

How to register an Incoming Invoice?

To register a single invoice for multiple trips at once, you can do so in one of the following ways:

- [How to register an Invoice from the Trip Form?](#)
- [How to Register an Invoice from the Open Trips window?](#)

How to register an Invoice from the Trip Form?

1. Open **the Trip**.
2. Click the "**Register Invoice**" button.

[image-1780561081176.png](#)

For an unconfirmed invoice, it is possible to add other customer orders.

How to Register an Invoice from the Open Trips window?

Navigate to the **Open Trips** tab. Select the trips for which incoming invoices have been received and click the "**Register Incoming Invoice**" button.

1. Select the trips for which you want to register an incoming invoice.
2. Click the invoice registration icon [image-1780561317768.png](#)
3. Complete the required fields and click **Save**.

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[image-1780561499887.png](#)

Revision #9
Created 2026-06-26 09:43:01 UTC by Admin
Updated 2026-07-14 12:49:03 UTC by Admin