

# Training Document

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



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

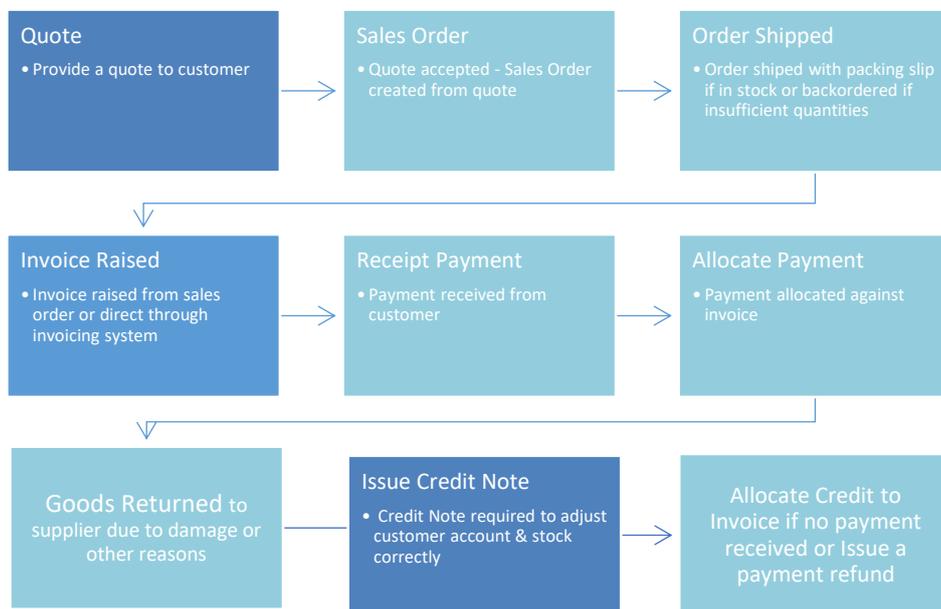
After completing this lesson you will be able to:

- Create an Invoice, Credit Standing Invoice or Quote
- Understand what a Standing Invoice is

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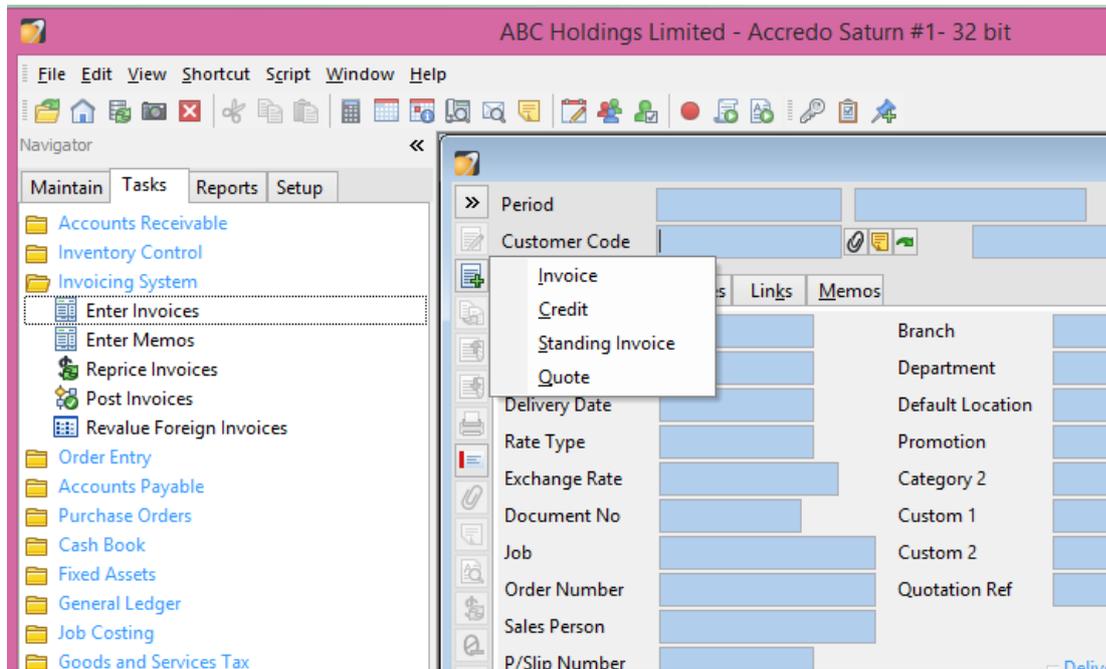
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## Process flow



## Quotes/Invoices/Standing Invoices/Credits

- Tasks / Invoicing System / Enter Invoices
- Select type of document (Invoice, Credit, Standing invoice, Quote)
- **Note:** A standing invoice allows you to set up a standing invoice for a customer from whom current invoices may be generated as required (For example: an invoice template).



- 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 Delivery Instructions

Discount Code: 2 Delivery Code: DEFAULT

Comment: [ ] 234 Rosedale Road

Post Status: Unposted Print Status: Unprinted Albany

Contact: Donna Auckland

Email Contact: [ ] New Zealand

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

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

Invoice List

- **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

IN Enter Invoices

Period: Sep 2015 Invoice ID: [ ]

Customer Code: [ ] NZD

Header Lines Charges Links Memos

Job Defaults

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

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	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 Information UOM Suppliers/Bar Codes Graph Transactions

Product Code: BCDRAW  
 Description: 350mm x 340mm Drawer  
 Details: Pinus Radiata  
 Alternate Code: [ ]  
 Bar Code: 41778345238  
 Creditor: [ ]  
 Comment: [ ]  
 Stock Group: [ ]  
 Sales Group: PART  
 Style: [ ]  
 Range: [ ]  
 Component Mode: Automatic

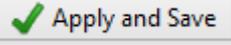
AR Sales Group Maintenance - PART - Parts

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: [ ]

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) 

IN Enter Invoices - ASHENG - Asheng Engineering Ltd

Period: Sep 2015 Standing Invoice ID: [ ]

Customer Code: ASHENG Asheng Engineering Ltd NZD

Header Lines Charges Links Memos

Type	Product	Description	UOM Co...	UOM Quant...	Unit	UOM Selli...	Disc% GST	Group	Amount
Product	MWARDROBE	1800mmx1200mmx600mm Wardrobe	EA	1		\$800.00	1	FURN	\$800.00

Customise Fields - <Global>

Field Name	Visible	Display Label	Field Width	Label Width	Row
LineType	✓	Type	11		1
ProductCode	✓	Product	21		1
Description	✓	Description	36		1
UOMCode	✓	UOM Code	9		1
UOMQuantitySupplied	✓	UOM Quantity	12		1
Unit	✓	Unit	4		1
UOMSellingPrice	✓	UOM Selling Price	10		1
DiscountPercentage	✓	Disc%	6		1
GstCode	✓	GST	6		1
SalesGroupCode	✓	Group	8		1
EnteredAmount	✓	Amount	13		1
AlternateCode	✓	Alternate Code	12		1
AnalysisName	✓	Group Name	30		1
BarCode	✓	Bar Code	12		1
BaseUOMCode	✓	Base UOM Code	8		1

Load Delete Save non visible field settings

Apply Save Close Apply and Save

UOM Bk Ord [ ] UOM Ship [ ]

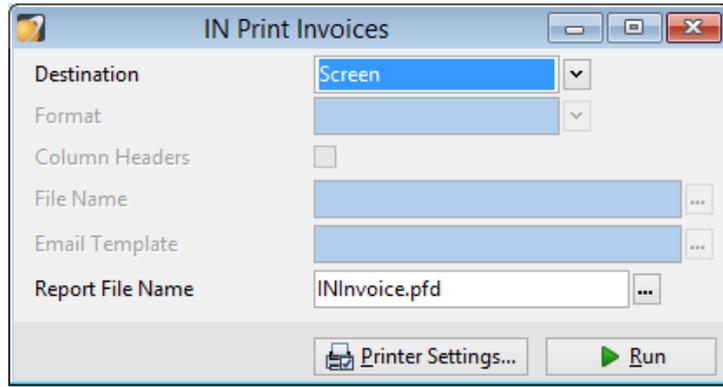
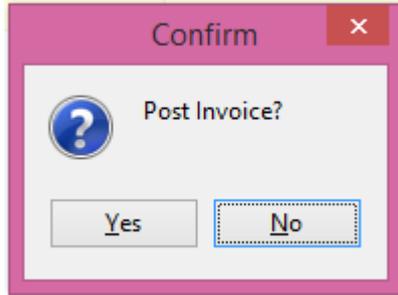
Number and Save Save Modified by on

## 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.

The screenshot displays the 'IN Enter Invoices - CASH - CASH SALE' window. The 'Charges' tab is active, showing a table with columns 'Description', 'Charge', 'GST', and 'Co...'. The rows are 'Freight', 'Insurance', and 'Misc', each with a 'Charge' value of 1. Below this is the 'Shipping' section with columns 'Shipper', 'Shipper Name', 'Reference', 'Quantity', and 'Web Address'. The 'Banking' section has columns 'Media', 'Amount', 'Payer Name', 'Reference', and 'Particulars'. A row is visible with 'Media' 'CASH', 'Amount' '\$1,474.40', and 'Payer Name' 'Charlie Ash'. At the bottom, a summary table shows: Net \$1,282.09, Charges (blank), GST \$192.31, Gross \$1,474.40, Margin 52.6%, Weight 33.00, and Volume 1.30. Buttons for 'Invoice List', 'Number and Save', 'Save', and 'Cancel' are at the bottom right.

- 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



<b>ABC Holdings Limited</b> 10 Boston Road Mt Eden Auckland 1023		<b>Phone</b> +64 9 373 5963 <b>Fax</b> +64 9 373 5961 <b>GST Number</b> 999-999-999					
<b>TAX INVOICE</b>							
CASH SALE		Invoice Number: 100415					
Date	Delivery	Customer	Order Number	Packing Slip	Internal Reference	Sales Person	Page
30/09/2015		CASH				COU	1
<b>Code</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Price</b>	<b>Discount</b>	<b>Amount</b>	
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	1	each	\$1,282.09		\$1,282.09	

<p><b>Paid with thanks</b></p> <p>Your Invoice message to appear here. Simply edit the text file INInvoice.txt in your Reports\INInvoice folder using Notepad or Wordpad.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black;">Total Net</td> <td style="text-align: right; border-top: 1px solid black;">\$1,282.09</td> </tr> <tr> <td>GST</td> <td style="text-align: right;">\$192.31</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"><b>Invoice Total Including GST</b></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;"><b>\$1,474.40</b></td> </tr> </table>	Total Net	\$1,282.09	GST	\$192.31	<b>Invoice Total Including GST</b>	<b>\$1,474.40</b>
Total Net	\$1,282.09						
GST	\$192.31						
<b>Invoice Total Including GST</b>	<b>\$1,474.40</b>						

# Contact

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

## *Offices*

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