1303. INVOICING

- Invoicing is arrived at by selecting Accounting→Sales→Invoicing

1303.1 Single Invoice

- When Invoicing is selected, the following panel appears;

Invoice	Recurring	Proforma			

2025	Feb-25	Submit		Search	🔍

Invoice List				+New	
Inv. #	**Date Created**	**Customer**	**Currency**	**Invoice Total**	
136500	25-Feb-25	ECGC	USD	245.67	View
136501	25-Feb-25	Liquid	USD	6,458.58	View

- **Invoice** – From bar selection, the first option is "Invoice" which stands for generating one invoice at a time.
- **2025** – Drop down selection for the year of invoice. Always defaults to current year.
- **Month** – Drop down of the month in the year selected
- **Search** – Can search for an invoice by number and by name
- By clicking **Submit** after selection, system should list the invoices involved below as shown
- Clicking **+NEW** will generate the invoice input panel as below;

FISCAL TAX INVOICE

Document Number : 112108

Bill to:

Customer name………

Address:

Phone:

Email:

VAT No. :

TIN:

Date:

		Currency		United States Dollar (USD)	
Sales Code	**Sales Item**	**Price(Inc)**	**QTY**	**VAT**	**Total (Inc)**
		-		-	-

Total (Excluding VAT)	-
Discount	-
VAT Total	-
Invoice Total USD	-
	SUBMIT

- **Document Number** : Is automatically generated after the first one sets the standard. Our standard is six digits and the first must be input manually and thereafter they go after that sequence.
- **Customer Name** : Search box where customer names are selected.
- **Address**…**TIN** : All these items automatically slot in from the data input for that customer. If there is no such data it does not come up.
- **Date :** Automatically defaults to today date but can be edited to give an older date; but not a date in the previous month and not one for the future
- **Currency :** The base currency for that invoice. It determines the currency code at the end where it says 'Invoice Total'. If currency for the invoice is USD, then it says Invoice Total USD and if ZWG, then Invoice Total ZWG
- **Sales Code** : Drop down which will show items with the code and the name. i.e BIU001 – Business Report Company. When this is selected, the code just comes out as **BIU001**
- **Sales Item**: By selecting the sales item code, the sales item automatically fills. In this example it will **say Business Report Company.**
- **Price(Inc):** Unit Price of selected product inclusive of VAT. If the item price is listed in the price list as 10, and the standard VAT is 15%, then in this section it will come out as 11.50 .
- **Qty –** Manually input number which can accept 2 decimal places
- **VAT –** Depending on what the VAT which was recorded for the product, say it is standard 15%, then VAT in this section for the 10 priced product will be 1.50
- **Total(Inc) –** Total Price(Inc) x Qty. In the above example if Qty was 4, then this total would be 46 (11.5 x 4)
- **+ -** If there needs to be a sales line added, clicking the plus symbol must add a line
- **Total (Excluding VAT) –** Would be the listed unit price (which excluded VAT) of 10 multiplied by Qty of 4 to give 40. Or if there are multiple items, say 3 items, take the total(incl) of the 3 and then strip them of VAT like 11.5 x 115/100. This can be discussed.
- **Discount –** Is input as a negative figure
- **VAT Total –** Add the total of the VAT column
- **Invoice Total –** Total of all the item totals (Incl) with the currency as selected up top.
- Note, if a product or products on the invoice is priced on the sales item list in one currency but the invoice is to be in another currency, then when the item is selected, it should ask for a conversion rate as below;

The item you have selected is listed in ZWG but your invoice is to be in USD, please input below the rate to be used	
USD to ZWG	**35**

- By clicking submit the invoice is generated and saved in pdf on the invoice list
- On the invoice list if you click **VIEW** then the invoice will appear in pdf as below;

fincheck

FINCHECK (PVT) LTD

8th Floor Club Chambers

Corner Nelson Mandela and Third Street

Harare, Zimbabwe

VAT Number: 220191384

TIN: 2000032265

accounts@fincheckzim.com

(242)-704891/4

FISCAL TAX INVOICE

Document Number : 112108

Bill to:

TOYOTA ZIMBABWE (PVT) LTD

Address: 67 Mutare Road, Msasa Harare

Phone: +2638677000019

Email: JohnT@toyota.co.zw

VAT No. : 220011047

TIN: 2000006096

Date: February 26, 2025

DESCRIPTION	Price(Inc)	QTY	VAT	Total (Inc)
Business Report - Company	57.50	1	7.50	57.50

Total (Excluding VAT)	50.00
Discount	-
VAT Total	7.50
Invoice Total USD	57.50

1303.2 Recurring Invoice

- This is an automatically generating invoice which is set up one time and runs consistently each month at a specified date
- For example, invoices for rent occur every month.
- For RentSafe, Non-Variable Invoices must run and be posted into the invoice list
- The Variable must come up and be listed on the Recurring List as below;

Recurring Invoices				
Inv #	**Invoice Date**	**Customer Acc.**	**Customer Name**	
13652	25-Feb-25	ECG001	Export Credit Guarantee Company	**Generate** -
13653	25-Feb-25	SAI001	Saint Gobain	**Generate** -

- Clicking Generate will provide the following template depending on the customer set up;

FISCAL TAX INVOICE

Document Number : 13652

Bill to:

ASSETSAFE

Address: 2 Clip Road,

Deven

Phone: +2637856123

Email:

assetsafe@gmail.com

VAT No. : 124523

TIN: 65895

Date: 25 February 2025

		Currency		United States Dollar (USD)	
Sales Code	**Sales Item**	**Price(Inc)**	**QTY**	**VAT**	**Total (Inc)**
REN001	Rent - Mar25	500.00	1	-	500.00
OPC001	Operating Costs	150.00	1		150.00
PAR001	Parking	30.00	2		60.00
				Total (Excluding VAT)	710.00
				Discount	-

✚

VAT Total	-
Invoice Total USD	710.00
	SUBMIT

- The customer name and details are already in the system as a recurring invoice, as is the currency which is based on the rental currency
- The line in grey is the monthly rental from the lease and comes already inserted.
- The rest of the sales line items are added on manually to fill the invoice like a single invoice.
- Clicking SUMBIT will update the invoice and it joins the others on the individual list and is removed from the Recurring list.

1303.3 Proforma Invoice

- This selection will give the same template like a new single, accept that it will say PROFORMA where on the single it says FISCAL TAX INVOICE