

Creating and sending sales invoices

Forwarding sales invoices to Yuki

Receiving and verifying purchase invoices

Forwarding purchase invoices to Yuki



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Attend one of our online webinars and get personal help from an expert!



Creating and sending sales invoices



Step 1 Press 'Sales' in the left-hand menu

Step 2 Press 'Invoices'

Step 3 Press the button '+ Create invoice'

+ Create Invoice

Step 4 Complete the input fields in order to create a sales invoice

VAT Exception: Standard percentages [01-03]

- 0% goods [00]
- Exempt from VAT according to Article 44 [00]
- Reduced rate for renovation of homes older than 10 years [...]
- Standard percentages [01-03]
- Intra-community services [44]
- Co-contracting party [45]
- Intra-community supplies [46]
- Other exceptions [47]

Total incl. VAT: 0,00

Customer Information

Customer: Customer

Attn.: Attn.

Save as a new customer

Street: Street Number

City: Postal/zip code City

VAT number: VAT number Q Validate

Country: Belgium

VAT Exception: Standard percentages [01-03]

Lines Enter Prices: VAT Excluded VAT Included + Add Line

Service or Product	Quantity	Price	VAT
Service or Product	1	0,00 €	21%

Total excl. VAT: 0,00 €

Total incl. VAT: 0,00 €

Bottom Text

Tags Default Bottom Texts

Bedankt voor uw vertrouwen in %company_name%. Gelieve het factuurbedrag binnen de %term% dagen over te schrijven op rekeningnummer %iban% onder vermelding van het factuurnummer %document_number%.

Legal notices

☐ Exempt from VAT according to art. 44 W.BTW

☐ Invoicing to VAT unit member - 0% VAT

☐ Exempt from VAT according to art. 146 of the Council Directive 2006/112 / EC

Document

Date: 16-07-2025

Serial number: F250003 Edit

Order reference: Order reference

General Discount: 0 %

Payment term: 14 Days End of the month

Add

Step 5 Tap on the green button 'Add'

Add

Step 6 Press the blue button 'Actions' and select the way you want to send the invoice

Summary

Edit Invoice

Profit Calculation

Reminders (0)

Attachments (0)

Invoice F250001

Back

View Print Version

Copy to

Delete

Timeline

Send by email

Actions

16-07-2025 09:31

Send by email

Send by regular mail

Send via PEPPOL*

Change status to sent

Change status to paid

Create payment manually

Payments

16-07-2025

Total amount to be paid:

+ 12,10 €

Outstanding amount:

= 12,10 €

Summary

Serial number: F250001

Customer: Test

Total excl. VAT: 10,00 €

Total incl. VAT: 12,10 €

Date: 16-07-2025

Final payment date: 30-07-2025

Internal Note

Edit

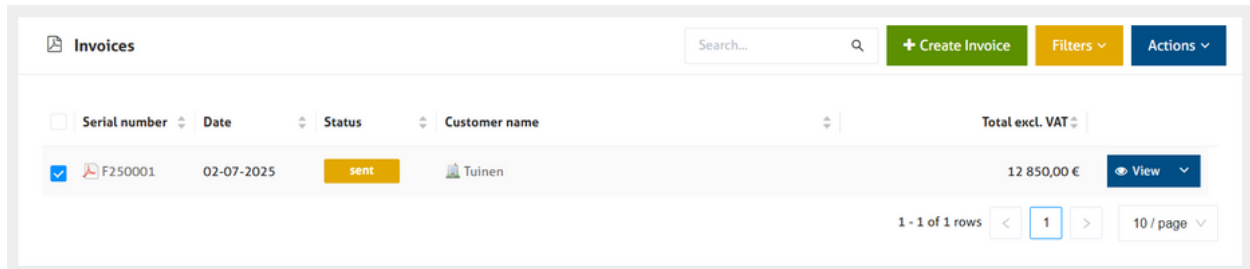
No note

Forwarding sales invoices to Yuki

Step 1 Press 'Sales' in the left-hand menu

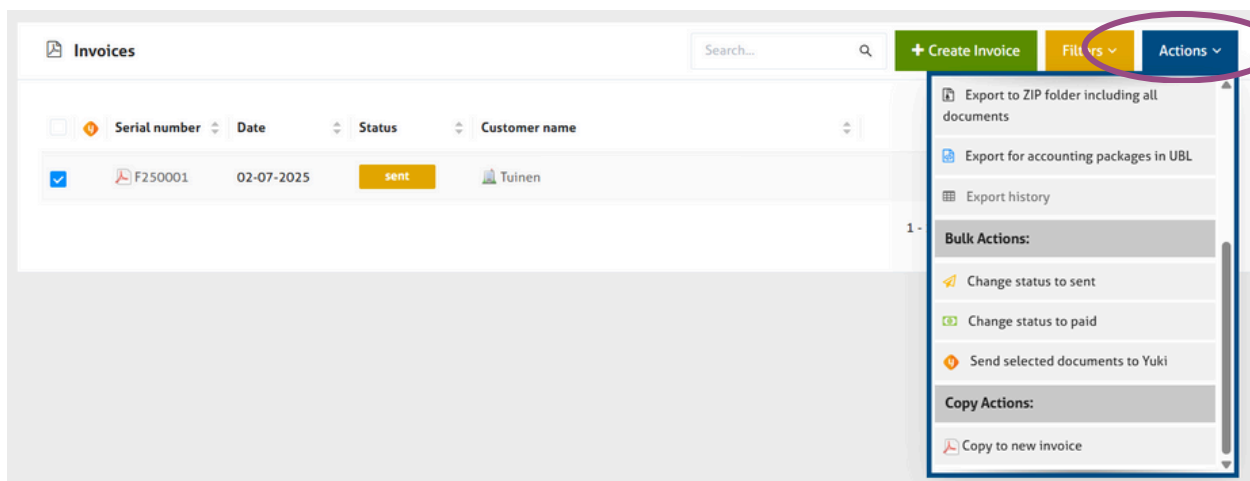
Step 2 Press 'Invoices'

Step 3 Select the invoice that should be sent to 'Yuki'



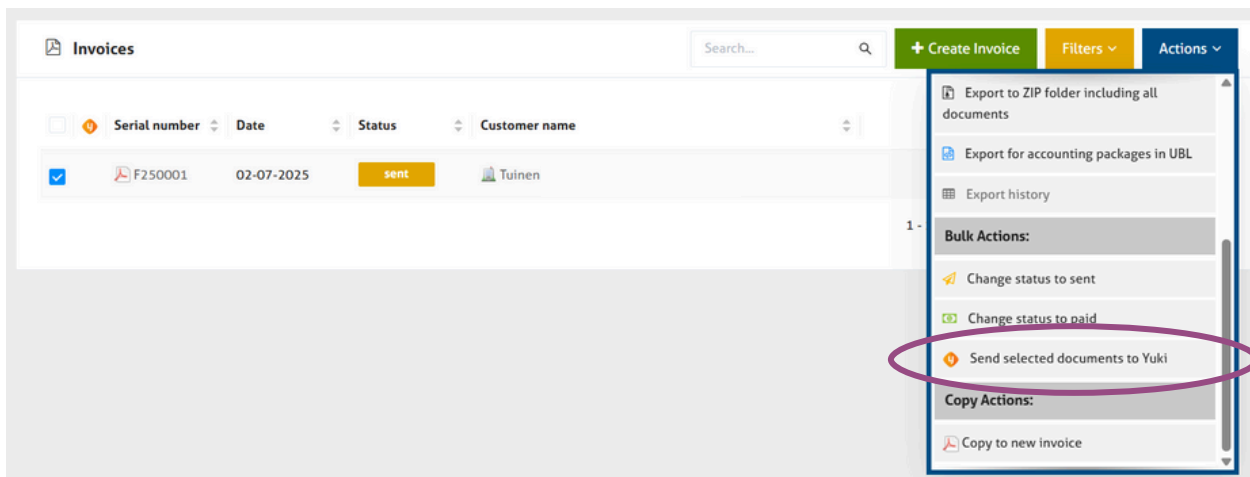
The screenshot shows the 'Invoices' section of a software interface. At the top, there is a search bar and three buttons: '+ Create Invoice' (green), 'Filters' (yellow), and 'Actions' (blue). Below these is a table with columns: 'Serial number', 'Date', 'Status', 'Customer name', and 'Total excl. VAT'. A single invoice is listed with serial number 'F250001', date '02-07-2025', status 'sent', customer 'Tuinen', and a total of '12 850,00 €'. A blue 'View' button is next to the total. At the bottom right, it says '1 - 1 of 1 rows' and '10 / page'.

Step 4 Press the blue button 'Actions'



This screenshot is similar to the previous one, but the 'Actions' button is circled in purple, and its dropdown menu is open. The menu contains several options: 'Export to ZIP folder including all documents', 'Export for accounting packages in UBL', 'Export history', a section titled 'Bulk Actions:' with 'Change status to sent', 'Change status to paid', and 'Send selected documents to Yuki' (which has a Yuki icon), and a section titled 'Copy Actions:' with 'Copy to new invoice'.

Step 5 Select 'Send selected documents to Yuki'



This screenshot is identical to the previous one, but the 'Send selected documents to Yuki' option in the 'Bulk Actions' section of the dropdown menu is circled in purple.

Step 6 If an orange Yuki icon shows up besides the invoice, the invoice has been sent successfully

Receiving and verifying purchase invoices

Step 1 Press 'Purchases' in the left-hand menu

Step 2 Press 'To Be Processed'

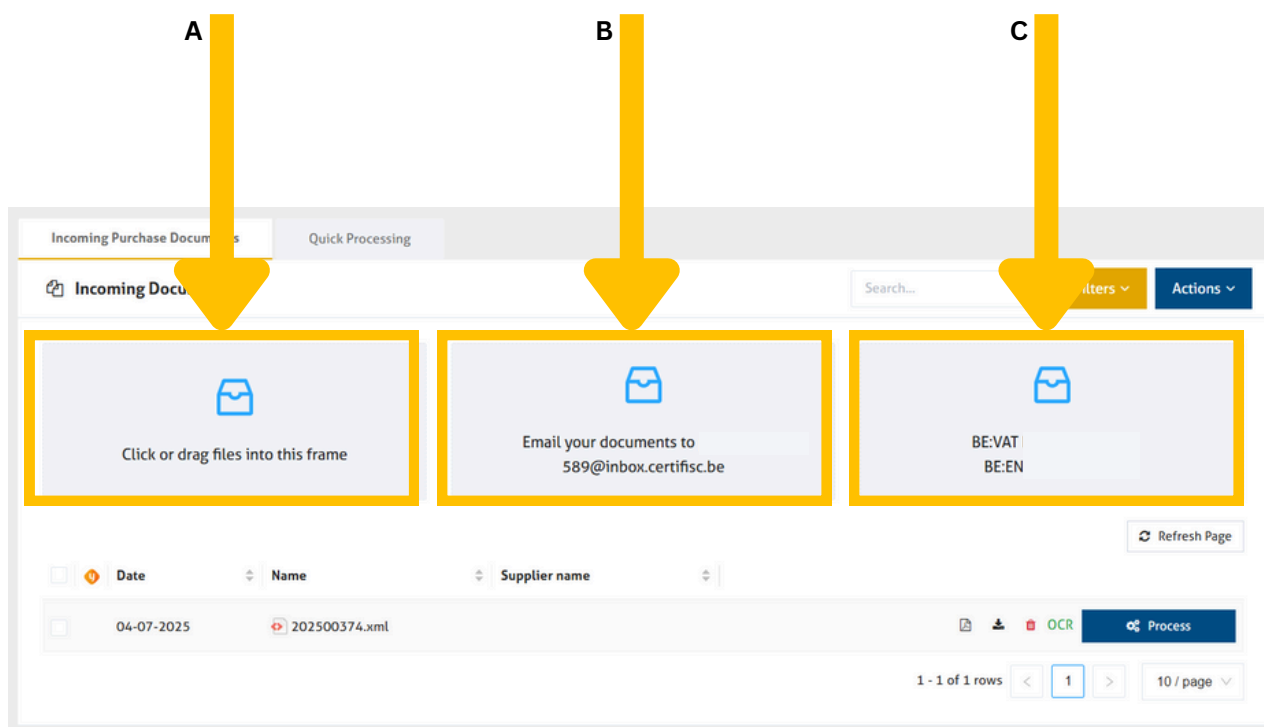
Step 3 All your incoming purchase invoices will be centralised here

There are **different channels** to get purchase documents here:

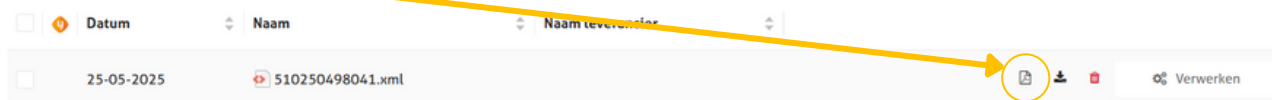
A. You can upload documents by clicking on the left-hand box

B. You can transfer documents by mail. Send your documents to the mail address showed within the second box

C. You can receive electronic invoices through Peppol if your suppliers are on the Peppol network



Step 4 Press the indicated button to open the received invoice



Forwarding purchase invoices to Yuki



Step 1 Press 'Sales' in the left-hand menu

Step 2 Press 'To Be Processed'

Step 3 Select the invoice that should be sent to 'Yuki'

Step 4 Press the blue button 'Actions'

Step 5 Select 'Send selected documents to Yuki'

Step 6 If an orange Yuki icon shows up besides the invoice, the invoice has been sent successfully

! Via the yellow button **Filters** you can tick the box 'Archived'. So you get an overview of all your invoices that were sent to Yuki