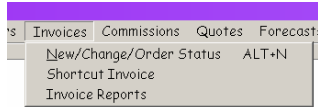


Section IV

Invoices

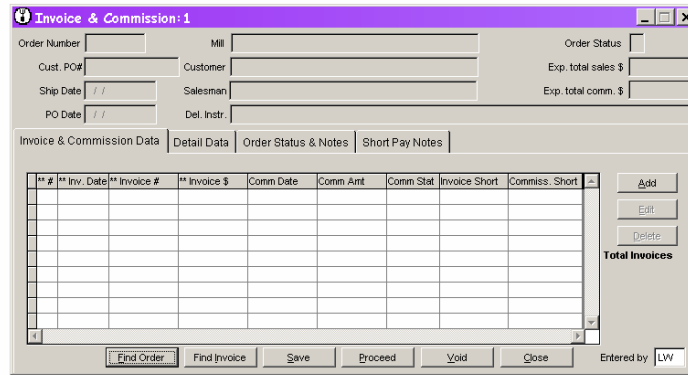
Invoices Module

Within the Invoices module, you can add a new invoice, edit an existing invoice or change the status of an order that was previously entered. You can enter a Shortcut Invoice to create a corresponding order record without details and you can run reports related to invoices.



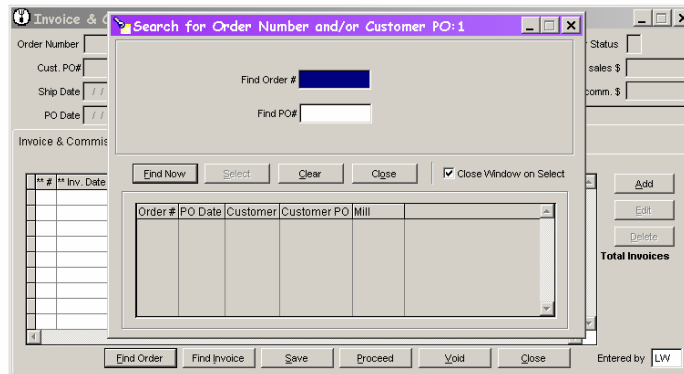
Adding or Editing an Invoice

To enter or edit an invoice, click New/Change/Order Status, the first option on the Invoices menu. This will display the Invoice & Commission form.



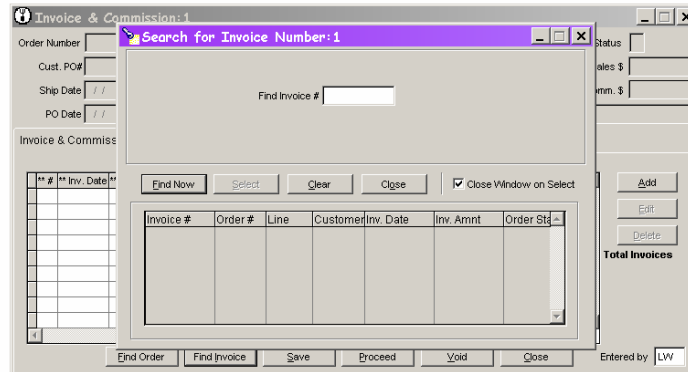
Adding an Invoice

Each standard invoice must be associated with an order. To add a new invoice, click the Find Order button at the bottom of the form. This will display a Find form just like the one you use in the Orders module. You can find an order by Order Number or by Customer P.O. Number.

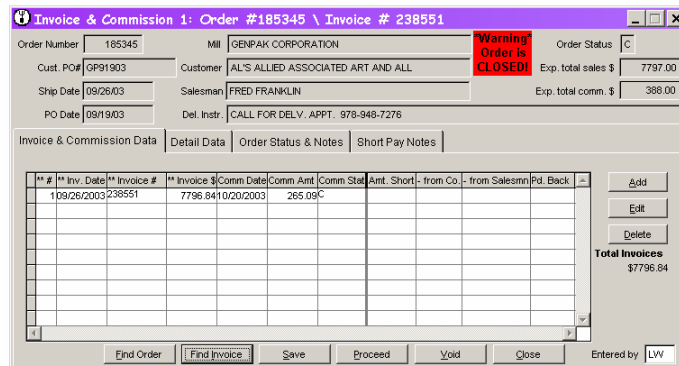


Editing an Invoice

To edit an existing invoice, click the Find Invoice button at the bottom of the form. This will display a form so you can enter the invoice number. You can also use the Find Order button to find an order that has an existing invoice applied.



Once you have selected an existing order or invoice, the Invoice & Commission form will display the data on file for the order at the top of the form. You cannot enter or change order data here (as indicated by the gray background of the boxes). If the order is closed, a warning will appear in red. You will still be allowed to edit the invoice data.



The Invoice & Commission Data Tab

If there are any invoices already entered for the order, they will appear in the grid on the Invoice and Commission Data tab. The currently selected invoice displays an arrow at the far left side of the grid. In addition, the invoice number is displayed along with the order number at the top of the form.

****PLEASE NOTE****

The information you enter on subsequent tabs applies to the *currently selected invoice*, e.g. the invoice number displayed at the top of the form.

** #	** Inv. Date	** Invoice #	** Invoice \$	Comm Date	Comm Amt	Comm Stat	Amt. Short	- from Co.	- from Salesm	Pd. Back
1	10/07/2003	78158	3854.20	/ /	0.00					
2	10/07/2003	78158	7827.20	/ /	0.00					
3	10/14/2003	78328	2167.20	/ /	0.00					

To add an invoice to the order, click the Add button to the right of the grid. Clicking the Add button will display a form that allows you to enter invoice, commission and/or short pay data.

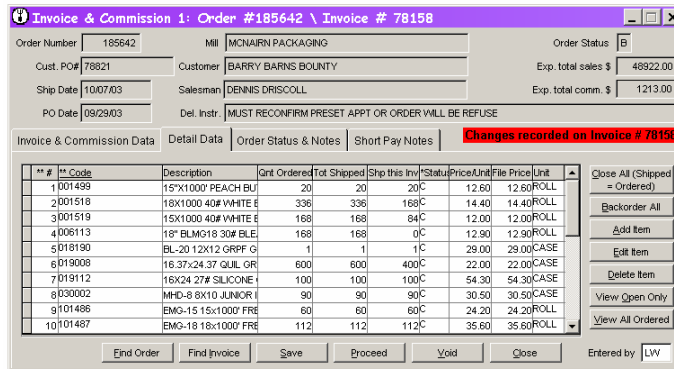
You are not required to enter all of the data at this time. Enter as much as you know and click Proceed.

The Add/Edit Invoice form will close and your new invoice will appear in the list.

To edit an existing invoice, highlight the invoice you want to edit in the list. You can double click on the invoice number or invoice date or you can click the Edit button to the right of grid. In each case, the Add/Edit Invoice form will display for the invoice you selected. You can add additional information or change existing information. Select Proceed to save your changes or Void to discard changes. If there is more than one

invoice, remember that your changes will apply to *the currently selected invoice*. Pay careful attention to the invoice number displayed in these cases.

The Detail Data Tab



When you have chosen an order and applied an invoice, the detail data tab will display all the items on that order.

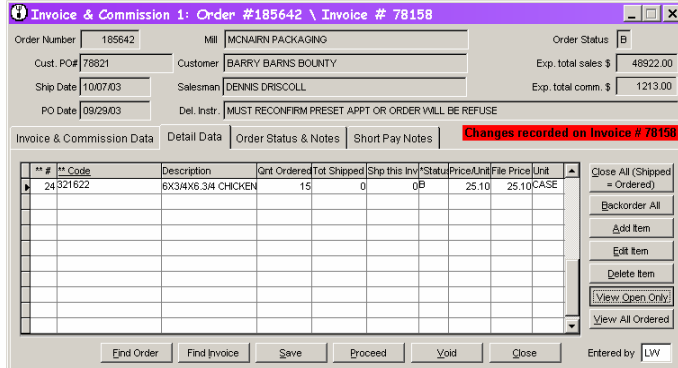
If this is a simple order where everything shipped as ordered, Click the top button to the right of the list; Close All (Shipped = Ordered). This will automatically fill the Tot Shipped field with the amount in the Qnt Ordered field and set each item status to Closed.

The Backorder All button sets the status of all items to B.

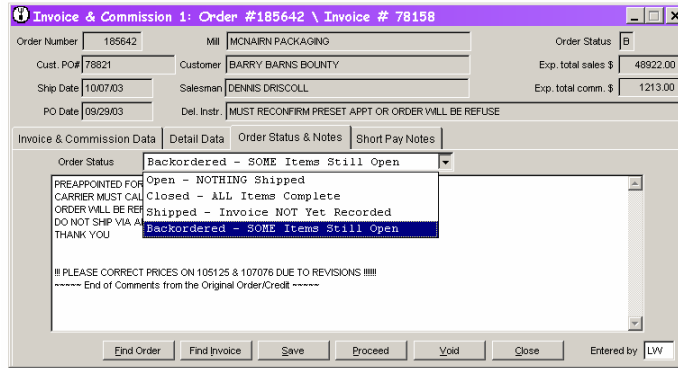
Use the Add button to add an item that did not appear on the original order and the Delete button to remove an item that was dropped from the order.

The Edit button will bring up a separate form to edit the currently selected item, but you can type directly into the Tot Shipped, Shp this Inv and Status fields. This will probably be easier and quicker for you. If you enter a number into the Tot Shipped field, the Shp this Inv field will be filled automatically and vice versa. If the Tot Shipped field is equal to or greater than the Qnt Ordered field, the status will be changed to “C”. If the Tot Shipped field is less than the Qnt Ordered field and the Status field is “O”, the status will be changed to “B”. In some cases, the item will be considered closed, even though fewer items were actually shipped than were ordered. You can manually change the status to “C” and the system will not attempt to “fix” it again.

Sometimes a single order will result in several invoices. When the second invoice arrives, you may want to hide all the items that were closed on the first invoice and view only those items that remain open. Use the View Open Only button to filter the list to the items that are not already marked as closed. You won't be distracted by items that don't require your attention.

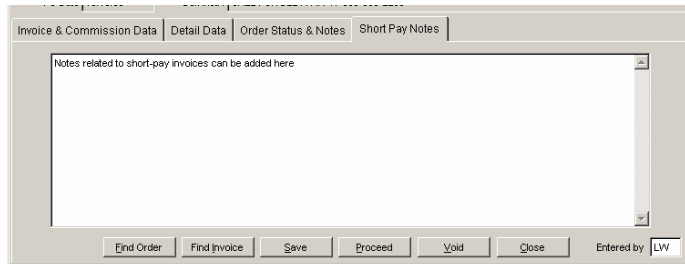


The Order Status & Notes Tab



Use the Order Status dropdown list to change the order’s status. You can view all notes already on file for this order and add additional notes if needed. These notes are stored as part of *the order*.

The Short Pay Notes Tab



Use this tab to record notes explaining any Short Pay invoices. These notes are stored as part of *the invoice*.

Shortcut Input Form (Invoices)

Use the Shortcut Input Form for Invoices to record invoices received when no order was ever entered. A bare-bones record is created in the order data to accompany the invoice data so you don't have to enter all the order information details.

When you are positioned in the P.O. Date field, you will be reminded that specifying a P.O. Date will cause the invoice amount you enter on the next tab to be used as the order amount as well.

After entering the Order data, use the Invoice/Commission/Short Pay tab to add additional information. You are not required to enter all the data.

If you indicate in the Commission Status dropdown that this is a Short Pay invoice, additional fields will appear so you can add short pay data if it is available.

If you want to edit a previous invoice, click the Find button on the Order tab. You will enter an order number or customer P.O. number to locate your record. As you can see in the form below, if an order already exists you will not be able to change any order data but you can edit invoice, commission and short pay data on the next tab.

Invoice Reports

Select Invoice Reports from the Invoice menu to see a list of available reports related to invoices. You may also access Invoice Reports from the Reports menu. See the Reports section of this document for additional details on how to run reports.