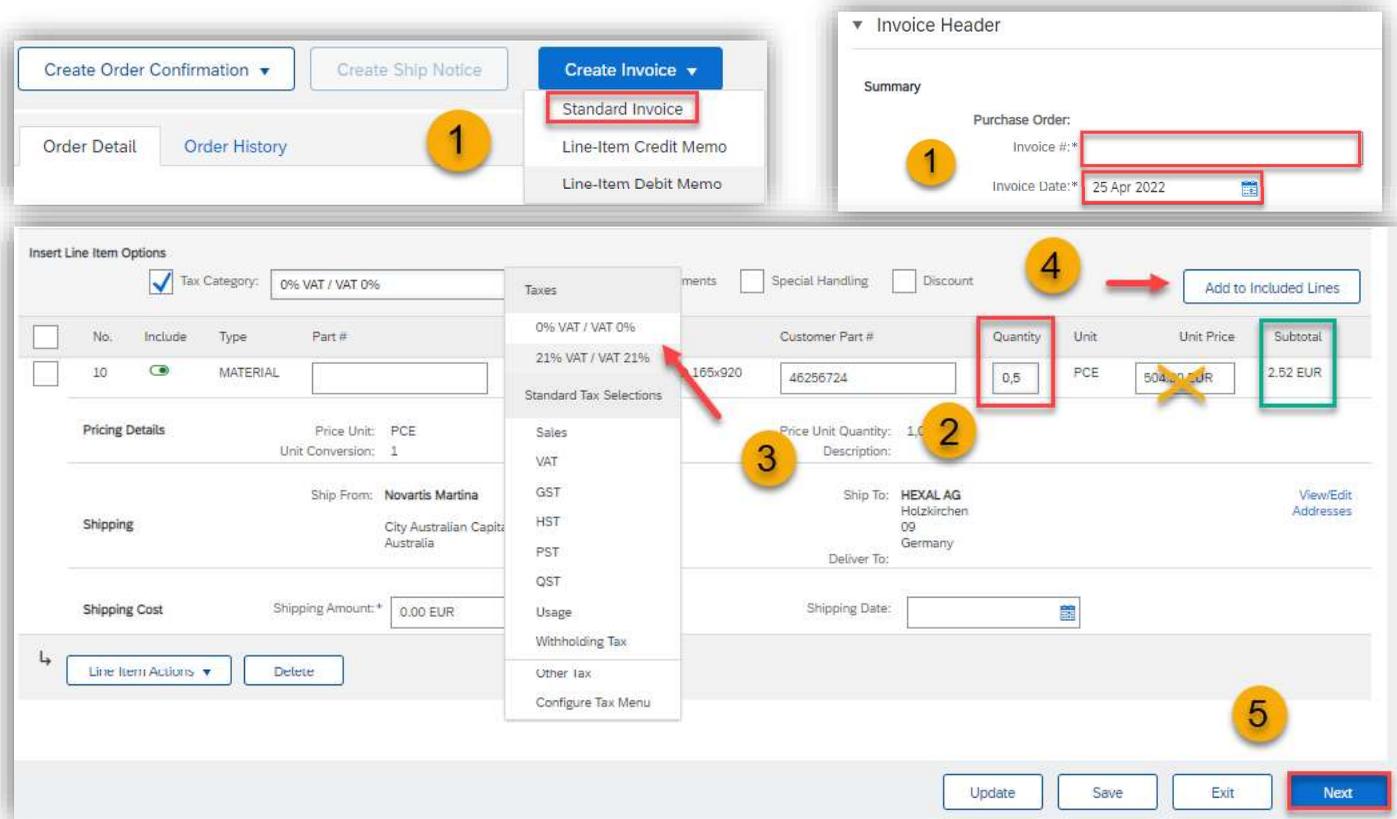


How to create a partial invoice for the PO with quantity 1



When creating partial invoice, the field **QUANTITY** needs to be adjusted. If the Quantity is 1, it needs to be adjusted to the proportion you want to invoice.

- 1) Open PO and select **Create invoice – Standard Invoice**, fill in the Invoice number and the right invoice date
- 2) Adjust the quantity proportionally (not the price).
- 3) Select **Tax Rate** from the **Tax Category** menu and **Add to included lines**.
- 4) Click on **Add to included lines**.
- 5) To continue to the invoice summary click **Next**.

How to calculate the correct quantity proportion:

$$\begin{array}{|c|} \hline \text{Net amount} \\ \hline \text{you want to} \\ \hline \text{invoice} \\ \hline \end{array} \div \begin{array}{|c|} \hline \text{Divide by the} \\ \hline \text{Unit Price} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{You will get the Quantity} \\ \hline \text{proportion to insert in} \\ \hline \text{Quantity field:} \\ \hline \mathbf{0.XXXXXXX} \\ \hline \end{array}$$

Note: Always make sure you set the right quantity proportion according to the amount you want to invoice, so that you will have enough quantity for next partial invoices.

How to invoice PO with the Unit Price 1

The screenshot shows the 'Create Invoice' process in a software application. It is divided into several sections:

- Top Bar:** Contains buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box and a yellow circle with the number '1'. Below it, a dropdown menu is open, showing 'Standard Invoice' selected with a red box.
- Invoice Header:** A summary section with a yellow circle '1' next to it. It contains fields for 'Purchase Order:', 'Invoice #:' (with a red box), and 'Invoice Date:' (with a date picker set to '25 Apr 2022').
- Insert Line Item Options:** The main area for adding items. It includes a table with columns: No., Include, Type, Part #, Quantity, Unit, Unit Price, and Subtotal. The first row shows '10' in the 'No.' column, 'MATERIAL' in 'Type', 'ET370A' in 'Part #', '56,41' in 'Quantity' (with a red box), 'PCE' in 'Unit', and '1,00 EUR' in 'Unit Price' (with a green box). A yellow circle '2' is next to the 'Quantity' field. A yellow circle '3' is next to the 'Tax Category' dropdown menu, which is open and shows '0% VAT / VAT 0%' selected. A yellow circle '4' is next to the 'Add to Included Lines' button. A yellow circle '5' is next to the 'Next' button at the bottom right.
- Shipping and Tax Details:** Includes fields for 'Taxable Amount' (56.40 EUR), 'Rate(%)' (0), 'Tax Amount' (0.00 EUR), 'Date Of Supply' (8 Apr 2022), and 'Shipping Amount' (0.00 EUR).

When creating invoice with the Unit price 1, only the field QUANTITY needs to be adjusted.

1) Open PO and select **Create invoice – Standard Invoice**, fill in the Invoice number and the right invoice date.

2) Enter the **Net amount** in the **Quantity field** (leave the Unit price as 1).

3) Select **Tax Rate** from the **Tax Category** menu and **Add to included lines**.

4) Click on **Add to included lines**.

5) To continue to the invoice summary click **Next**.

Note: Whenever invoicing partially, always adjust only the value in the QUANTITY field, never the Unit Price.

How to choose lines for invoicing

The screenshot illustrates the process of selecting lines for invoicing in SAP. It is divided into four numbered steps:

- Step 1:** A red arrow points to the 'Include' checkbox for the first line item (No. 10), which is checked. A yellow circle with the number '1' is next to it.
- Step 2:** Red arrows point to the 'Include' checkboxes for line items 20 and 30, which are unchecked. A yellow circle with the number '2' is next to the arrow pointing to line 20.
- Step 3:** A red arrow points to the 'Delete' button in the 'Line Item Actions' menu. A yellow circle with the number '3' is next to it.
- Step 4:** A red arrow points to the 'Add to Included Lines' button. A yellow circle with the number '4' is next to it.

The bottom part of the screenshot shows a detailed view of a line item (No. 10) with the 'Tax Category' dropdown menu open, showing '0% VAT / VAT 0%' selected. A yellow circle with the number '4' is next to the dropdown menu.

- 1) If you have many lines in PO and you need to invoice only some of them, first tick the box above the first line item of your PO. By this all lines will get ticked.
- 2) Then untick lines that you would like to invoice.
- 3) Click on **Delete** to remove lines that you do not need.
- 4) Select **Tax Rate** from the **Tax Category** menu and **Add to included lines**.

Note: All lines you haven't used for invoicing will be again available for the next invoice.