Invoices | accounting

Transcript of invoices issued in other programs

If the company's accounting and VAT calculation are kept in Brix but its invoices are issued in other programs, those invoices must be “transcribed” into Brix.

Invoices are transcribed in the Invoices form. Before starting, define the goods or services to be invoiced in the Items form. All articles can be entered, but a few “typical” goods/services (e.g. one per VAT rate) are usually enough.

With Brix set up correctly, the following is possible:

- **Free entry of invoice number and date:**
  The data is entered so that it matches the original invoice exactly.
- **Deleting an entered invoice:**
  A wrongly transcribed invoice is deleted with the **DELETE** button, in full and regardless of the invoice status.
- **No fiscalisation:**
  Invoices are fiscalised neither under ***F1*** nor under ***F2.0***, regardless of the method of payment.

Deleting a transcribed invoice

An invoice issued in another program is only a transcript in Brix, so it is not voided in Brix — the void and any other correction are made in the program that issued the invoice. A void issued in another program is transcribed like any other invoice. In a department with the ***FREE_IRA*** setting enabled, the **VOID** and **PAID F2.0** buttons therefore remain visible but disabled, and a wrongly transcribed invoice is removed in two steps:

1. In the Invoices form open the invoice and click the **DELETE** button.
2. In the **Confirm** dialog click **OK**. **CANCEL** abandons the deletion and leaves the invoice unchanged.

- Deletion is irreversible. Together with the invoice, its journal entry in the general journal is deleted, so a deleted invoice cannot be restored or corrected — if it is needed, it is entered again.
- Deletion does not check VAT periods, so an invoice dated in an already closed period can also be deleted. Before deleting, check whether the VAT return for that period has been submitted.
- Deletion is available to every user allowed to enter invoices in that department; administrator rights are not required.
- The state of the buttons depends on the setting of the department **in which the invoice was issued**, not of the department the user is currently working in. A user working in several departments will see different buttons depending on which invoice is open.
- The number of a deleted invoice remains unused. With the ***FREE_IRA*** setting the user enters the number, so a gap in the number sequence is not an error.

- An invoice used elsewhere in the system, for example an invoice linked to a payment, cannot be deleted until that link is removed.

Important notes

- **Stock:** Stock cannot be kept in a department where invoices are transcribed. The ***OJ_ZAL*** setting must be disabled in the department settings.
- **Department settings:** The ***FREE_IRA*** setting must be enabled in the department settings.
- **Company settings:** Transcribing invoices does not require any change to the company settings. Invoices of departments with ***FREE_IRA*** are fiscalised neither under ***F1*** nor under ***F2.0*** anyway. In departments without that setting, invoices are fiscalised according to the company settings.
  - An FA invoice cannot be issued in a department with ***FREE_IRA***. A company that transcribes invoices and sells fixed assets needs a separate department for fixed assets without that setting — see fixed_assets_department.
- **Department data:** The following must be defined in the department:
  1. The appropriate business premises code.
  2. The ***{Last document date}*** field in the ***~ OTHER DATA ~*** tab.



To activate the ***FREE_IRA*** setting and check the department settings, contact customer support.

From:
https://wiki.micro-process.hr/ - **Brix - MICRO PROCESS**

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Last update: **08/10/2026 19:04**