[Invoice Header Information](https://translate.googleusercontent.com/translate_c?depth=1&pto=aue&rurl=translate.google.com&sl=auto&sp=nmt4&tl=en&u=https://docs.logo.com.tr/pages/viewpage.action%3FpageId%3D34229560&usg=ALkJrhjRTOk0FMrffouZ_L5vehNG-m4ztQ)

In the header section of the receipt, information that will be valid for all materials or services ordered, shipped or invoiced is recorded. This general information is included in the sections grouped into information type. The areas in the header section are as follows:

|  |  |
| --- | --- |
| **Invoice number** | It is the tracking number of the receipt on the computer. While numbering, number and letter can be used together. Vouchers are ordered by number. Voucher number is a required field. Each invoice type follows a separate sequence number. |
| **History** | It is the date of the transaction. Receipt date is a required field. |
| **Time** | Shows the time the transaction was recorded. |
| **Document number** | It is the number of the document of the transaction. It is a 32 character long alphanumeric field. Documents from different companies can have the same number. Vouchers are not ordered by document number. Therefore, there may be more than one voucher with the same document number. |
| **Date of issue** | This field is included in the invoices. The issue date of the invoice. |
| **Seri No** | The serial number of the invoices. |
| **Current Account Code** | It is the code of the current account to which the invoice belongs. |
| **Current Account Title** | It is the title of the current account to which the invoice belongs. |
| **Payments** | It is the code of the payment plan to be applied across the receipt. If the payment plan that will be valid in the transactions of the current account is determined in the current account card, it is transferred to this field by default. The voucher or invoice can be changed if it is to be closed according to a different payment plan. |
| **Commercial Transaction Group** | Voucher / Invoice is a commercial transaction code. Commercial transaction groups are listed and selection is made. If a commercial transaction group is specified in the current account card to which the receipt belongs, the field comes as default. It can be changed if necessary. |
| **Special code** | It is a second coding field, 10 characters long, used to group chips. The special code is used for the user to group the slips according to their own company-specific criteria. The user can also use the special code field to process information that does not appear on the receipt but wants to enter. |
| **Authorization Code** | Used for detailed authorization. It is 10 characters long. According to the job description of each user, the records that can be used will be different. Planning is required for detailed authorization definition. As a first step, receipts that users or groups of users can access and process should be determined. Then, different authorization codes should be given to the receipt groups that can be used by each authority group. According to the authorization code, encryption is done on a voucher basis. It is ensured that only the persons who enter the program can access and take action with the authorization code given here. |
| **Credit Card No** | In case the payment of the invoice is made with a credit card, it is the number of the relevant card. |
| **Transaction Status** | In case of automatic bank transaction (automatic bill payments), it is the area where the transaction status for the invoice is determined or monitored. |