Order Entry

Overview

The Order Entry module is used to create Sales Orders, convert Sales Orders into Invoices, and create Invoices, Invoice Returns and Recurring Invoices. In addition, information for customers and salespeople is also tracked. The Order Entry module works very closely with the A/R module and it updates many A/R reports.
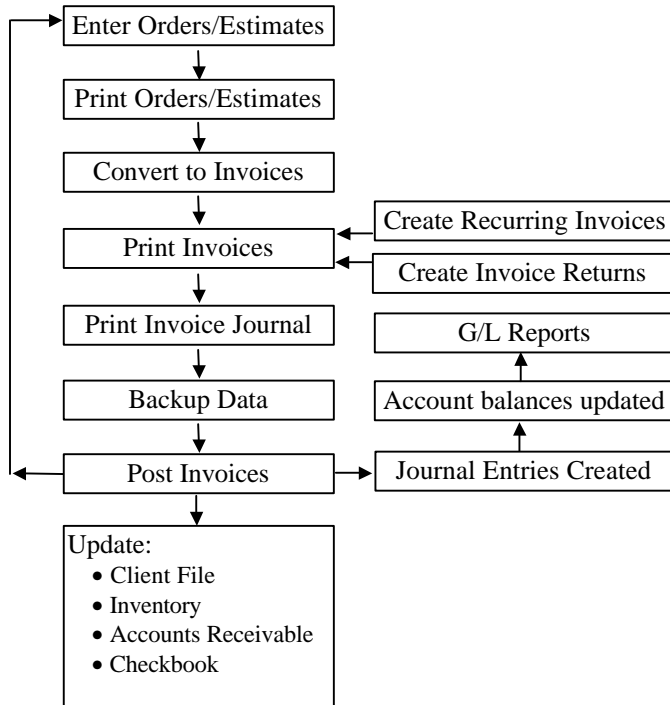
The Order Entry Flowchart

The following page shows the flowchart for the Order Entry system. The first step involves creating and printing a Sales Order. A Sales Order is a pending invoice for a customer. It can be kept open indefinitely until the customer decides to finalize the purchase. Many companies use orders as a step before they convert them into invoices. Once the Sales Order is ready to be fulfilled, you can convert it into an invoice. You can also directly create invoices by entering them manually or creating recurring invoices.

You may print the Sales Orders, Invoices, Invoice Returns, Recurring Invoices, and Invoice Journals to verify the information. Make sure you back up your data before posting the Invoices. During

the posting process, the Customer, Inventory, Bank Manager, Accounts Receivable, and General Ledger files are automatically updated.

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┌─────────────────────────┐
│  Enter Orders/Estimates │◄────────────┐
└────────────┬────────────┘             │
             │                          │
┌────────────▼────────────┐             │
│  Print Orders/Estimates │             │
└────────────┬────────────┘             │
             │                          │
┌────────────▼────────────┐             │
│    Convert to Invoices  │             │
└────────────┬────────────┘             │
             │          ┌──────────────────────────┐
┌────────────▼────────────┐ │  Create Recurring Invoices │
│      Print Invoices     │◄┤                          │
│                         │ └──────────────────────────┘
│                         │◄┤  Create Invoice Returns  │
└────────────┬────────────┘ └──────────────────────────┘
             │          ┌──────────────────────────┐
┌────────────▼────────────┐ │        G/L Reports        │
│   Print Invoice Journal │ └──────────────────────────┘
└────────────┬────────────┘             ▲
             │          ┌──────────────────────────┐
┌────────────▼────────────┐ │  Account balances updated │
│       Backup Data       │ └──────────────────────────┘
└────────────┬────────────┘             ▲
             │          ┌──────────────────────────┐
┌────────────▼────────────┐ │   Journal Entries Created │
│      Post Invoices      │─►└──────────────────────────┘
└────────────┬────────────┘
             │
┌────────────▼────────────┐
│ Update:                 │
│   • Client File         │
│   • Inventory           │
│   • Accounts Receivable │
│   • Checkbook           │
└─────────────────────────┘
```

Customer Maintenance

This option is used to enter or edit the Customer or Customer information.

Creating a New Customer

Step 1: Select the **Customer Maintenance** option from the **O/E** or the **A/R** menu. Place the cursor on the **Customer ID** field.

Step 2: Type in the new ID to be added in the **Customer ID** field and press **Enter**.

⚠️ **Important Note**: If you have set up the system to automatically create the Customer ID, you should leave this field blank. Refer to **Order Entry Setup** menu option for more details.

Step 3: Complete all the fields for the **Customer**. A detailed description of all the fields is on page 304.

Step 4: Click on the **Save-F4** button to save the **Customer**.

Editing a Customer

Step 1: Make sure that the cursor is on the **Customer ID** field. Type in the Customer ID for the customer you wish to Edit. If you do not know the Customer ID, click on the **Browse-F3** button to list the Customer IDs on the screen. Select a Customer ID from the browse list. Press **Enter** on the Customer ID field.

Step 2: All the fields for the **Customer** will be displayed on the screen. You can change all the editable fields.

Important Note: To change a Customer ID, use the **Change Customer ID** menu option.

Step 3: Click on the **Save-F4** button to save the **Customer**.

Deleting a Customer

Step 1: Make sure that the cursor is on the **Customer ID** field. Type in the Customer ID for the customer you wish to delete. If you do not know the Customer ID, click on the **Browse-F3** button to list the Customer IDs on the screen. Select a Customer ID from the browse list. Press **Enter** on the Customer ID field.

Step 2: All the fields for the Customer will display on the screen.

Step 3: Click on the **Delete-F8** button to delete the Customer.

Customer Information

Listed below is the explanation of the various fields on the customer maintenance screen.

Customer ID: Enter the Customer ID for the customer that you want to add or edit. This is a 10-digit ID. It may consist of numbers or letters in any combination.

TIP! For the Customer ID, you may use also use a number (e.g. telephone number) or an alphabet (e.g. Company name or initials).

Important Note: If you have set up the system to automatically create the Customer ID, you should leave this field blank. For more information on **Order Entry Setup**, refer to .

Company/Name: Enter the Company name in this field.

Company/Name: Enter the Contact name or in this field.

Address/City/State/Zip/Country: Type in the customer address. You can press **Alt + C** keys or click on the **COPY** button to copy the **Bill-To-Address** to the **Ship-To-Address**.

Phone: Enter the customer's phone number.

Fax: Enter the customer's fax number.

E-Mail: Enter the customer's Internet e-mail address.

Web Address: Enter the customer's Internet Web Address.

License: Enter the customer's license number for your information.

Tax Number: Enter the customer's tax or reseller number. This is for your information only. The customer is taxed depending upon what you set up in the Tax ID field on this screen.

Due Days: This field is used to calculate the **Due Date** when creating an invoice. For example if the Invoice date (**Inv. Date** field on the invoice) is 03/01/98, and the **Due Days** field for your Customer has 30 Days, then the due date will automatically be calculated as 03/31/98.

Price Level: You can give different levels of discounts (fixed or percent) to the customer when purchasing an item. These price levels are set individually for each item on the **Inventory Maintenance** screen. If you want to give this an automatic discount, enter the price level here. You can also use Price Levels to automatically mark up (increase) the price charged to this customer.

Salesperson: Enter the default Salesperson ID for this customer. This field is enabled if you have sales commission tracking enabled in **Order Entry Setup**. You may browse the list of salespeople by clicking on the browse button. For more information on **Salesperson Maintenance**, refer to

Tax Code: Enter the Sales Tax ID for this customer. The Browse command is available for selecting a sales tax rate. You can set up multiple tax rates in the setup and assign one to each customer. The advantage of this method is that if the rate changes, you just change the Sales Tax Setup, and it will affect all the appropriate customers. For more information on **Sales Tax Maintenance**, refer to

Department: If you have Department tracking enabled in the **G/L Setup**, enter the default **Department ID** for this customer. This **Department ID** is used as default for all transactions for this Customer. You can override the default department number when creating transactions for this Customer.

You can only use Departmental tracking if you have the General Ledger module installed. This field is enabled if you have Department tracking enabled in **G/L Setup**.

Last Payment: This field holds the transaction date of the last payment made by this customer. The program automatically updates this field at the time of posting a payment transaction.

Discount %: Enter the default Discount rate for their customer. When you create a Sales Order or an Invoice for this customer, this will be the default discount rate.

Credit Limit: Enter in the credit limit you have assigned to the customer. The program will warn you if you cross this credit limit at the time of entering invoices for this customer.

Comment: You can type in a 40-character comment about the Customer. A comment is a brief one-line description, while **Notes** may contain unlimited text.

Status: This field has 3 choices:

- Customer (for active customers)
- Prospect (for potential/future customers)
- Inactive (for customers you no longer do business with)

If a customer is marked as Inactive or a Prospect they will not appear on the following reports:

- Customer Listing
- Customer Notes
- Customer History
- A/R Aging
- A/R Statements

The Customer Mailing Labels screen has a field called **Status** that will let you choose customers of a specific type. This is available in the **Sort and Select** area of the Mailing Labels option.

The Customer Browse list will show the Status field on the far right column.

When you save a transaction for a customer, if the customer is marked as a **Prospect** or **Inactive**, they automatically will be marked as a **Customer** to signify that they are active now.

Charge Finance Charge: Mark this checkbox if the customer will be charged finance charges for past due invoices. When generating finance charges, the past due status of an invoice will be determined by the number of days entered in the Due Days. Finance charges are generated from the **Finance Charges** option in the **A/R** menu.

GST Tax: If the customer has to be charged **GST** Tax (for Canada) you can check this field. Check this field only if you have opted to have **GST** tax enabled. You can enable **GST** tax from the **Company Setup** option in the **File** menu.

Notes: You can click on the **Notes** button to maintain notes on this customer.

Customer Transactions

This screen will list all the Customer Transactions from the O/E and the A/R module.

Click here to sort transactions by this column

Double-click here to view the invoice

The lifetime (dollar) value of this customer

Click here to print a transaction report

You can do the following from this screen:

- View all the transactions for the current customer. If you double click on a transaction, you can view the transaction details.
- Normally the transactions are listed in invoice number order. You can sort transactions on any column by clicking on the column header. For example, if you wish to sort all transactions by **Due Date**, click on the **Due Date** column. Remember that the sorting is temporary for this screen only.
- Click on the **Refresh** button to show new transactions that have been entered since the last display.

Last Purchase: This field holds the transaction date of the last purchase made by this customer. This field is automatically updated at the time of posting an Invoice.

Balance: This is the balance amount owed by the customer. You cannot edit this field. The program will automatically update this field when you post your customer's transactions.

MTD/YTD/Last Year Fields: These fields cannot be edited and are automatically updated by the program when you post transactions to this customer. These abbreviations stand for:

- MTD: Month to Date
- YTD: Year to Date

These figures are automatically calculated by the program and cannot be edited. The values are calculated based on the current date of your computer. For example, if the date in your computer is the 10[th] of August, then the MTD field will show figures for the month of August only.

You must click on the **Refresh** button to recalculate these figures. When you click on the **Refresh** button, the program will search all the transactions in the system and display the **latest** results. The advantage of this feature is that you can get the latest results at any time – even if the transaction has not been posted.

Lifetime Invoiced Sales: This field shows the total of all the invoices minus any invoice returns for the customer.

Print Transaction Report: You can click on this button to print the transaction details for the current customer.

Salesperson Maintenance

This option is used to enter or edit information on your salespeople. You can use this option to track commissions owed to your salespeople when you create invoices.

Click on the **Refresh** button to calculate and display these figures.

Creating a New Salesperson

Step 1: Select the **Salesperson Maintenance** option from the **O/E** or the **A/R Setup** menu. Place the cursor on the **Salesperson ID** field.

Step 2: Type in the new ID in the **Salesperson ID** field and press **Enter**.

Important Note: If you have set up the system to automatically create the **Salesperson ID**, you should leave this field blank.

Step 3: Complete all the fields for the **Salesperson**. A detailed description of all the fields is on .

Step 4: Click on the **Save-F4** button to save the **Salesperson**.

Editing a Salesperson

Step 1: Make sure that the cursor is on the **Salesperson ID** field. Type in the Salesperson ID for the salesperson you wish to **Edit**. If you do not know the Salesperson ID, click on the **Browse-F3** button to list the Salesperson IDs on the screen. Select a Salesperson ID from the browse list. Press **Enter** on the Salesperson ID field.

Step 2: All the fields for the **Salesperson** will display on the screen. You can change all the editable fields.

⚠️ **Important Note:** If you wish to change the Salesperson ID, select the **Change Salesperson ID** menu option.

Step 3: Click on the **Save-F4** button to save the **Salesperson**.

Deleting a Salesperson

Step 1: Make sure that the cursor is on the **Salesperson ID** field. Type in the Salesperson ID for the salesperson you wish to delete. If you do not know the Salesperson ID, click on the **Browse-F3** button to list the Salesperson IDs on the screen. Select a Salesperson ID from the browse list. Press **Enter** on the Salesperson ID field.

Step 2: All the fields for the Salesperson will display on the screen.

Step 3: Click on the **Delete-F8** button to delete the **Salesperson**.

Salesperson Maintenance Fields

Listed below is the explanation of the various fields in the data entry screen.

Salesperson ID: You can enter the Salesperson ID in this field. This is a 10-digit ID. It may consist of numbers or letters in any combination.

Salesperson Name: Enter the name of the salesperson.

Salesperson Type: You can mark a salesperson as one of the following:

- Internal Salesperson
- Affiliate Salesperson

Commission Percent: Enter the commission percent for this salesperson.

TIP! Salesperson Type and Commission tracking are covered in the next section. For more information, refer to

MTD/YTD/Last Year: These figures show the **Units** and **Dollars** sold by the salesperson. To determine the commission amounts you must print the **Salesperson Tracking Report** from the **A/R** module. The abbreviations stand for:

- MTD-Month to Date
- YTD-Year to date

These figures are automatically calculated by the program and cannot be edited. The values are calculated based on the current date of your computer. For example, if the date in your computer is the 10th of August, then the MTD field will show figures for the month of August only.

You must click on the **Refresh** button to recalculate these figures. When you click on the **Refresh** button, the program will search all the transactions in the system and display the **latest** results. The advantage of this feature is that you can get the latest results at any time – even if the transaction has not been posted.

Notes: You can click on the **Notes** button to maintain notes on this salesperson.

Commission Tracking

One of the most important aspects of running a business is keeping track of commissions owed to your sales staff members. In order to ease this process, this program has a powerful commission-tracking feature.

When you create a salesperson, you can mark the person as:

- Internal Salesperson
- Affiliate Salesperson

Internal Salesperson

The commission for an Internal Salesperson is a simple form of commission tracking.

- Commission is calculated for Inventory and Service IDs marked as commissionable.
- The commission rate for the salesperson is obtained from the **Commission Percent** in the Salesperson Maintenance option. If there is no rate entered in Salesperson Maintenance, the program will obtain the **Commission Amt** or **Commission %** field in the Inventory or Service ID file.

  The **Commission Amt**, is the actual dollar commission amount due to the salesperson for selling the item on a Sales Order or an Invoice. Commission % is the percent rate due to the salesperson selling the item on a Sales Order or an Invoice.

In addition, you can set the following options in the **Order Entry Setup** option to control the calculation of the commission for an **Internal Salesperson**. These options are:

- **Activate Salesperson Commission**: This field enables or disables the commission-tracking feature.
- **Include Commission on Freight**: If you check this box, then commission will be calculated on Freight. The Commission Percent Rate will be determined from the **Commission Percent** field in the Salesperson Maintenance.

TIP! If you wish to use the commission rate for your inventory items from the Inventory Maintenance option then you must not set up a commission rate under Salesperson Maintenance. In such a situation, you can set up a Service ID called Freight Charge. You can mark it as commissionable, and set its commission rate. When you create Invoices, you would enter the freight amount as a Service ID instead of using the Freight field.

- **Include Commission on Tax**: If you check this box, then commission will be calculated on Tax. The Commission Percent Rate will be determined from the **Commission Percent** field in the Salesperson Maintenance.
- **Print Salesperson on Receipts/Invoices**: Select this option if you wish to print the Salesperson ID on Sales Orders or Invoices.
- **Calculate Commission on**: This field determines if commission will be calculated on the Selling Price, Cost of Goods Sold, or Gross Profit Margin. For example, if you sold an Inventory Item costing $70 for $100, the commission will be:

  ➢ **Selling Price**: $100 is the selling price of the item entered on the Sales Order or an Invoice. The commission in this case will be calculated on $100.
  ➢ **Cost of Goods Sold**: This is the actual cost of the item based on the costing method you have chosen. The commission in this case will be calculated on $70.
  ➢ **Gross Profit Margin**: This is the difference between the Selling Price and the Cost of the item sold. The commission in this case will be calculated on $30 ($100-$70).

⚠ **Important Note**:

1. If you select **Cost of Goods Sold** or **Gross Profit Margin**, then the commission is calculated only at the time of the posting of the invoice.

2. For **Service IDs**, the commission is always calculated on the Selling Price.

Affiliate Salesperson

The commission for an Affiliate Salesperson is a slightly more complex form of commission tracking.

- Commission is calculated for Inventory and Service IDs marked as commissionable.
- The Commission Percent in the Salesperson Maintenance option **is ignored** for calculating the commission amount.
- The commission amount information is calculated based on the **Commission Setup** in the Inventory or the Service Maintenance option. For each line item on the invoice, the program will calculate commission as follows:

Step 1:   Calculate the **Deductible Amount** by subtracting the actual selling price on the Invoice from the selling price on the Inventory or the Service Maintenance option. If this is greater than zero, then you multiply the amount with Deductible Rate (**% of Sales Kept By The Company** field). If it is zero or less than zero, the deductible amount will be zero. We will call this **Amount A**.

Step 2:   Calculate the **Gross Commission Amount** by subtracting the **Amount Deductible** from the selling price on the invoice. We will call this **Amount B**.

Step 3:   Subtract the **Amount B** (obtained by Step 2) from **Amount A** (obtained by Step 1) to determine the Net Commission owed to the salesperson.

Let us take an **example** to clarify this complex calculation process.

- The Salesperson sold a PC-Computer for $1000.00 on an Invoice.
- The Actual Selling price for the PC-Computer in Inventory Maintenance option was $750.
- Also the Inventory Maintenance Option has the following settings for the Commission Setup for the item PC-Computer as show in the following figure:

[Commission Options]
☐ Is the item Commissionable?
Commission Amt.   0.00
Commission %   0.0000
[For Affiliate Salesperson]
Amount Deductible   100.00
% of sales (over deductible) kept
by the company   10.0000

Based on the above situation, the commission for an Affiliate Salesperson will be calculated as follows:

Step 1:   Deductible Amount = 10% * (1000.00-750.00)= 25.00

Step 2:   Gross Commission Amount = 1000.00-100.00 = 900.00

Step 3:   Net Commission Amount = 900.00 – 25.00 = 875.00

In addition, you can set the following options in the **Order Entry Setup** option to control the calculation of the commission for an **Affiliate Salesperson**. These options are:

- **Activate Salesperson Commission**: This field enables or disables the commission-tracking feature.
- **Print Salesperson On Receipts/Invoices**: Select this option if you wish to print the Salesperson ID on Sales Orders or Invoices.
- The following options **do not apply** to the commission calculation of an **Affiliate Salesperson**:

  - ➢ **Include Commission on Freight**
  - ➢ **Include Commission on Tax**
  - ➢ **Calculate Commission on** [**Selling Price/Cost**]

Sales Tax Maintenance

The Sales Tax ID is used to define the Sales Tax percentages to be allocated to each customer or vendor. Taxable customers and vendors have to be assigned a Tax ID to calculate the tax on their invoices or purchase orders.

Create a separate Tax ID for each county or city.

Sales Tax Maintenance	
Sales Tax ID	LA
Sales Tax Description	Los Angeles County
Sales Tax Expense G/L Account	54050
Sales Tax Liability G/L Account	24020

TAX PERCENT

State	County	City	Federal	Total
8.2500				8.2500

Save-F4   Cancel   Close   Delete-F8   Browse-F3

Creating a New Sales Tax ID

Step 1: Type in the new ID to be added in the **Sales Tax ID** field and press **Enter**.

Step 2: Complete all the fields for the **Sales Tax ID**. A detailed description of all the fields is on .

Step 3: Click on the **Save-F4** button to save the **Sales Tax ID**.

Editing Sales Tax Information

Step 1: Make sure that the cursor is on the **Sales Tax ID** field. Type in the Sales Tax ID you wish to edit. If you do not know the Sales Tax ID, click on the **Browse-F3** button to list the Sales Tax IDs on the screen. Select a Sales Tax ID from the browse list. Press **Enter** on the Sales Tax ID field.

Step 2: All the fields for the **Sales Tax ID** will be displayed on the screen. You can change all the editable fields. **You cannot change the Sales Tax ID of an existing Sales Tax code.**

Step 3: Click on the **Save-F4** button to save the **Sales Tax ID**.

Deleting a Sales Tax ID

Step 1: Make sure that the cursor is on the **Sales Tax ID** field. Type in the Sales Tax ID you wish to delete. If you do not know the Sales Tax ID, click on the **Browse-F3** button to list the Sales Tax IDs on the screen. Select a Sales Tax ID from the browse list. Press **Enter** on the Sales Tax ID field.

Step 2: All the fields for the **Sales Tax ID** will be displayed on the screen.

Step 3: Click on the **Delete-F8** button to delete the **Sales Tax ID**.

⚠ **Important Note:** Deleting a **Sales Tax ID** will not delete its associated transactions in the system. We recommend that you do not delete a Sales Tax ID that has associated transactions in the system.

Sales Tax Maintenance Fields

Listed below is the explanation of the various fields in the data entry screen.

Sales Tax ID: This is the ID for the Sales Tax ID. For example, you can set up a Sales Tax ID called **LA** for **Los Angeles County** sales tax.

Sales Tax Expense Account: This is the expense account for the Sales Tax ID. The Purchase Order module uses this account to post

the sales tax paid on purchases. The default account is **Sales Tax - 54050** of the account type **Tax Expenses**.

Sales Tax Liability Account: This is the liability account for the Sales Tax ID. The Order Entry module use this account to post the sales tax received on sales. The default account is **Sales Taxes Payable - 24020** of the account type **Tax Liability**.

Tax Percent: Enter the tax percentages for the State, County, City, and Federal Sales Tax. On the Invoice or Purchase order, the sales tax will be listed as one amount only based on the **Total** sales tax percent field.

⚠ Important Note: To set up the tax rate for **GST**/Canadian customers you must enable or disable Canada **GST** taxes in the **Company Setup/Options** tab.
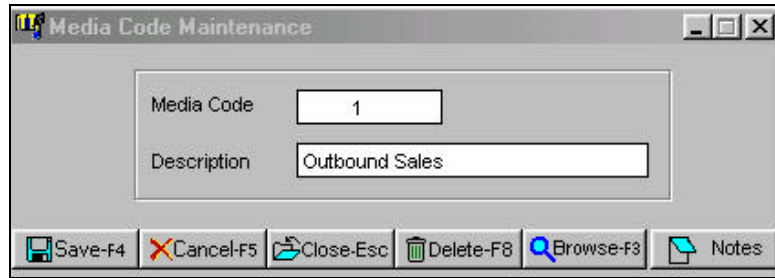
Media Code Maintenance

Media Codes are a simple way to track sales. Media Codes can be used for (but not limited to):

- Track the source of your sales. This is useful in tracking the performance of your advertisements, direct mailings, etc.
- Track your sales based on regions – North, South, East, West, etc.
- Track Wholesale versus Retail Sales.

The above examples show some of the many creative uses that may apply to this feature. The following fields are available in this option:

Creating a New Media Code

Step 1: Select the **Media Code Maintenance** option from the **O/E Setup** menu. Place the cursor on the **Media Code** field.

Step 2: Type in the new code to be added in the **Media Code** field and press **Enter**.

Step 3: Type in the **Description** for the **Media Code**.

Step 4: Click on the **Save-F4** button to save the **Media Code**.

Editing a Media Code

Step 1: Make sure that the cursor is on the **Media Code** field. Type in the Media Code you wish to Edit. If you do not know the Media Code, click on the **Browse-F3** button to list the Media Codes on the screen. Select a Media Code from the browse list. Press **Enter** on the Media Code field.

Step 2: All the fields for the **Media Code** will be displayed on the screen. You can change all the editable fields. You cannot change ID of an existing Media Code.

Step 3: Click on the **Save-F4** button to save the **Media Code**.

Deleting a Media Code

Step 1: Make sure that the cursor is on the **Media Code** field. Type in the Media Code you wish to delete. If you do not know the Media Code, click on the **Browse-F3** button to list the Media Codes on the screen. Select a Media Code from the browse list. Press **Enter** on the Media Code field.

Step 2: All the fields for the **Media Code** will be displayed on the screen.

Step 3: Click on the **Delete-F8** button to delete the **Media Code**.

Media Code Fields

Media Code: This is the code that you enter on the invoices to track sales. In the previous example , the code **1** refers to **Outbound Sales**.

Description: Enter the description of the Media Code.

Notes: You can maintain notes on the Media Code by clicking on the **Notes** button.

Payment Method Maintenance

The Payment Method Maintenance screen will allow you create Payment Codes for your Sales Orders and Invoices. These codes are also used when entering the payments in the A/R module. You can create payment methods to specify on the Sales Order or the Invoice as to how the customer paid for the transaction. Some examples are

- American Express
- Check
- Cash
- Cashiers Check
- COD

- Diners International
- Discover
- Master Card
- Money Order
- Other
- Purchase Order
- Visa

From the **O/E** menu, choose **Setup** and select **Payment Method Maintenance**. You can create your own new Payment codes or edit the existing ones.

The following fields are available on the Payment Method Maintenance screen:

Payment ID: This is the ID for the Payment Code. When asked for the payment method, you will enter this code.

Description: This is the description for your internal use only. This description will not print on the Sales Order or the Invoice.

Credit Card: Check this box if the payment method is credit card like Visa, MasterCard, etc. This setting is used during the posting of Invoice Returns to determine if a refund entry should be automatically created in Bank Manager.

If an Invoice Return is created and an amount is entered in the **Refund Amount** field, and the **Payment Type** on the invoice is **not** a credit card, then during posting a computer check will be

automatically created in Bank Manager for the refund amount. If the payment type **is** a credit card, then this refund check will not be created.

The **Credit Card** checkbox on the Payment Method Maintenance screen is used to determine whether the payment type is a credit card or not.
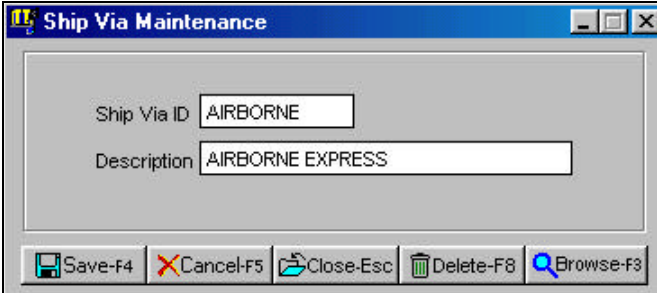
Ship Via Maintenance

The Ship Via Maintenance screen will allow you create Ship Via Codes for your Purchase Orders, Sales Orders or Invoices. You can create Ship Via codes to specify on the Purchase Order, Sales Order or the Invoice to specify how the goods will be shipped. Some examples are:

- FedEx
- UPS
- US Mail
- DHL

From the **O/E** (or the P/O) menu, choose **Setup** and select **Ship Via Maintenance**. You can create your own new Ship Via codes or edit the existing ones.

The following fields are available on the Ship Via Maintenance screen:

Ship Via ID: This is the ID for the Ship Via Code. This is the code that you will select (e.g. UPS, FedEx, etc.) when you are creating a Purchase Order, Sales Order, or an Invoice.
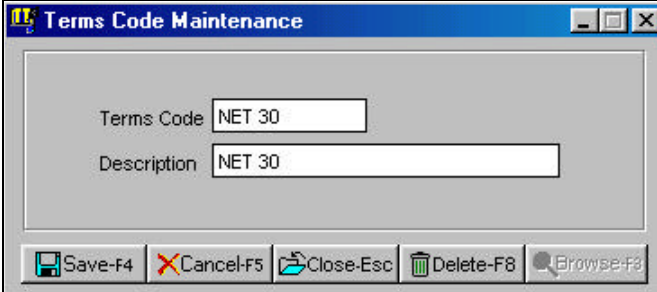
Description: This is the description for your internal use only. This description will not print on the Purchase Order, Sales Order, or the Invoice.

Terms Code Maintenance

The Terms Code Maintenance screen will allow you create **Terms Codes** for your purchase orders. From the **O/E** (or PO) menu, choose **Setup** and select **Terms Code Maintenance**. You can create your own Terms Codes or edit the existing ones.

The following fields are available on the Terms Code Maintenance screen:

Terms Code: This is the ID for the Terms Code. This is the code that you will select (e.g. NET 30, NET 45, etc.) when you are in the **Terms** field.

Description: This is the description for your internal use only. This will not print on the transaction.

Credit Status Code Maintenance

This field is designed to help you track credit card problems on outstanding orders. All new orders and invoices that you enter will be preset to have the default status code (you can define this on the **Order Entry Setup** screen). You can change the credit status of any order by using the **Convert Orders to Invoices** screen.

If you process and ship credit card orders, you can use this new feature as follows: Enter new orders with the **Enter/Edit Sales Order** screen. Charge credit cards, apply payments to the sales orders, and convert the sales orders to invoices using the **Convert Orders to Invoices** screen. On this screen, you can also change the credit status code in the event a credit card charge is declined or the card number is invalid. The **Order Entry Backorder Report** will show the credit status of all orders, so you can see if there is a credit reason for an order not to ship.

There are four default credit status codes that are provided: OK, 1DECLINE, 2DECLINE and INVALID. You can modify or remove these codes and add your own codes using the **Credit Status Code Maintenance** option on the **Order Entry Setup** menu.

On the **Order Entry Setup** screen, you can set the default status code for new orders and invoices.

To change the credit status of an order, you must use the **Convert Orders to Invoices** option. This is the only place where you can change the credit status of a **Sales Order**. The credit status of an **Invoice** cannot be changed.

The following fields are available on the **Credit Status Code Maintenance** screen:
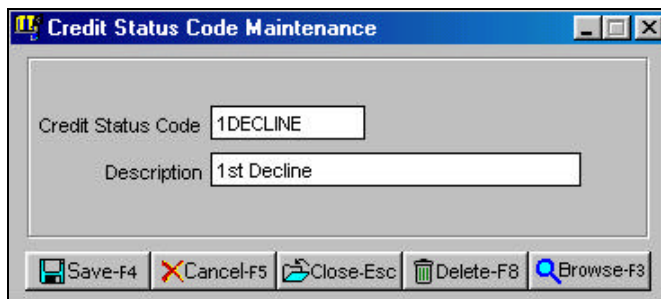
Credit Status Code: This is the ID for the Credit Status Code. This is the code that you select when you are in the **Credit Status** field.

Description: This is the description for your internal use only. This will not print on the transaction.

Customize Sales Order Form

You can print Sales Orders on three types of forms:

- Preprinted Forms from ZLand Forms
- Predefined Plain Paper style
- Customized Sales Order Form

The **Preprinted Form** has the look and feel of a large company with professional printing and logos. **The Predefined Plain Paper Style** prints on plain paper in a fixed format. You cannot change its look and feel nor can you add logos. The **Customized Sales Order Form** lets you change the look and feel of the form to fit your needs. In addition, you can add your own graphic logos (use only .bmp, .gif, or .jpg files) and change fonts.

The process of customizing a Sales Order is the same as customizing an invoice. For detailed information on **Customizing an Invoice**, refer to the following section on

Customize Invoice Form

There are three types of forms on which you can print your Invoices and Sales Orders:

1. **Preprinted Forms by ZLand Forms**: These include various types of professionally designed **Dot Matrix** and **Laser** forms.
2. **Simple Plain Paper Forms**: These are forms that have fixed (non-customizable) design for printing on plain paper.
3. **Customizable Sales Orders and Invoices**: These forms are also designed to print on plain paper. You have the ability to customize this form. You can enable or disable fields; change fonts; add your bmp, jpeg, or gif logo; and move fields on the form. The following sections will detail steps on customizing this form.

There are **three levels** of customization available. At higher levels, the features are more complex and powerful.

Level 1 Customization

This is the simplest and easiest level of customization. Here is how you customize your forms at this level.

Step 1: Select the **Customize Invoice Form** option from the Order Entry menu.

Step 2: At the top right hand corner, there will be a drop-down box with the title **Select Invoice Style**. Click on the drop-down arrow to list the available styles. These are listed below:

- Product
- Professional
- Service
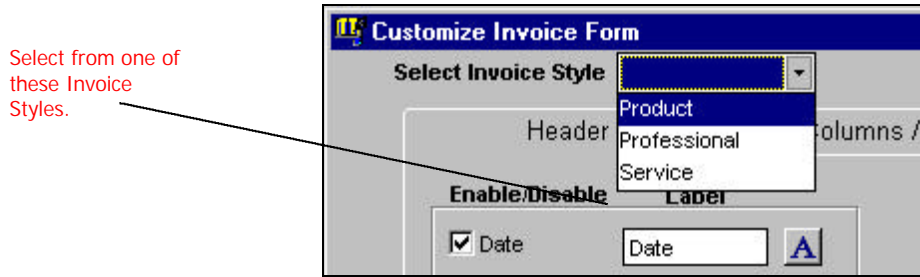
Step 3: Select the one of these **three styles** that fits your needs. The program will automatically enable or disable the fields that best fit the style you select.

When you select the **Product** style, all the fields on the invoice are **enabled**.

When you select the **Professional** style, the following fields on the invoice are **disabled**.

- Ship To
- P/O Number
- Ship Date
- Ship Via
- FOB
- Item
- Quantity
- Unit Price
- Freight

When you select the **Service** style, the following fields on the invoice are **disabled**.

- Ship To
- Ship Date
- Ship Via
- FOB
- Freight

Step 4: Click on the **Preview** button to see a sample of the form on the screen. Click on the **Reset** button to change the Invoice settings back to the factory settings. Click on the **OK** button to save your settings or click on the **Cancel** button if you do not wish to save your changes.

Level 2 Customization

This step gives you more control over the customizability of the forms. The previous steps allowed you to choose from an invoice style and the program automatically selected the fields for you.

With this level, you can do the following:

- Enable or disable fields based on your requirements.
- Change the text label (e.g. change the word **Invoice No.**) for the field.
- Change the font for the field (e.g. the actual invoice number on the invoice)
- Change the font for the text label (e.g. change the word **Invoice No.**)
- Change the number of decimal places for numeric amounts.
- Chose the logo file (.bmp, .gif, or .jpg) for the Invoice.

Here is how you customize your forms with this level.

Step 1: Select the **Customize Invoice Form** option from the Order Entry menu.

Step 2: Click on the **Enable** or **Disable** checkbox for any field. If the box is checked then the field and its label will print. If a box is not checked then both the field and the label will not print. You can choose fields from the **Header**, **Column/Footer,** and the **Other** tabs.

Step 3: You can change the text label for the provided fields. For example, you can change the test label for the **Date** field to **Inv. Date**.

Customize fields from the Header, Columns/Footer, and the Other tab.

You can change this label.

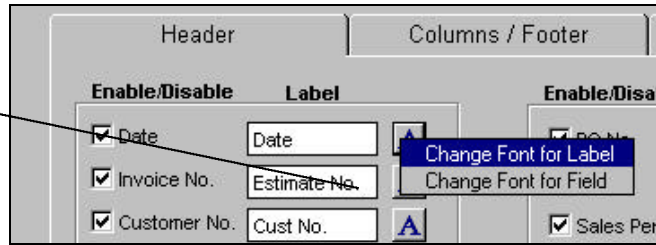Enable or disable fields. This field will print.

This field and its text label will not print.

Step 4: You can change the decimal places for most of the numeric fields. The decimal place for a numeric field can range from 0 (i.e. no decimal) to 4 decimal points.
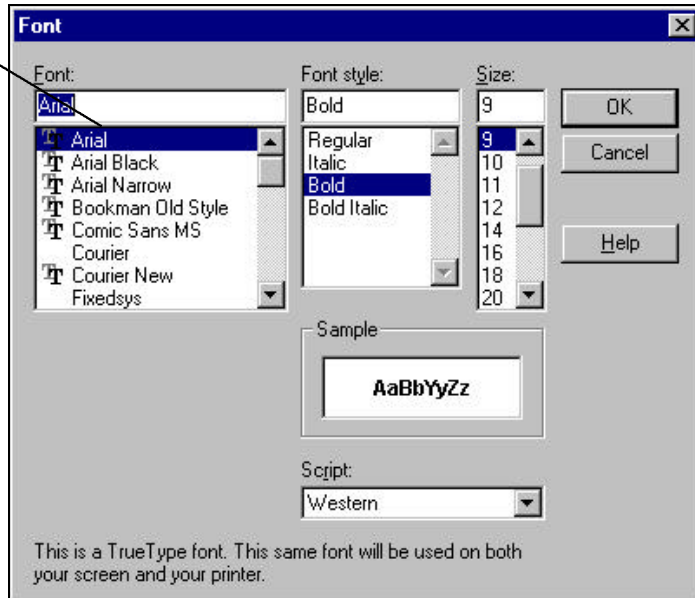

Change the decimal place on numeric fields.

Step 5: You can change the font for both the field and the text label associated with the field. To change the font, click on the icon with the character **A** next to the field. A menu will pop up with two choices. You can select to change the font for either the field or the label itself.

Click here and
select from menu
to change font.

Header		Columns / Footer

Enable/Disable   **Label**

☑ Date   Date

☑ Invoice No.   Estimate No.   Change Font for Label
                                 Change Font for Field

☑ Customer No.   Cust No.   A

Enable/Disal

☑ PO No.

☑ Sales Per

Select Font Name,
Style, and Size and
click on the OK
Button.

Font   ✕

Font: Font style: Size:

Arial   Bold   9   OK

🅣 Arial   ▲   Regular   ▲   9   ▲   Cancel
🅣 Arial Black   Italic   10
🅣 Arial Narrow   Bold   11
🅣 Bookman Old Style   Bold Italic   12
🅣 Comic Sans MS   14
   Courier   16   Help
🅣 Courier New   18
   Fixedsys   ▼   ▼   20   ▼

┌─ Sample ──────────────────────────┐
│   │
│   AaBbYyZz   │
│   │
└────────────────────────────────────┘

Script:

Western   ▼

This is a TrueType font. This same font will be used on both
your screen and your printer.

Step 6:   You can also change the company logo. To change the
               company logo, you must have a company logo file in a
               bmp, gif, or jpg format. Click on the **Other** tab. Make
               sure the checkbox for the logo file is checked (enabled).

               Next, click on the browse button 🔍 to display the **File
               Open** dialog box. Change to the directory in which the
               logo file is kept and select the logo graphics file.

Make sure this box is checked to display the logo.

Click here to select the logo file (BMP, GIF, JPG only)
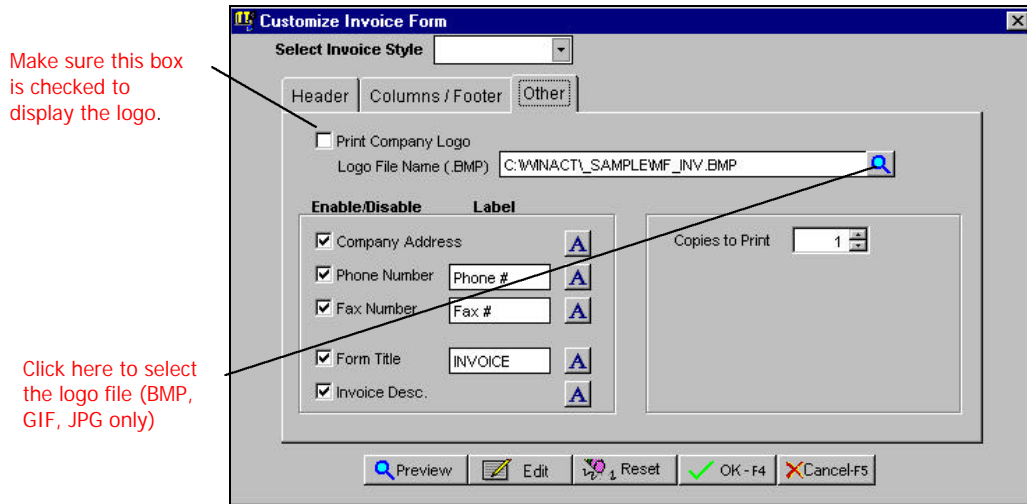
Step 7:   Click on the **Preview** button to see a sample of the Invoice on the screen. Click on the **Reset** button to change the Invoice settings back to the factory settings. Click on the **OK** button to save your settings or click on the **Cancel** button if you do not wish to save your changes.

Level 3 Customization

This level of customizability lets you move fields on the invoice form. You should use this level after you customized using Level 1 and 2.

⚠ Important Note: For the purposes of technical support, we only support the ability to move fields around. Other features, if available in this module, are not supported by technical support.

Step 1: Select the **Customize Invoice Form** option from the Order Entry menu.

Step 2: Place the mouse arrow over the field you wish to move. Single click, and hold down the left mouse button. A thin border with 8 dots around the field will become visible. Drag the field to the new location. Release the mouse.

Step 3: Press the function keys Ctrl and F4 at the same time (**Ctrl + F4**) when done. Select **Yes** to save and **No** to abort the save. Select **Cancel** to go back to editing the form.

Step 4: Whether you select **Yes** or **No**, the Customize Form tabs will be displayed again. Click on the **Cancel** button if you do not wish to save your changes. Click on the **Preview** button to see a sample of the form on the screen. Click on the **Reset** button to change the invoice settings back to the factory settings. Click on the **OK** button to save our settings.

Customize Packing Slip

This option allows you to customize the appearance of your packing slips by doing the following:

- Enabling or disabling the printing of specific information
- Changing the label caption
- Changing the font type, style, and/or size
- Moving the fields around
- Printing your own logo on the packing slip, using a .bmp, .gif, or .jpg graphic

The following items of information are customizable:
> **Date, Invoice No., Customer ID, Page No., Bill To, Ship To, PO No., Terms, Salesperson ID, Ship Date, Ship Via, FOB, Item No., Description, Notes, Packed By, Checked By, Invoice Desc. Print Date, Print Time, Company Address, Phone Number, Fax Number,** and **Form Title.**

The process of customizing a packing slip is essentially the same as customizing an invoice. For detailed information on **Customizing an Invoice,** see
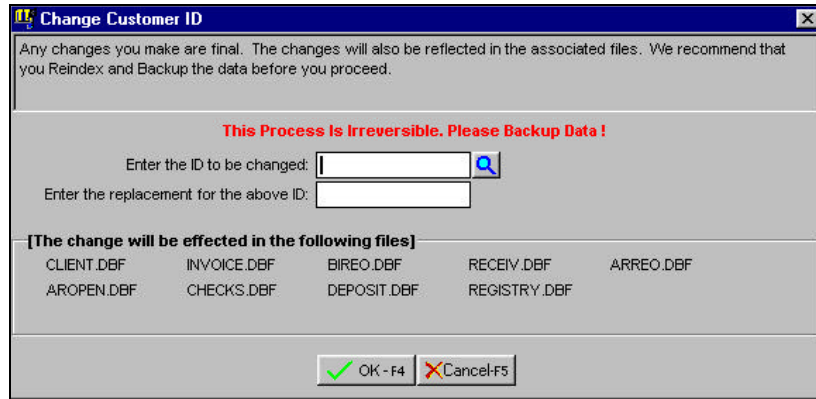
Change Customer ID

This option allows you to change a **Customer ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

⚠ **Important Note: This change is final and cannot be undone.** We recommend that you reindex and backup the data before you proceed. These features are available under **File** > **Data Utilities > Backup Data Files** and/or **Reindex Data Files.** Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that <u>no other workstation</u> is running the application over the network and that <u>no other copy</u> of the application is running on the local machine.

Change Vendor ID

This option allows you to change a **Salesperson ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

Important Note: This change is final and cannot be undone. We recommend that you reindex and backup the data before you proceed. These features are available under **File** > **Data Utilities > Backup Data Files** and/or **Reindex Data Files.** Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that no other workstation is running the application over the network or that another copy of the application is not running on the local machine.
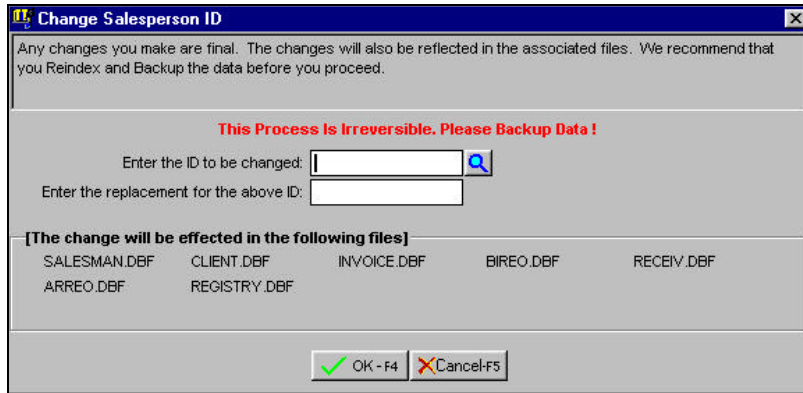
Order Entry Setup

This option is used to customize the setting for the Order Entry Module. You can use this option to enable or disable certain features of the Order Entry module.
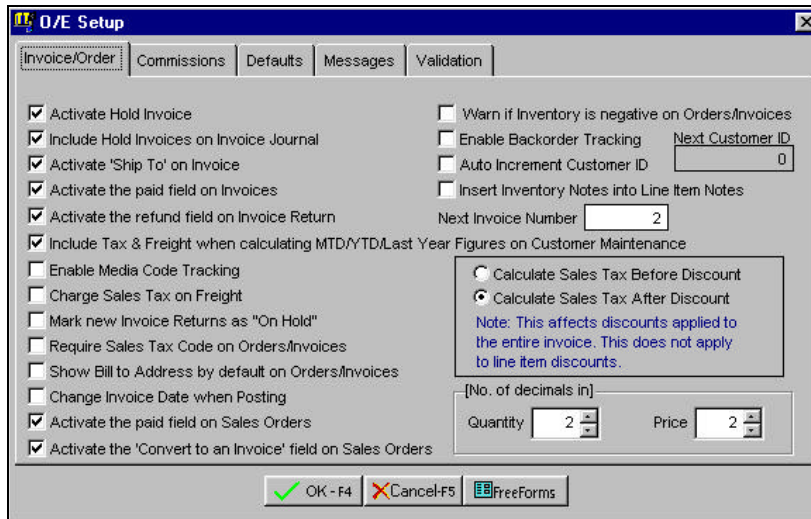
Invoice/Order

- **Activate Hold Invoice:** When this feature is activated, you have an option to mark the invoice as an **Invoice on Hold**. Invoices marked on hold are not posted when you select the option to **Post Invoices**. This feature is useful when you wish to create an invoice and keep it on hold until you receive the payment or stop a shipment. Invoices on hold can be edited as many times as required.
- **Include Hold Invoices in Invoice Journal?:** This option causes Hold Invoices to print on the Invoice Journal, providing that you have Hold Invoices activated. However, Invoices on hold will not be posted.
- **Activate 'Ship To' on Invoice:** This option turns on the ability to edit the **Ship To** information while creating **Sales Orders** or **Invoices**.
- **Activate the paid field on Invoices:** This option enables the **Paid** field on **Invoices**.
- **Activate the refund field on Invoice Return:** This option enables the **Refund** field on **Invoices**.
- **Enable Media Code Tracking:** This option enables the Media Code field on **Sales Orders** and **Invoices**.
- **Charge Sales Tax On Freight:** If you check this box then sales tax will be calculated on the freight amount.
- **Include Tax & Freight…:** When checked, the **Customer Maintenance** option will include Tax and Freight amounts in the MTD/YTD/Last Year fields.
- **Mark new Invoice Returns as "On Hold"**: If this box is checked, the program will automatically mark new Invoice Return transactions as being **On Hold**. You can override this by simply clicking on the checkbox. This is useful if you wish to enter a return invoice and use the invoice number as an RMA (Return Merchandise Number) number. You can then leave the return invoice on hold until the customer returns the products. This way it will not be posted until you actually receive the returned merchandise.
- **Require Sales Tax code on Orders/Invoices:** If this option is checked, then while saving, the program will check if the sales tax code is entered for each invoice and/or order. It will not save the invoice until a valid sales tax code has been entered.

- **Show Bill to Address by default on Orders/Invoices:** On the Invoice screen, there is the customer's address portion. One tab displays the Billing address and the second tab displays the shipping address (if any), which you can overwrite. Normally, when an invoice is created, the customer would most frequently want to change the shipping address. So rather than having to click on the **Ship to Address** tab every time, the program defaults to it. However, if you want the Bill to Address to display by default and not the Ship to Address, you can do so by checking this option.
- **Change Invoice Date When Posting**: By default, this option is not selected. When this box is checked, the **invoice date** changes to the **posting date** during the invoice posting process. Also, the invoice due date will be recalculated based on the **due date** in the client record. The original invoice date will be stored as the **Order Date** and displays on the Invoice screen by viewing the invoice. The purpose of this option is to make it easier to reconcile the sales history report with postings to the General Ledger. For example, let us say an invoice is entered on June 1, but not posted until June 5. Without this option, a Sales History report printed for June 5 would not show this invoice (because it is dated June 1), but a General Ledger Journal Register for June 5 would show it. With this option selected, both reports will show this invoice, making it easy to reconcile the postings with the **Sales History Report**.
- **Activate the Paid field on Sales Orders**: The **Paid** field is located at the bottom of the Invoice/Sales Orders screen. When this option is checked the field is enabled and the customer can enter any (pre) payment received on the invoice.
- **Activate the Convert to an Invoice field on Sales Orders**: A sales order that has been created can be immediately converted to an invoice. If this option is checked, the **Convert to an Invoice** checkbox displays. If this option is not checked, the checkbox does not display.
- **Warn if Inventory is Negative on Orders/Invoices:** This feature allows you to turn off the warning message that you may be out of stock on an item (negative on-hand units) when entering **Sales Orders** or Invoices. You can override this warning and still sell your products. However, the inventory **Units in Stock** value will increase in negative value when you post the invoice.

- **Enable Backordering**: Check this box to enable Backorder tracking.
- **Next Customer ID:** This field is enabled when the Auto Increment Customer ID checkbox is checked. The customer can enter the number that will be used as the starting point for automatically generating customer IDs for new customers.
- **Auto Increment Customer ID**: When you check this box, the program will automatically assign a Customer ID when you create a new customer. When you enable this option, you be asked to supply the next Customer ID. The system can only create numeric Customer IDs. If you wish to create alphanumeric Customer ID's then disable this feature. You will then have to manually supply the Customer ID.
- **Insert Inventory Notes into Line Items Notes**: When this option is checked, the program will insert the inventory notes for the relevant item on the invoice. You can enter the notes on the invoice, for the item, by clicking on the column identified by the icon.
- **Next Invoice Number**: This field stores the Next Invoice Number. This number is shared for creating new Invoices and Sales Orders.
- **Calculate Sales Tax/Discount**: You can specify if the sales tax amount will be calculated on the invoice amount before the discount or after the discount is computed.
- **Decimal Places:** You can choose the number of decimal places for the **Quantity** and the **Price** columns for the line items on an Invoice or a Sales Order.

Commissions

- **Salesperson Commission Setup Fields**: These fields are used to enable and customize the calculation of salesperson commission. To learn more about this feature, refer to .
- **Auto Increment Salesperson ID**: When you check this box, the program will automatically assign a **Salesperson ID** when you create a new Salesperson. When you enable this option, you will be asked to supply the next Salesperson ID. The system can only create numeric Salesperson IDs. If you wish to create alphanumeric Salesperson ID's then disable this feature. You will then have to manually supply the Salesperson ID.

Invoice Defaults

You can specify the default values for various fields on a Sales Order or an Invoice. These fields are pre-filled with the default values when you create a new Invoice or a Sales Order. These fields are:

- **Department ID** (If Department Tracking is enabled in **G/L Setup**)
- **Discount Percent**
- **FOB**
- **Freight**
- **Orders/Invoice Description**
- **Return Invoice Description**
- **Job ID** (If Job Tracking is enabled in **Job Setup**)
- **Media Code**
- **Credit Status**
- **Heading for Printing on a Sales Order**
- **Payment Method**
- **Salesperson ID**
- **Ship Via**
- **Tax Code**
- **Terms**
- **Default Unit Quantity**
- **Print Order**
- **Hold Invoice**
- **Print Invoice**
- **Notes for Order/Invoice**
- **After saving, set the cursor on this field**

Invoice Messages

These fields below allow you to define the text or message you want printed on the footer of the Invoice/Order. The text will be printed only on Invoice/Order form types **49403**, **86453,** and **86433**. Each field allows you to enter a maximum of 30 characters.

Customer Validation

When you are **adding a new customer**, you may not know if the customer already exists in your client base. Normally you would browse your customer base and go through a manual process of searching for duplicates. This feature is designed to automate this process.

When you add a new customer, the program can automatically check to see if you are adding a duplicate customer. If it finds a duplicate customer, then you will be prompted to view the duplicate(s) in a browse window. You can have the program do the same check when **editing** an existing customer.

The program can perform a duplicate check on the following fields:

- **Company Name**
- **Address Line 1**
- **Address Line 2**
- **Phone #**
- **Fax #**

Enter/Edit Sales Orders

This option is used to create and print Sales Orders. You can later convert Sales Orders to Invoices. Once a Sales Order is created, the program increases the **Committed** field in the inventory file. When you post the Invoice, the **Committed** field is decreased and the **On Hand Units** field is also decreased.

The process of creating a Sales Order is the same as entering an Invoice. For further details on the Enter/Edit Invoices option, refer to

Backorder Tracking

When you create an invoice, sometimes a part of the order may not ship, as the inventory items may be backordered. In such a situation, the O/E module follows certain rules to track backordered items. These rules are the following:

Backorder Feature

If the Backorder feature is **enabled** in the **Order Entry Setup,** when entering/editing an Invoice, if the quantity in the **Units** column exceeds the amount available in stock, you will get a message inquiring if you want to put the remaining units on backorder. If you answer with a **Yes**, units in excess of quantity available for sale are placed in the **Backordered** column. If you answer with a **No**, the number of the maximum quantity in stock is placed in the **Units** field and a 0 quantity in placed in the **Backorder** column.

If the Backorder feature is **not enabled** in the **Order Entry Setup**: The **Backorder** column on the invoice is still available, however no messages will display if the quantity in the **Units** column exceeds the amount available in stock.

Entering of Backorders:

- Backorders can be entered on Sales Orders and Invoices.
- The units entered in the backordered column:

  - Do not affect the invoice total
  - Do affect the units available for sale

- When creating an invoice for the first time, backordered items influence what is available for sale.
- When editing an existing invoice, the backordered items do not influence what is available for sale so that you can apply any on hand units that you may have recently received.

Posting of Invoice with Backordered Items

- When posted, the backordered items are moved to a new invoice.
- The old invoice references the new invoice and vice versa.
- The parent invoice will still reflect any units that are backordered.

Other Notes on Backorder

- Converting a Sales Order to an Invoice does not result in any changes.
- If there is a **payment made on the invoice with backordered items and it exceeds the invoice total,** when the invoice is posted:

  - ➢ The excess payment is applied to the new invoice created with backordered items.
  - ➢ On the new invoice, the payment field will be disabled and cannot be edited.
  - ➢ On the new invoice, only existing items can be edited.
  - ➢ On the new invoice, you cannot add any new items.
  - ➢ The full payment is applied to the checking account.

O/E Backorder Example 1

This example discusses a backorder situation where you have 7 items in stock, and the customer orders 10 units. For this example, the Backorder feature must be enabled from the **Order Entry Setup** option.

Step 1:   Let's assume that you have an item in inventory with the item ID called CALCULATOR and that the inventory maintenance option shows the following information for this item:

> **Inventory Item: CALCULATOR**
> Tax Status: Non-Taxable
> Units in Stock: 7.00
> Units on Order: 0.00
> Available For Sale: 7.00
> Cost: $10.00

Step 2: Let us create an Invoice for Inventory Item CALCULATOR. Enter 10 items in the Units column. A message box will come up indicating that you only have seven units available for sale and ask if you want to put the remaining three units on backorder. Select **Yes,** and the **Units** column will reflect 7 and the backordered column will reflect 3. *(NOTE: Selecting No would cause the units column to reflect 7 and the backordered column would reflect 0)*. Unit Price column should reflect $10.00. The extended column as well as the invoice total will be $70.00. Select **Save** as invoice #1. This is shown below.

Item ID	Units	Back Ordered	Price	Extended
CALCULATOR	7.00	3.00	10.00	70.00

Step 3: Inventory Maintenance now shows the following information:

> **Inventory Item: CALCULATOR**
> Tax Status: Non-Taxable
> Units in Stock: 7.00
> Units on Order: 10.00
> Available For Sale: 0.00
> Cost: $10.00

Step 4: Select Post Invoice from the O/E menu.

Note For G/L Users: The following entry is made to G/L Module.

Account Type	Debit	Credit
Accts Receivable	70	
Sales		70
Cost of Sales	70	
Inventory		70

Step 5: Invoice #1 will be marked as posted and cannot be edited. It will not be changed in any way. A new invoice #2 will be created. In its **Notes** area, it will be indicated that this was a backorder from invoice #1.

Item ID	Units	Back Ordered	Price	Extended
CALCULATOR	0.00	3.00	10.00	0.00

Step 6: Inventory Maintenance will now show the following information:

> **Inventory Item: CALCULATOR**
> Tax Status: Non-Taxable
> Units in Stock: 0.00
> Units on Order: 3.00
> Available For Sale: 0.00
> Cost: $10.00

Step 7: When you receive your products from the Vendor, you print a Backorder report in both Purchasing and Order Entry modules to determine which items are backordered. You can then go and manually edit Invoice #2 and type in the number 3 in the **Units** column. The Backorder quantity will be zeroed out. You can now post and ship this invoice:

Item ID	Units	Back Ordered	Price	Extended
CALCULATOR	3.00	0.00	10.00	30.00

O/E Backorder Example 2

This example discusses a backorder situation where you have 0 items in stock, and the customer orders 10 units. For this example, the Backorder feature must be enabled from the **Order Entry Setup** option.

Step 1: Let us say you have an item in inventory with the item ID called CALCULATOR. Also, assume that the inventory maintenance option shows the following information for this item:

Inventory Item: CALCULATOR
Tax Status: Non-Taxable
Units in Stock: 0.00
Units on Order: 0.00
Available For Sale: 0.00
Cost: $10.00

Step 2:   Let us create an Invoice for Inventory Item
CALCULATOR. Enter 10 items in the Units column. A
message box will come up indicating that you have 0
units available for sale and ask if you want to put the 10
units on backorder. Select yes and the **Units** column will
reflect 0 and the backordered column will reflect 10.
*(NOTE: Selecting No would cause the units column
would reflect 0 and the backordered column would
reflect 0).* Unit Price column should reflect $10.00. The
extended column as well as the invoice total will be
$0.00. Save as invoice #1. This is shown below.

Item ID	Units	Back Ordered	Price	Extended
CALCULATOR	0.00	10.00	10.00	0.00

Step 3:   Inventory Maintenance now shows the following
information:

Inventory Item: CALCULATOR
Tax Status: Non-Taxable
Units in Stock: 0.00
Units on Order: 10.00
Available For Sale: 0.00
Cost: $10.00

Step 4:   At this point, if you select the **Post Invoice** option from
the O/E menu you will receive a message box stating that
there are no invoices to post.

Step 5:   When you receive your products from the Vendor, you
print a Backorder report in both Purchasing and Order
Entry modules to determine which items are backordered.
You can then go and manually edit Invoice #2 and type in

the number 10 in the **Units** column. The Backorder
quantity will be zeroed out. You can now post and ship
this invoice:

Item ID	Units	Back Ordered	Price	Extended
CALCULATOR	10.00	0.00	10.00	30.00

Print Sales Orders

This option is used to print Sales Orders. When you select this
option, you will be asked the following questions:

Print Zero Balance Sales Orders: If you check this box, all **Sales
Orders** with a grand total of zero will be printed. If you do not check
this box, invoices with a grand total of zero will not be printed.

Sales Orders Range: Enter the starting and the ending Sales Order
numbers to print. To print, or reprint all the orders, enter **FIRST** for
the **Starting Number** and **LAST** for the **Ending Number**.

Click on the **Cancel** button to abort the printing process, or click on
OK to continue. You will be given an option to print the invoices to
the **Printer, Screen, File,** or **E-Mail.** If you are printing to a file, you
may type in a filename.

Form Styles

The form style determines how the Sales Order/Invoice will look
when it prints. You can choose from the following styles:

Sales Order/Invoices Available from ZLand Forms

Style#	Description
4800	Sales Order - Plain Paper (8.5" x 11") – Not recommended – Use **CustEst** below. This style is kept for backward compatibility only.
CustEst	Customizable Sales Order – Plain Paper (8.5" x 11")
4700	Invoice – Plain Paper (8.5" x 11") – Not recommended – Use **CustInv** below. This style is kept for backward compatibility only.
CustInv	Customizable Invoice – Plain Paper (8.5" x 11")
49403	Retail Style (Laser) (8.5" x 11"). Parts Available: 1
49453	Service Style (Laser) (8.5" x 11"). Parts Available: 1
86413	Retail Style (Dot Matrix) (8.5" x 7" Detached). **Parts Available**: 3 or 5 carbonless Fifth part of 5 part form is **packing list** with price columns blocked out.
86433	Retail Style (Dot Matrix) (8.5" x 11" Detached). **Parts Available**: 3 or 5, carbonless. The fifth part of the 5-part form is **packing list** with price columns blocked out.
86453	Retail Style (Dot Matrix) (8.5" x 7" Detached). **Parts Available**: 3 or 5, carbonless The fifth part of the 5-part form is a **packing list** with price columns blocked out.
86473	Retail Style (Dot Matrix) (8.5" x 11" Detached). **Parts Available**: 3 or 5, carbonless Fifth part of 5 part form is a **packing** list with price columns blocked out.
86493	Service Style (Dot Matrix) (8.5" x 7" Detached)
772922	Double Window Envelope for Invoices

Ordering Forms

You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier **ZLand Forms**.

⚠ Important Note: This program is designed to print on forms supplied by **ZLand** Forms only. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by **ZLand** Forms.

Please refer to the online Forms brochure included with the program for information on ordering forms **or FREE SAMPLES.** You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order or obtaining **FREE FORM SAMPLES**, ZLand Forms can be reached at:

(800) 2-BUY FORMS

Enter/Edit Invoices

To edit or create a new invoice, select the **Invoices** option on the menu. You may also click on the **Invoices** button on the toolbar as an alternative. The program will come up with the invoicing screen.

Sales Orders and Invoices: There are two data entry screens, one for Invoices and the other for **Sales Orders**. They look the same. The only difference between the two is that when you select the option to **Post Invoices**, the program will only post the **Invoices**. **Sales Orders** are not posted until they are converted to **Invoices**.

Sales Orders work in the same manner. Many companies use orders as a step before they convert them into invoices. Once the Sales Order is approved, you can convert it into an invoice. **Sales**

Orders are useful in providing quotes to customers or can be used to build an Invoice over a period.

This is the **Header** section of the Invoice.

This is the **Body** section of the Invoice.

This is the **Footer** section of the Invoice.

Creating a New Invoice

You can create a new Invoice as follows:

Step 1: Leave the Invoice Number field blank. The program will automatically determine the next Invoice number from the **O/E Setup** option. If you are entering a manually created Invoice, you can enter the Invoice Number in this field.

Step 2: Press **Enter** on the Invoice date field. The cursor will move to the Customer ID field. You can now fill in the Invoice information. An explanation of the fields on the Invoice is available at

How Do I Convert a Sales Order to an Invoice

Normally you enter the original transaction as a Sales Order. After the Sales Order is finalized, you convert it to an Invoice and ship the products to your customer.

Step 1:   Go to a blank **Enter/Edit Invoice** screen and type in the Sales Order number in the Invoice number field.

Step 2:   Press the **Enter** key.

Step 3:   This will convert the **Sales Order** to an **Invoice**.

In addition to the above method, you can convert a Sales Order to an Invoice by two other methods:

1. When you save a Sales Order, you will be given an option to convert it to an Invoice.
2. Use the Convert Orders to Invoice option in the Order Entry module.

Editing a Previously Saved Invoice

You can edit a previously saved (but unposted) **Invoice** as follows:

Step 1:   Type in the Invoice number in the Invoice number field. If you do not know the Invoice number, you can click on the **Browse** button to bring up a list of Invoices currently on file. You can select an Invoice from this list to view or to edit it.

Step 2:   Press the **Enter** key.

Step 3:   The **Invoice** will display on the screen.

Step 4:   After making the desired changes, press the **Save** button to save the Invoice.

Deleting a Previously Saved Invoice

You can delete a previously saved (but unposted) **Invoice** as follows:

Step 1: Type in the Invoice number in the Invoice number field. If you do not know the Invoice number, you can click on the **Browse** button to bring up a list of Invoices currently on file. You can select an Invoice from this list to view or to delete it.

Step 2: Press the **Enter** key.

Step 3: The **Invoice** will display on the screen.

Step 4: Press the **Delete-F8** button to delete the invoice.

Invoice Fields

⚠ **Important Note on how the Order/Invoice Number for the current transaction is determined**: This program has the ability to open multiple Order/Invoice screens (e.g. While you are in the middle of working on an Order/Invoice for a Customer, you can open another Order/Invoice screen). In order to prevent conflicts between both these open windows, the program does not determine the Order/Invoice number until you save the Order/Invoice. When you save the Order/Invoice, the program will automatically pickup the next Order/Invoice number display the message **Saving Order/Invoice number XX**. If you are entering the Order/Invoices after the fact, you can override this feature by going to the Order/Invoice Number field and entering the Order/Invoice number directly.

Invoice Date: Press **Enter** to accept the current date, or type in a new date.

Customer ID: Enter the Customer ID of the customer to bill for this invoice. It may consist of numbers or letters in any combination. Type in the Customer ID and press **Enter** to go to the next field.

- **Selecting Customers**: If the Customer exists in the Customer database but you do not know the Customer ID, click on the **Browse** button to bring up the list of Customers in the database.

- **Adding Customers**: If you want to add a new Customer, type in the new Customer's number in the Customer ID field on the invoice. After typing in the new Customer ID, press the **Enter** key. You will be asked to verify that you want to add the new Customer. Click on **OK** to add the new customer. A customer data-entry screen will come up. For more information on the **Customer Maintenance** option, refer to .

When entering/editing Invoices or Sales Orders, if you have auto-customer numbering enabled in the **O/E Setup**, there will be a button on the right side of the Customer ID that looks like this: . Clicking on this button will bring up the **Customer Maintenance** screen, allowing you to add new customers. When you save the new client information, the next available customer number will be assigned and will be automatically entered on the invoice screen.

To the left of the Customer ID field there is a button labeled **Cust ID** that looks like this: Cust. ID. When you type in a valid Customer ID, you can click on this button to access the **Customer Maintenance** for that customer. In addition, you can also double click on the **Customer's Billing Address** to access the Customer Maintenance for that customer.

When you type in a valid **Customer ID** and press **Enter**, the Customer name, address, phone, and fax numbers will automatically display on the screen. The **Bill To** and the **Ship To** addresses will automatically display from the customer's file. You may edit the Ship To address if required.

Due On: This is the date on which the invoice is due for payment. The program automatically calculates the due date based on the number of due days you entered in the customer data entry screen. For example if the **Invoice Date** field has the date 03/01/98, and the

Due Days field for your Customer has 30 days, then the **Due On** date will automatically be calculated as 03/31/98.

Order Date: The program will automatically enter the current date as the Order Date.

Terms: Enter the Terms Code (Net 30 etc.) for this Invoice. You can select a Terms Code from the drop down list. Terms signify the period within which the customer has agreed to pay the invoice. For example, **Net 30** would mean that that the entire balance is due within 30 days from the invoice date. The Terms print on the invoice but do not affect the **Invoice Due Date**. The **Invoice Due Date** is calculated based on the **Due Days** field in **Customer Maintenance**.

FOB: **FOB (free on board)** refers to the terms between the buyer and the seller regarding transportation costs and the moment at which the buyer assumes the ownership of the item. Typically, you can use two words in the FOB field:

Destination: The Seller is paying for the freight amount.

Origin: The Buyer is paying for the freight amount. Sometimes the word **Origin** is replaced with the location from the where the product was shipped. This could be the name of the Warehouse, City, and State, etc.

 TIP! Since FOB is 10-character field and the word Destination is 11 characters long, instead use an abbreviation like "Destn."

The supplier loads the goods *free on board* the transportation carrier. Beyond that the terms Origin or Destination is used to determine who is responsible for the freight charges. In addition, unless the seller expressly reserves the title to the goods, whoever pays the freight charges customarily has the title/ownership to the goods.

Ship Via: Chose the method of shipping for this invoice (e.g. FedEx, UPS, etc.).

Ship Date: Enter the date this invoice was shipped.

Department ID: If you have enabled Department Accounting tracking in the **G/L Setup**, you enter the Department ID number here.

Job ID: If you have enabled the Job tracking function, you will be required to enter the Job ID for this invoice. Job Tracking can be enabled from the **Job Setup** menu. If an invoice does not require a Job ID, then you can create a dummy Job ID like 99 and then assign it to the invoice.

Salesperson ID: Enter the Salesperson ID for this invoice. This field requires a valid salesperson ID if you have enabled Salesperson tracking in the **Order Entry Setup** screen. The Salesperson ID is also used for commission tracking. For information on commission tracking, refer to page 313.

Media Code: Enter the Media Code for this transaction if you have enabled Media Code tracking. For more information, please refer to page 319.

P/O/Ref: Enter the Customer's Purchase Order (P/O) number or any Reference Number. This field is optional.

Following the above information is the body (center section) of the invoice. This section consists of the following fields:

Payment Method: Enter the payment method to specify how the customer will pay (Check, Cash etc.) for the invoice amount. You can select a payment method from the drop down list. The program has the most commonly defined payment methods. These are:

- American Express
- Cash
- Cashiers Check
- Check
- COD

- Diners International
- Discover
- MasterCard
- Money Order
- Purchase Order
- Visa
- Other

Card/Check #: Enter the Credit Card / Check # based on the payment method. Enter the expiration date in the **Exp. Date** field.

Credit Status: Enter the Credit Status (Decline, OK etc.) for this Invoice. For more information, please refer to

Invoice Description: Type in a description for the invoice. Press the **Enter** key to accept the default description, or press **Ctrl** + **Y** to delete the current description line. You can then type in a new description if required. This description displays in the following areas:

- Customer Statements
- Aging Reports
- Browsing invoices while entering Customer payments

Item ID: You will be required to enter one of the following:

- An Inventory ID (Inventory Item)
- A Service ID (Services Rendered)
- A Message ID (Message to your customers)

It can consist of numbers or letters in any combination. If you know the ID, enter it, and press **Enter** to go to the next field.

- If the item exists in the database and you do not know the ID, click on the **Browse** button to bring up the list of IDs in the database. You will be able to browse Inventory, Service, and Message IDs.
- If you want to add a new ID, type in the new ID number in the **Item ID** field on the invoice. After typing in the new ID, press the **Enter** key. A browse screen will display with the listing of all the items. Click on the **Add Item** button on the bottom left corner of the screen. You will be asked to verify if you want to

add Service, Message, or an Inventory ID. Select the type of item you wish to create and click on **OK** to enter the item information.

<center>**OR**</center>

- When you type in a valid ID and you press **Enter**, the program will automatically fill in the description field. If the item type is an Inventory or a Service item, the price will also automatically display. This price information is obtained from the Inventory or the Service ID files. When you type in the **Units**, the program will automatically calculate the **Extended Price** field.

TIP! If you have regular charges billed to your customers, set them up as Service IDs. Some examples are:

- **Service Charges**: Monthly Charges such as Professional fees, Gardening, Garbage collection, Maintenance, etc.
- **Labor Charges** and other **Miscellaneous** charges

Once you have entered the Item ID, the program automatically fills in the rest of the fields in this line in the body section.

If you want to attach a line item note to the Invoice item, click on the button in the column heading after **Description** and type the note in the **Notes** section.

TIP! If you want to enter multiple message lines in the line items are do the following. Go to the **Message Maintenance** screen and create a Message ID as a "." (i.e. a period without the quotes) and leave its description as blank. Then on the invoice screen, when you want to type in a message, enter "." (i.e. a period without the quotes in the **Item ID** column and then press **Enter**. You can type in a comment in the **Description** column. You can then repeat this process on the next line for as many lines as you wish.

Freight: Enter the Freight (Shipping and Handling) amount applicable to the invoice.

Disc %: This is the discount percent to be applied on the sub-total of all the line items on the invoice. The actual discount amount is automatically calculated and placed in the **Disc Amt.** Field.

Tax Code: When you create a new transaction, the program will pre-fill this field with the default tax code from the customers file (i.e. Customer Maintenance). You can override the default tax code in the customer file and replace it with another sales tax code. This is useful if you create taxable and non-taxable invoices for the same customer.

The **Tax** field is automatically calculated. **GST** tax will be automatically calculated if you have enabled the **GST** tax in the **Company Setup** section. If you have problems with sales tax not calculating, please refer to .

The **Invoice Total** and the **Balance Due** (Invoice Total minus the Paid amount) fields will be automatically calculated. These fields cannot be edited.

Paid Amount: Enter the amount (partial or full) prepaid by the Customer. The program will automatically create a payment based on this amount and apply it against this invoice. You can enable this field from the **O/E Setup** option. For more details on **O/E Setup**, refer to .

Notes: Enter the **Notes** for the invoice. These notes will not print on the invoice. However, if you are using the **Custom Invoice** option in the **Form Setup** option, you can print these notes on the invoice. For more information on how to customize a Sales Order or an invoice, refer to .

Posted: This checkbox is checked if the invoice has already been posted. In such a situation, you can only view but not save changes to the invoice.

Hold: If you click on the **Hold** invoice checkbox, the invoice will be put on hold. When an invoice is on hold, you cannot post it or print it. This is useful if you want to go back and edit the invoice later.

Print: You can click on the **Print** invoice checkbox you if you want to print the invoice. Printing the invoice is optional. If you do not print the invoice, you have the option to print it later. When you click on **OK** the invoice will print. You can print the invoice to the **Printer**, **Screen**, **Disk File,** or **E-Mail**.

How Is Sales Tax Calculated for Invoices?

In order to calculate the sales tax on an invoice, the following conditions must be met:

- You must set up your **Sales Tax ID's** using the **Sales Tax Maintenance** option.
- The customer you are trying to create the invoice for must have a valid **Sales Tax ID** in the **Customer Maintenance** option.
- The inventory item IDs you are listing on the invoice must be marked as **Taxable** in the **Inventory Maintenance** option.
- The service item IDs you are listing on the invoice must be marked as **Taxable** in the **Service Maintenance** option.

How Is GST/PST Tax Calculated for Invoices?

In order to calculate the GST/PST sales tax on an invoice, the following conditions must be met:

- You must enable **GST / PST Tax** calculation in the **Company Setup / Options tab**.
- The customer you are trying to create the invoice for must be **checked** for **GST Tax** in the **Customer Maintenance** option.

- The Inventory IDs you are listing on the purchase order/invoice must be **checked** for **GST Tax** in the **Inventory Maintenance** option.
- The Service IDs you are listing on the purchase order/invoice must be **checked** for **GST Tax** in the **Service Maintenance** option.

Enter /Edit Invoice Returns

This option is used to enter Invoice Returns. When you create and post an Invoice Return, the program adds the items back into inventory, and decreases the Customer balance in A/R.

The process of entering an Invoice Return is the same as entering a regular invoice. You **do not** have to enter negative figures on an invoice return. The program will do that for you automatically. For further details on the Enter/Edit Invoices option, refer to

Convert Orders to Invoices

This option is used to visually convert **Sales Orders** into invoices. This screen has two sections. The **upper section** lists all the open Sales Orders that can be converted into Invoices. The **lower section** lists the line item details (the body) of the currently selected Sales Order in the upper section.

List of orders to be converted into invoices

Order details for the currently selected order

You can convert **Sales Orders** into invoices as follows:

Step 1:   Select the Sales Orders to convert into invoices by manually checking the last column labeled **Cnvrt** (Convert). If you wish to convert all, then click on the **Tag All** button at the bottom of the window.

Step 2:   To edit an order, place your cursor on the order in the upper section and click on the **Edit** button. This step is optional.

Step 3:   Click on the **Print** button to print the tagged Sales Orders. This step is optional.

Step 4:   Click on the **OK-F4** button to convert the tagged Sales Orders into Invoices. To abort the process, click on the **Cancel-F5** button.

Important Note: If you change the **Credit Status** of an order, it will be saved even if click on the **Close** button.

Remove Invoice Hold Status

When you select this option from the menu, a list of all invoices currently on Hold Status will display. Select the invoice(s) to remove from hold by clicking on the **Hold Status** box to uncheck it. When you are finished, click on **OK** to save your changes.

Enter/Edit Recurring Invoices

This option is used to create recurring entries that can be posted to the invoice file. Recurring invoices are used by businesses that bill their customers on a regular basis for a fixed amount. It can only be used to create transactions that increase the customer balance (Debits). An example would be a newspaper delivery service billing its readers every month. Recurring entries are not restricted to being generated every month. You can create them at any interval, as required.

Create customer Invoices every month (or any other period) automatically.

The **Recurring Invoice** screen essentially looks like a regular invoice screen. Recurring invoices do not affect the invoice file until you generate them.

Creating a New Recurring Invoice

You can create a new Recurring Invoice as follows:

Step 1:   Leave the **Edit Recurring Invoice Number** field blank.
The program will automatically determine the next
Recurring Invoice number.

Step 2:   The cursor will be in the Recurring Code field. Enter the
Recurring Code. (For a detailed description of Recurring
Codes, see page 363).

Step 3:   If you selected an automatic Recurring Code (e.g.,
Weekly, Monthly, etc.), select the **Next Billing Date**. If
you selected a manual Recurring Code (e.g., 0-99), the
program automatically enters the current date in this field.

Step 4:   Enter the data for the rest of the fields. See the following
section for more information on each of the fields.

Recurring Invoice Fields

The following is an explanation of the various fields in the
Enter/Edit Recurring Invoices screen:

Recurring Code

There are two types of recurring codes – manual and automatic.
Recurring codes are used to group invoice transactions together.

When creating a new transaction, or editing and existing transaction,
select the **Recurring Code** from the drop-down menu. The
following is a list of available codes:

- **Automatic Codes – Daily, Week Daily (M-F), Weekly, Bi-
Weekly, Semi-Monthly, Monthly, Quarterly, Semi-Annually,
Annually**
- **Manual Codes – 0-99**

Select an automatic code if it applies, or select a manual code to use for customers that you are billing in a manner not included in the automatic Recurring Code list. (For example, you could assign "0" for "Bill every Monday and Thursday," or "1" for "Bill every nine do not set up these manual recurring codes within the program. You manually track them, and you are able to generate invoices all at once for all recurring invoices assigned a specific code.

Next Billing Date: If you selected an automatic **Recurring Code**, enter a **Next Billing Date**.

Customer ID

Enter the **Customer ID** for the customer you are billing for this invoice. It may consist of numbers or letters in any combination. Type in the **Customer ID** and press **Enter** to go to the next field.

- **Selecting Customers**: If the Customer exists in the Customer database but you do not know the Customer ID, click on the **Browse** button to bring up the list of Customers in the database.
- **Adding Customers**: If you want to add a new Customer, type in the new Customer's number in the **Customer ID** field on the invoice. After typing in the new Customer ID, press the **Enter** key. You will be asked to verify that you want to add the new Customer. Click on **OK** to add the new customer. A customer data-entry screen will come up.

When you type in a valid **Customer ID** and press **Enter**, the Customer name, address, phone, and fax, last payment, and balance figures will automatically display.

Department ID

If you have department tracking enabled, you will need to enter the **Department ID** for this customer. Departmental tracking can be used only if you have enabled **Track Departmental Accounting** in the **General Ledger** module.

Last Payment and Balance

These fields are automatically updated from the Customer's file and cannot be edited.

Job ID

If you have enabled the Job tracking function, you will be required to enter the **Job ID** for the Invoice. You can enable **Job Tracking** from the **Job Setup** menu. If an invoice does not require a Job ID, then you can create a dummy Job ID like 99 and then assign it to the invoice.

Salesperson ID

Enter the **Salesperson ID** for this invoice. This field requires a valid Salesperson ID if you have enabled Salesperson tracking in the **Order Entry Setup** section.

Invoice Description on the Invoice

In this field, you can type in a **Description…** for the invoice. Press the **Enter** key to accept the default description, or press **Ctrl** + **Y** to delete the current description line. You can then type in a new description if you wish. This description will display for informational purposes in the following areas:

- **Customer Statements**
- **Aging Reports**
- Browsing invoices while entering **Customer Payments**

The previous information is followed by the **body** (center section) of the invoice. This section consists of the following fields:

Item ID

You will be required to enter one of the following:

- **An Inventory ID** (Inventory Item)
- **A Service ID** (Services Rendered)
- **A Message ID** (Message to your customers)

It can consist of numbers or letters in any combination. If you know the **ID**, enter it, and press **Enter** to go to the next field.

- If the item exists in the database and you do not know the ID, click on the **Browse** button to bring up the list of IDs in the database. You will be able to browse Inventory, Service, and Message IDs.
- If you want to add a new ID, type in the new ID number in the **Item ID** field on the screen. After typing in the new ID, press the **Enter** key. A browse screen will display with the listing of all the items. Click on the **Add Item** button on the bottom left corner of the screen. The **Select the Type of item to Add** screen will display. Select from **Service**, **Message**, or **Inventory** and Click on **OK** to enter the item information.

<div align="center">

OR

</div>

- When you type in a valid **Item ID** and you press **Enter**, the program will automatically fill in the description field. If the item type is an Inventory item or a Service, the price will also automatically display. This price information is obtained from the Inventory or the Service file. When you type in the **Units**, the program will automatically calculate the **Extended Price** field.

 TIP! If you have regular charges billed to your customers, set them up as Service IDs. Some examples are:

- **Service Charges**: Monthly Charges such as Professional fees, Gardening, Garbage collection, Maintenance etc.
- **Labor Charges** and other **Miscellaneous** charges.

- **Fixed Dollar Amount Discounts**: You may create a Service ID called Discount. When adding the Service ID to the database leave the price at zero. You can then give dollar discounts by entering the units as 1 and price as a negative amount equal to the amount of the discount. See the example below.

Item	Description	Units	Price
Software	Windows 5"	1.00	99.95
DI	Discount	1.00	-9.95
	Tax: 9.00	Total:	99.00

The program automatically fills in the **Extended** price, **GST** tax (if you have enabled the **GST Tax** in the **Company Setup** section), **Tax**, and **Total**.

Click on **Save** to complete the Recurring Invoice.

Editing a Recurring Invoice

You can edit a previously saved **Recurring Invoice** as follows:

Step 1: Enter the previously saved Invoice number in the **Edit Recurring Invoice Number** field. If you do not know the Invoice number, you can click on the **Browse** button to bring up a list of Invoices currently on file. You can select an Invoice from this list to view or edit.

Step 2: Press the **Enter** key.

Step 3: The **Invoice** will display on the screen.

Step 4: Make your changes.

Step 5: Click on **Save** to save your changes to the database.

Print List of Recurring Invoices

This option allows you to print the recurring invoices to screen, printer, or file. The printout looks like an invoice. Note that this option is used to review recurring entries. It does not update the invoice file. When you select this option, you will be asked the following questions:

Recurring code: Enter the recurring code for the group of invoices you wish to print.

Click on the **Cancel** button to abort the printing process, or click on **OK** to continue. You will be given an option to print the invoices to the **Printer, Screen, File,** or **E-Mail.** If you are printing to a file, you may enter a filename.

Generate Recurring Invoices

This option will allow you to **Generate Recurring Transactions**. If you select an automatic recurring code (e.g. Weekly, Monthly, etc.), the program will ask you to enter **Generate for the Date.**

If you select a manual (0-99) code, you will be asked to select a **Recurring Code** from the drop-down list of numbers. Once you select the code, the program will generate entries for all invoices that contain this Recurring Code.

The following is an example of how <u>automatic</u> **Recurring Codes** interrelate with the **Next Billing Date** when you **Generate Recurring Invoices**:

You enter Recurring Invoice #**1** with a Recurring Code of **Monthly** and a Next Billing Date as **March 15, 2000**. When you then go to **Generate Recurring Invoices**, there are three possible scenarios:

• If you enter a generation date of February 9, 2000:
  No Invoice is generated.
• If you enter a generation date of March 28, 2000:
  An invoice dated March 15, 2000 is generated.
  The next billing date is changed to April 15, 2000.

- If you enter a generation date of April 23, 2000:
  An invoice dated March 15, 2000 is generated.
  A second invoice for April 15, 2000 is generated.
  The next billing date is changed to May 15, 2000.

⚠ **Important Note:** There is a built-in protection against double billing when you select from the automatic Codes. The program will not allow you to generate a bill twice for the same billing date.

The following is an example of how the <u>manual</u> **Recurring Codes** interrelate to the **Generate for the Date** (you do not have the option of selecting a Next Billing Date with the manual codes) when you **Generate Recurrent Invoices:**

- The date of the transaction is the date entered in the **Generate for the Date** field.
- If you generate the same manual code twice for the same generation date, the program creates duplicate transactions.

These entries are added to the invoice file and you can edit them through the **Enter/Edit Invoices** option. The invoice number is generated automatically, using the next number in sequence from the **O/E Setup** option on the **File** menu.

TIP! You can print these invoices using the **Print Invoices** option in the **Order Entry** module.

Print Packing Slips

This option allows you to print packing slips for use in assembling orders and to accompany the shipments. The packing slips contain basic information such as the billing address, shipping address, and a list of the items that have been ordered. The slips do not display the unit price, extended price, or subtotals.

The following describes the available options for **Print Packing Slips**:

Filter and Invoice Range

To start, select from the two options:

- **All unprinted Packing Slips** – prints all the packing slips that have not yet been printed
- **Invoice Range** – prints packing slips for a range of invoices

If you selected **All unprinted Packing Slips**, the following options will be available to select from:

- **Include Invoices on Hold** – Check this box if you want to include invoices on hold.
- **Include Sales Orders** – Check this box if you want to include sales orders.

If you selected **Invoice Range**, the following settings will be available:

- **Starting Invoice #** to **Ending Invoice #** – Enter the range of invoices to print.
- **Include Invoices on Hold** – Check this box if you want to include invoices on hold.
- **Include Packing Slips already printed** – Check this box if you want to include invoices for which packing slips have already been printed.
- **Include Sales Orders** – Check this box if you want to include sales orders.

⚠ Important Note: If you have selected **All Unprinted Packing Slips**, you will be able to print multiple copies (e.g., print first to screen to view and then print to printer for your hard copies). This is because the program does not flag these packing slips as "printed" until you completely close out of the **Print Packing Slips** function.

Print Invoices

This option is used to print Invoices. When you select this option, you will be asked the following questions:

Include Zero Balance Invoices: If you check this box, all invoices with a grand total of zero will be printed. If you do not check this box, invoices with a grand total of zero will not be printed.

Invoice Range: Enter the starting and the ending invoice numbers to print. To print, or reprint all the invoices, enter **FIRST** for the **Starting Invoice Number** and **LAST** for the **Ending Invoice Number**.

Click on the **Cancel** button to abort the printing process, or click on **OK** to continue. You have the option to print the invoices to the **Printer, Screen, File,** or **E-Mail.** If you are printing to a file, you may type in a filename.

For information on invoice styles, please refer to

Post Invoices

When Do I Select This Option?

You should select this option after you have entered the invoices for the month.

What Do I Do Prior to Selecting This Option?

Prior to selecting this option, you must do three things:

- Print all your Invoices at least once. This is recommended but not required, as you can also print your invoices at a later stage. However, you cannot edit them once they are posted.
- Print the **Invoice Journal** to ensure that all the data is correct.

- Back up all the data files by clicking on the **Backup** button on the lower right of the screen or from the **Backup** option in the **File** menu. In case of an unwanted or an incorrect posting, you will then be able to restore from this backup using the **Restore** option in the **File** menu.

What Does This Option Do?

To **post**, select the **Post Invoices** option from the **O/E** module.

When you select this option, the program will ask you to confirm that you want to continue with this process. Click on **OK** to continue or **Cancel** to abort the process.

The program will display the posting date, which will be the system date from your computer. All the transactions will be posted to the month in which this date falls. If you want to change the date, you may do so at this point.

You can choose the following posting **options**:

Post All UnPosted Transactions: This option will post all transactions that have not been posted before. This option is the default choice.

Post by Date Range: You can choose to post transactions that have the transaction date in the date range you specify. Use this option to post a part of the unposted transactions. This option is useful if you have transactions for multiple periods and you wish to post transactions that fall in a specific period only.

Post by Transaction Range: You can choose to post transactions that have the transaction number in the range you specify. Use this option to post a part of the unposted transactions. This option is useful if you want to post a single transaction or a group of consecutive transactions.

In addition, you can select to print or skip the **Posting Report** with the following choices:

- **Post With Report**
- **Post Without Report**
- **Print Report Only** (No Posting)

The following points describe the actual posting process in detail.

- A detail of all the debits and credits are posted to the general ledger. This posting may be viewed from the **Enter/Edit G/L Transaction** option. The Journal Entries created have the Journal Source as **OE** to signify that this posting originated from the **Order Entry** option. The G/L Accounts are posted as follows:

Action	Account Number	Account Type	Source of the Account Number
Debited A/R Account	12010	Accounts Receivable	Company Setup
Debited Checking Account	11010	Cash	Company Setup
Credited Sales	41010	Income	Inventory/ Service ID Maintenance
Credited Sales Tax	24020	Tax Liability	Sales Tax Maintenance
Credited GST Liability Tax	24030	Tax Liability	Company Setup
Credited Freight Income	42010	Other Income	Company Setup
Debited Discounts on Sales	52040	Operation Expenses	Company Setup

- The customer file is updated to reflect the last date of purchase, and the last payment date.
- Invoices will be marked as posted. You can view or print them. You cannot edit them.
- When you create an invoice and enter an inventory item in it, the program will add the **Units** amount to the **Committed** field in the Inventory file. When you post the invoices, the **Committed** amounts are subtracted from the on-hand-units field.
- The **Units In Stock** field is updated in the Inventory database for any products that were sold.
- The **Commissions** will be updated in the appropriate records of the salespeople. This will be done only if you had enabled **Commission Tracking** in the **Order Entry Setup**.
- The **Job Cost** report will be updated for the appropriate job. This will be done only if you had enabled this in the **Job Setup** option.
- Invoice Returns will also be posted. The effect of posting a Return Invoice is exactly the opposite of a regular invoice.
- Invoice Returns with a Refund amount will also create an unposted computer check in Bank Manager. This will only occur if the **Payment Method** entered on the Invoice Return is not marked as a **Credit Card** in the Payment Method Maintenance screen.

Reports

Customer Listing

Customer Mailing Labels

ACME TECH GROUP	ACME ELECTRONICS INC
Attn: JACK	Attn: KENT
PO BOX 125	11988 CHALLENGER COURT
CONCORD CA 93021	MOORPARK CA 93021
APPLIANCE CONTROLS	ACME INSTITUTE OF TECH
Attn: MARK	Attn: BILL
PO BOX 615	31 W SHAW
ROWLETT CA 93021	CLOVIS CA 93021

Customer Notes

Salesperson Listing

Salesperson Listing
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Salesperson ID	Name	Type	Commission %
1	Jack Smith	Affiliate	8.0000
2	Molly Ringer	Affiliate	5.0000
3	Jose Vasquez	Internal	5.0000
4	Ginger Black	Affiliate	10.0000

Customer History

Backorder Report/Open Order Report

Backorder Report/Open Order Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Cust ID	Cust Name	O/I	Ord Date	Ord #	Cr Status	Cost	Stock	Ord Qty	B/O Qty
Prod ID:0114				**Prod Name**: V/REGULATOR LM317T/98-005					
1051	ACME CENTER INC	INV	06/17/1999	2		1.	855.00	855.00	45.00
						Total		855.00	45.00
Prod ID:10103				**Prod Name**: BREADBOARD, WBU104-3					
1475	MARY STATE TECH	INV	02/02/1998	990013	OK	9.	158.00	0.00	11.00
1025	ACME DATA INSTITUTE	INV	02/06/1998	990022	OK	9.	158.00	0.00	10.00
						Total		0.	21.00

Invoice Journal Report

Invoice Journal Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Cust ID	Company	Invoice #	Date	SubTotal	Tax	GST	Inv.Total	Paid	Net Owed
1579	BRIAN INSTITUTE OF	801119	01/14	5064.50	0.00	0.0	5064.50	2000.00	3064.50
1579	BRIAN INSTITUTE OF	801120	01/14	3366.65	0.00	0.0	3366.65	0.00	3366.65
1068	ACME OUTDOOR MFG PLANT	801122	01/14	8912.55	0.00	0.0	8912.55	2212.00	6700.55
1017	SCOTT ELEC SUPPLY CO	801123	01/14	27.05	0.00	0.0	27.05	27.05	0.00
				17370.75	0.00	0.0	17370.75	4239.05	13131.70

Sales History Report

Sales History Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Inv. Date	Salespers. ID	Customer ID	Media Code	Invoice #	Inventory ID	Quantity	Sales	Cost	Margin
07/30/1999	19	1000		801344	10114-Wire			4.20	
07/30/1999	19	1000		801344	10018-Desoldering			25.50	
07/30/1999	19	1000		801344	10094-Screwdrvr,sl			4.08	
Total for Customer ID: 1000 - ACME TECH GROUP						56.0000	125.76	91.9800	121.74
07/30/1999	4	1001		801111	10008-Audio			40.95	
Total for Customer ID: 1001 - ACME ELECTRONICS INC						1.0000	118.95	78.0000	40.95

⚠ Important Note: When you run the report and select **Advanced Selection Criteria**, you can use **wildcards** to select data. Here is an example:

Example #1: Let us say you want to select all Inventory ID's that start with the characters **VP**. Here is what you would do for the **Advanced Selection Criteria**:

Example #2: Let us say you want to select all Inventory ID's in which the first character can be **anything** but the second, third and fourth characters are **WDR** followed by any characters. Here is what you would do for the **Advanced Selection Criteria**:

You will notice two things in the previous examples:

1. You must use the "Like" selection for the **criteria** column. You can use the "Not Like" selection also. You cannot use any other criteria for wildcard selections.

2. You can use the underscore (also called the underline) "_" character for a single character wildcard and the percent symbol "%"for multiple character selections.

Sales Tax Report

Sales Tax Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Invoice Number	Date	Customer	Non-Taxable	Taxable	Sales Tax	Freight	Total
Tax Code: 1		Tax Description:					
1	06/17/1999	1051 - ACME CENTER IN			0.00	0.00	1898.40
2	06/17/1999	1051 - ACME CENTER IN			0.00	0.00	1026.00
	Tax Code:1		0.00	2924.40	0.00	0.00	2924.40
	Grand Totals:		0.00	2924.40	0.00	0.00	2924.40

Media Code Report

Media Code Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Filter: Transactions dated from 01/01/1999 to 06/21/1999 AND Media Code from FIRST to LAST

Sorted By: Media Code

Media Code	Description	Sales
LA	LA Times	345.98
NY	NY Times	45.00
	Total:	45.00