

Training Document

How to Create a Customer Invoice, Quote, Standing Invoice or Credit Note in AR



In this lesson you will learn about using the Accredo system.

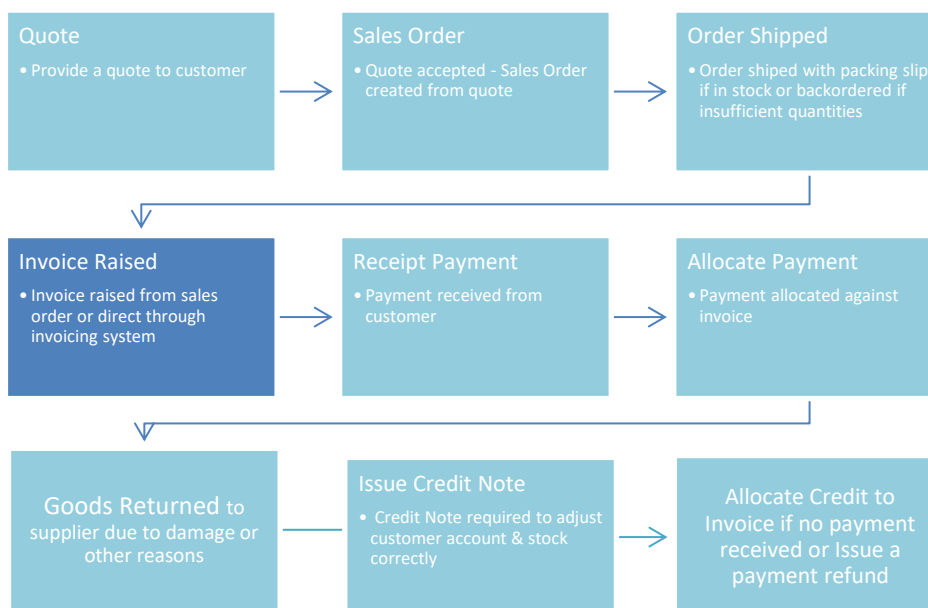
After completing this lesson you will be able to:

- Create an Invoice, Quote, Standing Invoice or Credit Note

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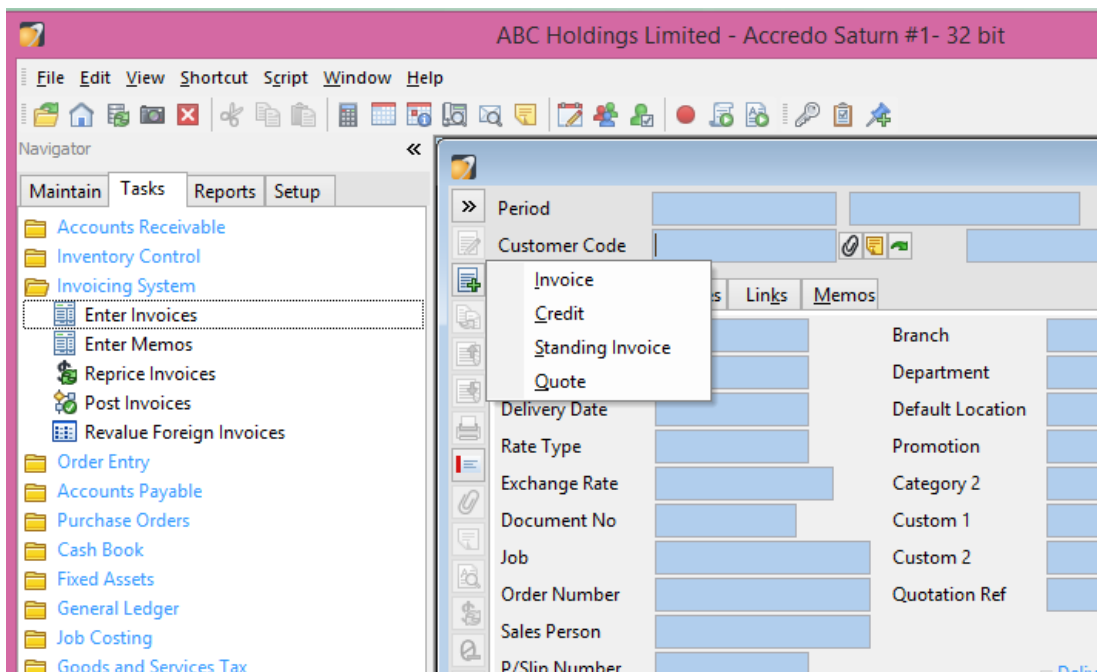
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Process flow



Invoices/ Quotes/Standing Invoices/Credits

- Tasks / Invoicing System / Enter Invoices
- NB: Creating Quotes, Standing Invoices or Credits uses the same process



- Enter the relevant details
- The lines tab enables you to enter the appropriate details for invoice lines

IN Enter Invo

Period: Sep 2015 Standing Invoice ID: []

Customer Code: ASHENG Asheng Engineering Ltd

Header Lines Charges Links Memos

Invoice Date: 30/09/2015 Branch: HO NZD NZD

Origination Date: [] Department: SAL 3 Periods

Delivery Date: [] Default Location: AKL 2 Periods

Rate Type: SELL Promotion: [] 1 Period

Exchange Rate: 1.0000 Category 2: [] Current

Document No: [] Custom 1: [] Future

Job: [] Custom 2: [] Total

Order Number: [] Quotation Ref: [] Credit Limit: []

Sales Person: NT

P/Slip Number: []

Internal Ref: []

Price Code: NZTRADE Basis: Exclusive

Discount Code: 2

Comment: []

Post Status: Unposted Print Status: Unprinted

Contact: , Donna

Email Contact: []

Delivery Instructions

Delivery Code: DEFAULT

234 Rosedale Road

Albany

Auckland

New Zealand

Net: [] Charges: [] GST: []

Margin: 0.0% Weight: [] Volume: []

Invoice List

- The lines tab enables you to enter the appropriate details for invoice lines such as the Products to be sold or Narrations to show text on the invoice

IN Enter Invoices - ASHENG - Asheng Engineering Ltd

Period: Sep 2013 Invoice ID: [blank]

Customer Code: ASHENG Asheng Engineering Ltd NZD

Header Lines Charges Links Memos

Job Defaults

Type: Material Job: [blank] Cost Centre: [blank] Component: [blank]

Type	Product	Description	Quantity	Unit	Price	Disc%	GST	Group	Amount
Product	1.8MWWARDROBE	1800mmx1200mmx600mm Wardrobe	1.00	Ea	\$800.00		1	FURN	\$800.00
Narrative		Painted Black as requested					1	0000	

In Stk: [blank] Alloc: [blank] Avail: [blank] Bk Ord: [blank] Ship: [blank] On Ord: [blank]

Net: \$800.00 Charges: [blank] GST: \$120.00 Gross: \$920.00

Margin: 24.0% Weight: 33.00 Volume: 1.30

Invoice List Number and Save Save Cancel

Created by [blank] on [blank] Modified by [blank] on [blank]

- **Note:** It is important to make sure that you have entered the link to the General Ledger. These links are created by specifying the relevant Sales Group category for each new line entered
- **Sales Groups should already be entered against the Product Codes**

IN Enter Invoices

Period: Sep 2015 Invoice ID: [blank]

Customer Code: [blank] NZD

Header Lines Charges Links Memos

Job Defaults

Type: Material Job: [blank] Cost Centre: [blank] Component: [blank]

Type	Product	Description	UOM Co...	UOM Quant...	Unit	UOM Selli...	Disc%	GST	Group	Amount
Product	ASSEMBLY	Workshop Overhead	EA	1		\$56.250000		1	LAB	\$56.25
Product	BCDRAW	350mm x 340mm Drawer	EA	1		\$49.740000		1	PART	\$49.74

IC Product Maintenance - BCDRAW - 350mm x 340mm Drawer

Select Product: BCDRAW 350mm x 340mm Drawer

Memos Activity Graph Transactions

Product Information UQM Suppliers/Bar Codes Quantity Locations Image Links

Product Code: BCDRAW

Description: 350mm x 340mm Drawer

Details: Pinus Radiata

Alternate Code: [blank]

Bar Code: 41778345238

Creditor: [blank]

Comment: [blank]

Stock Group: PART

Sales Group: PART

Style: [blank]

Range: [blank]

Component Mode: Automatic

Location: [blank]

AR Sales Group Maintenance - PART - Parts

Select Sales Group: PART Parts

Account Balances Graph Transactions

Code: PART

Sales Group Name: Parts

Account Class: Income


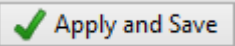
GST Code: 1 Sales and Income

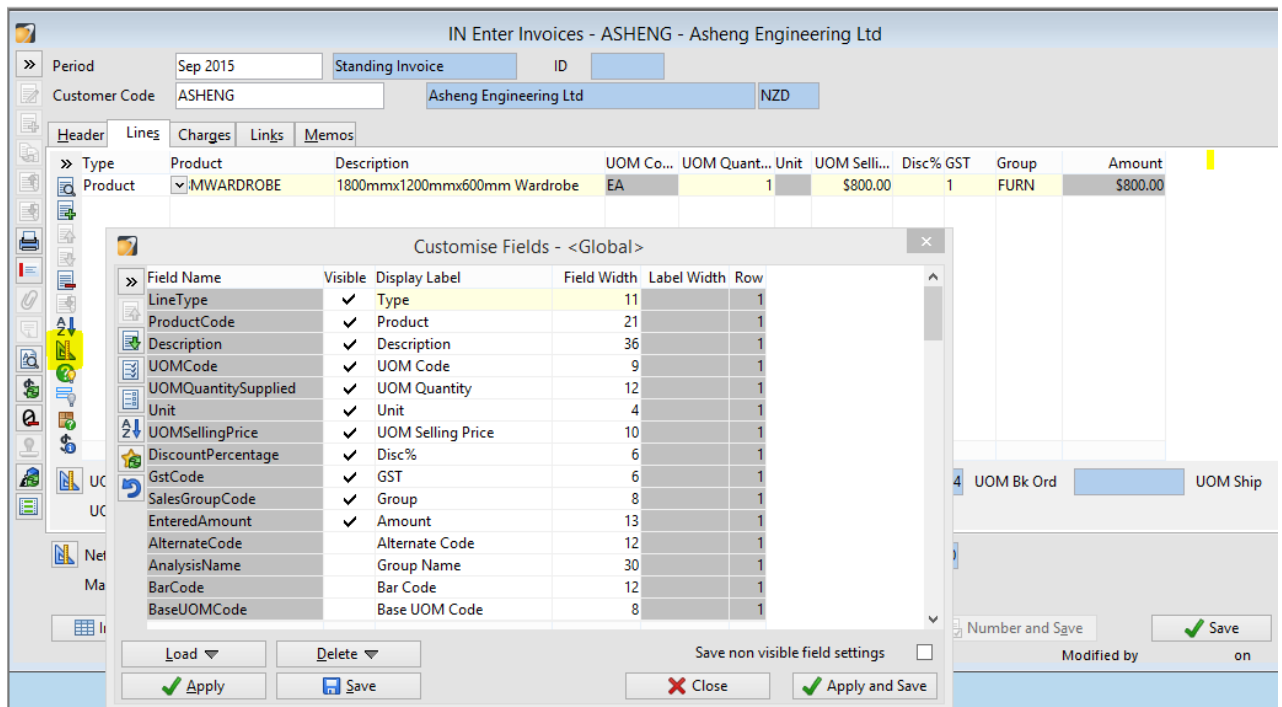
G/L Account Number: 1100.000

Friendly Code: [blank]

Save Cancel

Created by Accredo 11/09/2015 1:34:22 p.m. Modified by Accredo 11/09/2015 1:34:22 p.m.

- To add or remove information from the lines tab click 'Customise Fields' (Alt + F5) 
select the desired details, 'Save customisations' (Ctrl + F9) 



Cash Sales

- The charges tab contains the banking details for cash sales
- If the Invoice being raised is for a cash sale you can enter the amount of the payment made at the time of sale onto the Charges tab – ensuring that the correct media type is used e.g. Cash/Cheque/Eftpos/Visa.

IN Enter Invoices - CASH - CASH SALE

Period: Sep 2015 Invoice ID: []

Customer Code: CASH CASH SALE NZD

Header Lines Charges Links Memos

Description	Charge	GST	Co...
Freight	1		
Insurance	1		
Misc	1		

Shipping

Shipper	Shipper Name	Reference	Quantity	Web Address

Banking


Media	Amount	Payer Name	Reference	Particulars
CASH	\$1,474.40	Charlie Ash		

Net: \$1,282.09 Charges: GST: \$192.31 Gross: \$1,474.40

Margin: 52.6% Weight: 33.00 Volume: 1.30

Invoice List Number and Save Save Cancel

Created by on Modified by on

- Clicking on the Cash Sale Button (Alt + C)  will bring up a Post Invoice confirmation button. Clicking yes will Post the Invoice / Receipt the payment/ Allocate the payment/Print Invoice-Receipt if required
- The payments made for Cash/Cheques will automatically show on your banking summary and Eftpos/Visa Payments will show on your Bank Rec

Confirm

Post Invoice?

Yes No

IN Print Invoices

Destination: Screen

Format: []

Column Headers: []

File Name: []

Email Template: []

Report File Name: INInvoice.pfd

Printer Settings... Run

ABC Holdings Limited
10 Boston Road
Mt Eden
Auckland 1023

Phone +64 9 373 5963
Fax +64 9 373 5961
GST Number 999-999-999

TAX INVOICE

CASH SALE

Invoice Number: 100415

Date	Delivery	Customer	Order Number	Packing Slip	Internal Reference	Sales Person	Page
30/09/2015		CASH				COU	1
Code	Description	Quantity	Unit	Price	Discount	Amount	
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	1	each	\$1,282.09		\$1,282.09	

Paid with thanks

Your Invoice message to appear here. Simply edit the text file
INIInvoice.txt in your Reports\INIInvoice folder using Notepad or
Wordpad.

Total Net	\$1,282.09
GST	\$192.31
Invoice Total Including GST	\$1,474.40

Contact

For further information or for assistance with Accredo please do get in touch with us.

Offices

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