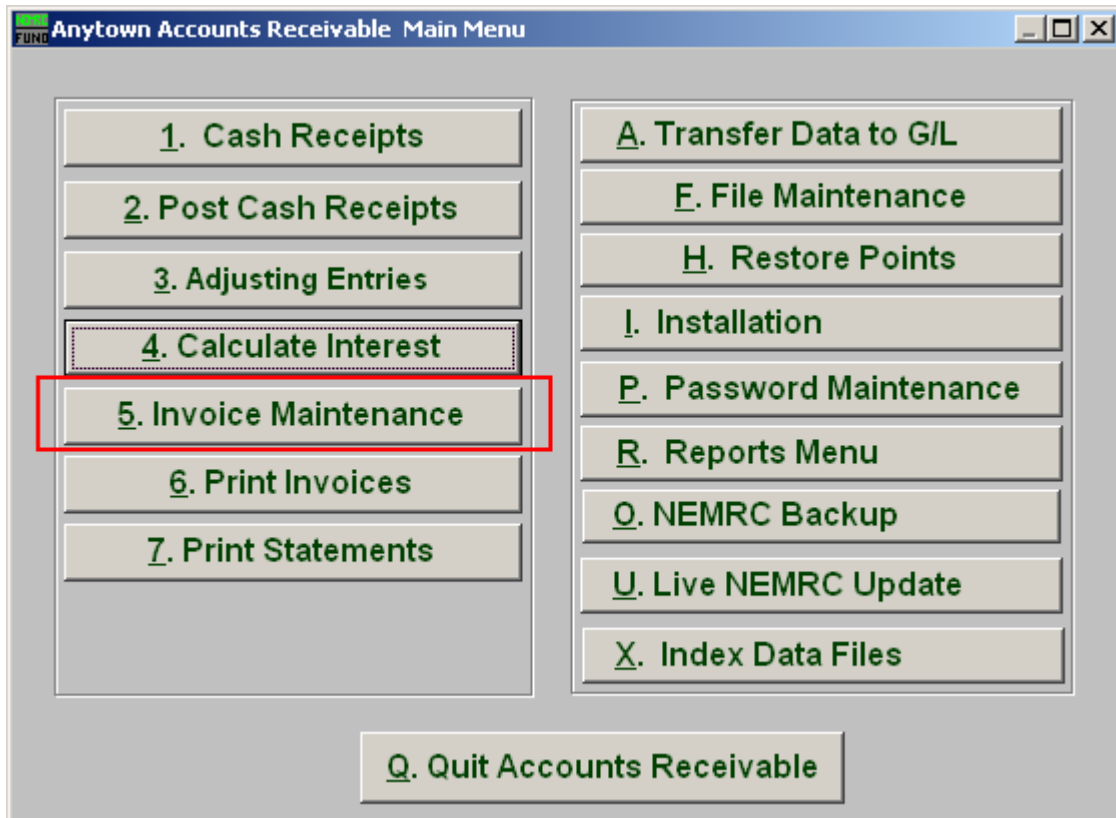


Accounts Receivable

R. Reports Menu: 5. Invoice Maintenance

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Click on “5. Invoice Maintenance” from the Main Menu and the following window will appear:

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Invoice Maintenance

The screenshot shows the 'Invoices' window with the 'Invoice' tab selected. A red box highlights the 'Customer' section, which contains a red '1' next to the 'Customer' label, a text input field, a hyphen, another text input field, and 'Find' and 'Add' buttons. Below this is the 'Name' label, a text input field, and a 'Find' button. At the bottom of the window, there is a 'Cancel' button, a checkbox labeled 'Allow Editing of Invoices', and a 'Default Code' label with a text input field.

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.

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The “Invoice” tab

The screenshot shows a software window titled "Invoices" with a menu bar containing "FUND". Below the menu bar are three tabs: "Invoice", "Billing Codes", and "Misc Fields". The "Invoice" tab is selected. The form contains the following fields and controls:

- Customer:** A text box containing "999999999", followed by a hyphen and a smaller text box containing "999". To the right are "Find" and "Add" buttons.
- Name:** A text box, followed by a "Find" button.
- Invoice Date:** A text box containing "01/14/2008", followed by a red number "1".
- Invoice Amt:** A text box containing "0.00", followed by a red number "2".
- Buttons:** At the bottom are three buttons: "Save" (with a red number "3"), "Cancel" (with a red number "4"), and "Save and Print" (with a red number "5").
- Options:** To the right of the buttons is a checkbox labeled "Allow Editing of Invoices" (with a red number "6") which is currently checked. Below it is a "Default Code" label followed by a text box containing "7" (with a red number "7").

- 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.

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The “Billing Codes” tab

Code 1	Description 2	Qty 3	Price 4	Total 5
1		0.00	0.0000	

Invoice Total: **6** 0

7 Add **8 Delete**

9 Save **10 Cancel** **11 Save and Print**

☐ Allow Editing of Invoices

Default Code

- 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.

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- 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.

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The “Misc Fields” tab

The screenshot shows a software window titled "Invoices" with a "FUNC" icon. It contains three tabs: "Invoice", "Billing Codes", and "Misc Fields". The "Misc Fields" tab is selected, displaying five empty text input fields. A red box with the number "1" highlights these fields. At the bottom of the window, there are three buttons: "Save 2", "3 Cancel", and "4 Save and Print". To the right of these buttons is a checkbox labeled "Allow Editing of Invoices" and a "Default Code" field.

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.