

Product Training Sales Invoices

Where "Lean" principles are considered common sense and are implemented with a passion!



Sales Invoices



Sales Invoices

A sales invoice can be completed for a shipment, sales order or a manual sales invoice. A finalised sales invoice will move items from GSNI to COGS and post AR and revenue value. A finalised sales invoice will also be available to receive cash and can be seen on the customer's account.

Sales Invoices consist of one sales invoice header and at least 1 line item. The sales invoice header contains information for the entire invoice such as the customer or invoice date. The lines contain information for each item on the sales invoice such as the item and quantity.

Automatic Invoicing

- ☐ Invoicing can be completed using the automatic invoicing functions in WinMan.
- ☐ The settings tab in the **System Options** module has the system default automatic invoicing options.
- ☐ Settings can be over-riden per customer in the customer master.
- ☐ Options include creating an invoice for every [S]hipment, [M]onthly, [Weekly] or [N]one.
- ☐ Invoices can be created as finalised or un-finalised.
 - ☐ Un-finalised invoices can have values modified or additional non-inventoried items added to the invoice.
 - ☐ Finalised invoices can not have any items or changes completed.
- ☐ Invoices can be created using the **Generate Invoice** action from within the Shipment module.
- ☐ Invoices can be created manually in the Sales Invoicing Module.
- ☐ Only 1 Invoice can be generated for a shipment, regardless of where it is created.
- ☐ Invoices are always created for the Billing address.

Default View



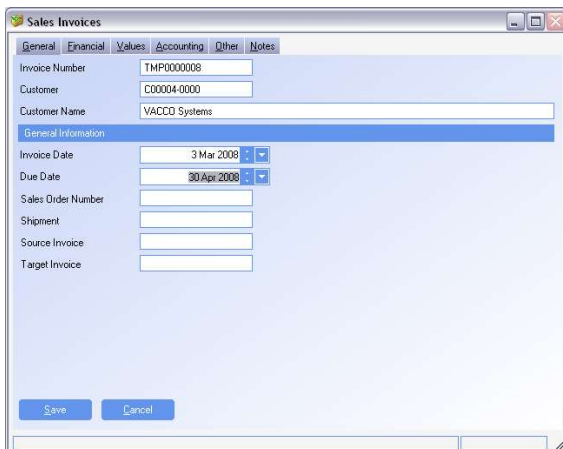
Sales Invoice Id	Customer Id	Customer Name	Invoice	Tax V	Tax Code Se	Tax Value	Cur. In	Cur Tax Value	Status
TMP0000005	C00004	VACCO Systems	\$ 4.00	\$ 0.00		0.0000	\$ 4.00	0.0000	Open
P000000073-CD	C00001	La Trobe University	\$ 1,100.00	\$ 0.00		0.0000	\$ 0.00	0.0000	Finalised
0000000018	C00001	La Trobe University	\$ 1,100.00	\$ 0.00	0	0.0000	\$ 0.00	0.0000	Finalised
TMP0000022	C00003	Drones Holding Company	\$ 0.00	\$ 0.00		0.0000	\$ 0.00	0.0000	Open
TMP0000021	C00004	VACCO Systems	\$ 0.00	\$ 0.00		0.0000	\$ 0.00	0.0000	Open
TMP0000009	C00004	VACCO Systems	\$ 0.00	\$ 0.00		0.0000	\$ 0.00	0.0000	Open

SYSTEM SETTING:

The first time the sales invoices module is opened, the default tab is Items. This can be changed using the Sales Invoices system option **InitialTab**. To change this setting, enable the option and set the value to one the tabs found in the Sales Invoices module.

Sales Invoice Header

General Tab



Sales Invoices
 General | Financial | Values | Accounting | Other | Notes
 Invoice Number: TMP0000008
 Customer: C00004-0000
 Customer Name: VACCO Systems
 General Information
 Invoice Date: 3 Mar 2008
 Due Date: 30 Apr 2008
 Sales Order Number:
 Shipment:
 Source Invoice:
 Target Invoice:
 Save Cancel

- ❑ **Invoice Number** – The invoice number that WinMan automatically generates.
- ❑ **Customer** – The customer for the invoice or credit. Enter either the customer name or customer number when selecting a customer.
- ❑ **Invoice date** – The date of the invoice which is from the shipment, or the day the invoice is created. This is used to calculate early pay discounts and the due date of the invoice.
- ❑ **Due date** – When the invoice is due from the customer. This is automatically calculated using the terms of the customer.
- ❑ **Sales Order number** – The sales order number that is related to the invoice if creating the invoice by shipment. Otherwise is left blank.
- ❑ **Shipment** – The shipment that the invoice was created for if creating the invoice by shipment. Otherwise is left blank.
- ❑ **Source Invoice & Target Invoice** – Internal reference fields.

Sales Invoice Header

SYSTEM SETTING:

By default, the length of the invoice number is 10 characters. The length of the invoice number can be altered up to a maximum of 25 characters. Use the Sales Invoices system option Sales Invoices Id Length to amend the sales invoice length. Enable the option and set the value to the number of characters of the invoice number.

SYSTEM SETTING:

By default, if more than 1 sales order is included on a sales invoice, the sales order field will be left blank. Use the Sales Invoices system option **Populate the Sales Order field with the most popular order in invoice if it's invoicing more than one sales order** to have the sales order field populated with the sales order that has the most line items on the invoice. Enable the option and set the value to Y. This option is set automatically to "Y".

SYSTEM SETTING:

By default, if more than 1 shipment is included on a sales invoice, the shipment field will be left blank. Use the Sales Invoices system option **Populate the Shipment field with the most popular shipment in invoice if it's invoicing more than one shipment** to have the shipment field populated with the shipment that has the most line items on the invoice. Enable the option and set the value to Y. This option is set automatically to "Y".

Sales Invoice Header

Financial Tab

Sales Invoices

General | **Financial** | Values | Accounting | Other | Notes

Invoice Number: TMP0000008
Customer: C00004-0000
Customer Name: VACCO Systems

Financial Information

Settlement Terms: 000
Credit Terms: 30 NET
Currency: USD
Exchange Rate: 1.00
Printed: ☐
Tax Code: STD
Tax Code Secondary:

Save Cancel

- ☐ **Settlement terms** – The settlement terms for the invoice. If the invoice is created from a shipment, the settlement terms are from the sales order, otherwise it will be from the customer.
- ☐ **Credit Terms** – The credit terms for the invoice. If the invoice is created from a shipment, the credit terms are from the sales order, otherwise it will be from the customer.
- ☐ **Currency** – The currency of the customer.
- ☐ **Exchange rate** – The exchange rate of the invoice. This will default from the sales order if an invoice is created for a shipment, otherwise it will be the standard rate from the customer.
- ☐ **Printed** – If the sales invoice print has been printed, marked automatically by WinMan.
- ☐ **Tax code** – The tax code for the invoice. The default tax code for sales invoice lines.
- ☐ **Tax code secondary** – The secondary tax code for the invoice. The default secondary tax code for added line items.

Sales Invoice Header

Values Tab

The original value of the invoice and the value of the invoice still outstanding from the customer.

Sales Invoices					
General	Financial	Values	Accounting	Other	Notes
Invoice Number	TMP0000008				
Customer	C00004-0000				
Customer Name	VACCO Systems				
Totals					
	\$				
Value		0.00			
Value Outstanding		0.00			

Save Cancel

Sales Invoice Header

Accounting Tab

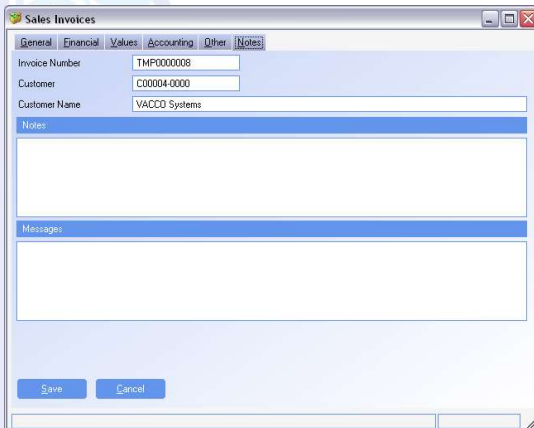
Sales Invoices					
General	Financial	Values	Accounting	Other	Notes
Invoice Number	TMP0000008				
Customer	C00004-0000				
Customer Name	VACCO Systems				
Account Information					
GL Account	01.1210.00				
GL Year Period	200803				

Save Cancel

- ❑ The AR account for the transaction. This is the division and account from the customer master.
- ❑ The GL Year Period is the period that the invoice/credit will post to. This is determined by the effective date selected.

Sales Invoice Header

Note Tab



- ☐ Notes are for the invoice used for internal reference only.
- ☐ Messages are used for the sales invoice print and are a communication tool to the customer.

Sales Invoice Header

New Credit Note

- ☐ Credits can be related to an invoice or have no relationship to an invoice.
- ☐ Credits that are related to an invoice will automatically match to the related invoice when the credit note is finalised. Line items on a credit must be a free text item or an item from the invoice.
- ☐ Credit that are created with no relationship to an invoice will post to the customer's account and can be matched to an invoice in the Customer Review function. Only free-text items can be added to credit that is not related to an invoice.

SYSTEM SETTING:

Credit line items that relate to an invoice will use the GL account from the selected invoice line item. To use an alternate account, use the Sales Invoices option Returns account for credits and enable the option. The value must be the database number for the chart of account that is required (i.e. glchartofaccounts.glchartofaccount).

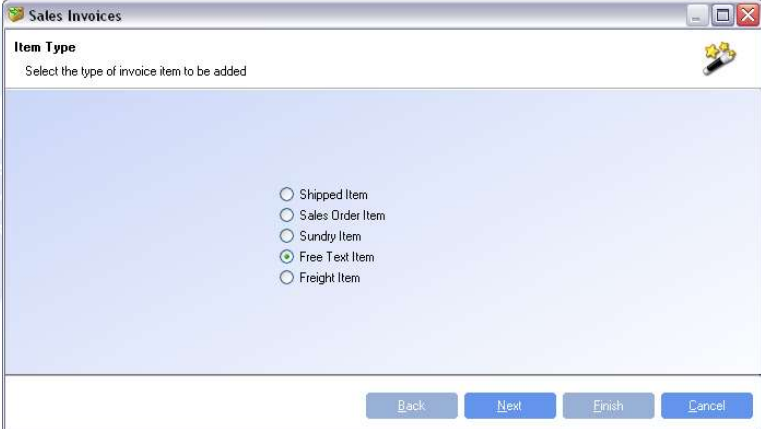


Sales Invoice Item

Multiple sales invoice items can be added to a single sales invoice. Multiple sales orders or shipments can be selected for the same sales invoice. Sales invoice items are added to a purchase invoice by selecting the action “Add Item”.

Sales Invoice Item

Adding an item



The screenshot shows a window titled "Sales Invoices" with a sub-header "Item Type" and the instruction "Select the type of invoice item to be added". Below this, there is a list of five radio button options: "Shipped Item", "Sales Order Item", "Sundry Item", "Free Text Item" (which is selected), and "Freight Item". At the bottom of the window, there are four buttons: "Back", "Next", "Finish", and "Cancel".

Sales Invoices

Item Type
Select the type of invoice item to be added

- ☐ Shipped Item
- ☐ Sales Order Item
- ☐ Sundry Item
- ☒ Free Text Item
- ☐ Freight Item

Back Next Finish Cancel

Sales Invoice Item

☐ **Shipped Item** – All open shipments from the customer can be selected. To include shipped items for invoicing, expand or collapse the shipment details, click on the include check box to include/exclude any shipment. This option should be selected for any products being invoiced.

- Shipped items assume that the price the item was shipped at is the same as the invoice value. If a value needs to be changed, the line must be created, and then modified.

☐ **Sales Order Item** – All open sales order items that are not required to be shipped into the system can be selected. All sales order items that have a quantity outstanding greater than zero can be selected. Make sure that items that are selected are not to be shipped.

- To include sales order items for invoicing, expand or collapse the sales order details, click on the include check box to include/exclude any sales orders items. This will reduce the quantity outstanding on the sales order as if the items were shipped.

NOTE: Stock items can not be used with the sales order item selection

Sales Invoice Item

☐ **Sundry Item** – A list of all sundries can be selected from.

- After choosing a sundry, click Next and enter the quantity and price.
- Continue to click Next until you enter a valid GL Account for the sundry revenue.

☐ **Free Text Item** – A item and description must be manually entered by the user.

- After entering a free text item, click Next and enter the quantity and price.
- Continue to click Next until you enter a valid GL Account for the free text revenue.

☐ **Freight Item** – A list of all freight items can be selected from.

- After choosing a freight method, click Next and enter the quantity and price.
- Continue to click Next until you enter a valid GL Account for the freight revenue.

NOTE: When adding a line item for a credit, the value should be negative.

SYSTEM SETTING:

By default when tax is added to a sales invoice it is added as a free text item. The item description for a tax line is "Tax". This can be altered using the Sales Invoices system option **Sets the text for the generated tax item**. Enable the option and set the value to what the tax line should be called.

Sales Invoice Items

Modifying a line

The image displays three overlapping screenshots of the 'Sales Invoices' software interface, illustrating the process of modifying a line item. The windows show the 'General', 'Values', and 'Accounting' tabs.

- General Tab (Left):** Shows 'Item' 1007-260, 'Description' tube lens mount, 'Quantity' 5, 'Shipment' SH00001902, and 'Sales Order' S000001011.
- Values Tab (Middle):** Shows 'Price' 0.00, 'Extended Price' 0.00, 'Discount' NONE, 'Value' 0.00, 'Tax Code' STD, 'Tax' 0.00, 'Tax Code Secondary' [Default], and 'Tax Value Secondary' 0.00.
- Accounting Tab (Right):** Shows 'GL Account' 01.4110.00 and 'GL Year Period' 200803.

Sales Invoice Items

General Tab

- ☐ **Quantity Required** – The quantity of the item sold.
- ☐ **Shipment** – the shipment that the invoice line was created from.
- ☐ **Sales order** –
 - The sales order that the invoice line was created from.
 - For sales order items and shipped items, the quantity and value will default from the transaction. To change either quantity or value, modify the line item.
 - If a quantity is decreased for a sales order item, the quantity not invoiced will remain outstanding.
 - If a quantity is decreased for a shipped item, the remaining value to be invoiced will remain outstanding on the line item of the shipment.

Sales Invoice Item

Values Tab

- ☐ **Price** – The price of the item. If the item has come from a shipment it will be the value from the sales order. Manually items will be keyed in by the user.
- ☐ **Extended Price** – The price X the quantity.
- ☐ **Discount** – The discount from the sales order if a shipment item. Manual items will default to the discount from the customer. The discount value as determined by the discount selected.
- ☐ **Value** – The extended value minus the discount value.
- ☐ **Tax code** – The primary taxing authority for the line.
- ☐ **Tax** – The tax value. The value multiplied by they percent as found in the tax code. The user can not override this value.

Sales Invoice Item

Values Tab

- ☐ **Distribution Account** – The account that the item is expensed to. When products are used this will be the GRNI account.
 - ☐ For non-inventoried items that are received or are from a purchase order the expense account will default from the purchase order line, but can be changed.
 - ☐ If non-inventoried items are to be accrued, the NRNI account will be used.
- ☐ **Variance Account** – The variance account will be used when a difference in value exists between the value of the receipt and the value on the invoice. The variance account is from the system set-up and can not be amended by the user.
- ☐ **Variance Value** – The difference in value from the receipt and the invoice. This can not be changed by the user and is calculated automatically from the value entered on the invoice.
- ☐ **Description** – The description for the line item. This can be amended by the user if required.

Sales Invoice Items

Accounting Tab

- ☐ **GL account** – The revenue account for the item.
- ☐ **GL year Period** – The period that the accounting transaction will take place in. The effective date will determine the accounting period from the accounting calendar.



Sales Invoice Actions

Finalise

- ☐ The finalise action will set the sales invoice ready to post to the GL.
- ☐ No amendments can be made once the invoice has been finalised.
- ☐ The action to Apply Credits will automatically come up if selected on the finalise dialog.

SYSTEM SETTING:

The ability to apply credits is a system setting that can be turned off. Use the Sales Invoices system option **Show unallocated receipts when finalising a sales invoice**, enable the option and set the value to N to remove this functionality. Note that the check box to apply credits will still appear, however if the option is enabled and set to N no action will occur.

SYSTEM SETTING:

By default, when finalising a sales invoice/credit a wizard will display a dashboard with invoice information. This dashboard can be removed using the Sales Invoices system option **Hide the sales invoice report on the finalise wizard**. Enable the profile and set the value to Y to remove the dashboard being displayed.

Sales Invoice Actions

Add Message

Message Id	Message Description	Include
STDMMSG	Default Standard Message	☐
STORE	message for stores	☐

Standard messages can be added to the sales invoice. These will print on the sales invoice print for the customer

Sales Invoice Actions

Apply Credits

Sales Invoice	Cur Invoice V	Cur Invoice Valu	Includ	CurInvoiceValueAll	Currency Id	Currency Disp	Sales Order I
000000000	-25.00	-\$ 25.00	☐	\$ 0.00	USD	\$	
R00000000	-100.00	-\$ 60.00	☐	\$ 0.00	USD	\$	
R00000000	-200.00	-\$ 150.00	☐	\$ 0.00	USD	\$	

- ☐ Unapplied cash or applied credits can be applied to an invoice using Apply Credits.
- ☐ All open cash and credits will display and can be selected for matching to the selected invoice.
- ☐ Specify the value to be matched in the CurInvoiceValueAllocated column. Values cannot exceed the value outstanding for the credit or cash receipt.
- ☐ Apply credits can also be done using the Customer Review module.

Sales Invoice Headers

Relations Tab

Sales Order Id	Status	Effective Date	Status
SO00001023	C	15/08/2007	Completed

Shipment Id	Status	Effective Date	Status
SH00001005	F	15/08/2007	Finished

Sales Invoice Id	Date	Cash Value	Account Value	Source Type
R000000004-C00004	15/08/2007	\$ 12.00	\$ 12.00	Invoice

- ❑ The relations tab displays sales orders and shipments that have been created for the sales invoice.
- ❑ The relations tab also shows cash allocations for the sales invoice. This includes any receipts for the invoice or credits that were matched to the invoice.
- ❑ Right click on line item to drill down to related transaction.

Progress Payments

Sales Order Id	Payment Value	Payment Date	Payment Date	Sales Invoice	Status	Invoice	Status	Payment Value Type	Payment Date Type
SO00001032	50.00000	03/03/2008	03/03/2008	0	Open	\$ 0.00	Open	Value	Date
SO00001032	50.00000	03/03/2008	03/03/2008	0	Open	\$ 0.00	Open	Value	Date

- ❑ Progress Payments are used as a way to set up a billing cycle for items that have long lead times or that have large prices.
- ❑ Progress Payments are generated in the sales order module. They can be viewed on the Commissions Tab.
- ❑ The progress payment invoices that are generated are then viewed in the sales invoice module.

Progress Payments

Adding a Progress Payment

Sales Orders

General Other

Sales Order: S000001032 Open

Progress Payment Information

Value Type

☐ Percentage

☐ Value

0.00

Date Type

☐ On Order

☒ Date

3 Mar 2008

Values:

Cur Value	0.00	Value	0.00
Cur Value Outstanding	0.00	Value Outstanding	0.00

Save Cancel

- ☐ Adding a progress payment can be completed by using the Add Progress Payment action in the Sales Order Module.
- ☐ A progress payment can be set up to be a percentage of the order or a fixed value. The value used for the percentage calculation is the value of the sales order when the progress payments are processed.
- ☐ The date of the invoice can be a fixed date or when the order is firmed. Fixed dates can be used when an agreed payment plan has been set-up before items are shipped.
- ☐ Multiple progress payments can be set up for the same order.
- ☐ To modify existing progress payment invoices right click and select modify on the progress payment found on the commissions tab of the sales order module.
- ☐ Select the action Process Progress Payments when invoice are to be generated. Automatic invoicing will generate invoices required on future dates.

Progress Payments

- ☐ Once progress payments have been processed, right click on the line in sales orders to drill down to the invoice.
- ☐ Invoices will be created with free text items called Progress Payment with the sales order specified in the description.
- ☐ A default revenue account should be set-up in the system set-up for the revenue account used in progress payment line items. This may or may not be treated as deferred revenue
- ☐ When the sales order has shipped, it will determine the outstanding value by subtracting any progress payment invoices to determine the value outstanding.

SYSTEM SETTING:

By default, when a progress payment invoice is created, it is created as a finalised invoice. Progress payment invoices can be created as un-finalised invoices using the Sales Invoices system option **Determines whether the progress payment gets finalised or not**. If un-finalised invoices are required, enable the option and set the value to N.

SYSTEM SETTING:

By default, when a progress payment credit is created, it is created as a finalised credit. Progress payment credits can be created as un-finalised credits using the Sales Invoices system option **Determines whether the credit generated is finalised**. If un-finalised credits are required, enable the option and set the value to N.

Progress Payments

SYSTEM SETTING:

By default, when a progress payment invoice is created, a free text item is added to the invoice with the item specified as Progress Payment. The item can be changed using the General system option **Determines what text will get written into the free text item on the sales invoice item for progress payments**. Enable the option and set the value to what the item will be called.

SYSTEM SETTING:

By default, when a progress payment invoice is created, a free text item is added to the invoice with the item description specified as Progress Payment for Sales Invoice. The item can be changed using the General system option **Determines what text will get written in the free text description field on the sales invoice item for progress payments**. Enable the option and set the value to what the item will be called.

Progress Payments

SYSTEM SETTING:

By default, when a progress payment invoice is created, a free text item is added to the sales order with the item specified as Progress Payment. The item can be changed using the General system option **Determines what text will get written into the free text item on the sales order item for progress payments**. Enable the option and set the value to what the item will be called.

SYSTEM SETTING:

By default, when a progress payment invoice is created, a free text item is added to the sales order with the item description specified as Progress Payment for Sales Order. The item can be changed using the General system option **Determines what text will get written in the free text description field on the sales invoice item for progress payments**. Enable the option and set the value to what the item will be called.