INVOICE INFORMATION

In the recording of transactions related to purchasing and selling, slips similar to the documents or slips used in daily life are used. Information about Sales and Purchase Invoices is recorded by selecting the invoice type appropriate for the transaction type.

Information on the invoices used to record purchasing and sales transactions on the computer is recorded on two main pages: **Invoice** and **Details** .

It is possible to examine **invoice** general information in three main sections in terms of the information they contain.

These sections are:

* Invoice header information
* Information about invoice lines
* Invoice-general information

**Invoice Header Information: In** this section, general information about the receipt is recorded and is displayed visually at the top of the invoice entry window. By the word of general information, it is meant information that should be the same for all the materials or services in the invoice. For example, invoice number, invoice date, document number, current account code, warehouse, etc. information is information that does not vary according to the material or service movements in the lines.

**Invoice Lines: The**  lines consist of two parts separated by a line. In the upper part of the line, invoice line information, that is, information about the moving material and service cards (information such as material, service code, amount, unit price etc. can be given as an example of the goods or service information), discount, expense and promotion information related to the transaction in the line are recorded. Discounts, expenses and promotions for the overall invoice are recorded in the lines at the bottom of the line. Invoice lines are not limited to the display on the screen. That is, the desired number of transaction transactions can be posted on an invoice.

**Invoice General Information:**  This section is located at the bottom of the Invoice window and the total amount information of the transaction lines entered in that Invoice is displayed. The currency to be used in Invoice and Lines is determined. Amount information is shown in total cost, total discount, total VAT, voucher net amount (including VAT). Values ​​in the amount fields cannot be changed directly by the user. These totals are calculated automatically by the program as the Invoice lines are changed. In this section, Invoice lines and the currency to be used throughout the Invoice are selected.