Bills

~ BASIC ~

The tab holds the bill header and the VAT calculation. The fields are listed in the order they appear on screen. The **clock** icon next to a date field resets the date to today.

- ***{Department}***
  Department in which the bill is entered. If ***{Department for bills}*** is entered in the company data, all bills are entered in that department regardless of the department active at the time of entry — for companies with several departments that want all bills in one department with a single number sequence. If it is not entered, the bill is numbered in the sequence of the active department.
- ***{Template}***
  Selecting a template copies the data of a previously saved bill into the new one — see the **SAVE AS TEMPLATE** button below. The template name is created automatically from the ***{Description}*** of the saved bill.

- ***{Group}***
  Accounting document group. The **+** icon opens the entry of a new group.
- ***{Date}***
  Date the document was received, not the date the supplier issued it.
- ***{Number}***
  Numbering rules for accounting documents. If no number is entered, on approval Brix assigns the number one higher than the highest existing number in that year; the number can also be entered manually, strictly as a single integer (e.g. *1234*) without department code, year or any other characters — on approval Brix adds the department code and year (e.g. *1-26-1234*). On an approved document the number is corrected with the pencil icon next to it, again as a plain number, and the **list** icon shows documents linked to the bill.
- ***{Delivered (Tax date)}***
  Date of delivery of goods or performance of the service. The bill enters the balance sheet and the VAT return by this date. If the date falls into an already closed VAT period, enter the first day of the current (open) period.
  - A bill can be entered in the current month with a delivery date in the previous month.
  - The VAT period closing mechanism prevents entering a delivery date in a period for which VAT has been filed. It is available to administrators and accounting and is run once the VAT return for the past period is complete (by the 20th of the month at the latest).
- ***{Days}*** and ***{Payment Due}***
  Number of days of deferred payment and the date the payment falls due; the date is calculated from the number of days.
- ***{Original document}***
  The supplier's invoice number — the number only, with no additions or remarks, up to 32 characters. Under the Fiscalisation Act, for suppliers in Croatia the number has three parts (*invoice number / business premises code / cash register number*).
  - The Tax Administration uses this value in the *U-RA form* to match against the supplier's I-RA book.
- ***{Supplier}***
  Supplier who issued the bill. Next to the field, shows the supplier's details, opens the

supplier's data for editing, and opens the supplier's account card.
    - A supplier cannot be selected if ***{VAT status}*** and ***{Reading date}*** in the partner form are not updated with a date in the month entered in ***{Delivered (Tax date)}***. The update procedure is described in partner procedures.
    - Selecting a domestic partner runs an automatic OIB check, a foreign partner a VAT ID check.
- ***{Department}***
  Supplier's department the bill relates to, if the supplier has departments entered.
- ***{Account}***
  Expense account. The supplier account and the expense account for a given supplier can be preset in Partners and/or in prikaz_u_listi of the account in the chart of accounts.
- ***{Profit center}***
  Shown in companies posting by profit centers. The selected profit center is posted automatically to accounts with the *Profit center* analytics.
- ***{Foreign Currency}***, ***{Amount FC}*** and ***{Exchange Rate}***
  Currency and amount of a foreign supplier's bill and the conversion rate. Shown only for types EUD, EUU, UVD and UVU.
- ***{Amount}***
  Total amount of the bill in the company currency.
- ***{Paid by Employee}***
  If an employee is entered, Brix treats the bill as a cash bill settled by the employee from their own funds and automatically adds two postings: debit to the supplier account (closing the credit amount posted in the same bill) and credit to the account of liabilities to employees. Such a bill enters kpi directly on the basis of settlement.
- ***{Ulazi u KPI}*** (*Included in KPI*)
  If the bill must not appear in the Book of Receipts and Expenditures, untick the box.

VAT

The VAT calculation is entered as one or more **VAT items** — a separate item for each rate, for reverse-charge items and for items whose VAT is non-deductible. The button adds an item, clicking a row opens it for editing. Table columns: ***{Rate}***, ***{Reason}***, ***{Base}***, ***{VAT}***, ***{Total}***, ***{Non-deductible}*** (percentage of the VAT amount that cannot be deducted) and ***{Reverse Charge}***; the *Total* row is below the table. In the item one of three options is chosen:

- **VAT** — regular calculation. ***{Tariff no.}*** and ***{Base}*** are entered; VAT is calculated at the tariff rate.
- **Tax Free** — base without VAT. A ***{Reason}*** for the exemption is mandatory (e.g. *R - 58 - Tax free - exempt from VAT*).
- **Non-deductible** — a ***{Reason}*** setting the percentage of non-deductible VAT (e.g. *U - 50 - Entertainment and similar - 100% non-deductible*, *U - 51 - Passenger cars - 50% non-deductible*) and ***{Tariff no.}*** are mandatory. The full base is entered in ***{Base}*** — Brix calculates and allocates the non-deductible part itself.
- ***{Reverse Charge}*** — the tick marks that the item's VAT is calculated as a reverse charge.
- The item is saved with **SAVE** and deleted with **DELETE**; the arrow in the top left corner returns to the table without saving.
- For bills received from the ***F2.0*** system the VAT items are created automatically from the eInvoice XML and corrected as needed.

Other data

- ***{Description}***
  Up to 80 characters.
- ***{Notes}***

Buttons

Only the buttons valid for the current bill status are shown.

- **SAVE** — Saves the tab data.
- **SUBMIT** — Accepts the bill.
- **REJECT** — Rejects the bill.
- **APPROVE** — Approves the bill.
- **REVOKE** — Revokes the approval of the bill.
- **DELETE** — Deletes the bill. Only a bill that is not approved can be deleted.
- **PAYMENT ORDER** — Creates a payment order.
- — Shows the original bill as a PDF or the visualisation supplied by the information intermediary.
- — Reloads the bill data from the eInvoice XML. Shown when the XML is attached in the ***~ DMS ~*** tab. It is used to quickly undo wrong account assignments and return to the original bill data without deleting items manually. Brix:
  - deletes all current accounting items and VAT data;
  - corrects the document type according to the supplier's VAT status if needed (e.g. URA to UR2 or vice versa);
  - recreates the accounting items and the VAT calculation from the XML.
  - All manual changes made after the bill was received (accounts, profit centers, descriptions, item amounts) are lost.
  - Run on an approved bill, it returns the document to the **Accepted** status; check the new postings and approve the bill again.
- **SAVE AS TEMPLATE** — Saves the bill data as a template for new bills; see ***{Template}***.
- **VIES** — Checks whether the supplier is registered in VIES for cross-border trade within the EU. Shown only when the supplier is from the EU.

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