How to Count Documents for E-Invoicing Cost Estimation (example scenario)

Documents Included in the Package

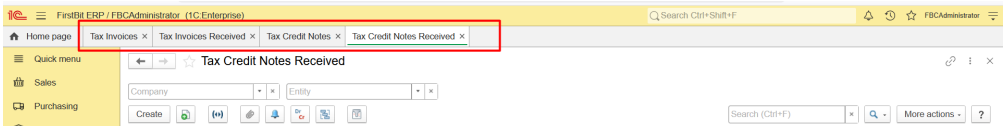
All incoming and outgoing **B2B documents**:

- Tax Invoice/Tax invoice received
- Commercial Invoice*/Invoice received*
- Tax Credit Note/Credit Note Received
- Commercial Credit Note*/Debit Note*

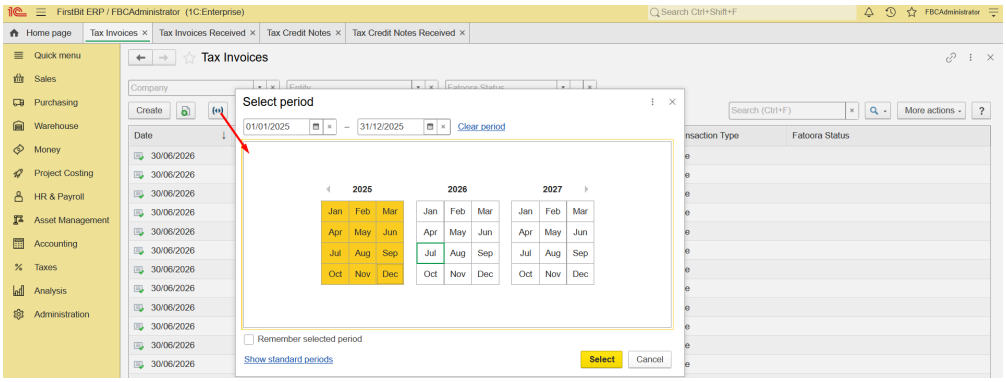
> Commercial documents are issued for transactions where a Tax Invoice is not required under the UAE VAT legislation.

Tax Invoice/Tax invoice received/Tax Credit Note/Tax Credit Note Received

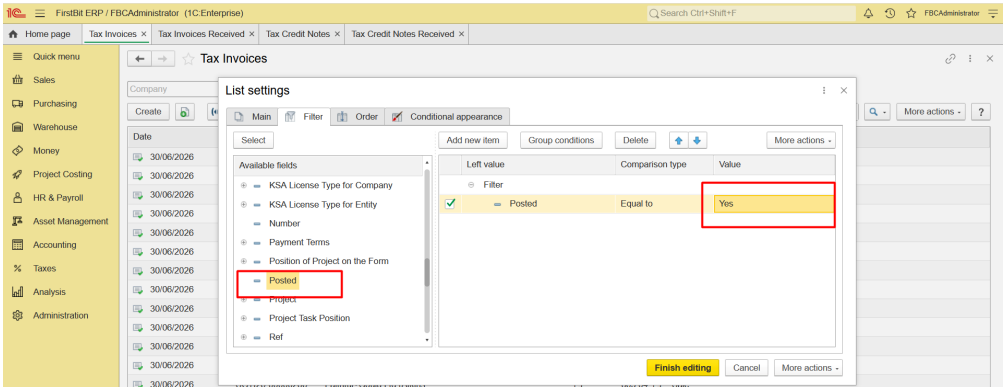
1. Navigate to documents list

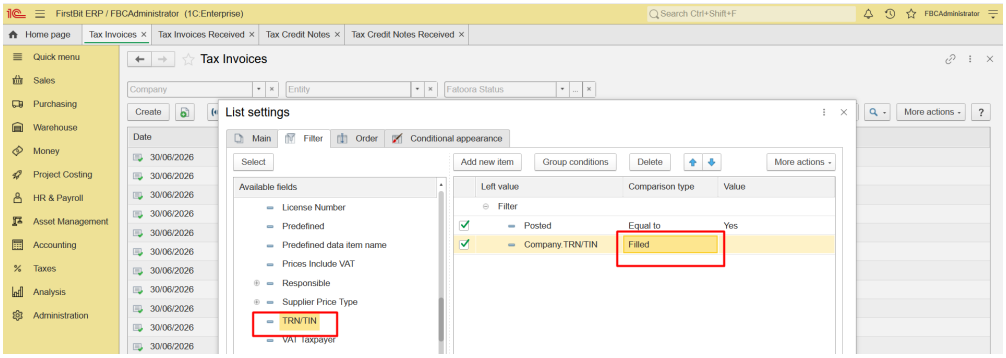


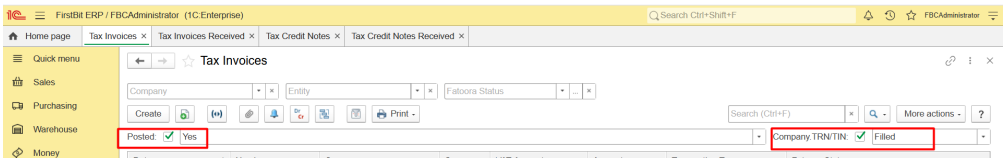
2. Set the **Period** filter (for example, from **01/01/2025** to **31/12/2025**)



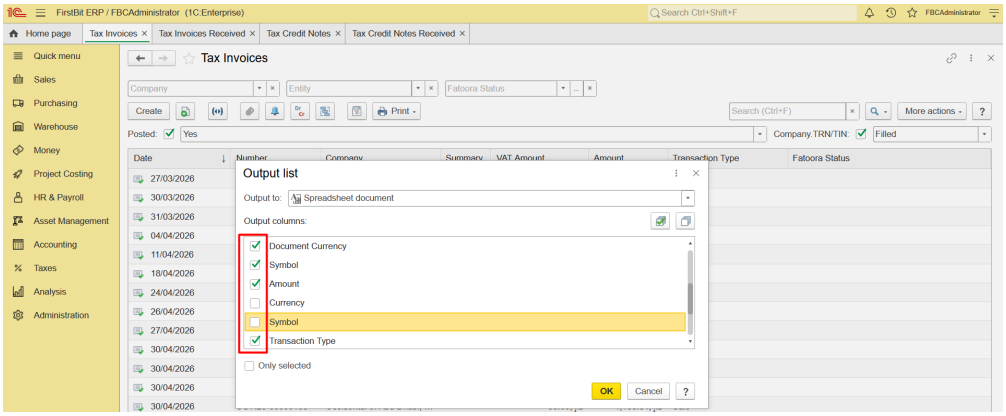
3. Configure list, set the **Posted** filter to display only posted documents and **TRN/TIN** filter to identify B2B customers only



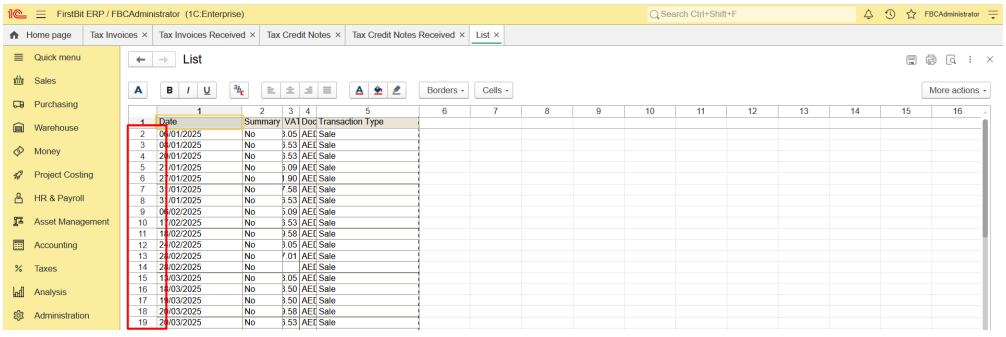




4. Click **Output List** and export the list to Excel. To simplify the exported list, uncheck the fields that are not required



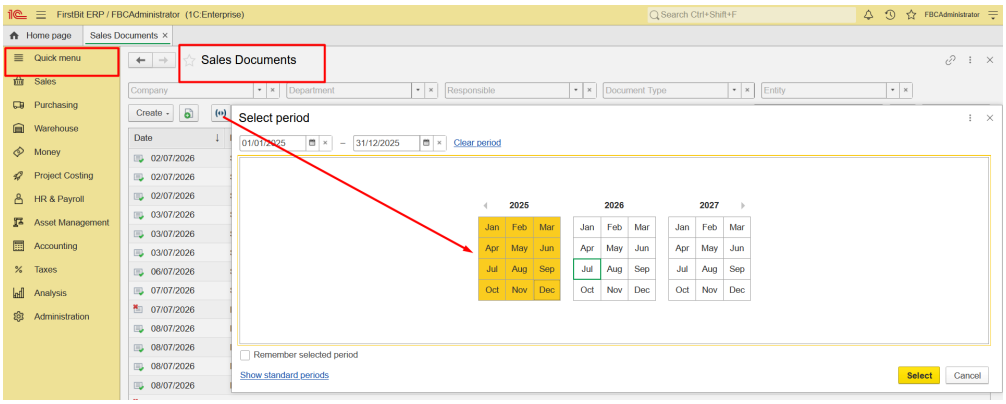
5. In Excel, determine the total number of documents (excluding the header row).



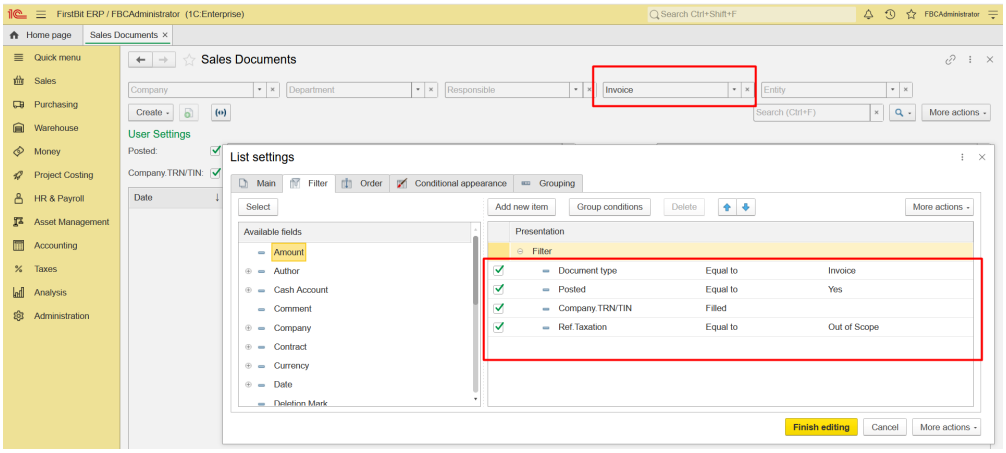
6. Repeat these steps for each document type

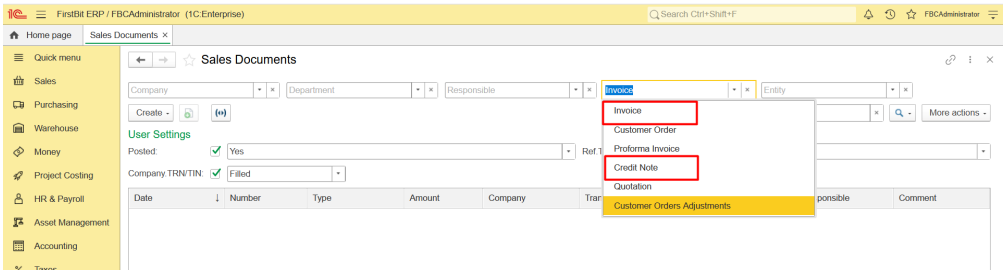
Commercial Invoice/Invoice received/Credit Note/Debit Note

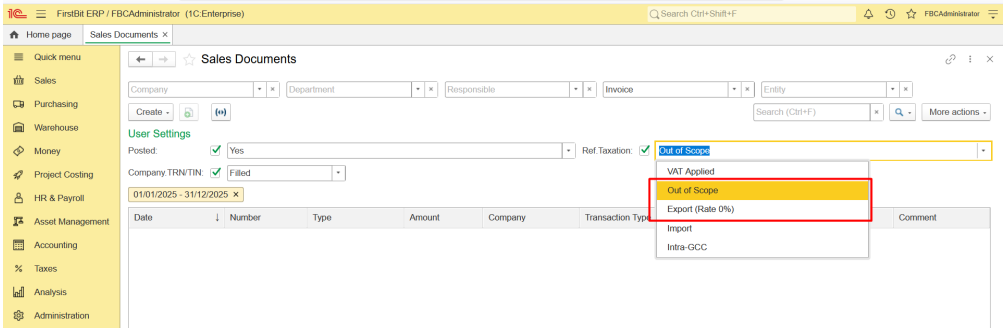
1. Navigate to **Quick menu > Sales and Purchase documents** list (or count each document list separately - Invoice, Invoice Received, etc) and set the **Period** filter



2. Configure list, set the **Posted** filter to display only posted documents**, TRN/TIN** filter - to identify B2B customers only, **Taxation** filter - to identify Non-tax documents (Out of scope & Export),







3. Click **Output List** and export the list to Excel. To simplify the exported list, uncheck the fields that are not required. In Excel, determine the total number of documents (excluding the header row).

Final Result

Add together the number of documents. The resulting total represents the annual document volume and can be used to estimate the expected E-Invoicing service costs.

The calculated document count is an estimate and does not guarantee 100% accuracy. Actual results depend on the data and document setup in each database (e.g. B2B customers are identified by the TRN field, so records without a TRN may not be included).

Thank you for being a FirstBIT customer!