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A/R Invoice Entry

Daily > Accounts Receivable Invoices > A/R Invoice Batch List

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 7 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

To enter A/R invoices, the menu option is *Daily > Accounts Receivable Invoices > A/R Invoice Batch List*. Any invoice batches that have not yet been posted will be displayed on this screen. See Invoice Batches for more options. The user may double-click on a batch to review or edit the entries or create additional invoices. If you prefer to enter invoices into a new batch, click New Batch.

Menu Buttons

Save: This function stores the entered invoice information and clears the screen for entering the next invoice in the batch.

Clone (when creating a new invoice): This option enables the selection of a previously created invoice to pre-load all invoice entry fields. When clicked, the Customer Summary screen for the entered Customer will be displayed, from which the desired invoice to clone may be selected. Double-click the desired invoice to complete the clone process.

Cash Application: The user saves/posts the invoice and immediately enters the Cash Application screen, from which open A/R credit balances may be selected to apply to the invoice.

Delete: When viewing a previously saved invoice, this button will delete the invoice from the batch.

Attachments: Documents associated with the invoice (Microsoft-accepted file format). Attachments may be added at any time before or after initial entry.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Audit: When viewing a previously saved/posted invoice, this button will display a log of any/all changes made to the receipt after the initial save.

Show/Hide Image: This option displays or hides an image file attached to the invoice on the right side of the screen.

Invoice Header

Customer ID: Only active Customers may be used for invoice entry. Customer IDs may be manually keyed, or the Customer list may be displayed by clicking the search icon. Click the Customer ID label to add a new Customer or access Customer maintenance. Additionally, upon initial screen load, the cursor will default to the Customer Name field, where the Customer Name may be keyed or selected from the dropdown.

Address ID: This specifies the bill-to address to be included on printed/emailed invoice files. Upon selection, the customer's Primary address will initially be displayed. Click the Address ID label to add a new address or access Customer Address maintenance.

Invoice: This specifies the invoice number being issued to the Customer. The field may include alpha and/or numeric characters. *Settings > Accounts Receivable > Entry Options > Invoice Options* includes a setting that requires an invoice number.

Invoice Date: Records the date of the invoice. In conjunction with the selected Payment Terms, the invoice date is used to calculate the invoice due date. The date may be manually keyed or selected through the calendar menu.

Payment Terms: Specifies the number of days before the invoice is due for payment. When entered, the payment terms are used to calculate the invoice due date. If the invoice due date is entered, the payment terms will automatically update to the required number of days.

Due Date: The day by which the invoice is due for payment. If Payment Terms are entered, the Due Date will be automatically calculated. If entered manually, the Due Date will control the Payment Terms displayed.

Batch#: The system batch number assigned to the invoice being entered. All invoices are entered by batch.

Batch Total: The summary amount for all invoices included in the batch. As invoices are entered and saved, the batch total will be updated.

Invoice ID: The unique ID number assigned to the invoice by the system. The field will remain blank until the invoice is initially saved.

Period: The accounting period into which the general ledger impact of the entered invoice will be posted. *Settings > Accounts Receivable > Entry Options* controls the number of past and future periods in which invoices may be entered or changed. Batches may contain invoices with different Periods.

Status: The current status of the invoice.

User: The creating user of the invoice.

Description: Interoffice comments regarding the invoice (optional).

Distributions

Add, Delete, Delete All, Arrow Up, Arrow Down: Click to add new distributions, delete selected distributions, clear all distributions, or reorder selected distributions up/down in the grid.

Transaction Code: This option enables the automated split of an entered invoice amount by percentage or flat amount. When selected, the user is presented with the **Select Transaction Code** menu. From this menu, the object type, a high-level transaction code grouping, and a specific transaction code may be selected. When an amount and a comment are entered, once OK is clicked, distribution lines will be created for the entered amount according to the transaction code split. **See Help for Transaction Codes.**

Show Objects (if Fixed Assets with Object Tracking submodule active): Show/Hide Object Type and Object # fields.

Show AR Accounts: Show/Hide the assigned AR account for each invoice distribution. Once displayed, the AR account may/may not be modifiable according to AR Type settings - *Settings > Accounts Receivable > A/R Types*.

AR Type: Dictates the general ledger account to which the invoice debit will be entered.

Quantity (optional): When entered, the quantity is multiplied by the amount to determine the invoice distribution amount. Positive or negative numbers may be entered.

Unit Price: The price is multiplied by the Quantity to arrive at the distribution amount. If no Quantity is manually entered, it defaults to 1. Positive or negative numbers may be entered.

Account: Also referred to as the **Invoice Account**, the general ledger account to which the invoice credit will be entered.

Comments: Descriptive text displayed with the amount in the account transaction history and included in outgoing printed/emailed invoice files.

Distribution Total: The total amount of all entered invoice distribution lines.

Creating Invoices

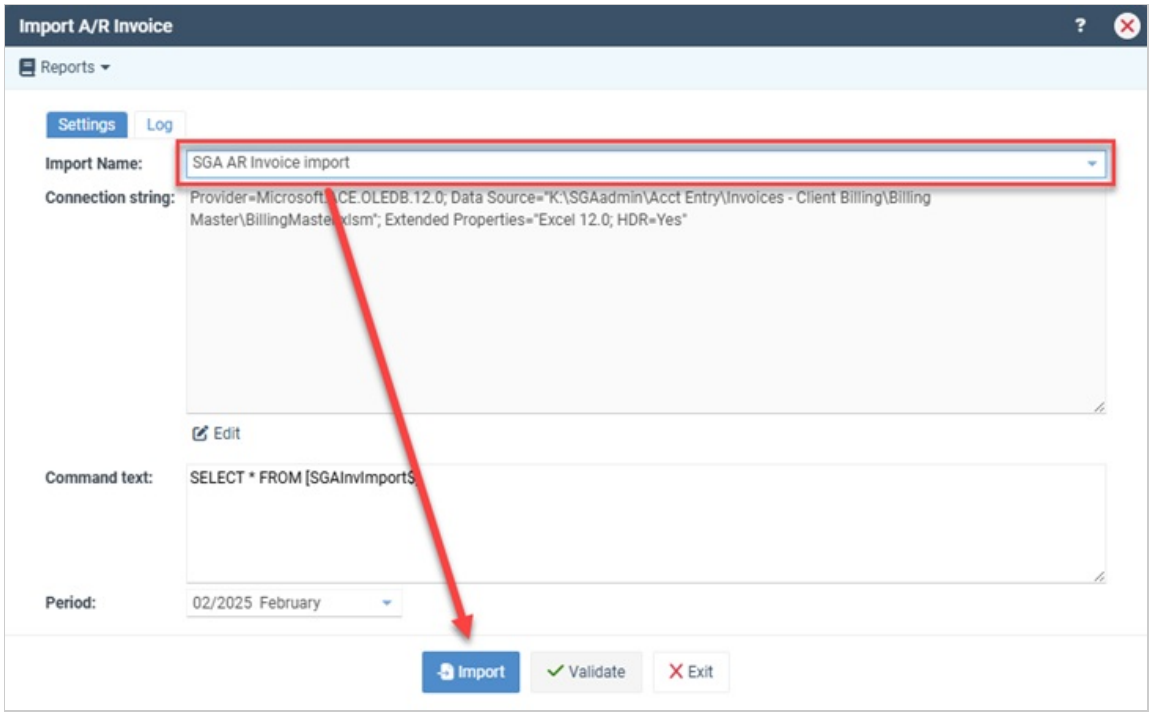
1. Open the new Invoice entry screen - *Daily > Accounts Receivables Invoices > A/R Invoice Batch List >New/Add to Batch*.
2. Enter/Select a Customer (via Customer ID entry, Customer search, or by keying the Customer name).
3. Enter the Invoice number (if desired and/or required by system settings).
4. Confirm/Modify the Invoice Date.
5. Confirm/Modify the Payment Terms (optional) – when modified, the payment terms will be added to the Invoice Date to derive the Due Date.
6. Confirm/Modify the Due Date (optional) – when modified, the difference between the Invoice

Date and Due Date will populate the Payment Terms.

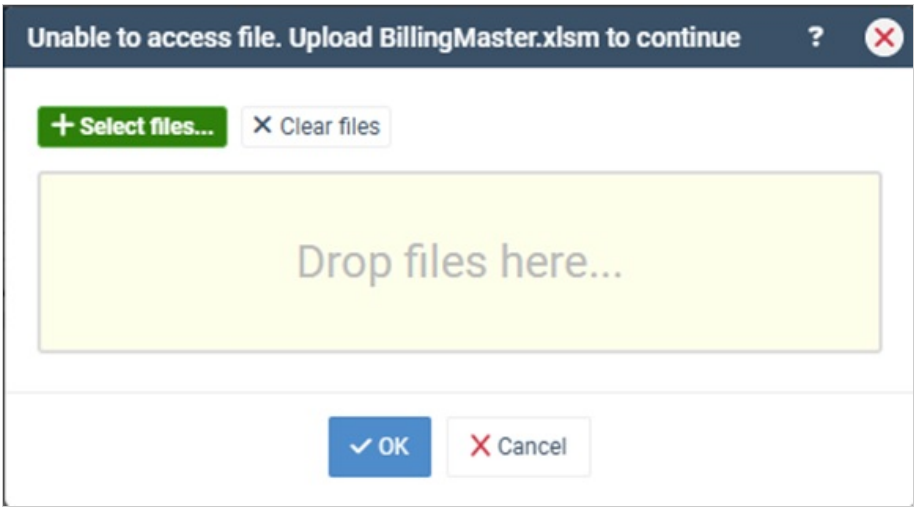
7. Confirm the invoice period – this will be the accounting period during which the invoice general ledger entry will be entered when posted.
8. Add/Delete/Re-order Invoice Distributions – these lines represent the different items being billed to the Customer.
    1. Confirm/Enter/Modify the AR Type – the selected type controls the general ledger account to which the invoice debit will be entered.
    2. Enter a Quantity (optional).
    3. Enter a Unit Price – the Unit Price multiplied by the Quantity populates the Distribution Amount.
    4. Enter an Account – otherwise known as the **Invoice account,** this is the general ledger account into which the invoice credit will be entered.
    5. Enter Comments (optional).
9. Repeat step #8 as needed until all invoice lines have been added.
10. When all distributions have been added, click **SAVE**.
11. The screen fields will be cleared for entry into the next invoice in the batch.
    - ***Note***: The Customer will remain selected but may be changed as needed.

Importing Invoices

1. *Daily > A/R Invoice Batch List >New drop-down menu > Import*
2. Choose your **Import Name** from the drop-down menu options. This will automatically populate the information in the Connection String and Command Text fields (as defined within *Settings > Accounts Receivable > A/R Invoice Imports*).
3. Select the **Period**.
4. Click **Import**.

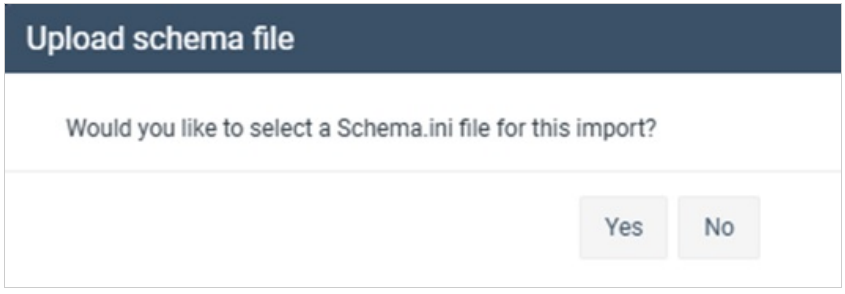


5. **Select** your file or **Drag and Drop** your file into the box.



6. Once your file is selected, click **OK**.

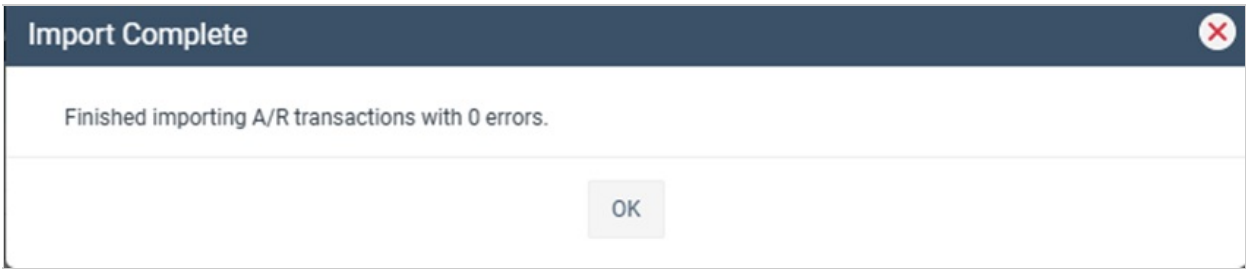
7. If the **"Use Schema"** box is checked within the setup of the Import Name (as defined within *Settings > Accounts Receivable > A/R Invoice Imports)*, then you may be asked if you **would like to select a Schema**.



NOTE: *An import schema is used to define the name and type of each item being imported. A schema is only needed in some cases, and SGA can assist you if that situation occurs.*

If you have a Schema that was set up by SGA, choose **YES,** select that file, and the import will complete. If you do not, then you will choose **NO,** and the import will then import at that time.

8. The **Import Complete** message will display once the import is complete with no errors.



9. You may **Import** additional files, or once all the files have been imported, you may **Exit** the screen.

