

ATTACHING RECEIPTS TO INVOICES

You will learn:

1. How to assign receipts to invoices
2. Why is it important for receipts not to be issued independently from the invoice

1. How to assign receipts to invoices

Step by step configuration:

1. Open an invoice that you want to issue a receipt for
2. Click “Save”

1 Invoice (Kajetan Woyciechowski KajWare)

Number: FS (AUTO) / /11/2016 Date of sale: 16 listopada 2016 Issued on: 16 listopada 2016

Find a customer in the database: Karolina Rubacha Address: Zbożowa 3/1

No.	Product name	Product code	Qty	IU	Gross price	Disc. [%]	Tax [%]	Net value	Gross value
1	Cleaning service		1.00	pcs.	10.00	0	0	10.00	10.00

Total gross price: 10.00

Due date: 16 listopada 2016 7 days 14 days 21 days 28 days 1 month

Payment type 1: Cash 10.00 GBP

Payment type 2: Credit Card 0.00 1.000

User: Administrator Paid **2** Save Cancel

3. Mark “Issue a new receipt” option and make sure that “Print original” and “Print copy” options are not selected
4. Click Print.

Print

Print a document

Print an original

Print a copy

3 Issue a new receipt

Register document on fiscal printer

Calculate change

Amount due	10.00
Paid	10.00
Change	0.00

4 Save as PDF file Send e-mail Open cash register Print Close

5. A new window will open. Click “Save”
6. Receipt has now been issued successfully. You can print it, save as .PDF, print on a fiscal printer or send email to the customer

Fiscal receipt (Kajetan Woyciechowski KajWare)

Number: PA (AUTO) / /11/2016 Date of sale: 16 listopada 2016
 Issued on: 16 listopada 2016 [Show customer](#)

No.	Product name	Product code	Qty	IU	Gross price	Disc. [%]	Tax [%]	Net value	Gross value
1	Cleaning service		1.00	pcs.	10.00	0	0	10.00	10.00

Total gross price 10.00

Print comments Document was printed

Payment type 1: Cash 10.00 GBP Comments: 5
 Payment type 2: Credit Card 0.00 1.000
 User: Administrator

2. Why is it important?

If receipt and invoice are issued for the same reservation, you need to make sure that one document is assigned to another.

Why? Because otherwise the amount presented in reports will be doubled.

In case you assign a receipt to an invoice, the amount on the receipt will be prioritized in the reports. Moreover, amount will not be doubled, making your reports and statistics accurate.