

Customer invoices

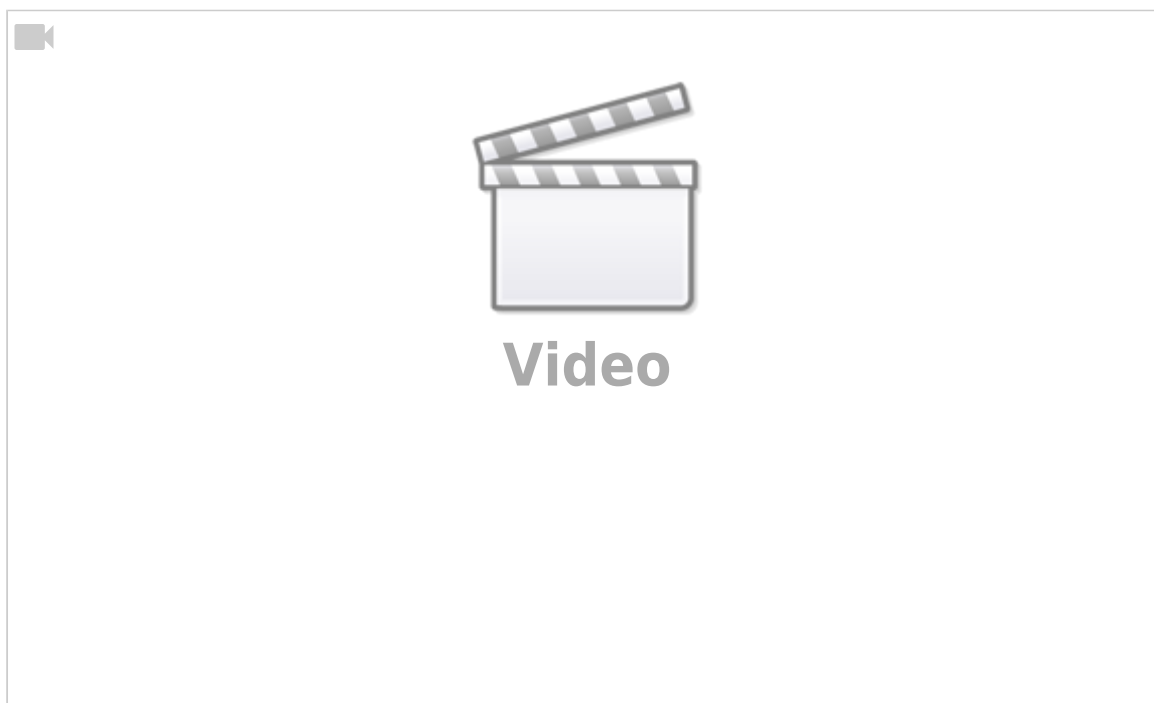
 **Fix Me!** A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the [forum](#).

Customer invoices are those that you issue to your customers (as opposed to supplier invoices).

Managing customer invoices includes [common invoicing elements](#), and [customer invoicing specifics](#).

Invoice Challenge

With Gestan, create an invoice from scratch and send it to the customer in less than two and a half minutes? THIS IS THE CHALLENGE BILL!



List of invoices

The invoice list screen displays all customer invoices issued during the calendar year or fiscal year displayed in the parameter (if the first fiscal year date declared in the application settings is not January 1st).

Facture client

Facture Facture réglée. <non précisé> 1 04/12/23 21:29:25 EM 09/12/23 23:57:09 EM

Client: DANDUR & Fils - M. HILLAIRE Nature: Produit 01 de ma société

Raison sociale: DANDUR & Fils V/Ref:

À l'attention de: M. Max HILLAIRE ☐ Brouillon ☒ Transmis Date: 04/12/2023

Adresse: 4bis Avenue de Latronche Échéance: 11/12/2023 Encaissée le: 04/12/2023

CP/Ville: 12300 ST SANTIN FRA Délai pmt: Aréception

Référence externe:

Réglé: 120,00

Dde acompte (%): 0,00 Montant: 0,00 Total HT: 100,00

Remise (%): 0,00 Montant: 0,00 TVA: 20,00

Libellé remise: Total TTC: 120,00 Net: 0,00

Items ★ ★ ★ **Détails** **Notes** ?

Familles: Libellé ligne:

	PU HT	PU TTC	Qté	Mtt HT	% TVA	Mtt TTC
Produits						
PROD01 Produit 01 de ma société	100,00	120,00	1,00	100,00	20,00	120,00

Due is the due date of the invoice.

Collected on is the date of collection of the last payment of the invoice (if there are several).

When there is a credit for the customer, Gestan will offer to use the credit to settle the invoice, at least if the amount of the credit is less than the amount of the invoice.

 The collection date is automatically entered by Gestan via the invoice collection button. Do not enter it manually, unless you do not generate the accounting entries in Gestan. Indeed, when you use the invoice collection button, Gestan will automatically generate the corresponding accounting entry, and enter the payment date if the invoice is paid in full.

Use case for delivery contact

Via the context menu of the customer list of the invoice sheet, it is possible to select a ☐delivery contact☐.

Normally, an invoice is for the contact you are billing. But in some cases, you issue an invoice for one contact, and that invoice concerns another contact.

For example, you are a service company, and a firm XXXX asks you to carry out a skills assessment

for person YYYYY. You have the firm XXXX in your contacts (as a client), and the person YYYYY too (as a prospect). At the end, you issue an invoice to the attention of firm XXXX, but by right-clicking on the customer combo of the invoice file, you can memorize that this invoice actually concerns contact YYYYY. If you generate a BL from this invoice, the "Concerned" contact will be considered as the "To be delivered" contact

Collection of an invoice

The **Cash.** button opens the payment recording screen.

Encaissement facture

Encaissement

Date encaissement: 10/12/2023 → 1 Régime: Normal

Montant: 360,00

Compte bancaire: Banque pro

Imputation: Ventes de biens

Régulé par: DANDUR & FILS

Libellé: Rgt FC 2 - Remise en état

Mode de paiement: Carte

Valider ✓ Annuler ✕

The **receipt date** is entered by default with today's date, unless you use the 1 pin to store another date.

You can specify a **system** for collection: standard, deposit, or deposit. In the case of a deposit, you can enter a percentage or an amount.

The **amount** is entered by default as that of the invoice. You can indicate a lower amount (partial payment), or a higher amount (overpayment). In the event that there is a credit of an amount less than or equal to the invoice concerned, the amount of the credit will be deducted. For example, if you have an invoice of 100 for a customer who has a credit of 10, the amount proposed for payment will be 90. When the credit completely balances the invoice, for example an invoice of 100 and a credit of 100, the amount offered will be 0. Then select the payment method "**asset**".

The **bank account** is the one into which the invoice must be collected, specified in the invoice. If not specified, this will be the default account.

The **imputation** is the one declared by default as revenue imputation, in the accounting settings, you can modify it.

Settled by is the name of the third party, deduced from the payment document.

Description is the description automatically generated based on the item being paid.

Finally, the **payment method** allows, in the case where payment is by check or by LCR, to enter the check number or the LCR number. Entering a check number theoretically respects the following format: the bank code, a blank, and the check number. The context menu of the zone allows you to select a bank code, and to add one if necessary.

When the payment screen is validated, the payment is automatically recorded.

If all payments linked to the invoice are at least equal to the total including tax of the invoice, the invoice will be noted as paid.

It is possible to record a single payment for several invoices. To do this, simply select the invoices concerned, and use the **Collect.** button.

The link between invoice and entry is made automatically. However, it can be modified via the entries management screen. Any link modification, like any writing modification, is archived in Gestan.

Automatically generate customer invoices

It is possible to automatically generate invoices with regular due dates, for example if you invoice annual, monthly, bi-weekly subscriptions, etc.

The context menu of the list of invoices (Actions → Schedule) allows you to generate invoices on a recurring basis, updating the prices or keeping them the same. This functionality uses the [planned actions](#) mechanism of Gestan.

Mandatory information on an invoice (in France)

France is not only the country in Europe where taxes are the highest for services that are among the weakest, but it is also the world champion when it comes to the ubiquitous complexity of regulations. The number of mandatory information on invoices, defined by [article L441-9 of the commercial code](#) gives a fairly significant overview . Thus, are obligatory:

- The date of the invoice
- The invoice number (Unique number for each invoice and based on a chronological and continuous sequence, without “gaps”. The numbering can possibly be done in distinct series (for example with a prefix per year), if the conditions of exercise justify it.
- The date of sale or provision of service
- The identity of the seller or service provider: Company name (or first and last name for an individual entrepreneur), head office address, billing address (if different), Siren or Siret number, NAF code, legal form and share capital (for companies), RCS number and city of registration office (for traders), number in the trades directory and registration department (for craftsmen).
- The identity of the buyer or customer: Company name (or name for an individual), customer address (unless opposed for an individual), billing address if different, delivery address.
- Purchase order number When it has been previously established by the buyer.
- VAT identification number of the seller and the professional customer (only the latter is liable

for VAT). These details are not obligatory for invoices whose amount excluding taxes is less than or equal to €150.

- The designation and accounting of the products and services provided: Nature, brand, reference of the products. Materials supplied and labor for the services. Precise name, quantity, unit price excluding taxes and added VAT rate, discounts and other possible rebates.
- List price
- The legally applicable VAT rate
- Discount
- Total amount to be paid excluding tax (HT) and all taxes included (TTC)
- Concerning payment: The date or deadline for payment, the penalty rates in the event of non-payment on the payment date indicated on the invoice and the amount of the fixed compensation for recovery costs in the event of late payment (40 €), and the discount conditions in the event of early payment.

Other information must be included on the invoice according to the following specific cases:

- The seller or service provider is a member of a management center or an approved association: Add the words: "Member of an approved association, payment by check and bank card is accepted".
- The seller has a VAT exemption regime: Add the words "VAT not applicable, art. 293 B of the General Tax Code".
- The subcontractor no longer declares VAT, it is the main company which declares it (reverse charge of VAT): Mention "self-charge of VAT". Indicate that this is an "amount excluding tax".
- Artisans or micro-entrepreneurs carrying out a craft activity for which professional insurance is compulsory
- Mention of the insurance taken out for the activity.

A possibly complete table is [available on the BOFIP website](#).

References: [ministry of the economy](#), [CCI Paris](#), [ministère de l'économie](#), [BOFIP](#).



Other "Customer Billing" articles

Billing: common elements

[Billing: common elements](#)

[Deposits-Deposit](#)

[Document genealogy](#)

[Intermediation \(practical case\)](#)

[Optimize supplier orders](#)

[Part numbering](#)

[Parts links](#)

[Percentage line](#)

[Product Configurators](#)

[Warranty Holdbacks](#)

Billing: Customer billing

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- [Digital certification of invoices](#)
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