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QUICKFISCO GUIDE

INVOICE ISSUANCE AND PAYMENT STATUSES:

all you need to know

+ A whole chapter on **STS!**

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ISSUANCE STATUSES

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INVOICE ISSUANCE STATUSES:
Let's check them out

YOU WILL FIND THE "STATO INVIO" (ISSUANCE STATUS) WITHIN THE LIST OF YOUR INVOICES

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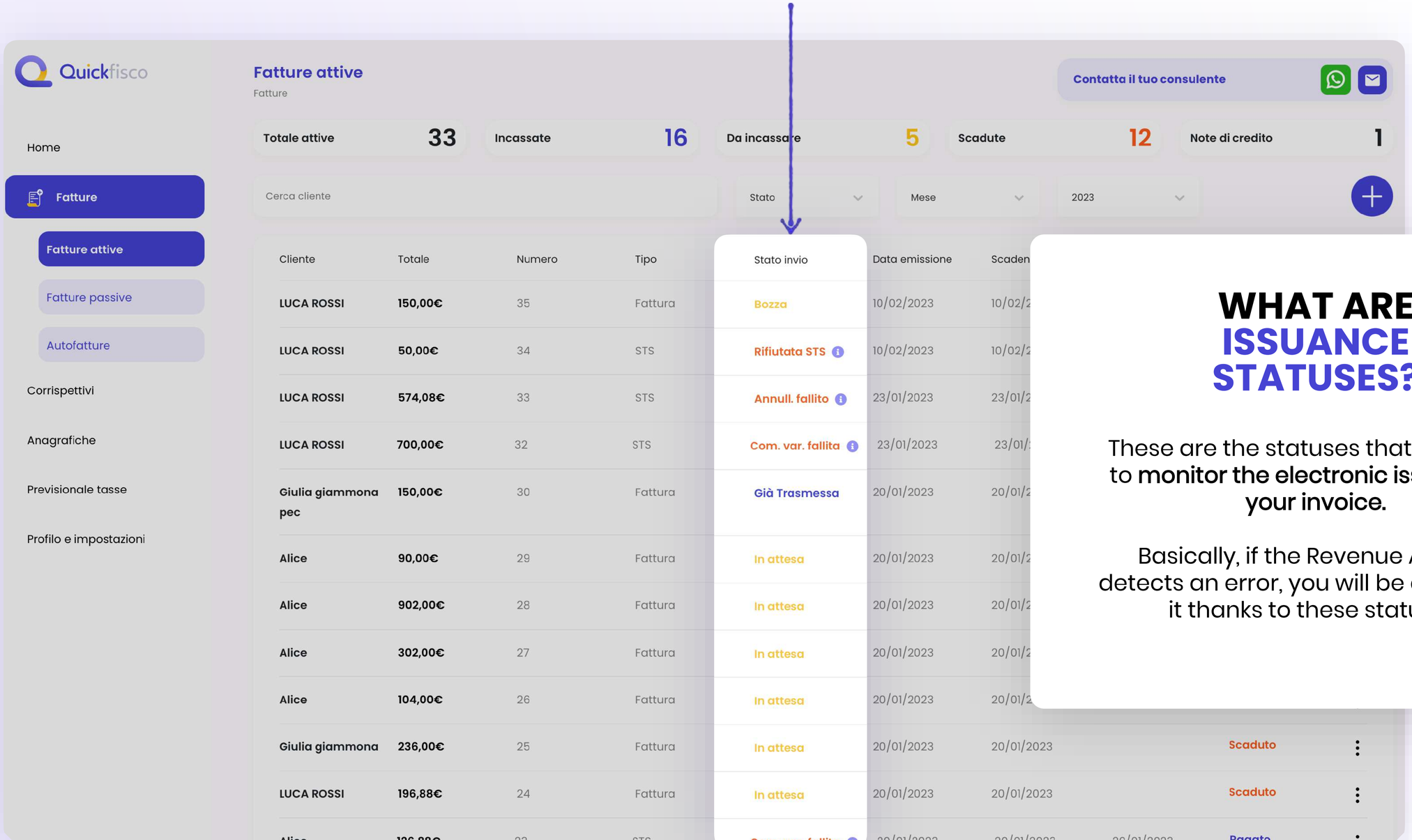

WHAT ARE ISSUANCE STATUSES?

These are the statuses that allow you to **monitor the electronic issuance of your invoice.**

Basically, if the Revenue Agency detects an error, you will be able to see it thanks to these statuses.

TYPES OF ISSUANCE STATUSES

In attesa

(*Pending*) It means that you have sent the invoice in the electronic format to the Revenue Agency, which must still receive and assess that everything is correct. You should wait for the status to change, minding that it can take up to 24 hours, it doesn't depend on us.

Bozza

(*Draft*) It means that you have saved the invoice as a draft but it has not yet been sent electronically.

If you save a draft without sending it and then you issue an invoice later, your previous draft will be lost.
The system allows you to send invoices with sequential numbers (e.g. if you issue invoice No. 5, you will not be able to issue No. 3 later).

Decorrenza termini

(*Deadline passed*) This status is **related only to issuances to public administrations (PA).** It will appear when the deadline for acceptance or rejection of the invoice by the Public Administration (i.e. 15 days from receipt) has expired.
If you see this status, we suggest you to conact the Public Administration to verify that everything is ok.

Inviata & Ricevuta

(*Sent & Received*) These are our favourite statuses!
They appear when EVERYTHING IS OK**, the invoice has been correctly sent to the Revenue Agency.**
'Inviata' (*Sent*) appears for invoices sent to customers such as companies, natural persons with a VAT number or clients from abroad. 'Ricevuta' (*Received*) appears instead for invoices sent to individuals or associations without VAT.

Accettata

(*Accepted*) If you are issuing an invoice to a Public Administration there is a double outcome: Revenue Agency and P.A.
The P.A. can accept or reject an invoice at a later stage, even if the Revenue Agency accepts it.

Già Trasmessa

(*Already sent*) This status is related to the invoices you "imported" on Quickfisco, and it is assigned by you (within the invoice form) when you save them on the platform.

This status allows you to view the collected/invoiced amounts within the web-app without having to transmit the invoice in electronic format (e.g. you have issued invoices with other software, or you still issue paper invoices).

To find out more
check out the guide on
INVOICE MIGRATION AND CREDIT NOTES!

Rifiutata

(*Rejected*) Clearly something went wrong if you encounter this status: **it means that the Revenue Agency** (or the Public Administration) **noticed errors on the document.**

LET'S SEE WHAT TO DO IN THESE CASES

WHAT TO DO WHENEVER AN INVOICE IS REJECTED?

STEP 01

First of all, if we have not contacted you to report the problem and the steps to correct the invoice, **WRITE US ON WHATSAPP indicating the number of the rejected invoice.**

STEP 02

An icon will appear next to the status to allow you to bring the invoice back to draft status.
Proceed to return the invoice to its draft status.

STEP 03

Amend the error according to our instructions and send the invoice again.

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PAYMENT STATUSES:
Let's check them out

WITHIN THE LIST OF YOUR ACTIVE INVOICES, YOU WILL FIND THE "PAYMENT STATUS" COLUMN

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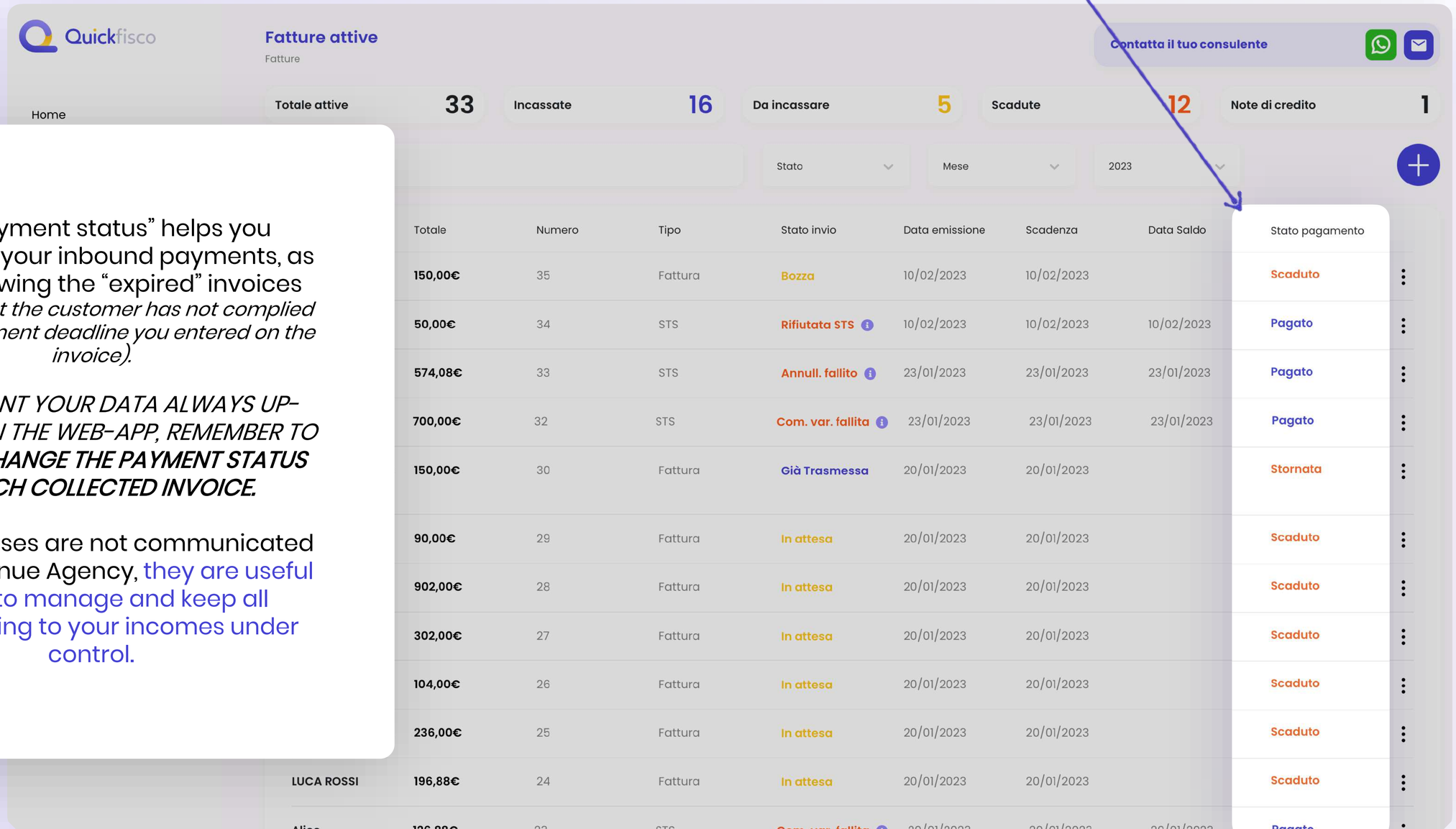


The "payment status" helps you monitoring your inbound payments, as well as viewing the "expired" invoices *(it means that the customer has not complied with the payment deadline you entered on the invoice).*

*IF YOU WANT YOUR DATA ALWAYS UP-TO-DATE ON THE WEB-APP, REMEMBER TO ALWAYS **CHANGE THE PAYMENT STATUS OF EACH COLLECTED INVOICE.***

These statuses are not communicated to the Revenue Agency, they are useful to you, to manage and keep all data relating to your incomes under control.

HOW TO MANAGE THE PAYMENT STATUS?

1

You can only change the payment status if the invoice has one of the following issuance statuses:

Già Trasmessa

Inviata

Ricevuta

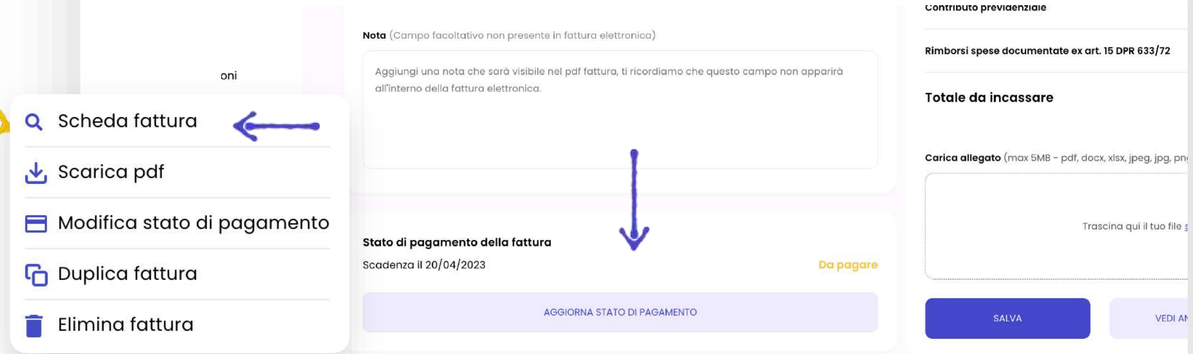
There are 2 ways to update a payment status

2

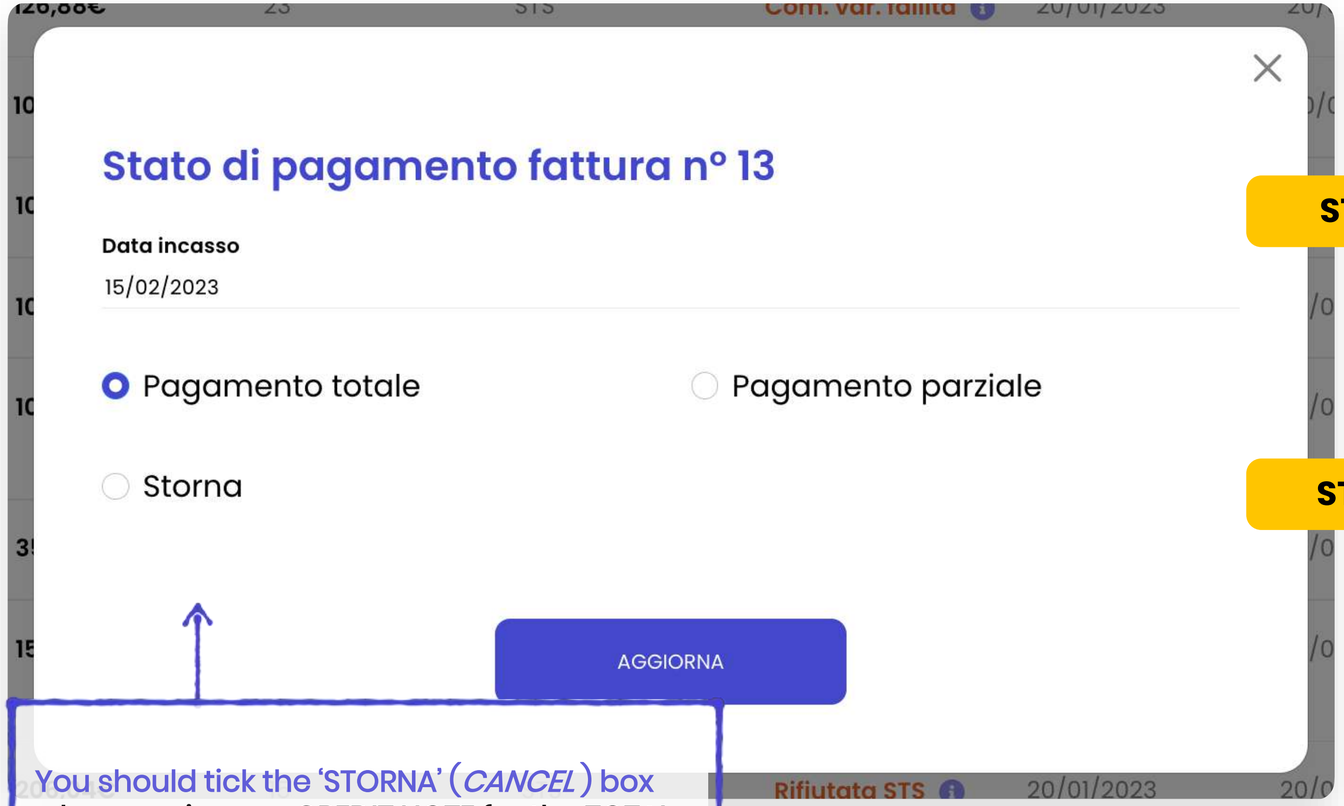
From the invoice list, by clicking on the icon from the right side menu

3

From the invoice form, after the 'Note' field



HOW TO MANAGE THE PAYMENT STATUS?



You should tick the 'STORNA' (*CANCEL*) box when you issue a CREDIT NOTE for the TOTAL amount of this invoice.
If you have issued a CREDIT NOTE for an «incomplete» amount, you just need to enter the Pagamento parziale (*partial payment*) of what you collected.
.

STEP 01

By clicking on "modify payment status" (both in the first and in the second case) **you will see a pop-up**

STEP 02

Enter the **correct PAYMENT COLLECTION date**

Make sure to enter the correct payment collection date, especially between two years (e.g. Invoice issued in December 2022 and payment collected in 2023 -> you will have to declare that collection in the tax return related to year 2023 and not 2022).

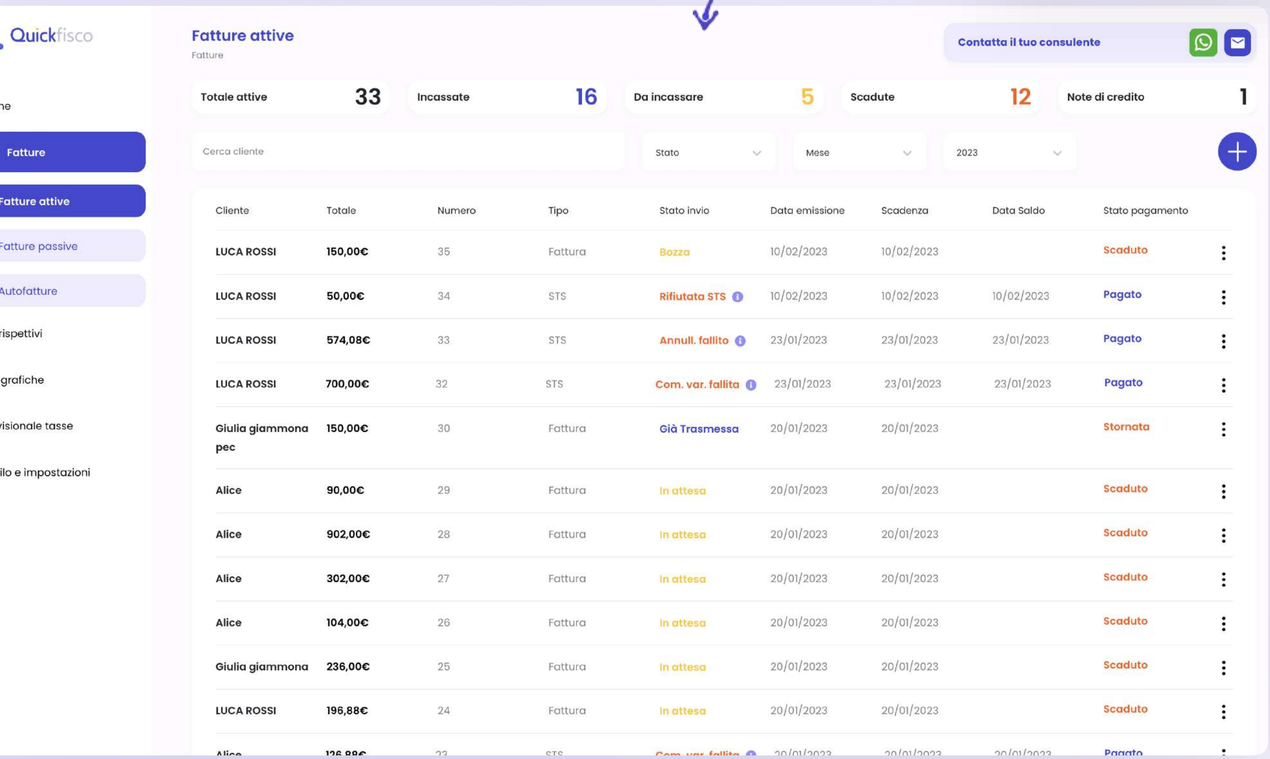
ISSUANCE STATUSES AND **STS PAYMENTS**

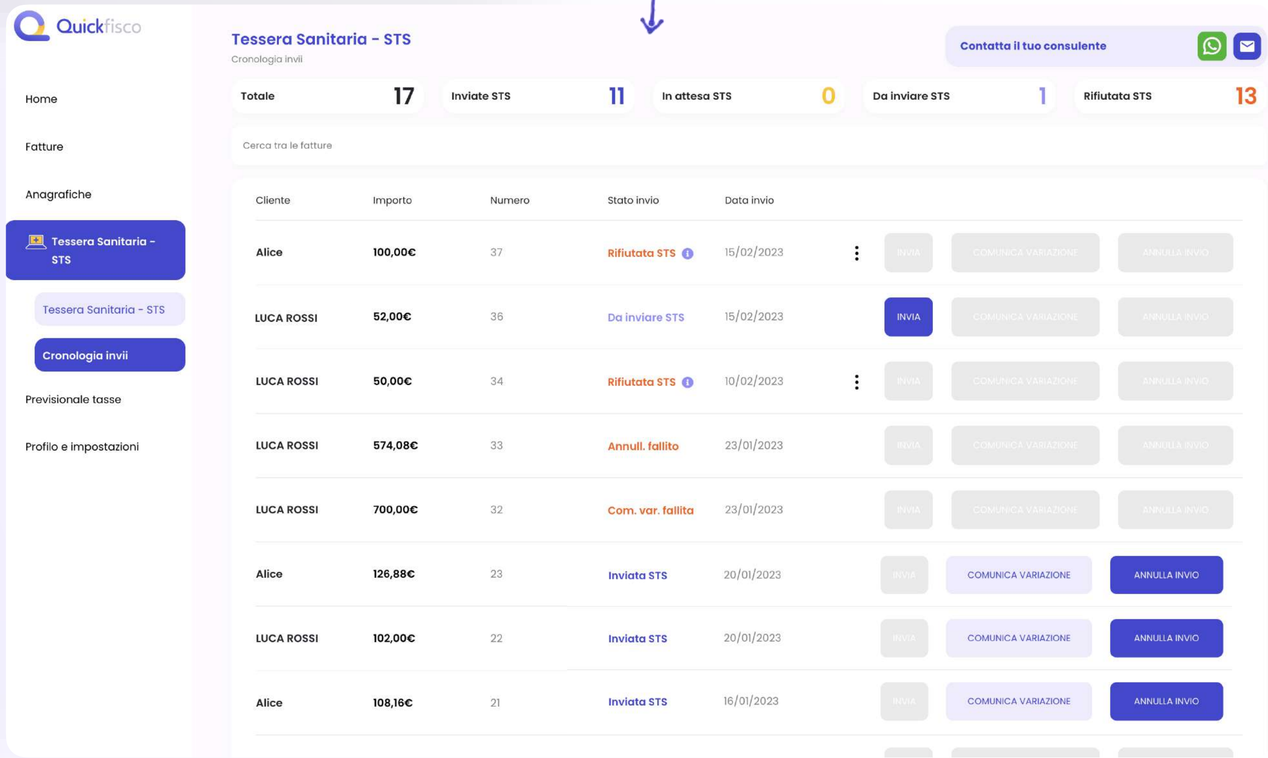
ISSUANCE STATUSES **IF YOU TRANSMIT TO THE *SISTEMA TESSERA SANITARIA* (STS)**

If you transmit to STS you will be able to view TRANSMISSION statuses on two different pages:

1) ACTIVE INVOICES list

2) TRANSMISSION HISTORY





TYPES OF STS TRANSMISSION STATUSES?

Da inviare STS

(*To send STS*) This status occurs when you have filled out the entire invoice and saved it, but you still need to send it to STS.

Inviata STS

(*Sent STS*) It means that you have successfully transmitted to STS and there were no problems during the operation,

Rifiutata STS

(*Rejected STS*) It means that something went wrong during the transmission.

By clicking on the "i" you will be able to view what kind of error occurred, so you can update the document.

STS PAYMENT STATUSES

The payment status on STS it is always set on **PAGATO (*PAID*).**

NOTE: The reason behind this is because STS requires that the data is sent at the same time of when the payment is made (transmission date = payment date)

Congratulations!

Now you can invoice and cash in as much as you want!

😉

GOT ANY PROBLEMS OR DOUBTS?

Contact us via the right channel 😎

Problems with the **web-app?**

Have you got problems with the platform, or doubts about issuing an invoice?

SEND US A WHATSAPP

Doubts on fiscal matters**?**

Have you got questions regarting your VAT number, fiscal problems o issues to manage regarding your position as self-employed?

DROP US AN E-MAIL

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