

# Sisukord

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# INTERNAL INVOICE

## 1. Settings

### 1.1. System settings

- Internal Invoice rows are copied to Purchase Invoice - No/Yes. The setting is NO by default. If the setting is YES, then the Purchase invoice rows, generated from the internal invoice, corresponds to the sale invoice rows and the purchase invoice rows content are the sale invoice row content. Internal invoice purchase account of internal invoice row item/class becomes the purchase invoice row account. If the setting is NO, it behaves as usual.
- Internal Invoice Range - must create a separate number range to which the internal invoices will be created.
- Object is placed from Salesman - Yes. It is necessary for placing the object analytics from the user to the internal invoice. In the internal invoice context the user or the salesman is the department/subdivision, that issues an internal invoice to another department/subdivision.

### 1.2. VAT code for internal invoice

A separate VAT code should be created in Settings → Finance settings → VAT codes for internal invoices.

Master Settings > Finance Settings > VAT codes > 10

Common Settings >
Back New Copy Delete Save
Status: View View changelog

Finance Settings ▾  
 Asset Actions  
 Asset classes  
 Asset Reg. Amort. Classes  
 Asset write off reason  
 Balance  
 Bank statement import rules  
 Banks  
 Cash Directions  
 Correspondents  
 Currencies

### Internal transactions (no turnover)

CODE	<input type="text" value="10"/>
DESCRIPTION	<input type="text" value="Internal transactions (no turnover)"/>
VAT%	<input type="text" value="0"/>
SALES VAT ACCOUNT	<input type="text" value="»"/>
PURCHASE VAT ACCOUNT	<input type="text" value="»"/>
SALES CASH METHOD ACCOUNT	<input type="text" value="»"/>
PURCHASE CASH METHOD ACCOUNT	<input type="text" value="»"/>
SL PREPAYMENT ACCOUNT 1	<input type="text" value="»"/>
SL PREPAYMENT ACCOUNT 2	<input type="text" value="»"/>
PL PREPAYMENT ACCOUNT 1	<input type="text" value="»"/>
PL PREPAYMENT ACCOUNT 2	<input type="text" value="»"/>
VAT REG NO	<input type="text" value="No ▾"/>

### 1.3. Debt account for internal invoices

A separate account for reflecting the internal invoice claim and supplier debt should be created in Settings → Finance settings → Finance accounts. This account debit and credit will automatically balance each other on sale and purchase invoice transactions and this account balance should be 0, when the internal invoice is confirmed. The account should be saved as a Debt Account of Customer class and as a Debt Account on the Supplier Card.

Finance Settings > Finance accounts > 99991

Back New Copy Delete Save Status: Changed

## Sisekohustused

CODE	99991
NAME	Internal accounts
VAT CODE	10 (Internal transactions (no turnover)) ▼
FOR STOCK DEPR	▼
CLOSED	▼
CLASS	5 (Off-Balance) ▼
CORR. ACC.	»
TAXONOMY	• ⊕
TRANSACTION OBJECTS	»
TRANSACTION PROJECT	»
EMPLOYEE BENEFIT	▼
STATISTICS	▼
VALID FROM	
ACCOUNT DEMANDS	

### 1.4. Customer class for internal invoices customers

A separate customer class for internal customers should be created to which the Debt Account must be saved in Settings → Sales Settings → Customer Classes.

Sale settings > Customer classes > INTERNAL

← Back   New   Copy   Delete   Save   Status: View

### Internal customers

CODE	INTERNAL
NAME	Internal customers
PRICE FORMULA	»
PP ACCOUNT	»
DEBT ACCOUNT	99991 »
POTENTIAL LIABILITY ACCOUNT	»
FIRST NAME	▼
POS INVOICE QUICK SELECTION ITEMS	»
PROHIBITED ITEM CLASSES	»
POS INVOICE ALLOWED PRICE FORMULAS	»
PP VAT ACCOUNT	»

### 1.5. Payment term for internal invoices

A separate payment term with type Internal invoice must be created for internal invoices in Settings → Sale settings → Payment terms.

# Internal invoice

## Payment Schedule

CODE	INTERNAL
NAME	Internal invoice
TYPE	Internal Invoice
DUE DATE	0
AFFECTS	
DAY	
CASH ACCOUNT	>>
ALWAYS THIS ACCOUNT	
CLASS	
ASK PRINT	
ROUNDING	5
CASH DISCOUNT	
CASH DISCOUNT DAYS	
FISCAL GROUP	
PROHIBITED ITEM CLASSES	

### 1.6. Item class / Item card settings

It is necessary to set an Internal Purchase Account on the item class or item card. If the account is set for both, the item card setting wins. A corresponding purchase invoice line is created with this account when confirming the internal invoice. Works with the setting Internal Invoice rows are copied to Purchase Invoice - Yes.

Additionally should be start using group or EU2, EU3 sale and VAT code settings on item class or item

card, so that correct income account and VAT code will appear to invoice line based on customer VAT country settings when placing the customer.

Item class:

Sale settings > Item classes > SERVICE

Back New Copy Delete Save Status: Changed

### Services

CODE	SERVICE
NAME	Services
SISERIIKLIK ACCOUNT	40131 >>
SISERIIKLIK VAT CODE	1 (20% käive Eestis) ▼
EUROOPA LIIT ACCOUNT	40131 >>
EUROOPA LIIT VAT CODE	8 (0% EÜ käive) ▼
EKSPORT/IMPORT ACCOUNT	>>
EKSPORT/IMPORT VAT CODE	▼
EÜ2 ACCOUNT	42001 >>
EÜ2 VAT CODE	10 (Internal transactions (no turnover)) ▼
COST ACCOUNT	>>
INVOICE COST ACCOUNT	>>
INTERNAL INVOICE COST ACCOUNT	52002 >>
INTERNAL PURCHASE ACCOUNT	52002 >>

Item card:

Close New Copy Delete Save Create items Print F << >> (choose action) Status: View

Event

Item
  Price formula
  Changes
  Changes
  Purchase items
  Sale items
  Min/Max level
  Accounts
  Related items
  Packages
  Price groups

**Expense accounts**

NO	Expense account	Description	Proportion
1			
2			
3			
4			
5			

**Sales accounts**

- SISERIIKLIK ACCOUNT
- SISERIIKLIK VAT CODE
- EUROOPA LIIT ACCOUNT
- EUROOPA LIIT VAT CODE
- EKSPORT/IMPORT ACCOUNT
- EKSPORT/IMPORT VAT CODE
- EÜ2 ACCOUNT 99991
- EÜ2 VAT CODE
- KONTSERN ACCOUNT
- KONTSERN VAT CODE
- SOOME ACCOUNT
- SOOME VAT CODE
- ROOTSI ACCOUNT
- ROOTSI VAT CODE
- SAKSAMAA ACCOUNT
- SAKSAMAA VAT CODE

**Other accounts**

- Discount account
- Purchase Account
- Internal Purchase Account 52002

### 1.7. Object settings

In order to separate internal transaction incomes and costs from external transaction incomes and costs in financial reports, it is recommended to create separate object level Internal transaction/External transaction or Transaction type. Internal transaction and External transaction objects should be created to this object level. This object level object should be attached to all customers and suppliers, so that it can always be automatically attached to documents, when a customer or supplier is placed. Additionally, it is recommended to make the corresponding object level required for all income and cost accounts.

**Objects**

OPEN Code Add new Browse Rows: 20

CODE ^	NAME	TYPE	CLASS	MASTER	CLOSED	LEVEL	ORDER
9E	External transactions	Internal/external transactions					9
9I	Internal transactions	Internal/external transactions					9

Back New Copy Delete Save Status: View

### Internal transactions

CODE	<input type="text" value="9I"/>
NAME	<input type="text" value="Internal transactions"/>
TYPE	<input type="text" value="Internal/external transactions"/>
MASTER	<input type="text" value="»"/>
HIERARCHIES	<input type="text" value="»"/>
PURCHASE VAT CODE	<input type="text" value="10»"/>
CLOSED	<input type="text" value="▼"/>
EXTRA INFO	<input type="text"/>
ADDRESS	<input type="text"/>
LOGO	<input type="text"/>
LEVEL	<input type="text" value="9 (Internal/external transactions) ▼"/>
ORDER	<input type="text"/>
COLOUR IN REPORTS	<input type="text" value="FFFFFF"/>
VALID FROM	<input type="text"/>
VALID UNTIL	<input type="text" value="📅"/>

### 1.7. Users

It is necessary to create a separate user code for each internal department / subdivision, to which all the necessary object level objects are saved and income is reported. The user must be placed in the invoice Salesman cell and the objects placed from it will refer to the department / subdivision that has created the internal invoice and which must receive the internal invoice income.

## Department 2

CODE	<input type="text" value="D2"/>
NAME	<input type="text" value="Department 2"/>
GROUP	<input type="text" value="»"/>
E-MAIL	<input type="text"/>
PID	<input type="text"/>
NEW PASSWORD	<input type="text"/>
	<input type="checkbox"/> Enable only ID-card/Mobile-id/Smart-ID login
	<input type="checkbox"/> User must change password at next logon ?
REPRESENTATIVE	<input type="text"/>
STOCK	<input type="text" value="»"/>
OBJECT	<input type="text" value="EV"/>
THEME	<input type="text"/>

### 1.8. Customers

A separate customer card must be created for each internal department / subdivision to which is needed to issue an internal invoices. Following fields must be filled on the customer card:

- Code
- Name
- Class → Customer class created for internal customers
- Object → Internal transactions object-level object, which indicates to an internal transaction income / expense.
- Pay term → Payment term created for internal invoices
- VAT zone → VAT country generated for internal invoicing. Based on this, the correct income accounts and VAT codes will appear on the internal invoice lines.

Close	New	Copy	Refresh	Delete	Save	PRINT	Sign			Status: Changed	(choose action)
Survey	Event	Events (0)	Update data								
<input type="radio"/> General info <input type="radio"/> Contacts <input type="radio"/> Classes <input type="radio"/> Actions <input type="radio"/> Amendments <input type="radio"/> Changes <input type="radio"/> Transport <input type="radio"/> Resource <input type="radio"/> Surveys <input type="radio"/> Acceptance											
<b>ID-CARD</b>	Code	D3	Class	INTERNAL	Object	91	Status		<input type="checkbox"/> Validated	<input type="checkbox"/> Closed	
Name	Department 3					Type	Company	<input type="checkbox"/> Checked			
Tänav						Delivery name					
Indeks Linn						Lähetustänav					
Maa						Lähetusindeks Linn					
County						LähetusMaa					
Country						Field					
Representative						Deal type					
Phone						Fax					
Skype						Warning					
E-mail						URL					
Comment						Date of birth					
						Gender					
Int comment						Prohibited item classes					
Discount %						Allowed formulas					
Factoring						POS invoice quick selection items					
Contract						Priority					
Customer Card						Reference number	54357408				
External code						Account Manager					
Credit rating						@-invoice reception	No				
						D Directo-to-Directo	No				
Bank						B/a					
Salesman						Pay term	IN				
VAT zone	EU2					Reg #	Department3				
Price formula						Del term					
VAT code						Del mode					
Delivery	Stock Delivery					Currency					
Vat reg no						Language					
Auto print	No					Prepayment%					
Destination						Credit limit					
Invoice printout						Quotation					
						Special offers					
						Deposit	Yes				
						Multiple VAT zones	<input type="checkbox"/>				
						Delivery schedule					
						Fine					
						Credit limit balance					
						Campaigns					

## 1.9. Suppliers

A separate supplier card must be created for each internal department / subdivision to which is needed to issue an internal invoices. Following fields must be filled on the supplier card:

- Code
- Name
- Object → all the necessary object levels objects must be entered to the object cell. The object level object referring to the internal transaction must also be saved here.
- Pay term → Payment term created for internal invoices
- VAT zone → VAT country to be used for internal invoicing.
- VAT code → VAT code generated for internal invoicing.
- Debt account → Debt account generated for internal invoicing (the same account that was saved to the customer class).
- Customer → Customer code, previously generated as a customer card code for the same department / subdivision. All the internal customers must be associated with the internal customer code. Based on this connection a customer is created to the internal purchase invoice when confirming the internal invoice.

Close New Copy Refresh Delete Save PRINT << >> Status: View

Prices (choose action) Survey Event Update data

General info  Contacts  Bank Accounts  Actions  Changes  Automation  Transport

Code **D3** Class \_\_\_\_\_ Object **ADMIN,TLN** Stock \_\_\_\_\_ Type Company  Closed

Name **Department 3**  
Tänav \_\_\_\_\_  
Indeks Linn \_\_\_\_\_  
Maa \_\_\_\_\_  
County \_\_\_\_\_  
Country \_\_\_\_\_ Representative \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
e-mail \_\_\_\_\_ URL \_\_\_\_\_  
Comment \_\_\_\_\_  
Warning \_\_\_\_\_

Reference \_\_\_\_\_  Mandatory

New p.invoice prefilled with previous

Bank

SWIFT \_\_\_\_\_ Bank acc \_\_\_\_\_  
Code \_\_\_\_\_ Name \_\_\_\_\_  
Name in Bank \_\_\_\_\_ Address in bank \_\_\_\_\_  
Pay Term **IN**  
 e-invoice import prefers data above Costs \_\_\_\_\_

Info

Del Mode \_\_\_\_\_ Del Term \_\_\_\_\_  Directo-to-Directo: No  
Payee \_\_\_\_\_ Vat reg no \_\_\_\_\_ Language \_\_\_\_\_  
Reg no 1 **Department 3** VAT code **10** Currency \_\_\_\_\_  
PP account \_\_\_\_\_ Debt Acc **99991** SR Account \_\_\_\_\_  
VAT Zone **EÜ2** Credit limit \_\_\_\_\_ Customer **D3**  
Consignment Country \_\_\_\_\_ Default Del Time \_\_\_\_\_ Tran. Cost \_\_\_\_\_  
Deal type \_\_\_\_\_  Worker Discount % \_\_\_\_\_  
Purchasing group \_\_\_\_\_

## 2. Creating internal invoice

To create an internal invoice, you must fill in the invoice header:

- Customer → An internal customer to whom the invoice is issued to and who must incur an internal cost as a result of internal invoice transactions. Internal payment term and object are placed to the invoice from customer.

Close New Copy Refresh Confirm Save Print Preview Send to Unifaun Delete F << >> Status: Changed

Event CARDPAYMENT Bulk Insert Add Stock Level

Invoice 70003

Customer D3 Department 3 Asset Budget

Ordered by Survey

Date 09.06.2022 Cust rep Stock PL

Pay term IN Our ref Object 91

Due date 09.06.2022 Salesman In charge Order no.

Trans date 09.06.2022 Quotation Credited invoice

Cust order Sent 09.06.2022 Type (choose type) Status (choose status)

Comm.

Proceeding

Update stock

e-sending

- Salesman → User code, referring to the department, that is the seller of the given transaction or to whom the internal transaction revenue must go. More objects are placed from the salesman in addition to the objects placed from the customer, which indicates who earn the internal transaction revenue.

Close New Copy Refresh Confirm Save Print Preview Send to Unifaun Delete F << >> Status: View

Event CARDPAYMENT Bulk Insert Add Stock Level

Invoice 70003

Customer D3 Department 3 Asset Budget

Ordered by Survey

Date 09.06.2022 Cust rep Stock PL

Pay term IN Our ref Department 2 Object EV 91

Due date 09.06.2022 Salesman D2 In charge Order no.

Trans date 09.06.2022 Quotation Credited invoice

Cust order Sent 09.06.2022 Type (choose type) Status (choose status)

Comm.

Proceeding

Update stock

e-sending

- Date
- Stock
- Comment if necessary

Items, quantities, prices must be entered to the internal invoice lines (prices can come from the item card or from the price formula, if the corresponding price formula has previously been created and saved to the internal customer). The correct income accounts and VAT codes are automatically generated to the internal invoice lines according to the customer's VAT country and item / item class settings.

Close New Copy Refresh Confirm Save Print Preview Send to Unifaun Delete F << >> Status: View

Event CARDPAYMENT Bulk Insert Add Stock Level

Invoice 70003

Customer D3 Department 3 Asset Budget

Ordered by Survey

Date 09.06.2022 Cust rep Stock PL  Update stock

Pay term IN Our ref Department 2 Object EV,9l  e-sending

Due date 09.06.2022 Salesman D2 Project

Trans date 09.06.2022 In charge Order no.

Cust order Quotation Credited invoice

Sent 09.06.2022 Type (choose type) Status (choose status)

Comm.

Receipts: -

Last changed by: 09.06.2022 10:46:37 % Discount Refresh rows

Currency EUR Total weight 0 VAT 0.00 Subtotal 80.00 Prepayment 0.00 Used amount of prepayment invoices: 0

Rate 1 Qty 2 Base 80.00 Total 80.00 Balance 80.00 *Netted invoice*

NO	RR Item	Qty	Unit	Description	Unitprice	% VAT	Account	Object
1	1 INTERNAL	2		Internal maintenance service	40	10	40131	
2								

A purchase invoice is generated automatically, when confirming the internal invoice. A corresponding link to look and confirm if appropriate, the internal purchase invoice is created to the internal invoice header.

Close New Copy Save Print Preview Send to Unifaun Credit Transaction F OPEN << >> Status: Confirmed

Receipt CashIn Event Bulk Insert Add Stock Level

Invoice 70003

Customer D3 Department 3 Asset Budget

Ordered by Survey

Date 09.06.2022 Cust rep Stock PL  Update stock

Pay term IN Our ref Department 2 Object EV,9l  e-sending

Due date 09.06.2022 Salesman D2 Project

Trans date 09.06.2022 In charge Order no.

Cust order Quotation Credited invoice

Sent 09.06.2022 Type (choose type) Status (choose status)

Comm.

Receipts: **Purchase invoices: 70003**

Last changed by: 09.06.2022 10:50:23 Refresh rows

Currency EUR Total weight 0 VAT 0.00 Subtotal 80.00 Prepayment 0.00 Used amount of prepayment invoices:

Rate 1 Qty 2 Base 80.00 Total 80.00 Balance 0.00 *Netted invoice*

NO	RR Item	Qty	Unit	Description	Unitprice	% Net price	Total	Subtotal
1	1 INTERNAL	2		Internal maintenance service	40		40	80
2								



To open an internal sales invoice from a confirmation, the related internal purchase invoice must be deleted, as a result the internal sales invoice is automatically opened from the confirmation.

A supplier is automatically created to the internal purchase invoice which had a previously saved connection to the corresponding internal customer code. Payment term, credit account and objects to where the internal purchase invoice cost must be saved, are placed from the supplier.

Accounts are created to the internal purchase invoice rows according to the Internal Purchase Account saved to the corresponding internal sales invoice row item / item class. The corresponding sale invoice row content becomes the purchase invoice row content. The corresponding sale invoice row sum becomes the purchase invoice row sum. The corresponding sales invoice line VAT code becomes the purchase invoice vat code. Additionally, the item and quantity of the corresponding line of the sales invoice are also saved to the purchase invoice line.

Close New Copy Confirm Save Print Delete F << >> Status View LOGOUT

Event Stock Receipt Data from e-invoice

Number 70003  
 Vendor D3 Department 3 VAT Reg No Vendors invoice Internal Invoice 70003  
 Payee VAT Reg No Survey

Invoice date 09.06.2022 User Bank code  
 Payment terms IN Object ADMIN.EV.TLN.9I Account No  
 Due date 09.06.2022 Cred account 99991 Ref.  
 Op. date 09.06.2022 Project Asset  
 Origin Country EE (Eesti) Deal type  
 Type (choose type) Status (choose status)

Received 09.06.2022 Recl. description  
 Reclamation  
 Comment  
 Int comment

Purchase order  
 S.Receipt  
 Credited invoice  
 Internal Invoice 70003  
 Expense  
 Split by resources  
 e-mail

Paste Recipe Bulk Insert

Currency	EUR	VAT total	0.00	Total	80.00	Dividable sum	Prepayment	0.00
Rate	1	Rounding	0.00	Total	80.00	Difference	Balance	80.00

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1		52002				Internal maintenance service	80.00	10	0.00	INTERNAL	2			
2														

The last step is to confirm the internal purchase invoice. The internal sales invoice and the related internal purchase invoice general ledger debit and credit accounts are the same and balance each other. As a result of internal invoices transactions general ledger balance changes will occur only to income and cost accounts together with the corresponding analytical objects. In the case of an internal invoice type payment condition, no balance is created when confirming the document (the balance is zero after confirmation), which means that these transactions will not make any balance to the ledger reports.

Confirmed internal sales invoice:

Close New Copy Save Print Preview Send to Unifaun Credit Transaction OPEN << >> Status: Confirmed

Receipt CashIn Event Bulk Insert Add Stock Level

Invoice 70003

Customer D3 Department 3 Asset Budget

Ordered by Survey

Date 09.06.2022 Cust rep Stock PL  Update stock

Pay term IN Our ref Department 2 Object EV,9I  e-sending

Due date 09.06.2022 Salesman D2 Project

Trans date 09.06.2022 In charge Order no.

Cust order Quotation Credited invoice

Sent 09.06.2022 Type (choose type) Status (choose status)

Comm.

Receipts: - Purchase invoices: 70003

Last changed by: 09.06.2022 10:50:23 Refresh rows

Currency EUR Total weight 0 VAT 0.00 Subtotal 80.00 Prepayment 0.00 Used amount of prepayment invoices: 0

Rate	1	Qty	2	Base	80.00	Total	80.00	Balance	0.00	Netted invoice
------	---	-----	---	------	-------	-------	-------	---------	------	----------------

NO	RR Item	Qty	Unit	Description	Unitprice	% Net price	Total	Subtotal	Pw/V
1	1 INTERNAL	2		Internal maintenance service	40	40	80		40
2									

Confirmed internal sales invoice transaction:

Close New Copy Save Delete Print Status: Changed Type INVOICE

Periodize REVERSE TRANSACTION Open original Changes

Number 70003 Date 09.06.2022 Reference Turnover 80 80

Description D3:Department 3 Difference 0

Creator 09.06.2022 10:50:23 Last changed by: 09.06.2022 10:50:23 Bulk Insert Paste Recipe Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	99991	EV,9I		Internal accounts	80.00				D3		
2	40131	EV,9I		Internal maintenance service		80.00	10		D3		

Confirmed internal purchase invoice:

Close New Copy Save Print OPEN << >> Status: Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 70003

Vendor D3 Department 3 VAT Reg No Vendors invoice Internal Invoice 70003

Payee VAT Reg No Survey

Invoice date 09.06.2022 User TRIINP Bank code

Payment terms IN Object ADMIN.EV.TLN,9I Account No

Due date 09.06.2022 Cred account 99991 Ref.

Op. date 09.06.2022 Project Asset

Received 09.06.2022 Origin Country EE (Eesti) Deal type

Reclamation Recl. description Type (choose type) Status (choose status)

Comment Int comment

Last changed by: 09.06.2022 10:59:11 Paste Recipe Bulk Insert

Currency EUR VAT total 0.00 Total 80.00 Dividable sum Prepayment 0.00

Rate	1	Rounding	0	Total	80.00	Difference	Balance	0.00
------	---	----------	---	-------	-------	------------	---------	------

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1		52002				Internal maintenance service	80.00	10	0.00	INTERNAL	2			
2														

Confirmed internal purchase invoice transaction:

Status: Changed    Type: PUR

Number: 70003    Date: 09.06.2022    Reference:    Turnover: 80    80  
 Description: D3 Department 3/Internal Invoice 70003    Difference: 0

Creator: 09.06.2022 10:59:12    Last changed by: 09.06.2022 10:59:12             Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	99991	ADMIN, EV, TLN, 9I		Internal accounts		80.00				D3	
2	52002	ADMIN, EV, TLN, 9I		Internal maintenance service	80.00		10			D3	

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