priority

Sales Invoices Script

Clip Link: http://www.priority-software.com/eshbel.com/Movie_Search/Sales_Invoice_clip.htm
Note: Yellow highlights indicate action instructions.

Introduction

Hi, I'm ______ from Priority Software.

In this clip I'll demonstrate how to record a sales invoice in ***Priority,*** which both bills the customer for shipped goods and serves as a shipping document. As an invoice, it generates a journal entry for the sale. As a shipping document, it deducts the delivered goods from inventory.

Recording a Sales Invoice (0:19-1:24)

Open the **Sales Invoices** form from the menu: **Financials > Accounts Receivable > Customer Invoices > Sales Invoices** and select the customer to which the invoice is being sent. Today's **Date** is filled in automatically, as is the default invoice **Contact** defined for the customer. The invoice is automatically assigned a temporary number, indicated by the prefix **T**.

Let's move on to the **References** tab. You can link the invoice to a sales order in the **Order** column. Open the Choose list to select the relevant order from a list of all unbilled or partially billed orders recorded for this customer. Alternatively, you can link the invoice to several orders in the **Orders for Invoice** sub-level form. If only several of the line items are to be billed in the invoice, or if you want to bill several items appearing in different orders for this customer, select those items in the **Choose Order Items** sub-level form. In any case, you can choose only orders or order items which have not yet been delivered. In this clip, we'll base the invoice on a single order. When the invoice is linked to an order, it is automatically filled in, as you'll see shortly.

Defining the Invoice (1:25-2:44)

When defining the invoice, certain columns may be filled in automatically, such as the **Sales Rep** and **Branch** associated with this customer. They can be revised as needed.

In the **Site** column, you can record the customer site to which to send the invoice. Its address then appears in the **Shipping Address** sub-level form.

In the **Customer's Purch Ord** column you can record the number of the customer's original purchase order.

In the **Financial Terms** tab the **Tax Code** defined for the customer is filled in automatically, but may be revised. If no payment terms were defined for the customer in the **Customers** form, or to revise the payment terms for a specific invoice, move to the **Invoice – Add'l Details** sub-level form and record the payment terms there. Alternatively, if the customer will be paying in several installments, you can define these payments in the **Payment Installments** sub-level form.

In the **Shipment** tab, the shipping warehouse is filled in automatically, but may be revised. If you are sending goods from several warehouses, record the main warehouse here, and record the appropriate warehouse for each item in the I**nvoice Items** sub-level form that we will see shortly.

In the **Invoice/Memo – Remarks** sub-level form, any text that was defined for sales invoices in the **Financial Documents** form will appear. These remarks can be revised or deleted. The final text recorded here will appear in the invoice printout.

Itemizing the Invoice (2:45-4:57)

Now let's move to the **Invoice Items** sub-level form, in order to review the items being billed in this invoice. As you can see, the ordered parts have been filled in automatically from the sales order I linked to the invoice; however, you can add or delete items as needed, or make any other changes to the itemized invoice.

The **Balance to Ship** column displays the balance of the ordered part that has not yet been shipped to the customer. The **Warehouse Balance** column displays the part balance for the warehouse and bin appearing in this line, which is initially taken from the upper-level form, but can be revised. If this quantity is less than the remaining **Balance to Ship**, you can use the **Inventory for Part** sub-level form to check the part's inventory balance in other warehouses and revise the item's **Warehouse** and **Bin** as needed.

Flag the **Approve** column to update the **Quantity** to be shipped based on either the **Balance to Ship** or the **Warehouse Balance**, whichever is smaller.

Next we're going to examine the pricing applied in this invoice. Each item's **Unit Price** is filled in based on the hierarchy of prices defined in the system; press **F1** to view the column help, which provides a detailed explanation. In the **Price Source** column, you can see where each price was taken from. In any case prices can be revised manually, if necessary.

If your company's prices usually include tax, you can simply record the total amount in the **Price Incl. Tax** column and the system will update the price before tax automatically.

If a barcode was defined for the item, it will be filled in automatically. If you work with a barcode scanner, to itemize the document, scan the barcode and the part will be filled in automatically.

You can also use the **Latest Part Sales to Customer** sub-level form to view recent sales of a given item to the designated customer, including prices and quantities. This form is useful for comparing the current transaction with other, similar transactions.

In the I**nvoice Item – Remarks** sub-level form, you can record remarks pertaining to the line item that will appear in printouts. If remarks were defined for the part, they will be filled in automatically in this form, and will appear in the invoice printout when the **W/Extended Part Desc** print option is selected

Having reviewed and authorized quantities and prices, let's return to the upper-level form.

Finalizing and Printing an Invoice (4:58-6:00)

To finalize the invoice, run the **Finalize Invoice/Memo** program from the list of Direct Activations. Alternatively, you can run the **Finalize and Print Invoice/Memo** program also by Direct Activation, to both finalize and print the invoice. Once the invoice is final, a unique internal invoice number is generated, based on the numeration template defined at the beginning of the year, and a journal entry is recorded for the invoice.

You can run the **Finalize Invoices** program from the menu to finalize a batch of invoices together. This option is often used at the end of the month or fiscal period. After finalizing an invoice, you can revise only a few of its details, such as the sales rep or contact, in the **Invoice Revisions** form.

If you haven't yet printed the invoice, you can now print it by running **Print Sales Invoice** from the list of Direct Activations. You can print a batch of invoices by running the same program from the menu.

The first time you print out the invoice, or send it as an e-document, the printed column will be flagged, indicating that the printout is considered the original invoice.

Follow-up Reports (6:01-6:13)

Various system reports are available for invoice analysis and follow-up, including summary reports and aging debts. This concludes our explanation of sales invoices in ***Priority***.

Related Documentation

- Customer Invoices Wizard
- Open Customer clip
- Sales Orders clip
- Document Design clip