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accounting
Accounting

Bills

The form is used to enter and approve suppliers' bills — entered manually or received as eInvoices from the ***F2.0*** system. The method of entry, account assignment and VAT processing depend largely on the bill type selected in ***{Type}*** on the ***~ BASIC ~*** tab.

Toolbar

Icon in the header of the **Bill - Edit** dialog:

- **Document icon** — Prints the journal entry of the accounting postings and the VAT calculation table.

How to...

- Processing eInvoices with a zero amount (promotional samples, free goods etc.)
- VAT ID check via the VIES platform
- "Manual" entry of bills
- Business events with a natural person
- Loading eInvoices from the F2.0 system
- When an expected bill is not visible in Brix
- Accounts Payable
- Correcting account assignment and entered VAT data
- Bill from a foreign supplier based outside the EU
- Bill for own consumption – 50% deductible (e.g. fuel for passenger cars)
- Bill for electricity with subsidy
- Bill for services from an EU supplier without a valid VAT ID

List

About filters and finding data in lists

The filter fields and the meaning of each status are described on Filter, and the reports available from the list on Reports.

Approval of a bill

A bill passes through the statuses **Received** → **Accepted** → **Approved**, and from the first two it can

end in the **Rejected** status. The same flow applies to bills received from the ***F2.0*** system and to bills entered manually. The status is recognised in the dialog by the colour of the tab bar: green — Received, blue — Accepted, yellow — Rejected, grey — Approved.

- **Received**
  The bill awaits the user's decision with the **SUBMIT** or **REJECT** buttons.
- **Accepted**
  The supplier has been notified of the acceptance and accounting that the bill can be posted. The bill is approved with **APPROVE** or subsequently rejected with **REJECT**.
- **Approved**
  The bill is posted and processing is complete. **REVOKE** returns it to the Accepted status.
- **Rejected**
  The supplier has been notified of the rejection. The status is final.



Rejection is final. A bill received through ***F2.0*** cannot be returned from the **Rejected** status to **Accepted** — the ***F2.0*** system does not allow a status change in that direction. The situation is resolved solely with new documents from the supplier: a void of the rejected bill and, if the delivery actually took place, a new bill. The accounting treatment is described on Loading eInvoices from the F2.0 system.



The same actions are available in the ***[Accounts Payable]*** form.



Deleting is not a solution for unwanted bills received from the ***F2.0*** system — the system loads them again the next day. Such bills should be **rejected**, not deleted; see Loading eInvoices from the F2.0 system.

Buttons

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

- **SAVE** — Saves the entered data. Shown in all statuses.
- **SUBMIT** — The bill moves to the **Accepted** status; the supplier is notified automatically of the acceptance, and accounting is notified that the bill can be posted. Only in the Received status.
- **REJECT** — The bill moves to the **Rejected** status; the supplier is notified automatically of the rejection. In the Received and Accepted statuses.
- **APPROVE** — The bill is posted and moves to the **Approved** status. Only in the Accepted status.
- **REVOKE** — Revokes the approval; the bill returns to the **Accepted** status. Only in the Approved status.
- **PAYMENT ORDER** — Creates a payment order for the bill. Only in the Approved status.
- **DELETE** — Permanently deletes the bill. Shown until the bill is approved.
- **SAVE AS TEMPLATE** — Saves the displayed bill as a template that is recalled with the ***{Template}*** field on the next entry. Useful for recurring flat-rate supplier bills, e.g. a monthly internet bill; not applicable if the amount changes. Only in the Approved status.
- **Show original bill** — Shows the original bill as a PDF or the visualisation delivered by the information intermediary. For manually entered bills it shows the document the user added to

the ***~ DMS ~*** tab.

- **Reload data from the eInvoice** — Complete regeneration of the bill's financial data from the original eInvoice XML; shown only on bills received from the ***F2.0*** system. Brix:
  - deletes all current accounting items and VAT data,
  - corrects the document type according to the supplier's VAT status where needed (e.g. URA to UR2 or vice versa),
  - regenerates the accounting items and the VAT calculation from the XML.
  - All manual changes made after the bill was received are lost — accounts, profit centers, descriptions, item amounts.
  - Run on an approved bill, it returns the bill to the **Accepted** status; the new postings must be checked and the bill approved again.
- **VIES** — Checks the supplier's VAT number in the VIES system — see VAT ID check via the VIES platform. Shown only for EU suppliers.

Data tabs

Bill data is arranged in the following data tabs:

- ***~ BASIC ~***
  Bill header — department, type, dates, supplier, account, amount and VAT calculation.
- ***~ ITEMS ~***
  Accounting items (account assignment) of the bill.
- ***~ VAT ~***
  VAT postings of the bill.
- ***~ DMS ~***
  Attachments to the bill, e.g. a copy of the original invoice, warranty cards, delivery notes and the like.
  - When an eInvoice is loaded from the ***F2.0*** system, the XML and PDF of the invoice and the other documents the supplier sent with the eInvoice are saved to the tab automatically.
  - The format of the PDF depends on the information intermediary and/or the supplier and may be the original form and/or a visualisation generated by the information intermediary. Brix has no influence on the form and content of the downloaded documents.
- ***~ AUDIT TRAIL ~***
  Chronology of user actions on the bill.

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