Invoices: Auto-fill booking date on carrier invoices (what, why and how)

Set a default that auto-fills the booking date on new carrier invoices (such as the load start date or today's date) to eliminate manual entry and ensure correct accounting period allocation.

Updated August 7, 2026

Summary

What is auto-fill booking date on carrier invoices?

- A configurable default that automatically prefills the **Booking date** field when a new carrier invoice is created from a load.
- The setting is in **Configuration > Organization settings > Billing entity**.

Why does it exist?

- Previously, the booking date on carrier invoices always defaulted to the invoice date and had to be edited manually on every invoice. At high volumes, this was not feasible.

How does it work?

- A new **Default booking date (carrier invoices)** setting is configured once at the tenant level. Qargo then prefills that date automatically on every new carrier invoice. The field stays fully editable per invoice.

Prerequisites

- The **Booking date** additional field must be active.
- Enable it under **Configuration > Additional fields > Booking date**. If the field is not active, the auto-fill setting has no effect.

Use cases

- Finance teams that process high volumes of carrier invoices per day: the configured default removes the need to update the booking date manually on every invoice.
- Organizations that need carrier invoice booking dates to reflect the actual transport date (e.g., load start or end) so that invoices land in the correct accounting period.

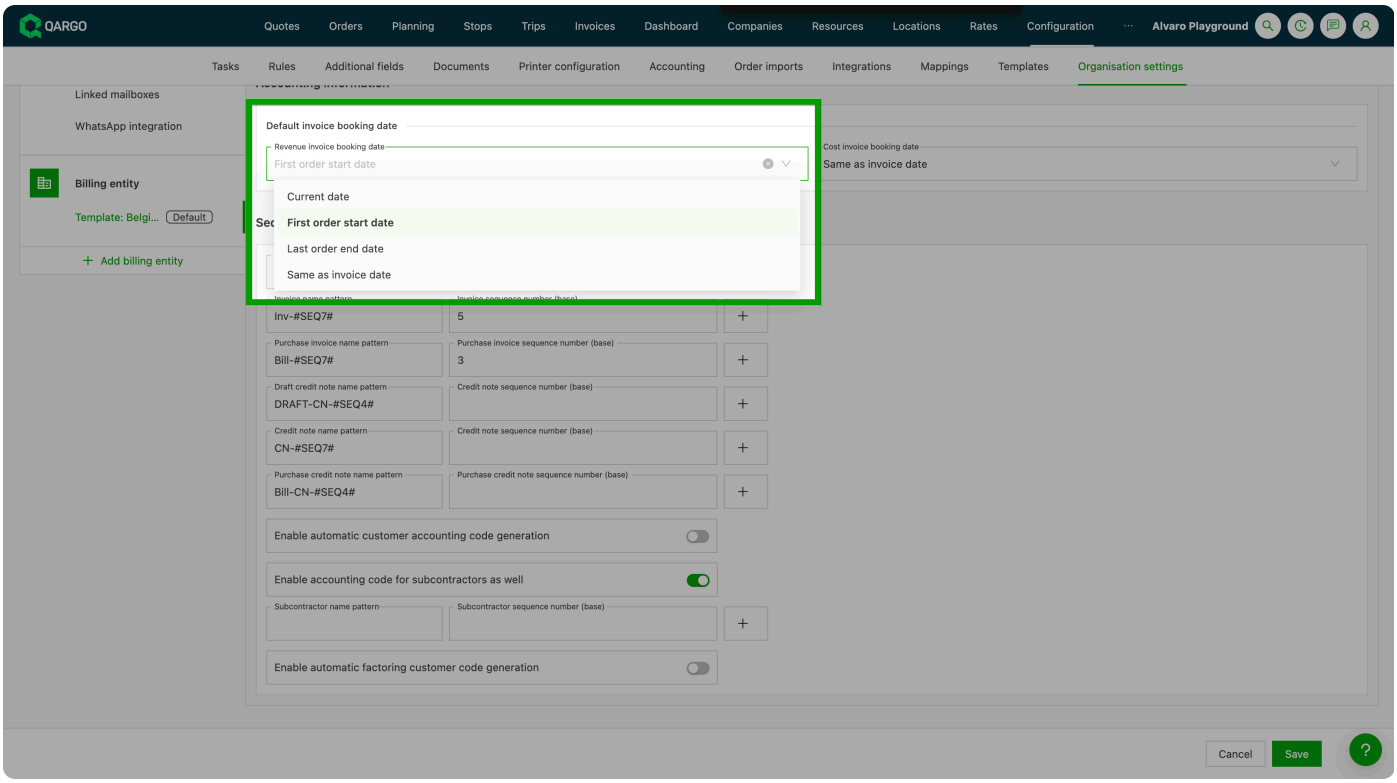
Terminology

Term	Definition
Booking date	The date used to determine which accounting period an invoice is booked in when it is exported to accounting. See FAQ - What do the dates on the invoices list mean? for a full explanation.
Billing proposal	A batch flow for creating multiple carrier invoices at once from the **Loads to bill** list.
Finance & company configuration	Tenant-level configuration section under **Configuration > Organization settings**.

Configuring the default booking date

Setting up the default

1. Navigate to **Configuration > Organization settings > Billing entity**.
2. Locate the **Default invoice booking date** dropdown.
3. Select the preferred default:
   - **Current date**
   - **Same as invoice date**
   - **First order start date**
   - **Last order end date**
4. Save the setting.



🧰 The carrier invoice setting is independent of the existing **Default booking date** dropdown for sales invoices. Both can be configured separately. The **Earliest charge date** and **Latest charge date** options are visible only for select tenants. Contact the Qargo Account Manager or the support team to inquire about enabling them.

How auto-fill works in invoice creation flows

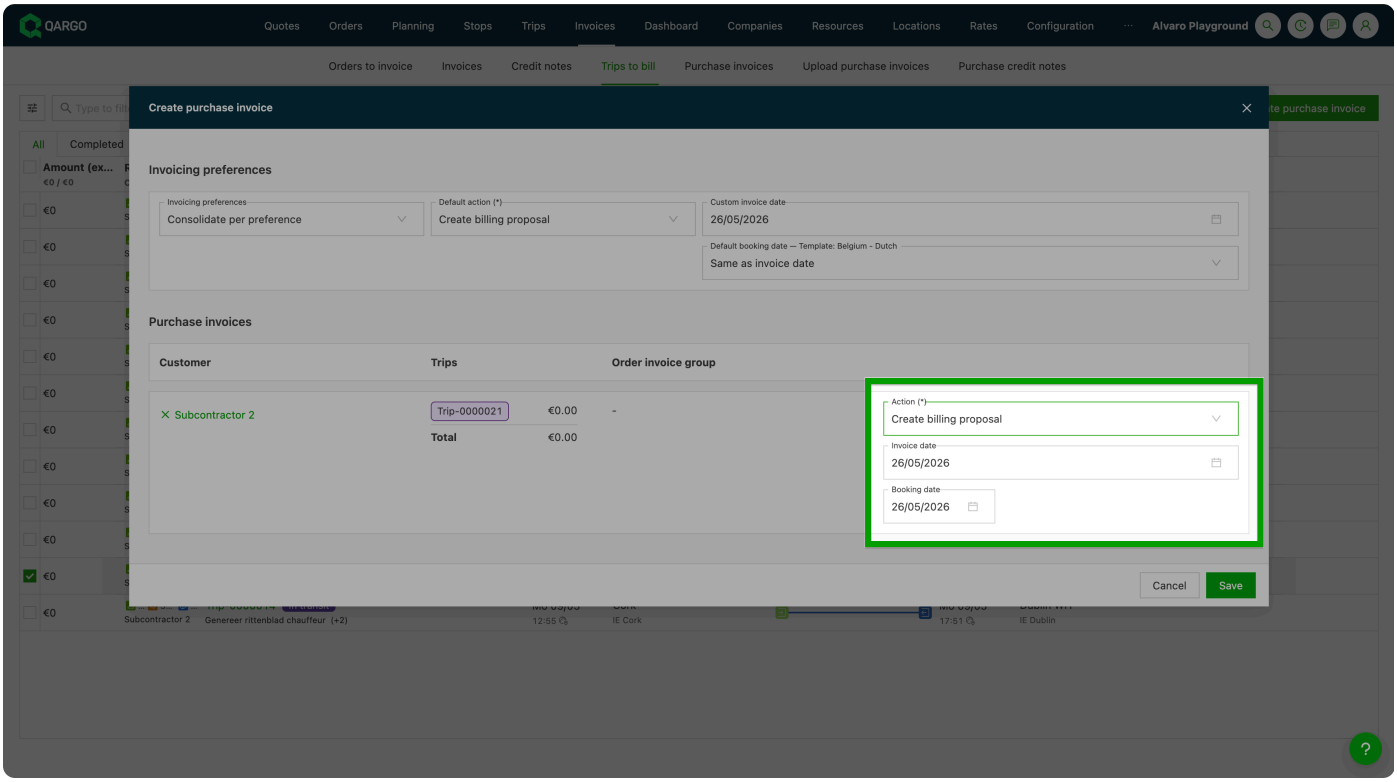
Once the default is configured, the booking date is prefilled automatically in all carrier invoice creation flows. The field remains editable: the date can be changed per invoice before or after saving.

Single load invoice

When a carrier invoice is created from **Invoices > Loads to bill > Create carrier invoice**, the booking date field is prefilled with the configured default.

Billing proposal

When a billing proposal is created via **Invoices > Loads to bill > Create carrier invoice > Create billing proposal**, the booking date is prefilled for all invoices in the batch.



Add to existing carrier invoice

When a load is added to an existing carrier invoice via **Add to existing carrier invoice**, the same configured default applies.

> ‼️ The auto-fill default applies at creation time only. Existing carrier invoices are not updated retroactively, and the booking date on any individual invoice can still be changed manually at any time.
>
> Auto-fill does not apply to the document scan/upload flow or to Peppol import. In those flows, no load is linked at creation time.

Troubleshooting

Issue	Resolution
The **Default booking date (carrier invoices)** setting is not visible	Confirm that the **Booking date** additional field is enabled under **Configuration > Additional fields > Invoices**.
The booking date is not prefilled on new invoices	Check that a default other than **Same as invoice date** is selected and that the **Booking date** additional field is active.
The **Earliest/Latest charge date** options are not available	These options are only available for select tenants. Contact the Qargo Account Manager for more information.
The booking date is not auto-filled on scanned or Peppol-imported invoices	Auto-fill is not supported in the document scan/upload flow or in Peppol import. These flows do not link to a load at creation time.