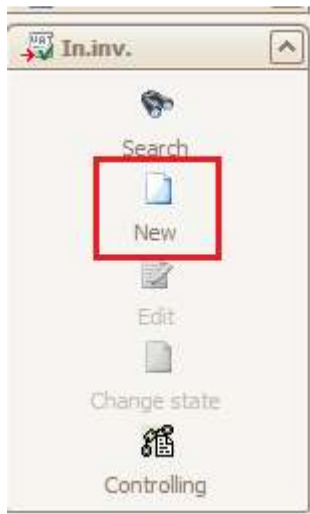
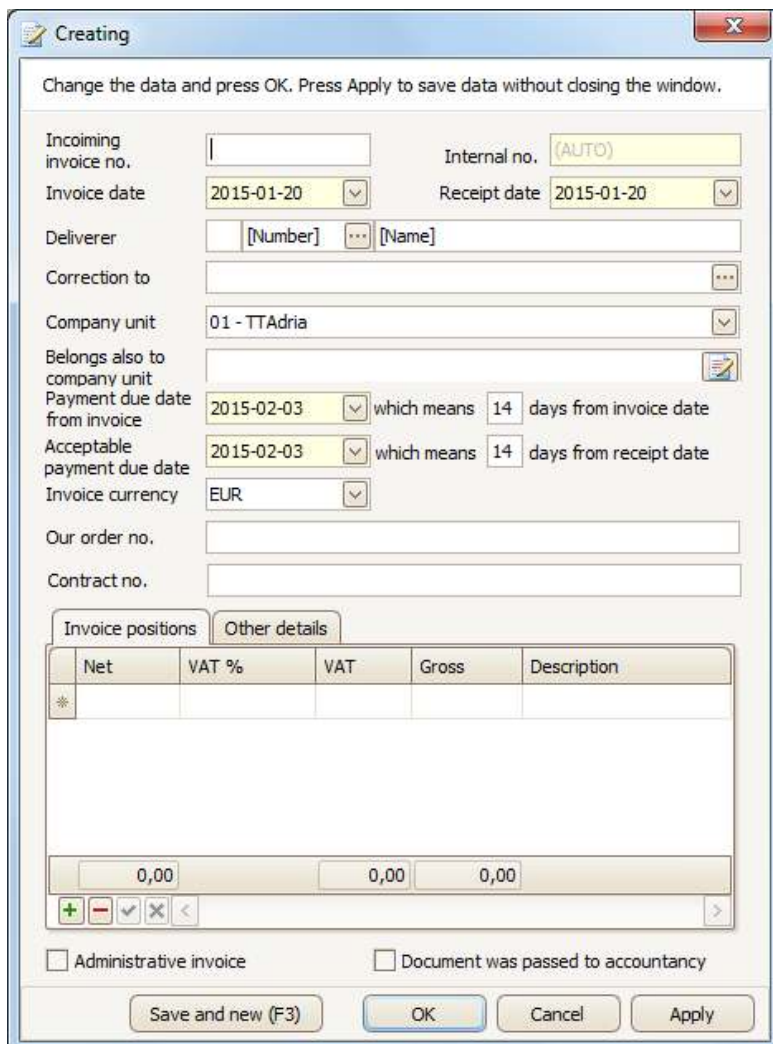


# Incoming invoices and costs controlling

At first you need to register an incoming invoice. To register such an invoice click “New” button in section “In. inv.” in the menu on the left.



You will see a window for registering a new incoming invoice.


A screenshot of a software window titled 'Creating'. The window contains various input fields and buttons for registering a new incoming invoice. The fields include: 'Incoming invoice no.' (text box), 'Internal no.' (dropdown menu with 'AUTO' selected), 'Invoice date' (calendar icon showing '2015-01-20'), 'Receipt date' (calendar icon showing '2015-01-20'), 'Deliverer' (text box with '[Number]' and '[Name]' placeholders), 'Correction to' (text box with a dropdown arrow), 'Company unit' (dropdown menu with '01 - TTAdria' selected), 'Belongs also to company unit' (text box with a dropdown arrow), 'Payment due date from invoice' (calendar icon showing '2015-02-03' with a note 'which means 14 days from invoice date'), 'Acceptable payment due date' (calendar icon showing '2015-02-03' with a note 'which means 14 days from receipt date'), 'Invoice currency' (dropdown menu with 'EUR' selected), 'Our order no.' (text box), and 'Contract no.' (text box). Below these fields are two tabs: 'Invoice positions' and 'Other details'. The 'Invoice positions' tab is active, showing a table with columns: 'Net', 'VAT %', 'VAT', 'Gross', and 'Description'. The table has one row with a '\*' symbol in the 'Net' column. Below the table are three text boxes showing '0,00', '0,00', and '0,00'. At the bottom of the window are four buttons: 'Save and new (F3)', 'OK', 'Cancel', and 'Apply'. There are also two checkboxes: 'Administrative invoice' and 'Document was passed to accountancy'.

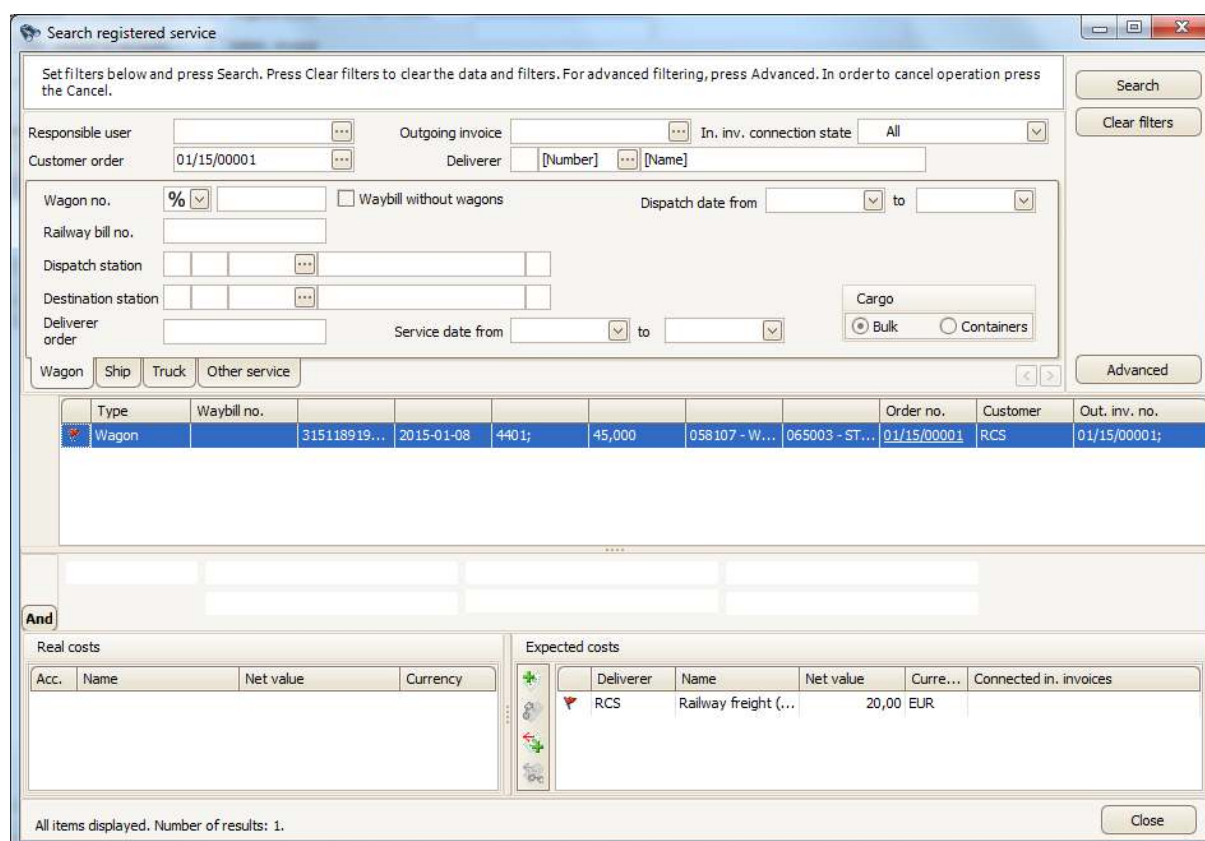
When registering incoming invoice fill data such as: Incoming invoice no., Invoice date, Receipt date, Deliverer and Invoice positions. Invoice register in Eurad should look like invoice you received from deliverer in a printed form or as a file. Then click “OK”.

If you don’t have a specification for this invoice, for example, if this is an administrative invoice then you have to check the box “Administrative invoice” in window shown on picture above and you close that invoice.

If for an invoice you have specified service (wagons, trucks etc.) then you need to add specification positions, i.e. a list of services with real costs for which deliverer charged you. You can add this list in 2 ways:

## Registering specification item based on registered services in customer order with a connection to expected cost in the same time

In view window of registered incoming invoice next to the table “Specification positions” click button “Find registered services” . You will see a window for searching services and expected costs you registered in your customer orders.



Search registered service

Set filters below and press Search. Press Clear filters to clear the data and filters. For advanced filtering, press Advanced. In order to cancel operation press the Cancel.

Responsible user: ... Outgoing invoice: ... In. inv. connection state: All

Customer order: 01/15/00001 Deliverer: [Number] [Name]

Wagon no. % [dropdown] Waybill without wagons: ☐ Dispatch date from: [dropdown] to: [dropdown]

Railway bill no. [text]

Dispatch station: [dropdown] [dropdown] [dropdown]

Destination station: [dropdown] [dropdown] [dropdown]

Deliverer order: [text] Service date from: [dropdown] to: [dropdown]

Cargo: ☒ Bulk ☐ Containers

Wagon Ship Truck Other service

| Type  | Waybill no.  |            |       |        |               |                | Order no.   | Customer | Out. inv. no. |
|-------|--------------|------------|-------|--------|---------------|----------------|-------------|----------|---------------|
| Wagon | 315118919... | 2015-01-08 | 4401; | 45,000 | 058107 - W... | 065003 - ST... | 01/15/00001 | RCS      | 01/15/00001;  |

And

Real costs


| Acc. | Name | Net value | Currency |
|------|------|-----------|----------|
|------|------|-----------|----------|

Expected costs

| Deliverer | Name                  | Net value | Curre... | Connected in. invoices |
|-----------|-----------------------|-----------|----------|------------------------|
| RCS       | Railway freight (...) | 20,00     | EUR      |                        |

All items displayed. Number of results: 1.

Close

First remember to switch to a proper tab: for different types of services there are different tabs e.g. if you want to find a wagon use “Wagon” tab. Fill one or more filters and click “Search” to look for services from customer orders. Then select one service and then from table “Expected costs” select one cost and click button “Create cost” . You will see a window for connecting costs.

In a group “Real cost from specification” you can change Cost description and Total value so they correspond to the actual values for real cost in a real incoming invoice.

Then you decide how much of expected and real cost will be taken for this specific connection in fields: Connected from real cost and Connected from expected cost. In almost all cases these values will be equal to total values of real and expected costs, respectively.


When there is a difference between expected cost and real cost (e.g. wrong calculation of expected cost or difference because of exchange rates) you have to choose a “Difference type”.



After all click “OK” button.

In this way you will have on this invoice a specification item with a real cost connected to expected cost.

In the same way register all left specification items.


## Registering specification item manually.

To register specification item manually click button “Add specification position” button next to the table “Specification positions” . Then choose what type of item you want to register (e.g. wagon, ship). In a new window fill all necessary data and in the tab “Real costs” add at least one real cost. Click “OK”.

Then you have to connect real cost to expected cost from a service from customer order. Click “Connect costs” button  next to the table “Specification positions”. You will see the same window for searching services from customer order as you see in section 1. Search for a proper service and expected cost and click “Connect costs” button . You will see the same window for



cost connection as in section 1. Fill all proper values and click OK. Now real cost is connected to expected cost.

### Disconnecting costs.

When you connected real cost to expected cost and then realized that you made a mistake you can still disconnect these costs. To do that choose a proper specification position and real cost and then click “Disconnect costs” button  between tables “Costs” and “Connected expected costs”. Now real cost and expected cost are disconnected.

### Accepting costs and closing invoice.

After you connect all real costs to proper expected costs you need to accept all real costs one by one.

To do this click “Accept/unaccept cost” button  next to the table “Costs”. You can also do this by clicking “Accept all costs”  button next to the table “Specification positions”. Do this for all specification positions.

When you accept all specification items in your invoice and if everything is OK the following situation should be: on all invoice positions values from columns: Net value, Entered and Connected should be the same.

All you need to do is to close the entire invoice by changing its state to “Closed”. Just click “Change state” and choose “Closed” from the menu in the left.