

Create invoice from a receipt

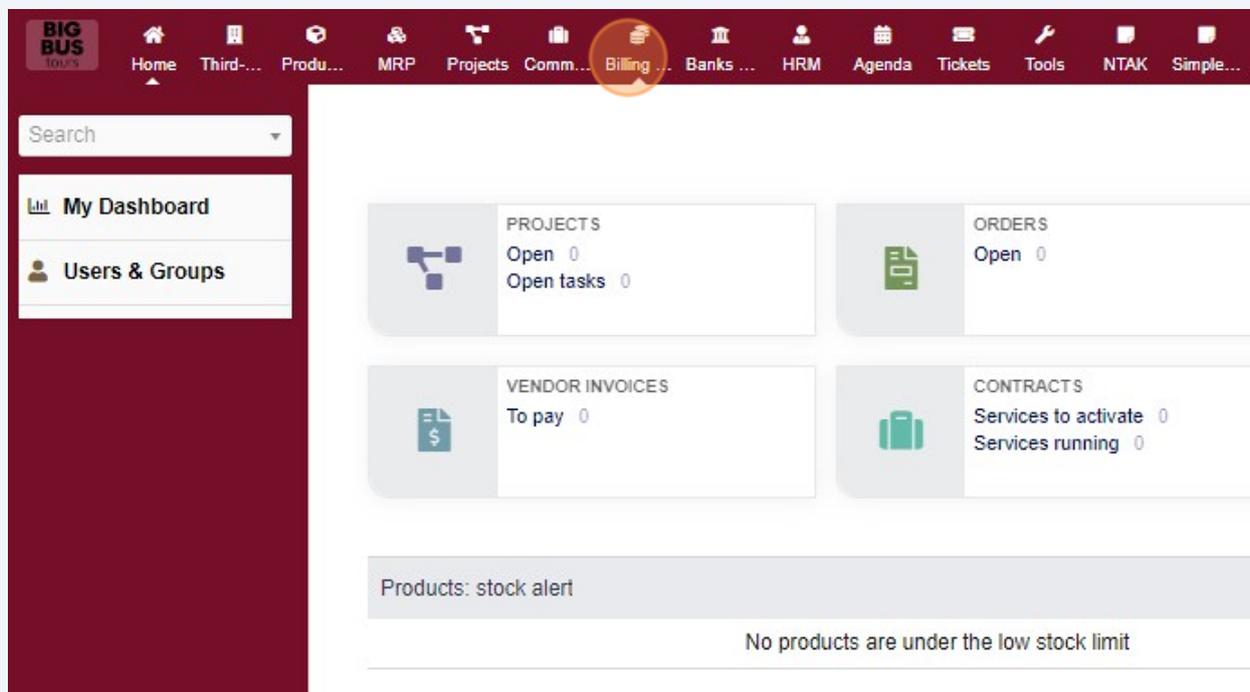


1

Navigate to <https://staging.hoponticket.com/index.php?mainmenu=home&leftmenu=home>

2

Click "Billing | Payment"



3 Click "List" under "Customer invoices" in the sidebar

Customer invoices

- New invoice
- List
- List of templates
- Payments
- Statistics

Vendor invoices

- New invoice
- List
- List of templates
- Payments
- Statistics

Billing and payment area

Number of open invoices - Customer invoice

Category	Count
Late (> 30 days)	170
Late (15 to 30 days)	0
Late (< 15 days)	0
To be collected (< 15 days)	0
To be collected (15 to 30 days)	0
To be collected (> 30 days)	0

Number of open invoices - Vendor invoice

4 Click on the Receipt you want to handle.

Customer invoices (19)

Third parties with sales repre... | Linked to a particular user contact

From: [] to: [] | Before: [] | Alert: []

Ref.	Type	Invoice date	Due date	Project ref.
FA2405-0007	Receipt	2024/05/27	2024/06/26	
FA2405-0003	Standard inv...	2024/05/27	2024/06/26	
AV2405-0001	Credit note	2024/05/27	2024/05/27	

Invoice Details:

- Invoice: Paid
- Ref.: FA2405-0007
- Date: 2024/05/27
- Amount (excl. tax): 36,992 Ft
- Amount VAT: 9,988 Ft
- Amount (inc. tax): 46,980 Ft

5 On the screen you can see and check the status and properties.

voices)

	Amount (excl. tax)								
	Amount VAT								
	Amount (inc. tax)								
	<table><thead><tr><th>Payments</th><th>Date</th><th>Type</th><th>Bank account</th></tr></thead><tbody><tr><td> PAY2405-0005</td><td>2024/05/27</td><td>Cash</td><td> granithuf</td></tr></tbody></table>	Payments	Date	Type	Bank account	PAY2405-0005	2024/05/27	Cash	granithuf
Payments	Date	Type	Bank account						
PAY2405-0005	2024/05/27	Cash	granithuf						
	Already paid (without credit notes and dep								
	Remaining u								

6 Click "CHANGE CUSTOMER NAME" to start the process.

27% (27)	22,826.7716	1	22,827
27% (27)	14,165.3543	1	14,165

[CREATE CREDIT NOTE](#) [CREATE RECEIPT CREDIT NOTE](#) [CHANGE CUSTOMER NAME](#) [CLONE](#)

Actions on invoice +

Ref.	By	Type	Title	Date
79883	Test	Automatically ...	Invoice FA2405-0007 changed to paid	2024/05/27 15:03
79882	Test	Automatically ...	Invoice FA2405-0007 validated	2024/05/27 14:57

7 Click "Select a third party".

The screenshot shows a software interface with a dark red navigation bar at the top containing icons and labels for HRM, Agenda, Tickets, Tools, NTAK, Simple..., Group ..., Storage, BBus, and Financ... Below the navigation bar is a white content area. A dropdown menu titled "Select a third party" is open, showing several options with radio buttons: "Standard invoice", "Receipt", "Deposit invoice", "Replacement invoice (This option is only available when creating an invoice from tab "Customer" of third party)", "Change customer name FA2405-0007 (Paid)", "Credit note (This option is only available when creating an invoice from tab "Customer" of third party)", and "Template invoice". Under "Change customer name", there are two sub-options: "Create a new invoice with lines from the source invoice" (unchecked) and "Create a new Receipt with lines from the source receipt" (checked). At the bottom of the menu, there is a "Now" button and a "Due Upon Receipt" dropdown.

8 Select a customer.

This screenshot shows the same software interface as above, but with the "Select a third party" dropdown menu expanded to show a search results list. The list contains the following items: "Select a third party" (a search input field), "General Customer EUR", "John Smith" (highlighted with a blue bar and a radio button), and "Általános Vevő / General Customer". To the right of the list, there is a partial text label "from tab "Customer" of third p". Below the search results, the "Create a new Receipt with lines from the source receipt" option is checked. Other options like "Credit note" and "Template invoice" are visible. At the bottom, there is a "Now" button, a "Due Upon Receipt" dropdown, and a "KP / Cash" dropdown.

9 Fill the date input field or click on "Now".

The screenshot shows a form for creating an invoice. On the left, there are labels for 'Invoice date', 'Payment Terms', 'Payment method', 'Bank account', 'Project', 'Customer ZIP', 'Customer Country Code', and 'Customer is foreigner'. On the right, there are radio button options: 'Standard invoice', 'Receipt', 'Deposit invoice', 'Replacement invoice', 'Change customer name FA2405-0007 (Paid)', 'Credit note', and 'Template invoice'. Under 'Change customer name', there are checkboxes for 'Create a new invoice with lines from the source invoice' and 'Create a new Receipt with lines from the source receipt'. Below these are dropdown menus for 'Due Upon Receipt' (set to 'Due Upon Receipt'), 'KP / Cash', and a bank account icon. A red circle highlights a 'Now' button next to the 'Invoice date' field.

10 Check "Commission deduction" box, if it is needed to be marked.

The screenshot shows a form with a left sidebar and a main content area. The sidebar has a red background and contains menu items: 'Payments', 'Statistics', 'Billable orders', 'Taxes | Special expenses', 'Social/fiscal taxes', 'VAT', and 'Miscellaneous payments'. The main content area has labels for 'Project', 'Customer ZIP', 'Customer Country Code', 'Customer is foreigner', 'Jutalék', 'NTAK Status', 'NTAK ID', 'Commission deduction', 'Marked for storno', 'Payment Tranz. id', 'Group', 'Doc template', 'Currency', and 'Note (public)'. The 'Commission deduction' checkbox is highlighted with a red circle. The 'Jutalék' field contains the value '4700.00000000_Ft'. The 'Doc template' dropdown is set to 'crabe' and the 'Currency' dropdown is set to 'Hungary Forint (Ft)'.

11 Check "Marked for storno" box, if it is needed to be marked.

Customer ZIP
Customer Country Code
Customer is foreigner
Jutalék 4700.00000000_Ft
NTAK Status
NTAK ID
Commission deduction
Marked for storno
Payment Tranz. id
Group
Doc template crabe
Currency \$ Hungary Forint (Ft)
Note (public)
Note (private)

12 Click "CREATE DRAFT" button at the bottom.

Replacement invoice (This option is only available when creating an invoice from tab "Customer" of third party)
 Change customer name FA2405-0007 (Paid)
 Create a new invoice with lines from the source invoice
 Create a new Receipt with lines from the source receipt
 Credit note (This option is only available when creating an invoice from tab "Customer" of third party)
 Template invoice

Invoice date 2024/05/27 Now
Payment Terms Due Upon Receipt
Payment method KP / Cash
Bank account
Project
Customer ZIP
Customer Country Code
Customer is foreigner
Jutalék 4700.00000000_Ft
NTAK Status
NTAK ID
Commission deduction
Marked for storno
Payment Tranz. id
Group
Doc template crabe
Currency \$ Hungary Forint (Ft)
Note (public)
Note (private)

CREATE DRAFT CANCEL

13 On the next page click "VALIDATE".

The screenshot shows a software interface for invoice management. The top navigation bar includes 'BIBO BUS' and various menu items like 'Home', 'This...', 'Prods...', 'MRP', 'Projects', 'Comm...', 'Billing...', 'Banks...', 'HRM', 'Agenda', 'Tickets', 'Tools', 'NTAK', 'Simple...', 'Group...', 'Storage', 'BBus', and 'Financ...'. The user is logged in as 'Test' on '15.0.4'. The main content area is divided into a left sidebar with categories like 'Vendor invoices', 'Billable orders', and 'Taxes | Special exp...', and a main workspace. The workspace contains a form for invoice details with fields for 'Payment method', 'Currency', 'Bank account', 'Customer ZIP', 'NAV Transaction ID', 'Customer Country Code', 'Customer is foreigner', 'Jutalek', 'NTAK Status', 'NTAK ID', 'Commission deduction', 'Marked for storno', 'Payment Tranz. id', and 'Group'. A summary table shows 'Billed' as 46,980 and 'Remaining unpaid' as 46,980. Below this is a table of items with columns for 'Description', 'VAT', 'U.P. (net)', 'Qty', 'Disc', and 'Total (excl.)'. The table lists two items: 'bcard90huf - Budapest card 90h (HUF)' and 'bcard40huf - Budapest card 40h (HUF)'. At the bottom right, there are buttons for 'VALIDATE', 'CLONE', 'CONVERT INTO TEMPLATE INVOICE', and 'DELETE'. The 'VALIDATE' button is highlighted with a red circle.

14 Click "Yes" to confirm the process.

The screenshot shows a 'Validate invoice' dialog box. The dialog has a title bar with 'Validate invoice' and a close button. The main text asks: 'Are you sure you want to validate this invoice with reference FA2405-0009?'. Below this, it says: '@ No automatic email notifications are planned for this event type and company'. At the bottom right, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red circle.

15 Click "ENTER PAYMENT" on the following page.

The screenshot shows a software interface for invoice management. The top navigation bar includes options like Home, This..., Prods..., MRP, Projects, Comm..., Billing..., Banks..., HRM, Agenda, Tickets, Tools, NTAK, Simple..., Group..., Storage, BBus, and Financ... The user is logged in as 'Test' on 15.0.4. The left sidebar contains a menu with 'Payments' selected, and sub-items like 'Statistics', 'Billable orders', 'Taxes | Special expe...', 'Social/fiscal taxes', 'VAT', and 'Miscellaneous paym...'. The main area displays a form for invoice details, including fields for Customer ZIP, NAV Transaction ID, Customer Country Code, Customer is foreigner, Jutalek (4700 00000000_FT), NTAK Status, NTAK ID, Commission deduction, Marked for storno, Payment Tranz. id, and Group. Below the form is a table with columns: Description, VAT, U.P. (net), Qty, Disc., and Total (excl.). The table contains two rows for Budapest cards. At the bottom of the form is a row of buttons: MODIFY, SEND EMAIL, ENTER PAYMENT (highlighted with an orange circle), CLASSIFY 'ABANDONED', CREATE CREDIT NOTE, CREATE RECEIPT CREDIT NOTE, CHANGE CUSTOMER NAME, CLONE, and DELETE. Below the buttons are sections for 'Linked files' and 'Actions on Invoice'.

16 Fill the "Payment amount" field or click on the arrow to autofill.

The screenshot shows a payment summary table with the following columns: Remaining amount, original currency, Payment amount, original currency, Amount (inc. tax), Received, Remaining amount to take, and Payment amount. The data row shows: Remaining amount, original currency (empty), Payment amount, original currency (empty), Amount (inc. tax) 46,980, Received 0, Remaining amount to take 46,980, and Payment amount 46,980. The 'Payment amount' cell contains a dropdown arrow, which is highlighted with an orange circle.

Replacement invoices as "Paid" when payment is done entirely.

PAY

17 Fill the date ot click "Now".

RP Projects Comm... Billing ... Banks ... HRM Agenda Tickets Tools NTAK Simple... Group ... Storage BBus Financ...

Enter payment received from customer

Company John Smith

Date Now - Invoice date

Payment method KP / Cash

Account to credit

Number (Cheque/Transfer N*)

Sender (Check/Transfer sender)

Bank (Bank of Cheque)

Comments

18 Click on the "Account to credit" field.

MRP Projects Comm... Billing ... Banks ... HRM Agenda Tickets Tools NTAK Simple... Group ... Storage BBus Financ...

Enter payment received from customer

Company John Smith

Date 2024/05/27 Now - Invoice date

Payment method KP / Cash

Account to credit

Number (Cheque/Transfer N*)

Sender (Check/Transfer sender)

Bank (Bank of Cheque)

Comments

Invoice	Date	Payment due on	Currency	Amount (inc. of tax), original currency	Received, original currency	Remaining amount, original currency	Payment amount
FA2405-0009	2024/05/27	2024/05/27	HUF				

19 Choose which account to use.

Company	John Smith
Date	2024/05/27 <small>Now - Invoice date</small>
Payment method	KP / Cash
Account to credit	<div style="border: 1px solid #ccc; padding: 5px;"><div style="background-color: #f0f0f0; padding: 2px;">Gránit_EUR</div><div style="background-color: #1a3d4d; color: white; padding: 2px;">Gránit_HUF</div></div>
Number (Cheque/Transfer N°)	
Sender (Check/Transfer sender)	
Bank (Bank of Cheque)	
Comments	

Invoice	Date	Payment due on	Currency	Amount (inc. of tax), original currency	Received, original currency	Remaining amount, original currency
FA2405-0009	2024/05/27	2024/05/27	HUF			

20 Use the comments field to if it is needed.

Company	John Smith
Date	2024/05/27 <small>Now - Invoice date</small>
Payment method	KP / Cash
Account to credit	Gránit_HUF
Number (Cheque/Transfer N°)	
Sender (Check/Transfer sender)	
Bank (Bank of Cheque)	
Comments	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>

Invoice	Date	Payment due on	Currency	Amount (inc. of tax), original currency	Received, original currency	Remaining amount, original currency
 FA2405-0009	2024/05/27	2024/05/27	HUF			

21 Click the "PAY" button at the bottom of the page.

Invoice required by client

Payment due on	Currency	Amount (inc. of tax), original currency	Received, original currency	Remaining amount, original currency	Payment amount, original currency	Amount (inc. tax)	Received	Remaining amount
7 2024/05/27	HUF					46,980	0	46,980

Classify automatically all standard, down payment or replacement invoices as "Paid" when payment is done entirely.

PAY

22 Choose "Yes" and click "VALIDATE" button to finish the process.

Remaining amount, original currency	Payment amount, original currency	Amount (inc. tax)	Received	Remaining amount to take	Payment amount
		46,980	0	46,980	46980

Yes

VALIDATE

23 Click "List" in the sidebar.

The screenshot shows the 'Enter payment received from customer' form. The sidebar on the left is open to 'Customer invoices', with the 'List' option highlighted. The main form area contains the following fields:

- Company: John Smith
- Date: 2024/05/d (with a calendar icon and 'Now - Invoice date' text)
- Payment method: KP / Cash (with a dropdown arrow)
- Account to credit: Gránit_HUF
- Number (Cheque/Transfer N°): [Empty field]
- Sender (Check/Transfer sender): [Empty field]
- Bank (Bank of Cheque): [Empty field]
- Comments: Invoice required by client

24 Choose and click the invoice to check the process.

The screenshot shows the 'Customer invoices (21)' list. The sidebar on the left is open to 'Customer invoices', with the 'List' option highlighted. The main area displays a table of invoices with the following columns: Ref., Type, Invoice date, Due date, and Project ref. The first row is highlighted, and a tooltip is shown for it.

Ref.	Type	Invoice date	Due date	Project ref.
FA2405-0009	Receipt	2024/05/27	2024/05/27	
FA2405-0004	Standard inv...	2024/05/27	2024/06/26	
(PROV42430)	Standard inv...	2024/05/27	2024/05/28	

The tooltip for the first row (FA2405-0009) shows the following details:

- Invoice: Paid
- Ref.: FA2405-0009
- Date: 2024/05/27
- Amount (excl. tax): 36,992 Ft
- Amount VAT: 9,988 Ft
- Amount (inc. tax): 46,980 Ft