

Creating Invoices

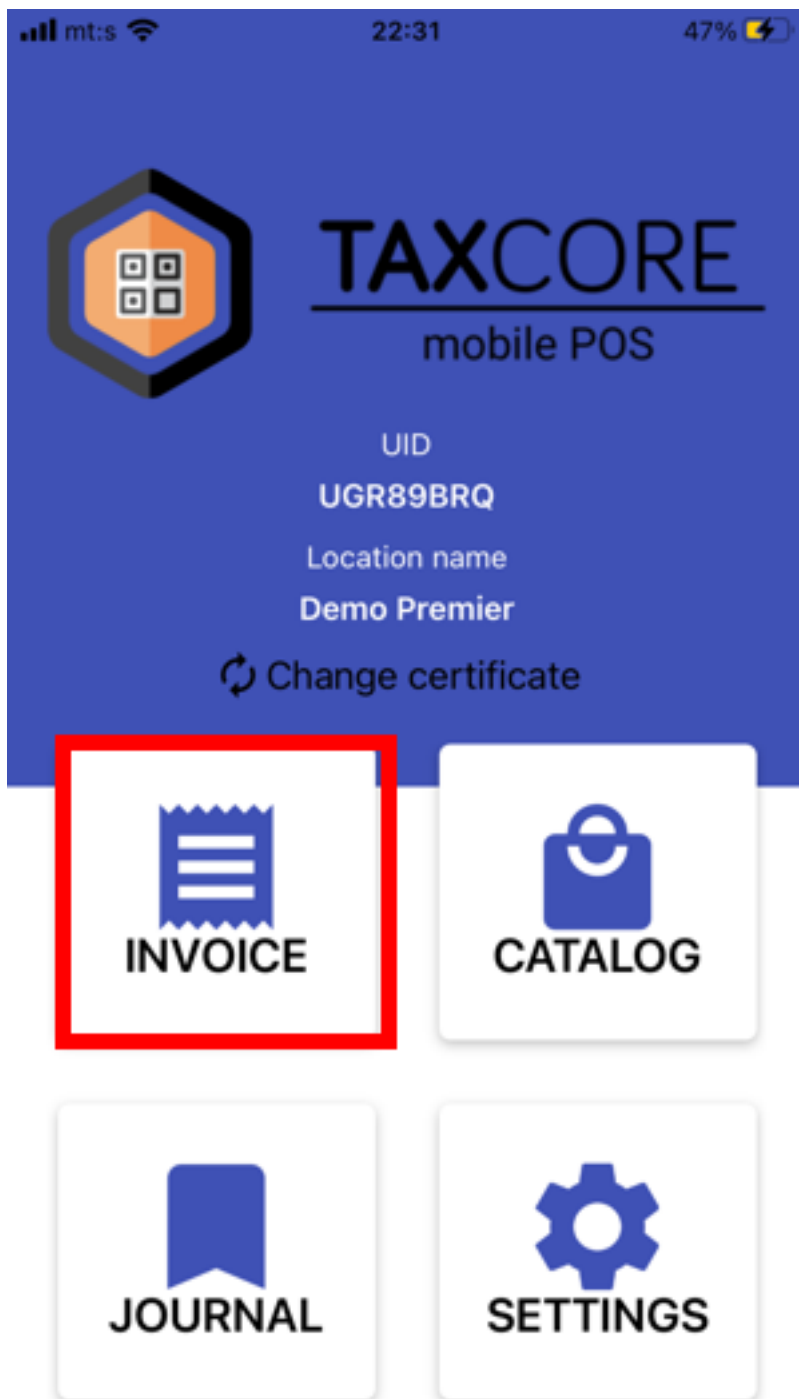
When you have successfully added all your products/services to the Catalog, you are all set up to start issuing invoices. On initial use, there will be no invoices.

NOTE:

If you do not finish creating an invoice, and you return to it after more than 15 minutes, you will see a warning message that the invoice creation started more than 15 minutes ago.

Steps for creating a new invoice

1. Tap on the **Invoice** section.



2.

Enter **invoice items** - there are 4 ways to do this:

o

Select an item from the existing list of items



o

Create a new item by using the **Add Item** option



o

Scan the product 's QR code by using your smartphone camera





- o Tap on one of the favorite items (if you labeled some as favorites) in the top of the screen.

NOTE:

If you are applying any discounts on the item(s) when creating an invoice, you must provide the discounted unit price value, after **all** discounts have been calculated and applied. See [Managing Catalog Items](#) for more information.

The screenshot shows the 'Create invoice' screen. At the top, there's a blue header with a back arrow, the text 'Create invoice', and status bar icons. Below the header, a red box highlights a card for 'Somu bread' with a yellow star icon, unit price of 1.25, EAN 886345422463, and tax [A]. Below this, another red box highlights the 'INVOICE ITEMS' section, which contains three icons: a document with a plus sign, a plus sign, and a barcode. Below the icons, the text 'No items' is displayed. At the bottom, there are two input fields: 'Reference Document Number' and 'Buyer TIN'. At the very bottom, there's a light purple bar with 'Total: € 0.00' and a 'SIGN INVOICE' button.

Creating Invoices - Image of the Create invoice data input information options

If necessary, you can edit the quantity for each item by tapping on  icon or delete each item by tapping on  icon.

mt:s 02:38

< Back Create invoice

+ T [Barcode]

Somu bread

Tax **A**

EAN: 886345422463

Qty: **1.000** Total: **1.25**

Reference Document Number

3. Enter a **Reference Document Number** - mandatory only for *Copy* and *Refund* invoices. It represents the SDC invoice number of the original Normal Sale/Refund invoice which you are refunding or copying.
4. Input **Buyer TIN** - only for B2B invoices, when the buyer is also a taxpayer. If you enter a Buyer TIN, an additional optional field will appear - **Buyer Cost Center**.

INVOICE ITEMS



No items

Reference Document Number

Data Tech

Buyer Cost Center

Invoice Type:

Normal

5. Select the **invoice type** (*Normal*, *Proforma*, *Copy* or *Training*) and the **transaction type** (*Sale* or *Refund*).

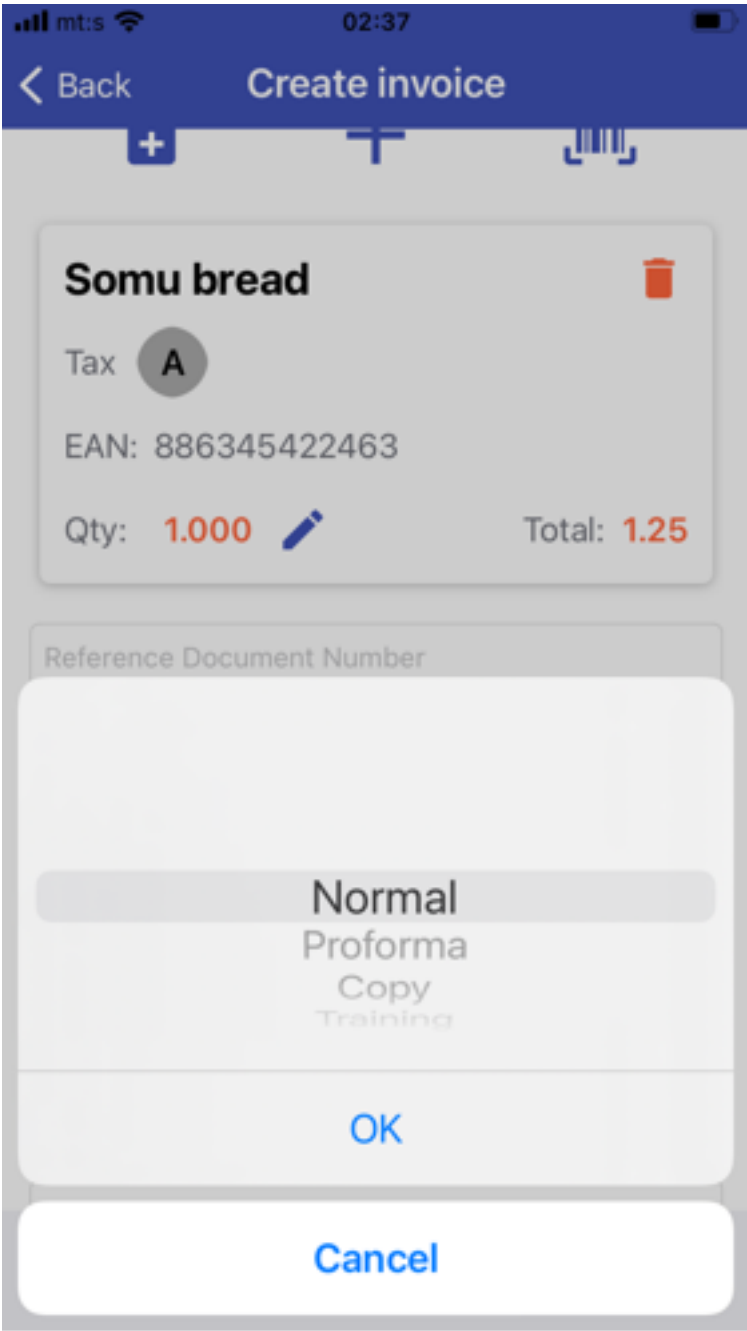
TaxCore Free POS supports all invoice types:

Normal sale: It applies to all goods and services sold to a customer or another business by any means of payment.

Proforma: Billing for payment before providing the service or product typically calls for a Pro forma invoice.

Training: This type is used only when it's necessary to train a cashier for operations in a real working environment. This type is monitored by your country's tax authority and will attract audit if you use it frequently.

Copy: Re-issuing of a Normal sale receipt.




Creating Invoices - Image showing the invoice type options to choose from

NOTE:
If you choose Refund or Copy, a warning will appear that the **Reference Document Number** field is mandatory.

mt:s 02:38


< Back Create invoice

+ T

Somu bread 

Tax **A**

EAN: 886345422463

Qty: **1.000**  Total: **1.25**

Reference Document Number

Ref. number should be in format RequestedBy-SignedBy-Counter

Buyer TIN

Invoice Type:


Normal

Transaction Type:

Refund

Payment:

Total: **€ 1.25** **SIGN INVOICE**



Creating Invoices - Image of the mandatory Reference Document Number field warning

6. Select the **Payment** method: Cash, Card, Check, Wire Transfer, Voucher, MobileMoney or Other
7. If you wish, you can cancel the transaction by clicking **Reset Invoice**
8. Click **Sign Invoice** at the bottom of the screen

Transaction Type:

Sale

Payment:

Cash

Total: € 1.25

SIGN INVOICE

9. Provide a valid **PAC** (for V-SDC) or **PIN** (for E-SDC) to complete creating the invoice.

NOTE:

After providing a valid PAC or PIN the app will not ask to provide them again when creating new invoices for the next 15 minutes. After that, the memory is reset for safety reasons, and you will have to provide them again. Also, if you move the app into a background process on your device, the PAC or PIN will reset.

Enter PAC

Cancel

Invoice type:

Enter PIN

Cancel

| |--|--| Creating Invoices - Image showing the PIN / PAC

code to add

10. The invoice journal will appear on the screen, with [sharing](#) and printing options.



Done UGR89BRQ-F6MYL8UM-305



===== FISCAL INVOICE =====

TIN: BBHH12345
Company: Demo Premier
Store: Demo Premier
Address: Filbert Way LE2 7FL
District: UNKNOWN
Cashier TIN: 357
POS Time: 05/02/2021 02:41:20

-----NORMAL SALE-----

Items

Name	Price	Qty.	Total
Somu bread (A)	1.25	1	1.25
Derimo ice-cream (F)	4.40	1	4.40

Total Purchase: 5.65

Payment Method: Cash

Label	Name	Rate	Tax
A	VAT	9.00%	0.10
F	ECAL	10.00%	0.40

Total Tax: 0.50

SDC Time: 05/02/2021 02:41:21
SDC Invoice No: UGR89BRQ-F6MYL8UM-305
Invoice Counter: 237/305NS



Invalid tax label warning

If you select an item with an invalid tax label - that label will be marked with a red color.

15:50

< Back

Create invoice

★ Bag

Unit price: 15.99

EAN: 12345678901

Tax: [P]

INVOICE ITEMS

+

+

Bag

Tax

P

EAN: 12345678901

Qty: 1.000

Total: 15.99

Reference Document Number

Buyer TIN

Invoice Type:

Normal

Transaction Type:

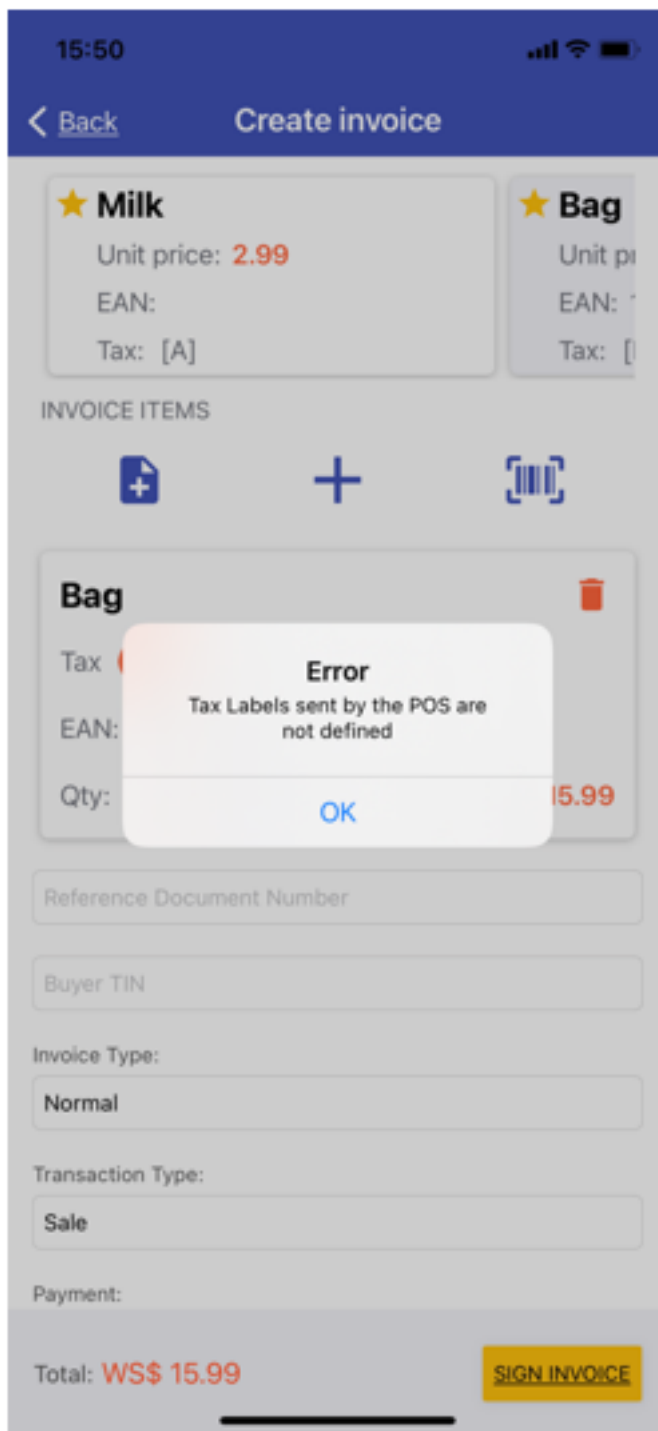
Sale

Payment:

Total: WS\$ 15.99

SIGN INVOICE

If you try to sign the invoice, you will receive the error message and will not be able to create the invoice.



Creating Invoices - Image of the invoice journal sharing and printing options

Related Articles

- [Creating a Refund Invoice](#)
- [Creating a Copy Invoice](#)
- [View Invoices](#)
- Managing Catalog Items
- Sharing Invoices