# Accounts Receivable

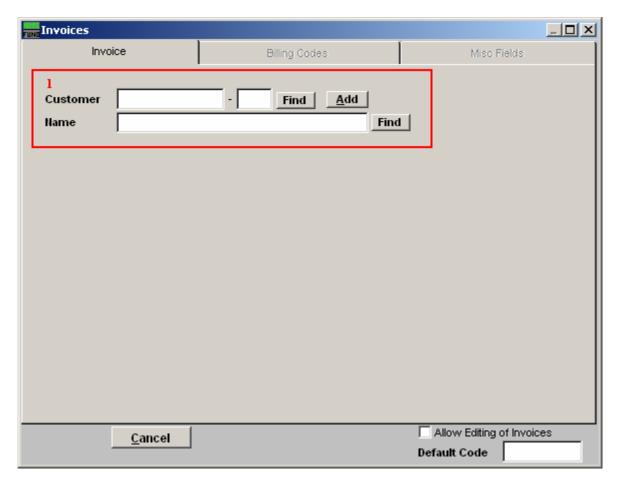# R. Reports Menu: 5. Invoice Maintenance

## Table of Contents

Click on "5. Invoice Maintenance" from the Main Menu and the following window will appear:
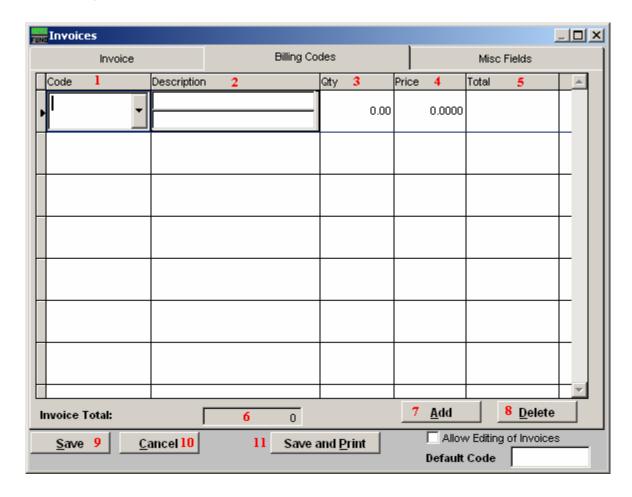
# Accounts Receivable

## Invoice Maintenance



1. Type in the Customer ID OR Name OR click the "Find" button to select from the Lookup window OR click on "Add" to add a new Customer. When adding a new customer refer to the "File Maintenance" (under the "Customer File" section) for instructions.

# Accounts Receivable

The "Invoice" tab



1. **Invoice Date:** Enter the date of the invoice.

2. **Invoice Amt:** Enter the amount of the invoice. You now need to click on the Billing Codes Tab and follow the instructions below.

3. **Save:** Click "Save" to save changes and return to the previous screen.

4. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

5. **Save and Print:** Click this button to Save changes and Print a report of the changes.

6. **Allow Editing of Invoice:** Invoices cannot be edited unless this option is checked off.

7. **Default Code:** Enter a code that you wish all new invoices to default to. This makes creating several invoices for the same code much easier.
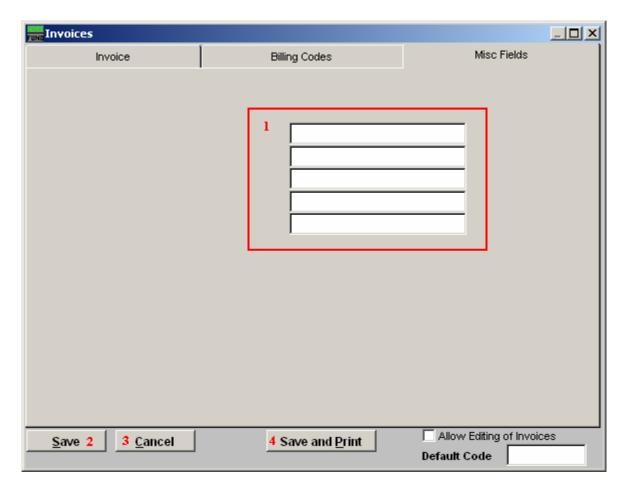
# Accounts Receivable

The "Billing Codes" tab



1. **Code:** Enter the Code or use the drop down arrow and select from there. Codes are defined in the "File Maintenance – Code Maintenance" document.

2. **Description:** Enter a Description of the Code. This is two lines of 40 characters.

3. **Qty:** Enter the Quantity of the item.

4. **Price:** Enter the Unit Price of the line item.

5. **Total:** This field will automatically be filled in.

6. **Invoice Total:** This field will automatically be filled in.

7. **Add:** Click this button to add a new code.

8. **Delete:** Click on a line to select then click this button to delete the selected code.

**9.** **Save:** Click "Save" to save changes and return to the previous screen.

**10.** **Cancel:** Click "Cancel" to cancel and return to the previous screen.

**11.** **Save and Print:** Click this button to Save changes and Print the invoice.

# Accounts Receivable

The "Misc Fields" tab



1.  **Misc Fields:** Type in any extra information here. These fields are defined on "I. Installation."

2.  **Save:** Click "Save" to save changes and return to the previous screen.

3.  **Cancel:** Click "Cancel" to cancel and return to the previous screen.

4.  **Save and Print:** Click this button to Save changes and Print the invoice.