Customer Invoices - Quick Entry

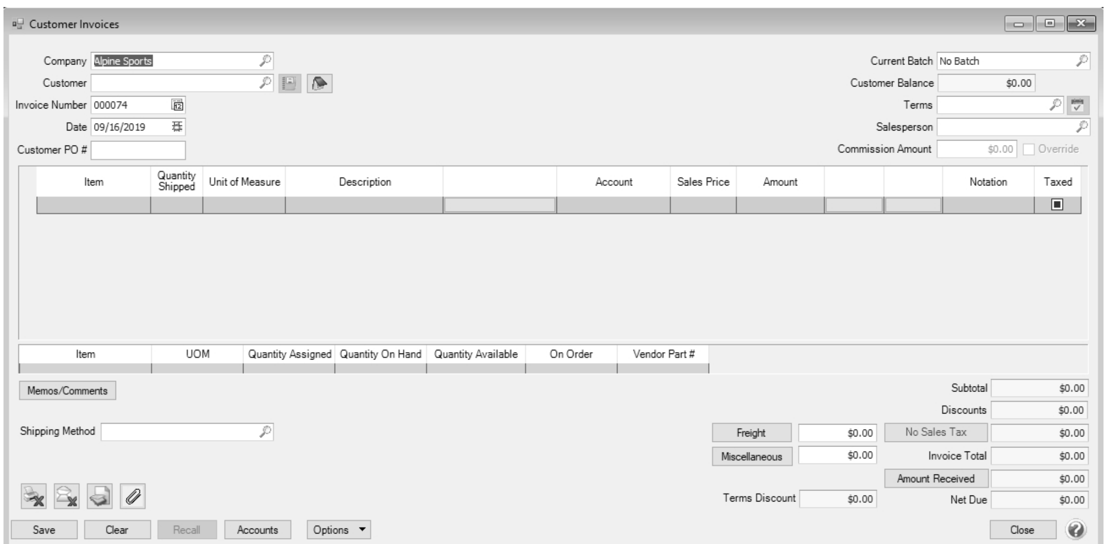
Document #:	3398	Product:	CenterPoint® Accounting

Customer Invoices are used to record a sale of goods or services. If the invoice is entered without a payment, the invoice will increase the customer's balance and the accounts receivable account. A return is entered using the same process, but negative quantities are used instead of positive.

In this topic, we will identify how to enter customer invoices quickly on a single-tab consolidated entry screen. Invoices can also be entered on a multi-tab entry screen by following the Enter a Paid Sales Invoice, Enter an Unpaid Sales Invoice or Return, or Enter an Unpaid Sales Invoice or Return with Inventory topic.

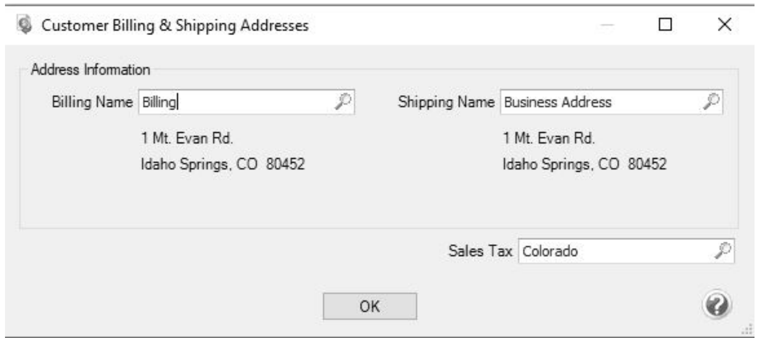
Entering a Sale

1. To begin entering a sale or return, select **Processes** >**Sales** >**Customer Invoices - Quick Entry**.



2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers.
   - If you enter a name into the Customer box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Customer or Create a One-Time Use Customer:
     - **Create a New Customer** - Click **New** . The Add a New Customer screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the customer and then click **Save**.
     - **Create a One-Time Use Customer** - Click **New One Time Use**. The New One Time Use Name screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use customer, including the customer Price Level, and then click **Save**. When creating a new customer through the New One Time Use Name screen, the customer is automatically saved as an inactive customer in all companies/funds so it does not appear in Customer lookups (unless you chose to lookup inactive customers).

3. To view or change the customer's Billing Name/Address, Shipping Name/Address, or Sales Tax, click the **Address** icon to display the Customer Billing & Shipping Addresses screen.



4. To view or add internal notes for a customer, click the **Additional Notes** icon.

> Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

5. In the **Invoice Number** box, the next available sequence number will display. Click the Sequence icon or press F4 to display the sequences associated with the Customer Invoices screen.
6. The **Date** box will display the current system date.
7. If desired, enter a **Customer PO #** or some other information that indicates the source of the invoice.
8. Click the **Terms** icon to verify or change the Due Date and Discount Date.
9. In the **Salesperson** box, verify or enter the salesperson responsible for this invoice.
10. The **Commissions** box displays the calculated commission for the selected salesperson. Change the amount and the **Override** check box is selected automatically. Uncheck Override to return to the original calculated amount.
11. There are many fields that can be displayed in the data entry grid. These can be selected by right-clicking anywhere in the grid and selecting **Add/Remove Columns**. In this topic, we will identify the most commonly used fields.
12. Select the first **Item** ordered by the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items. Once the Item is selected the system will automatically display the **Description, Account** , **Unit of Measure**, and **Sales Price**. This information will pull from the information that has been setup on the item and can also be modified, if needed.

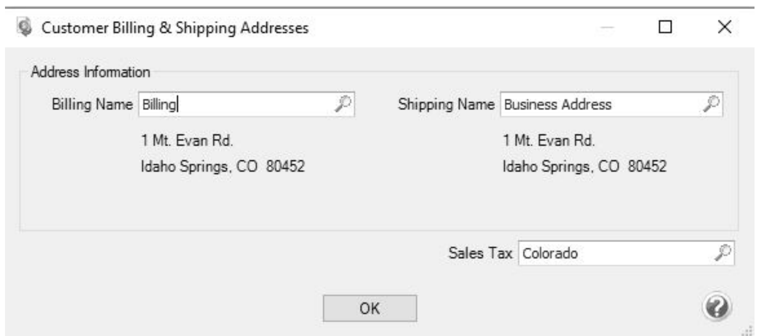
> Note: If you have the Show Information Grid on (Options button > Show Information Grid), you will see that when entering items on invoices, the Quantity Assigned, On Hand, Available and On Order reflect changes currently in process for the current transaction and others within the system that have not yet been saved.

13. Specify the **Quantity** sold. A positive quantity is used for a sale, a negative quantity for a return The **Amount** is calculated from the price.The **Description**, **Account** and **Sales Price** can also be modified, if needed.

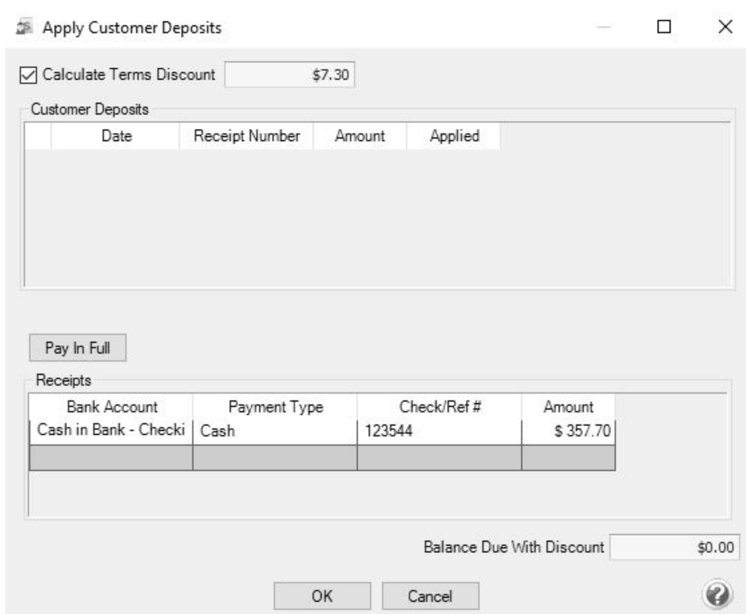
14. Continue entering additional lines on the Invoice for each item that is sold to this customer.
    - The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
    - If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
    - If you click the **Comments** button on the data entry gird, a Line Comments screen displays that allows you to type in a 3200 character comment for each line in the data entry grid.

- If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
- The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.
- A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.

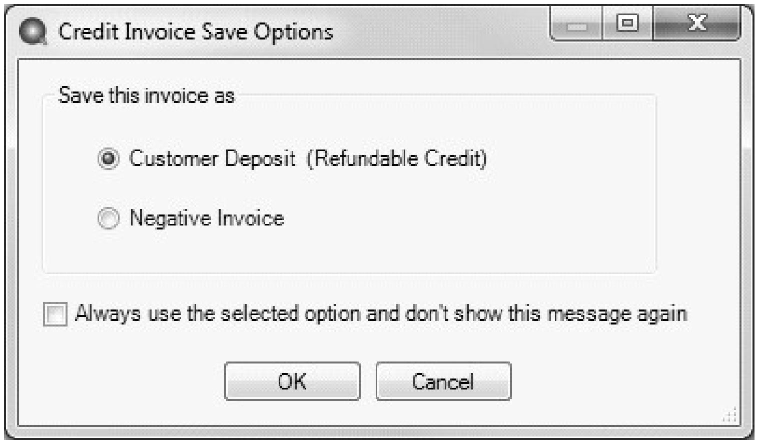
15. Click the **Memo/Comments** button to add or view **Memo 1** or **Memo 2** (which print on the invoicete), **Comments** (or a 3200 character comment for the invoice), or up to eight custom fields you can define in File > Preferences > General > Custom Transaction Fields .
16. Select the **Shipping Method**.
17. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. The Freight and Miscellaneous dollars can be added when the order is filled also. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
18. The **Sales Tax** will be calculated automatically based on the Sales Tax selected in Setup > Customers. To change or adjust the Sales Tax, click the button labeled wit the assigned sales tax (next to the amount).



19. If the customer is setup to receive Trade Discounts, the amount calculated will be displayed in the **Discounts** box.
20. The **Invoice Total** box displays the calculated amount from the Subtotal + Freight + Misc + Sales Tax - Discounts boxes.
21. Click the **Amount Received** button to apply applicable customer deposits/term discounts and pay the remaining balance while assigning the receipt account, payment type, and check/ref#. Click **OK**.



22. Verify the information for accuracy and click **Save** to complete the invoice. If the Invoice Total is less than zero, the Customer Credit Invoices preference in File > Preferences > Customer Invoices > Customer Returns and Refunds will be checked to determine how to handle the negative invoice:



- **Not Set** - When a negative customer invoice is entered and you click **Save**, the following screen will display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices > Customer Returns and Refunds and not display this screen again
- **Save as a customer deposit invoice (refundable credit)** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account. The Customer Deposit can then be refunded or applied to a future invoice. You will not see the Credit Invoice Save Options screen when this preference is set.
- **Save as negative invoice** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a negative invoice that posts to your Accounts Receivable account. The amount will show as a credit on the customer's account and can be applied to an outstanding balance on the Receipts screen. You will not see the Credit Invoice Save Options screen when this preference is set.
- **Always Show me the Save Options** - When a negative customer invoice is entered and you click **Save**, the Credit Invoice Save Options screen will always display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices and not display this screen again.

23. The invoice will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.

> Saved Quick Entry invoices will display and can be edited in Processes > Sales > Customer Invoices like standard customer invoices and can be edited on the Processes > Sales > Sales Order screen.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

Note: If you want to attach a document to this transaction, see the Attach Documents to Transactions topic for detailed information. Attached files (for example, pictures of a product, specifications of a product, warranty information, etc.) can be emailed with customer invoices.

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