



Invoice-Equivalent Document
Business Central Hungarian Localization

HRP Europe Kft.

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1 Invoice-Equivalent Document

According to Act CXXVII of 2007 on Value Added Tax an Invoice-Equivalent Document is a document, which modifies the content of a specific invoice. It is important, however, that the Invoice-Equivalent Document is an invoice too, so the method of issuing an invoice should be followed, when creating an Invoice-Equivalent Document.

If some data of the original invoice have been modified by creating an Invoice-Equivalent Document, the original invoice and its modifying document will constitute the document of the transaction together. Thus, the invoicee, instead of returning the faulty invoice to the issuer, should ask for an Invoice-Equivalent Document, which contains the missing or corrective data.


The minimum data content of an Invoice-Equivalent Document is as follows:




- the Issue Date of the document;
- the Issue Number of the document, which identifies it unambiguously;
- a Reference to the number of the original document, that the Invoice-Equivalent Document modifies;
- the Data Description of the modified data.







2 Settings for Using Invoice-Equivalent Document Function

2.1 Number Series Options

We need to create appropriate number series in order to use the function properly. We must set up number series for filed and posted documents separately.

1. Click in the Search Box  and type: **No. Series**.
2. Click **New** on the opening page.

NO. SERIES | WORK DATE: 2020. 03. 18. ✓ SAVED   


 Search
+ New
 Edit List
 Delete
Navigate
 Open in Excel
More options  

Code ↑	Starting No.	Endi... No.	Last Date Used	Last No. Used	Default Nos.	Ma... Nos.	Date Order	Document Date Order
SEPADD-M...	1001	2999	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-HIBAE LH	SHI-2000001	—	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-KÖLCSÖN...	SKO-2000001	—	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SN1	SN00001	SN99...	2020. 03. ...	SN00004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SN2	XYZ00001	XYZ9...	—	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZAJÁNL	SSA-2000001	—	2020. 03. ...	SSA-2000...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZCIKK	SC00001	—	2020. 03. ...	SC00001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZERZMI...	SST-2000001	—	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZERZSZA	SSS-2000001	—	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZJÓV	SJO-2000001	—	2020. 03. ...	SJO-2000...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZJÓV+	SKJ-2000001	—	2020. 03. ...	SKJ-2000...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZREND	SSR-2000001	—	2020. 03. ...	SSR-2000...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZSZÁLLE...	SSL-2000001	—	2020. 03. ...	SSL-2000...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZSZERJÓV	SSJ-2000001	—	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZSZERZ	SSM-2000001	—	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZSZLA	SSZ-2000001	—	2020. 03. ...	SSZ-2000...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-SZSZLA+	SKS-2000001	—	2020. 03. ...	SKS-2000...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SZET	SZET_00001	—	2020. 03. ...	SZET_000...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SZET_K	SZETK_00001	—	2020. 03. ...	SZETK_00...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Important: **Document Date Order** field must be ticked, because it ensures strict numbering.

2.2 Sales & Receivables Setup

After we added new Number Series, we should set them on the Sales & Receivables page.

1. Click in the Search Box  and type: **Sales & Receivables Setup**.
2. Enter the Number Series in the **Invoice-Equivalent Document Nos.** and the **Sales-Invoice-Equivalent Document Nos.** fields on the Number Series FastTab. **Invoice-Equivalent Document Nos.** is for invoices which are not booked yet, **Sales-Invoice-Equivalent Document Nos.** is for posted sales invoices.

SALES & RECEIVABLES SETUP | WORK DATE: 2020. 03. 18. ✓ SAVED

Sales & Receivables Setup

Customer Groups | Payments | More options

Number Series

Customer Nos.	E-VEVÖK	Canceled Issued Reminder Nos.	
Quote Nos.	E-AJÁNLAT	Fin. Chrg. Memo Nos.	E-KÉSKAM
Blanket Order Nos.	E-KERETSZ	Issued Fin. Chrg. M. Nos.	E-KÉSKAM+
Order Nos.	E-RENDELÉS	Canceled Issued Fin. Charge Memo Nos.	
Return Order Nos.	E-VISSZREND	Posted Prepm. Inv. Nos.	E-ELŐLEGSZ+
Invoice Nos.	E-SZLA	Posted Prepm. Cr. Memo Nos.	E-ELŐLEGI+
Posted Invoice Nos.	E-SZLA+	Direct Debit Mandate Nos.	E-KÖZVBMEGB
Credit Memo Nos.	E-JÖV	Invoice-Equivalent Document. Nos.	SZET
Posted Credit Memo Nos.	E-JÖV+	Sales Invoice-Equivalent Document. Nos.	SZET_K
Posted Shipment Nos.	E-SZÁLLEV	Service Invoice-Equivalent Document. Nos.	SZET_KSZ
Posted Return Receipt Nos.	E-VSZÁLLEV+	Advance Letter Nos.	E-ELŐLEGBEK
Reminder Nos.	E-FELSZ	Advance Invoice Nos.	E-ELŐLEGSZ+
Issued Reminder Nos.	E-FELSZ+	Advance Credit Memo Nos.	E-ELŐLEGI+

2.3 Report Selection - Sales Setup

We must specify the required document formats in the system by providing the correct report numbers.

1. Click in the Search Box and type: **Report Selection – Sales**.
2. Select **Invoice** in the **Usage** field, then enter the number of the Sales Invoice report. In the second row we should enter the number of the **Sales Invoice-Equivalent Document** report (**Report ID** fields). Don't forget to fill the **Sequence** fields as well.

REPORT SELECTION - SALES | WORK DATE: 2020. 03. 18. ✓ SAVED

Usage **Invoice**

Manage Filter

Sequence ↑	Report ID	Report Caption	Use for Email Body	Use for Email Attac...	Email Body Layout Description
1	42020076	Sales - Invoice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
2	42020088	Sales Invoice-Equivalent Document	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

2.4 Report Selection – Invoice-Equivalent Document

We must specify the required document formats in the system by providing the correct report numbers.

1. Click in the Search Box and type: **Report Selection – Invoice-Equivalent Document** (NOTE: There's a typo in the system right now, so we can search for the function like: **Report Selection – Invoice-Equivalent Document**).
2. Select **Sales Invoice-Equivalent Document** in the Usage field, then enter the number of the **Sales Invoice-Equivalent Document** report (Report ID field). Don't forget to fill the **Sequence** field as well.

REPORT SELECTION - INVOICE-EQUIVALENT DOCUMENT | WORK DATE: 2020. 03. 18. ✓ SAVED

Search + New Edit List Delete Open in Excel

Usage: Sales Invoice-Equivalent Document

Sequence	Report ID	Report Caption
1	42020088	Sales Invoice-Equivalent Document

3 Creating an Invoice-Equivalent Document

We should always start the process from a **Posted Sales Invoice**.

1. Click in the Search Box and type: **Posted Sales Invoices**.
2. From the list that appears, select the invoice that you want to modify.
3. On the **Posted Sales Invoice** card, click **Actions/Correct/Create Invoice-Equivalent Document**.

POSTED SALES INVOICE | WORK DATE: 2020. 03. 18. ✓ SAVED

EKS-2000029 · Prominent Bútor Stúdió Kft.

Process Invoice Correct Print/Send Navigate Actions Navigate Fewer options

Send... Print... Email Attach as PDF Navigate Invoice-Equivalent Documents Posted Invoice...ent Documents Activity Log Incoming Document Correct Invoice

No. EKS-2000029 Due Date 2020.03.18

Customer Prominent Bútor Stúdió Kft. Quote No.

Contact Menyhárt János Order No.

Continuous VAT Invoice Closed

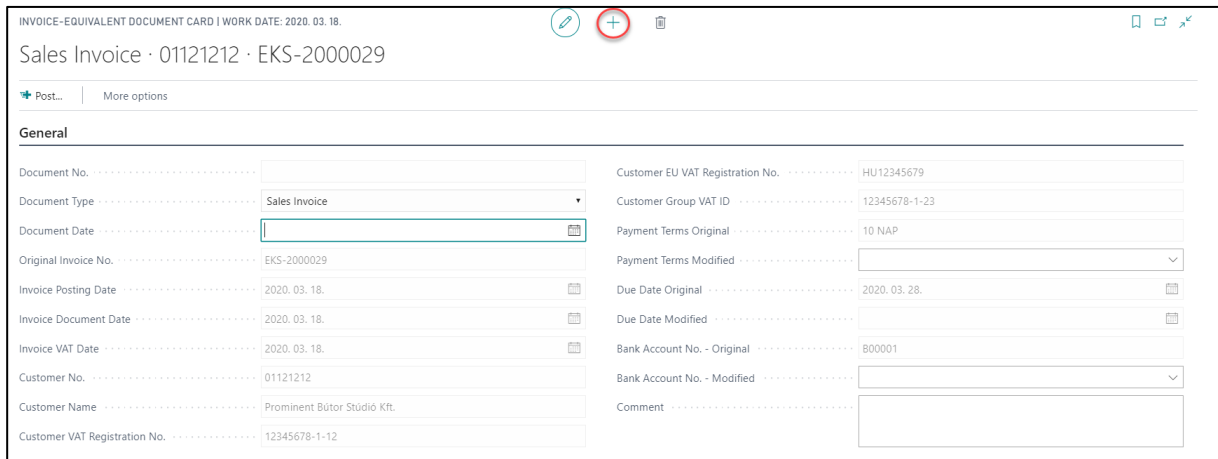
Posting Date 2020.03.18. Collective Invoice

VAT Date 2020.03.18.

Lines Manage More options

Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Group Code	Line Discount %	Line Amount Excl. VAT	Deferral Code	Department Code	Project Code	Vevő csoport kód
Item	1000	Bicycle	2	DB	4 000		5	7 600		ÉRT		KICS1

- The system displays the **Invoice-Equivalent Document** card, where we should click on the "+" symbol (circled in the picture).



INVOICE-EQUIVALENT DOCUMENT CARD | WORK DATE: 2020. 03. 18.

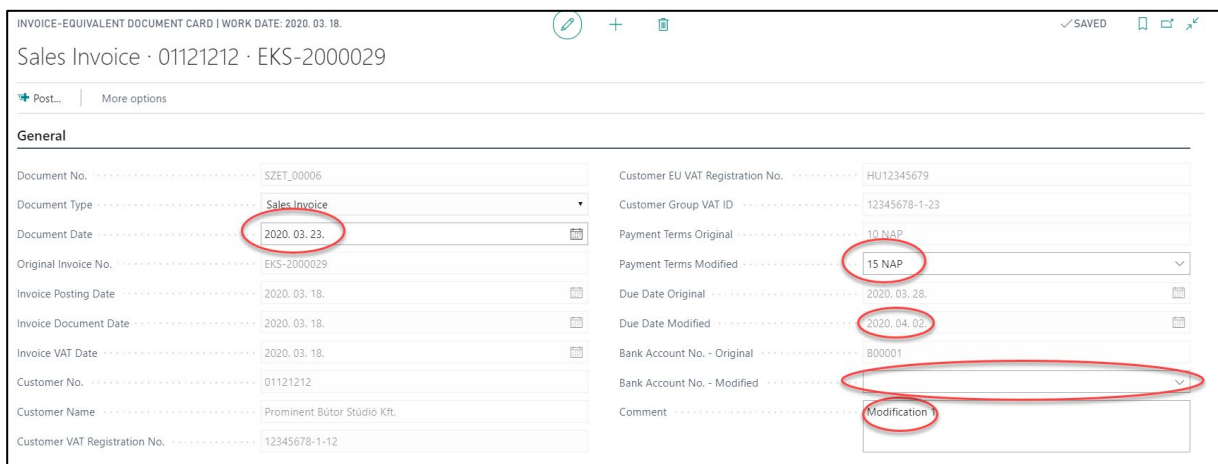
Sales Invoice · 01121212 · EKS-2000029

Post... More options

General

Document No.		Customer EU VAT Registration No.	HU12345679
Document Type	Sales Invoice	Customer Group VAT ID	12345678-1-23
Document Date		Payment Terms Original	10 NAP
Original Invoice No.	EKS-2000029	Payment Terms Modified	
Invoice Posting Date	2020. 03. 18.	Due Date Original	2020. 03. 28.
Invoice Document Date	2020. 03. 18.	Due Date Modified	
Invoice VAT Date	2020. 03. 18.	Bank Account No. - Original	B00001
Customer No.	01121212	Bank Account No. - Modified	
Customer Name	Prominent Bátor Stúdió Kft.	Comment	
Customer VAT Registration No.	12345678-1-12		

- The next step is to enter the **Document Date**.
- You can edit the **Payment Terms Modified, Due Date Modified, Bank Account No. – Modified and Comment** fields. In the example below you can see that we changed the Payment Term and so the Due Date too. We left a Comment as well.



INVOICE-EQUIVALENT DOCUMENT CARD | WORK DATE: 2020. 03. 18. ✓ SAVED

Sales Invoice · 01121212 · EKS-2000029

Post... More options

General

Document No.	SZET_00006	Customer EU VAT Registration No.	HU12345679
Document Type	Sales Invoice	Customer Group VAT ID	12345678-1-23
Document Date	2020. 03. 23.	Payment Terms Original	10 NAP
Original Invoice No.	EKS-2000029	Payment Terms Modified	15 NAP
Invoice Posting Date	2020. 03. 18.	Due Date Original	2020. 03. 28.
Invoice Document Date	2020. 03. 18.	Due Date Modified	2020. 04. 02.
Invoice VAT Date	2020. 03. 18.	Bank Account No. - Original	B00001
Customer No.	01121212	Bank Account No. - Modified	
Customer Name	Prominent Bátor Stúdió Kft.	Comment	Modification
Customer VAT Registration No.	12345678-1-12		

- If we filled in the appropriate fields, we should post the document by clicking on **Post**.

INVOICE-EQUIVALENT DOCUMENT CARD | WORK DATE: 2020. 03. 18. ✓ SAVED

Sales Invoice · 01121212 · EKS-2000029

Post... | More options

General

Document No.	SZET_00006	Customer EU VAT Registration No.	HU12345679
Document Type	Sales Invoice	Customer Group VAT ID	12345678-1-23
Document Date	2020. 03. 23.	Payment Terms Original	10 NAP
Original Invoice No.	EKS-2000029	Payment Terms Modified	15 NAP
Invoice Posting Date	2020. 03. 18.	Due Date Original	2020. 03. 28.
Invoice Document Date	2020. 03. 18.	Due Date Modified	2020. 04. 02.
Invoice VAT Date	2020. 03. 18.	Bank Account No. - Original	B00001
Customer No.	01121212	Bank Account No. - Modified	
Customer Name	Prominent Bútor Stúdió Kft.	Comment	Modification 1.
Customer VAT Registration No.	12345678-1-12		

4 Printing an Invoice-Equivalent Document

We can print a specific Invoice-Equivalent Document in two ways. For example, we can print it from the **Posted Sales Invoice**.

1. Click in the Search Box and type: **Posted Sales Invoices**.
2. On the posted sales invoice card, click **Actions/ Posted Invoice-Equivalent Documents**.

POSTED SALES INVOICE | WORK DATE: 2020. 03. 18. ✓ SAVED

EKS-2000029 · Prominent Bútor Stúdió Kft.

Process Invoice Correct Print/Send Navigate Actions Navigate Fewer options




Send... Print... Email Attach as PDF Posted Invoice...ent Documents Activity Log Incoming Document Correct Invoice




No.	EKS-2000029	Due Date	2020. 04. 02.
Customer	Prominent Bútor Stúdió Kft.	Quote No.	
Contact	Menyhárt János	Order No.	
Continuous VAT Invoice	<input type="checkbox"/>	Closed	<input type="checkbox"/>
Posting Date	2020. 03. 18.	Collective Invoice	<input type="checkbox"/>
VAT Date	2020. 03. 18.		

Lines | Manage | More options

Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Group Code	Line Discount %	Line Amount Excl. VAT	Deferral Code	Department Code	Project Code	Vevő csoport kód
→ Item	1000	Bicycle	2	DB	4 000		5	7 600		ÉRT		KICS1


3. Click **Print**.

POSTED INVOICE-EQUIVALENT DOCUMENT LIST | WORK DATE: 2020. 03. 18. ✓ SAVED   

Search Manage **Print...**  Open in Excel | More options  

Document No. ↑	Document Type ↑ ▼	Document Date	Original Invoice No. ↑ ▼	Invoice Posting Date	Invoice Document Date	Invoice VAT Date	Customer No. ↑ ▼	Customer
SZETK_00002	Sales Invoice	2020. 03. 23.	EKS-2000029	2020. 03. 18.	2020. 03. 18.	2020. 03. 18.	01121212	Prominer
→ SZETK_00003	: Sales Invoice	2020. 03. 23.	EKS-2000029	2020. 03. 18.	2020. 03. 18.	2020. 03. 18.	01121212	Prominer

4. If we want to display the posted document on the screen, we should click **Preview**. If we want to print the document, we should click **Print**. Don't forget to enter the **Document Number** of the Posted Sales Invoice-Equivalent Document in the **Document No.** filter.

SALES INVOICE-EQUIVALENT DOCUMENT 


Print Settings


Selected printer: **(Browser)**

Options

No. of Copies

Filter: Posted Sales Invoice


× No. EKS-2000029 

 Filter...

Filter: Posted Invoice-Equivalent Document


× Document No.




× Customer No.







 Filter...

INVOICE-EQUIVALENT DOCUMENT				
Under Article 170 of the VAT Act				
Document No: SZETK_00003				
Issuer CRONUS Magyarország ZRt. Rákóczi utca 5. II. emelet 1118 Budapest Budapest EU VAT Registration No. HU25997053 Group VAT Id 25997053-2-53 VAT Registration No. 25997053-2-43			Customer 01121212 Prominent Bútor Stúdió Kft. Menyhárt János Pallag utca 43. Budapest, 1093 Budapest EU VAT Registration No. HU12345679 Group VAT Id 12345678-1-23 VAT Registration No. 12345678-1-12	
Document Date	Invoice Posting Date	Invoice Document Date	Invoice VAT Date	Original Invoice No.
2020.03.23	2020.03.18	2020.03.18	2020.03.18	EKS-2000029
The Datas which are involved in the modification				
Original Due Date		2020.03.28		
Original Payment Terms		10 NAP		
The corrected Datas for replacement				
Modified Due Date		2020.04.02		
Modified Payment Terms		15 NAP		
Comment				
Modification 1.				

We can print the Invoice-Equivalent document from the **Posted Invoice-Equivalent Documents** list.

1. Click in the Search Box  and type: **Posted Invoice-Equivalent Documents**.

POSTED INVOICE-EQUIVALENT DOCUMENT LIST | WORK DATE: 2020. 03. 18. ✓ SAVED   

 Search
 Manage
 Print...
 Open in Excel
More options  

Document No. ↑	Document Type ↑ ▼	Document Date	Original Invoice No. ↑ ▼	Invoice Posting Date	Invoice Document Date	Invoice VAT Date	Customer No. ↑ ▼	Customer
SZETK_00002	Sales Invoice	2020. 03. 23.	EKS-2000029	2020. 03. 18.	2020. 03. 18.	2020. 03. 18.	01121212	Prominer
→ SZETK_00003	Sales Invoice	2020. 03. 23.	EKS-2000029	2020. 03. 18.	2020. 03. 18.	2020. 03. 18.	01121212	Prominer

2. From this point on, the process is the same as in the previous case.

5 Credit of an Original Invoice

It's possible, that an invoice has been modified with an Invoice-Equivalent Document, but we should create a Credit Memo as well. In this case we should credit the modified document. In order to do so it's necessary to start the process from the specific **Posted Sales Invoice** card.

1. Click in the Search Box  and type: **Posted Sales Invoices**.
2. On the **Posted Sales Invoice** card, click **Correct/ Create Corrective Credit Memo**.

POSTED SALES INVOICE | WORK DATE: 2020. 03. 18.

EKS-2000029 · Prominent Bútor Stúdió Kft.

Process Invoice **Correct** Print/Send Navigate Actions Navigate Fewer options

Correct Cancel **Create Corrective Credit Memo**

No. EKS-2000029 Due Date 2020. 04. 02.

Customer Prominent Bútor Stúdió Kft. Quote No.

Contact Menyhart János Order No.

Continuous VAT Invoice Closed

Posting Date 2020. 03. 18. Collective Invoice

VAT Date 2020. 03. 18.

Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Group Code	Line Discount %	Line Amount Excl. VAT	Deferral Code	Department Code	Project Code	Vevő csoport kód
Item	1000	Bicycle	2	DB	4 000		5	7 600		ÉRT		KICSÍ

Invoice Discount Amount Excl. VAT 0 Total VAT (HUF) 2 052

Total Excl. VAT (HUF) 7 600 Total Incl. VAT (HUF) 9 652

3. According to our previous example, we can see that the modified Due Date is displayed on the **Credit Memo**.

SALES CREDIT MEMO | WORK DATE: 2020. 03. 18.

EJO-2000009 · Prominent Bútor Stúdió Kft.

Release Posting Prepare Credit Memo Request Approval Navigate More options

General

Customer No. 01121212 Contact Menyhart János Responsibility Center

Customer Name Prominent Bútor Stúdió Kft. Your Reference Assigned User ID

Address Pálffy utca 43. Posting Date 2020. 03. 18. Status Open

Address 2 Budapest VAT Date 2020. 03. 18. Applies-to Doc. Type Invoice

City Budapest Document Date 2020. 03. 18. Applies-to Doc. No. EKS-2000029

Post Code 1099 Due Date 2020. 04. 02. Applies-to ID

Country/Region HU Billing Description WORK DESCRIPTION

Contact No. CT000018 Salesperson Code Campaign No.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Group Code	Line Amount Excl. VAT	Line Discount %	Qty. to Assign	Qty. Assigned	Department Code	Project Code	Weight support kód	Tender kód	Client support kód	Endorsement kampány kód
Item	1000	Bicycle	B-41	2	DB	4 000		7 600	5	0	0	ÉRT		UCSI	TD	0AR1	

Subtotal Excl. VAT (HUF) 7 600 Invoice Discount % 0 Total VAT (HUF) 2 052

Net Discount Amount Excl. VAT (HUF) 0 Total Excl. VAT (HUF) 7 600 Total Incl. VAT (HUF) 9 652

Credit Memo Details

Currency Code Department Code ÉRT VAT Registration No. 12345678-1-12

Project Code HU12345679 EU VAT Registration No. 12345678-1-23

VAT Bus. Posting Group BELFOLD Payment Discount % 0 Group VAT ID 12345678-1-23

Reason Code

Payment Terms Code 15 nap EU 3-Party Trade EU 3-Party Intermediate Combine Shipments



From this point on, the process is the same as crediting regular invoices.

(There's a possibility to modify Posted Service Invoices with the help of Invoice-Equivalent Document function.)