

# 9.5 Invoices

The billing module is useful for managing the administrative part in vtenext (amounts to be paid, closed invoices, outstanding invoices) and keeping all the customer history in one platform.

The module can be used independently from the Quotes module. Companies often prepare very accurate quotes with long product descriptions, while invoices are almost always summary descriptions indicating amounts and payment methods.

The Create Invoice button from the sales order or quote master (Other menu) will open with the invoice already attached, proposing the same content.

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Invoice Invoice

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SHORTCUTS

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RELATIONS

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**Invoice Information**

Subject	Sales Order
Invoice	
Customer No	Invoice No
	INV10
Contact Name	Invoice Date
	25-02-2022
Due Date	Purchase Order
25-02-2022	
Excise Duty	Sales Commission
0.000	0.000
Account Name	Status
De BRUNE CORIONAL s.n.c.	AutoCreated
Assigned To	Time created
qnecklqelozjhxwhg@pptrvv.com (Capitan America)	25-02-2022 10:33:29
Modified Time	Creator
25-02-2022 10:33:29	qnecklqelozjhxwhg@pptrvv.com (Capitan America)

**Address Information**

Billing Address	Shipping Address
Billing address	shipping address
Billing PO Box	Shipping PO Box
Billing City	Shipping City
Billing State	Shipping State
Billing Postal Code	Shipping Postal Code
Billing Country	Shipping Country

**Terms & Conditions**

Terms & Conditions

**Description Information**

Description

**Item Details**

	Qty In Stock	Qty	List Price	Total	Price
Product a	-1.00	1.00	10.00	10.00	
			(-) Discount :	0.00	
			Total After Discount :	10.00	
			(+) Tax :	0.00	
			Margin :	50%	
			<b>Total</b>	<b>10.00</b>	
			(-) Discount	0.00	
			(-) Shipping & Handling Charges	0.00	
			(-) Taxes For Shipping and Handling	0.00	
			Adjustment	0.00	
			<b>Grand Total</b>	<b>10.00</b>	

**Talks**

Start a new talk

**Notes - Slider**

[+ CREATE](#)

<b>Subject</b>	Invoice name
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<b>Sales order</b>	Link field to the original sales order
<b>Customer Number</b>	If the customer has an internal code
<b>Invoice date</b>	Each invoice must have a date
<b>Payment due date</b>	Due date for payment of this invoice
<b>Purchase Order</b>	Reference to the customer's purchase order, if any
<b>Manufacturing tax</b>	Information on manufacturing taxes
<b>Sales Commissions</b>	Any sales commission
<b>Account Name</b>	Link to the customer company
<b>Status</b>	Important for knowing the state of progress of the invoice. The statuses can be freely set by the system administrator
<b>Assigned to</b>	User who manages the invoice, by default the person creating it

The invoice can be exported to PDF according to the available templates: see PDF Maker chapter.

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