

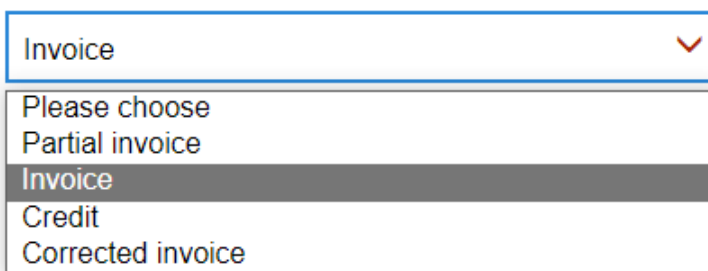
1 Select the „Document data“ tab.



Document data

1.1 Select your desired document type.

Document



Invoice

Please choose

Partial invoice

Invoice

Credit

Corrected invoice

1.2 Enter the document / voucher number.

Document

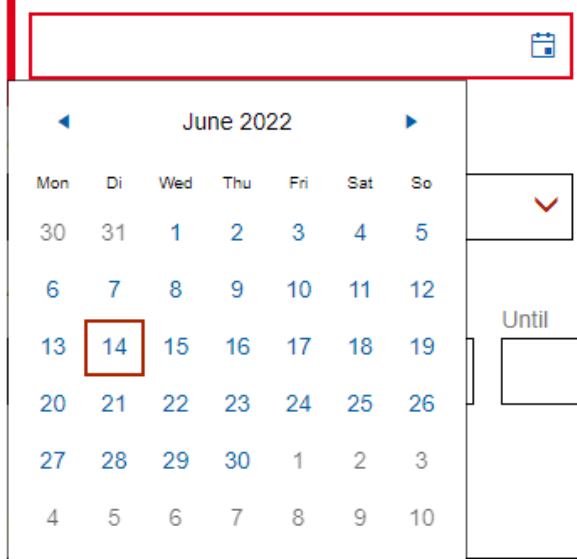


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1.3 Specify the voucher date.

Please use the icon on the right side of the box for this purpose.

Document Date




Calendar view for June 2022. The date 14 is highlighted with a red box. A calendar icon is visible in the top right corner of the input field.

Mon	Di	Wed	Thu	Fri	Sat	So
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

1.4 Please select your desired currency.

Currency

EUR Euro 

- CDF Congo Franc
- CHF Swiss Francs
- CLF Chilean Unidad de Fomento
- CLP Chilean Peso
- CNY Chinese Yuan
- COP Colombian Peso
- COU Colombian Unidad de Valor Real
- CRC Costa Rica-Colón
- CUC Peso convertible
- CUP Cuban Peso
- CVE Cape Verde Escudo
- CZK Czech koruna
- DJF Djibouti Franc
- DKK Danish Krone
- DOP Dominican Peso
- DZD Algerian Dinar
- EGP Egyptian Pound
- ERN Nakfa
- ETB Ethiopian Birr
- EUR Euro


Order number - Optional

1.5 Specify your billing period/service period. (optional)


Accounting period- Optional

From the

Until

| 

June 2022						
Mon	Di	Wed	Thu	Fri	Sat	So
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

| 

June 2022						
Mon	Di	Wed	Thu	Fri	Sat	So
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

1.6 Please enter your reference data. (Optional)

Reference

Project number - Optional

Contract - Optional

Order number - Optional

Order number - Optional

Allocation number - Optional

Identifier - Optional

1.7 Now press the „Save & continue“ button. “.

Save & continue

2 Please select the „Invoice data“ tab. (Optional)

Invoice data (optional)

2.1 Add a remark to your invoice. (Optional)

Comments on the invoice

+ Create a new remark

⇅ Subject	⇅ Remark	⇅
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2.2 Add a preceding invoice. (Optional)

Previous invoices

+ Enter previous invoice

⇅ Document	⇅ Document Date	⇅
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2.3 Attach documents supporting / justifying the invoice. (Optional)

Documents justifying the invoice

+ Add underlay

⇅ Identifier	⇅ Filename	⇅
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2.4 Now press the „Save & continue“ button.

Save & continue

3 Select the „Seller“ tab.

3.1 Please provide seller information such as „Company name“ (mandatory) and “Identifier” (optional).

Seller Information

Company name

Identifier - Optional

3.2 Now enter the postal address of the seller. At least street name, house number, postal code, city and country must be given.

Postal address of the seller

Street and house number

Post office box - Optional

Address - Optional

Postal code

Place

State - Optional

Land

3.3 Now enter the contact details of the seller.

Contact details of the seller

Name

Telephone

E-mail address

3.4 If desired, you can now enter additional information about the seller. (Optional)

Advanced Seller Information

Different trade name - Optional

Registration number - Optional

Further legal information - Optional

3.5 Please provide the buyer's tax information.

Tax 

VAT ID

TIN

3.6 Now press the „Save & continue“ button.

Save & continue

4 Now please select the „Buyer“ tab.

Buyer

4.1 Enter the information about the buyer below. You can use the drop-down menu to select the desired buyer.

Buyer Information

Pre-selection invoice recipient

Invoice recipient

Route ID

Rough addressing

Fine addressing

Check digit

Name

4.2 Please enter the postal address of the buyer. At least street name, house number, postal code, city and country must be given.

Postal address of the buyer

Street and house number

Post office box -

Optional

Address - Optional

Postal code

Place

State - Optional

Land

4.3 If desired, you can now enter additional data about the buyer. (Optional)

Extended information about the buyer

Different trade name - Optional

Identifier - Optional

VAT ID - Optional

4.4 Please enter the contact details of the buyer. (Optional)

Buyer's contact details

Name - Optional

Telephone - Optional

E-mail address - Optional

4.5 Please press the „Save & continue“ button.

Save & continue

5 Now select the „Delivery“ tab. (Optional)

Delivery (optional)

5.1 Please enter the desired information regarding delivery. (Optional)

Delivery Information

Name of the recipient - Optional

Identification of the place of delivery - Optional

Delivery - Optional

5.2 If the delivery address differs from the buyer's address, please tick the box below and provide at least the mandatory information. (Optional)

Delivery address

The delivery address differs from the postal address of the buyer

Street and house number

Post office box - Optional

Address - Optional

Postal code

Place

State - Optional

Land

5.3 Please press the „Save & continue“ button.

Save & continue

6 Please select the „Invoice lines“ tab.

Invoice lines

6.1 Please add at least one invoice line. To do this, click on “+ Create new invoice line”.

Invoice lines

+ Create a new invoice line

↕ No.	↕ Designation	↕ Quantity	↕ Item amount	↕
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6.1.1 You will now see the creation mask for an invoice line. Fill in at least the following mandatory fields:


XRechnung


Document Line

Item number

Designation

Quantity

Unit 

Sales tax 

Price per unit (net, in EUR)

Amount (net)

0,00 EUR

Amount (gross)

0,00 EUR

6.1.2 You can now enter additional item details and then check your position contribution.

Other item details

Description - Optional


Article - Optional




Buyer's item ID - Optional

Order item number - Optional


Account assignment note - Optional




Discounts at document line level- Optional

 Add another discount

 Discount	 Reason	
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Surcharges at document line level- Optional

 Add another surcharge

 Surcharge	 Reason	
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Sum of discounts (net)	0,00 EUR
Total surcharges (net)	0,00 EUR
Item amount (net)	0,00 EUR
Item amount (gross)	0,00 EUR

6.2 Now, outside the invoice line mask, you have the option to add discounts or surcharges. Proceed in the same way as for the invoice lines.

Discounts at invoice level – optional

+ Add another discount

↕ Discount	↕ Reason	↕
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Surcharges at invoice level – optional

+ Add another surcharge

↕ Surcharge	↕ Reason	↕
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6.3 You can now specify the amount already paid (optional), and then see the total amount of the invoice.

Total amount already paid

Amount paid (in EUR) - Optional

Total amount of the invoice

Sum of all positions (net)	0,00 EUR
Total discounts (net)	0,00 EUR
Total surcharges (net)	0,00 EUR
Total (net)	0,00 EUR
Total VAT	0,00 EUR
Total (gross)	0,00 EUR
Amount due	0,00 EUR


6.4 Please press the „Save & continue“ button.



7 Please select the „Payment“ tab.



7.1 Now enter the due date. If you want to add payment terms or similar, please use the fields below.

Payment 



Due date



Discount 1- Optional

Days



%



Discount 2- Optional

Days

%



Other terms of payment - Optional

Use - Optional

7.2 Now enter at least the IBAN of the payee.

Transfer

IBAN

BIC - Optional

Account holder - Optional

7.3 If the desired payee differs from the seller, select the checkbox below and enter the information of the alternative payee.

Different payee

The payee differs from the seller

Name

Identifier - Optional

Registration - Optional

7.4 Please press the „Save & continue“ button.

Save & continue

8 Now select the „Check and send“ tab.



Check and Send

8.1 Now check all the data in this tab for correctness.

8.2 Please press the „Download“ button and tick the checkbox below.

Download

You must download the invoice before it can be sent. Please note that this is the original invoice and you must keep it.

Download invoice

I downloaded the XRechnung.

8.3 Now press the „Send“ button.

Comment: This web page was translated with Google Translator.