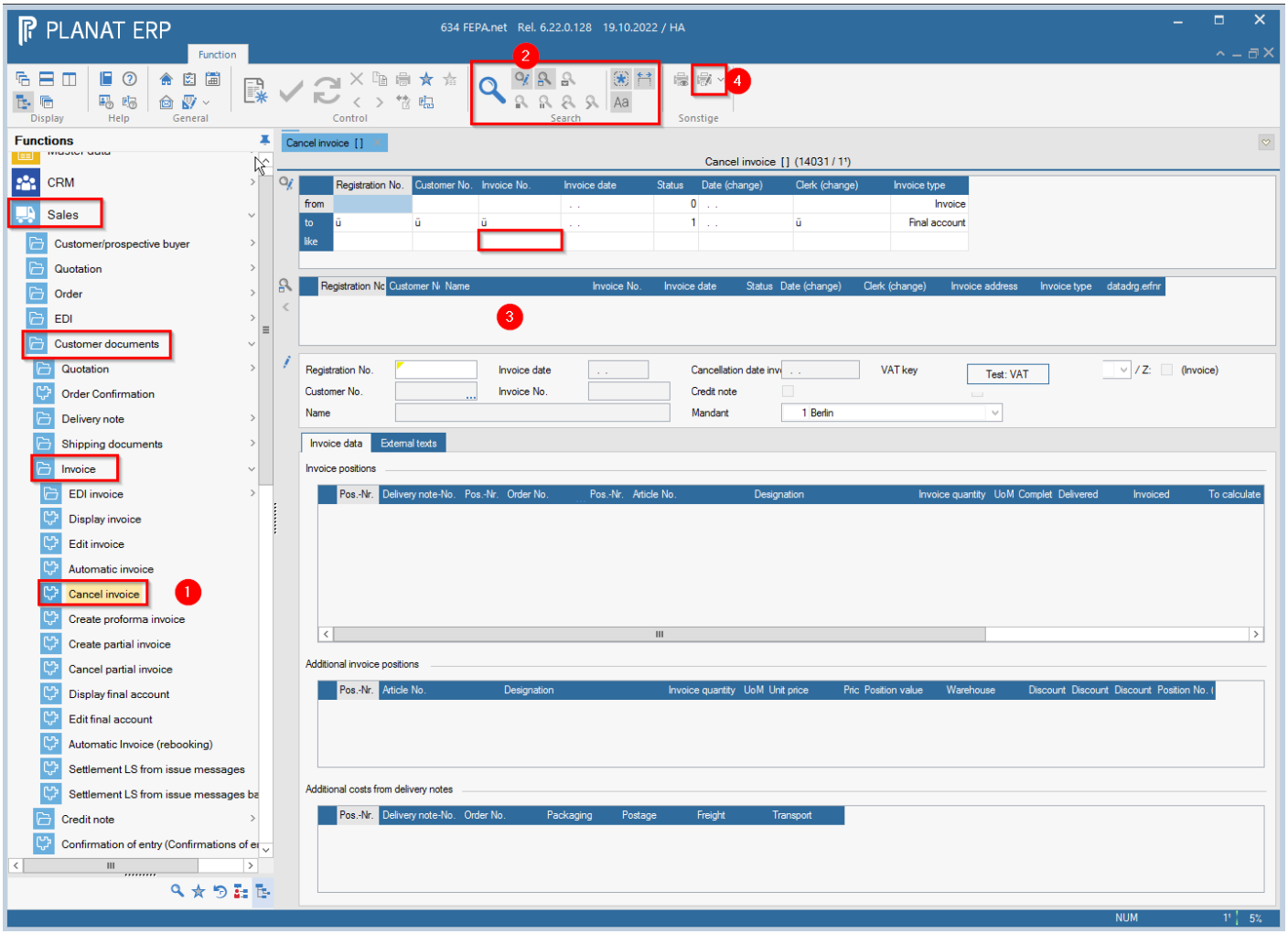
3. Click on the printer button and the invoice is created.



Cancel invoice

Attention: Invoices from the previous year cannot be cancelled. The year change in FEPA takes place on 01.01. of each year. Whether an invoice may be cancelled at the turn of the month depends on the regulations at the location. (If the invoice may no longer be cancelled, a credit note must be created.

1. Mask under: Sales > Customer Papers > Invoice > Cancel Invoice
2. Open search (magnifying glass with pen) enter the desired invoice number in the search field at like, press magnifying glass
3. Select the desired invoice (double click), the invoice will be loaded - check for correctness
4. Cancel the invoice with the button for printing and processing, the cancellation invoice is printed out.

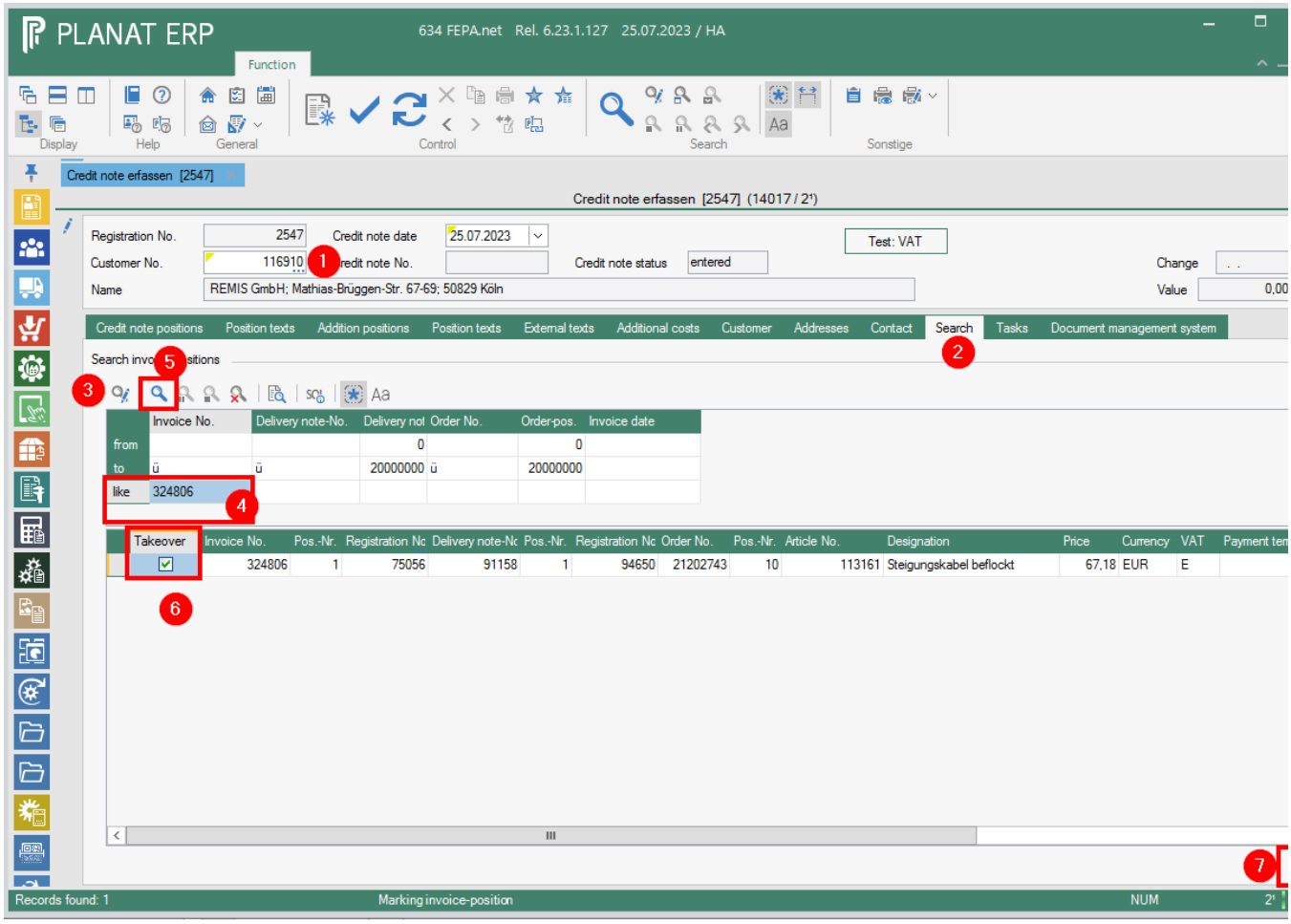


Create credit note

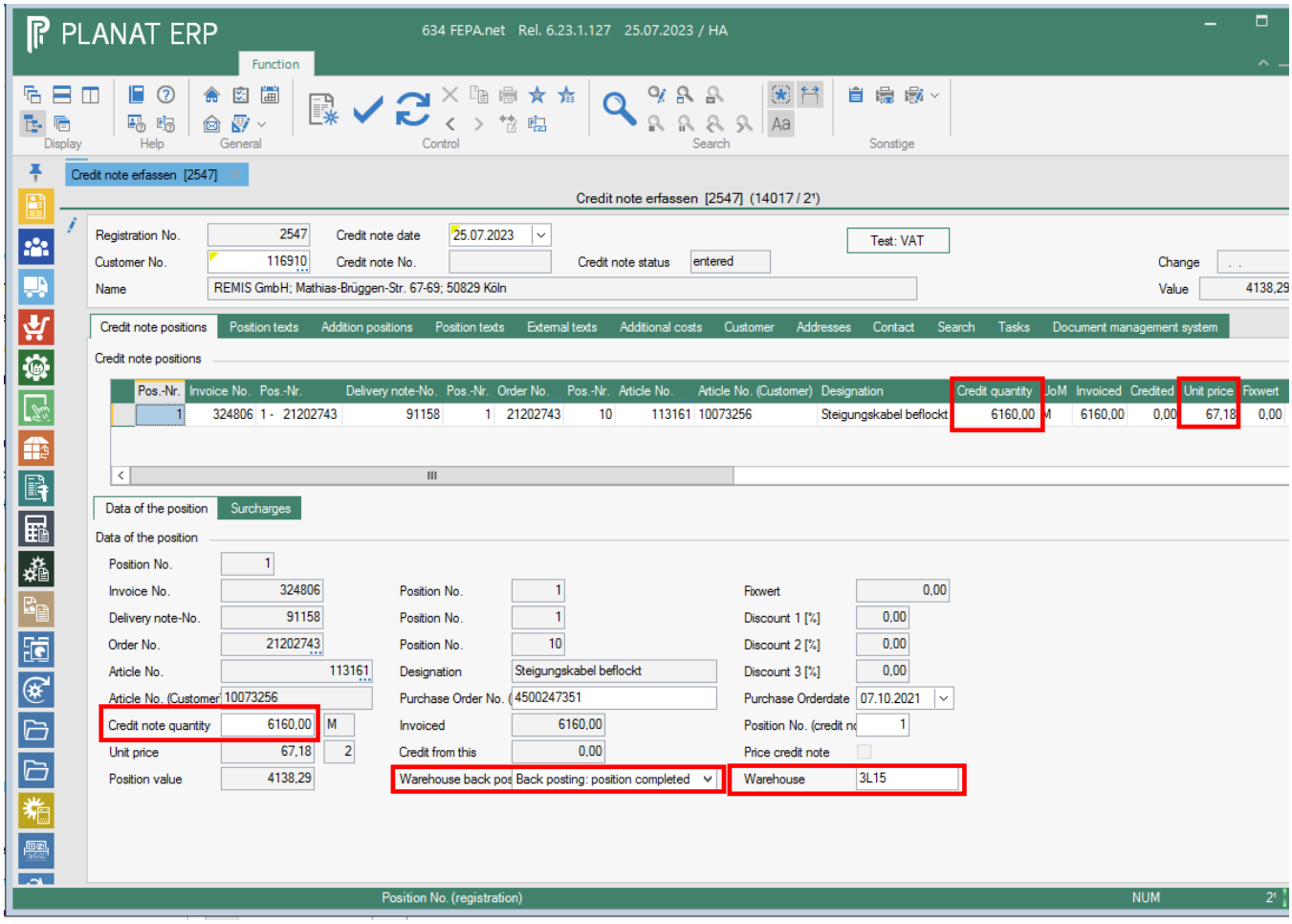
This function can be used to create credit notes with stock chargeback and value credit notes.

FEPA function: `Sales > Customer papers > Credit note> Edit credit note.`

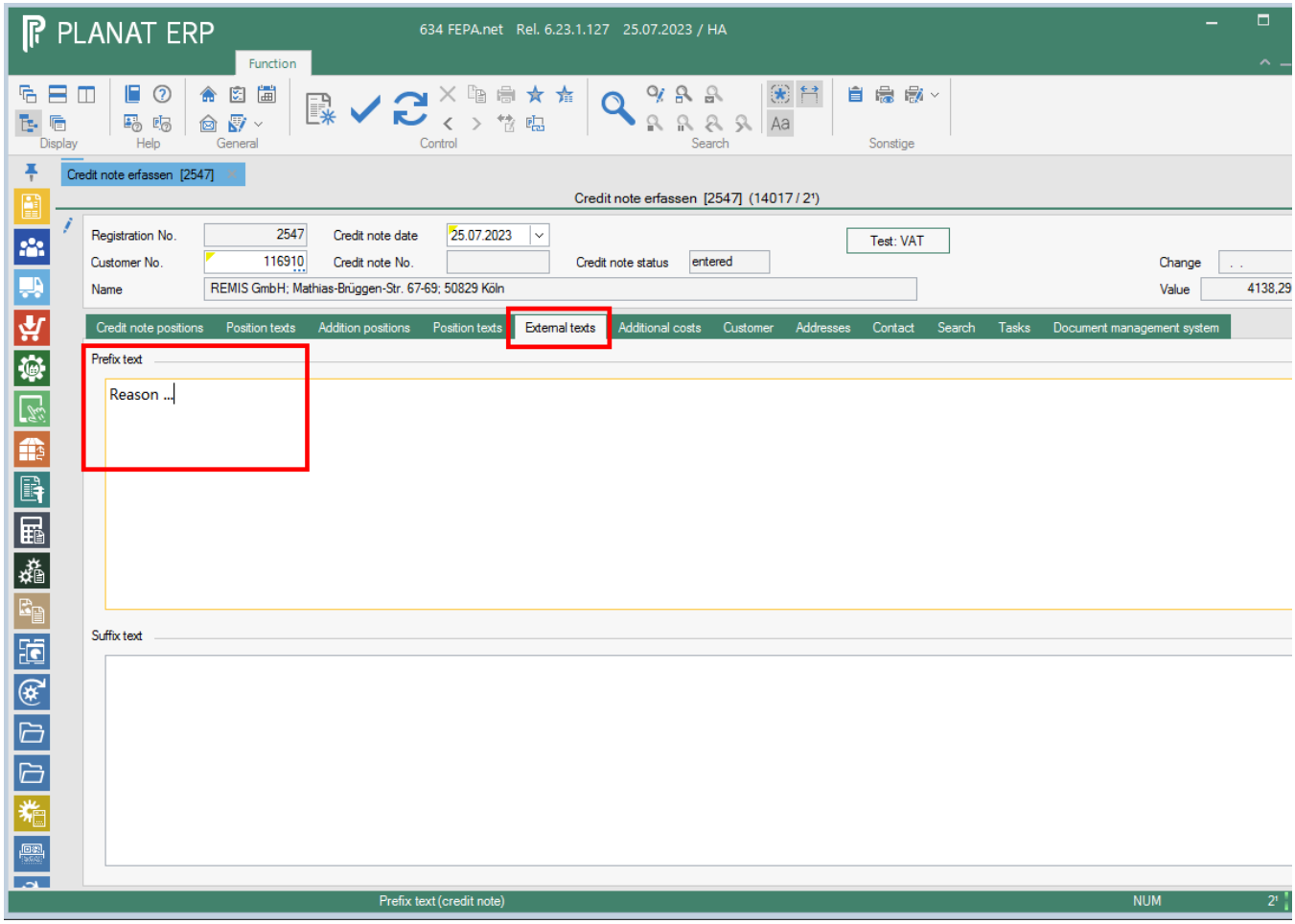
1. Press enter (entry number is assigned), Enter customer number (1), enter
2. Click in tab Search
3. Open search (magnifying glass with pen)
4. Enter the desired invoice no. in the search field at like
5. Press magnifying glass
6. Search for the desired invoice and tick it in the field Take over
7. Use the arrow at the bottom right to transfer to the tab Credit items.



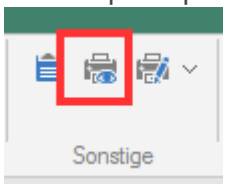
8. Check quantity and price - The "price" is the difference from the calculated price to be credited.
9. If a quantity is credited back, select in the item and the warehouse at yes, If it is a value credit the check mark is set at price credit.



10. In the external texts tab you can enter information, e.g. refer to the correspondence that leads to the credit note. It is also printed out.



11. Create print preview, check credit note for correctness



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Duplikat

GUTSCHRIFT

Erfassungs-Nr.	2547
Datum	25.07.2023
Kunden-Nr.	116910
Ihr Bearbeiter	Jörg Ransmann
Unsere Lieferanten-Nr.	101193
Bearbeiter	Britta Hackbarth

Durchwahl: 383
E-Mail: britta.hackbarth@gemo.de

Reason ...
Ihre Umsatzsteuer-Ident-Nr. DE122803827

Pos.	Artikel	RG-Pos.	Menge	ME	Preis	PE	Positionswert	
Rechnungs-Nr. 324806 vom 07.12.2021 Unser Lieferschein 91158 vom 07.12.2021 Ihre Bestellung 4500247351 vom 07.10.2021 / Unser Auftrag 21202743								
1	113161 Steigungskabel beflockt GSEF 471 G2 15g 6.7 4.70 +-0.05 Ihre Artikel-Nr.: 10073256 Zolltarifnummer: 84831095 Ursprungsland: POLEN	1	6.160,00	M	67,18	100	-4.138,29	EUR

Summe Positionswerte	-4.138,29	EUR
Nettowert	-4.138,29	EUR
+ 19 % MwSt	-786,28	EUR
Gutschriftswert	-4.924,57	EUR

12. If everthing is correct, "print and process" the credit note

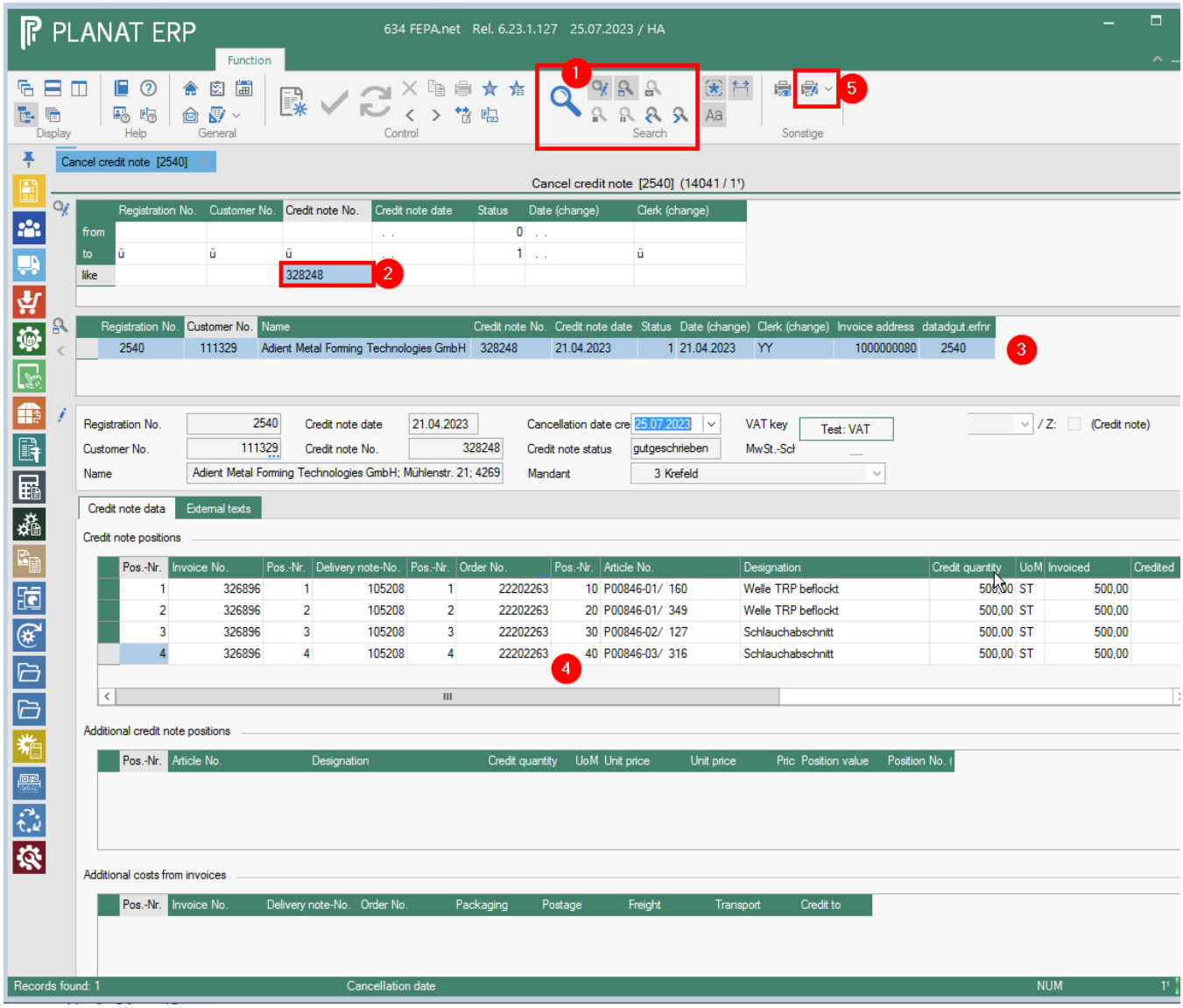


Cancel Credit note

> Attention: Credit notes from the previous year cannot be cancelled. The year change in FEPA takes place on 01.01. of each year. Whether a credit note may be cancelled over the turn of the month depends on the regulations at the location.

FEPA function: `Sales > Customer documents > Credit note > Cancel credit note`

1. Open search (magnifying glass with pen)
2. Enter the desired credit note number in the search field at like, press the magnifying glass.
3. Select the desired credit note (double-click), credit note is loaded
4. check for correctness. (a print preview is possible!)
5. Press the button for printing and processing to cancel the credit note, cancellation credit note is printed out.



Revision #6
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