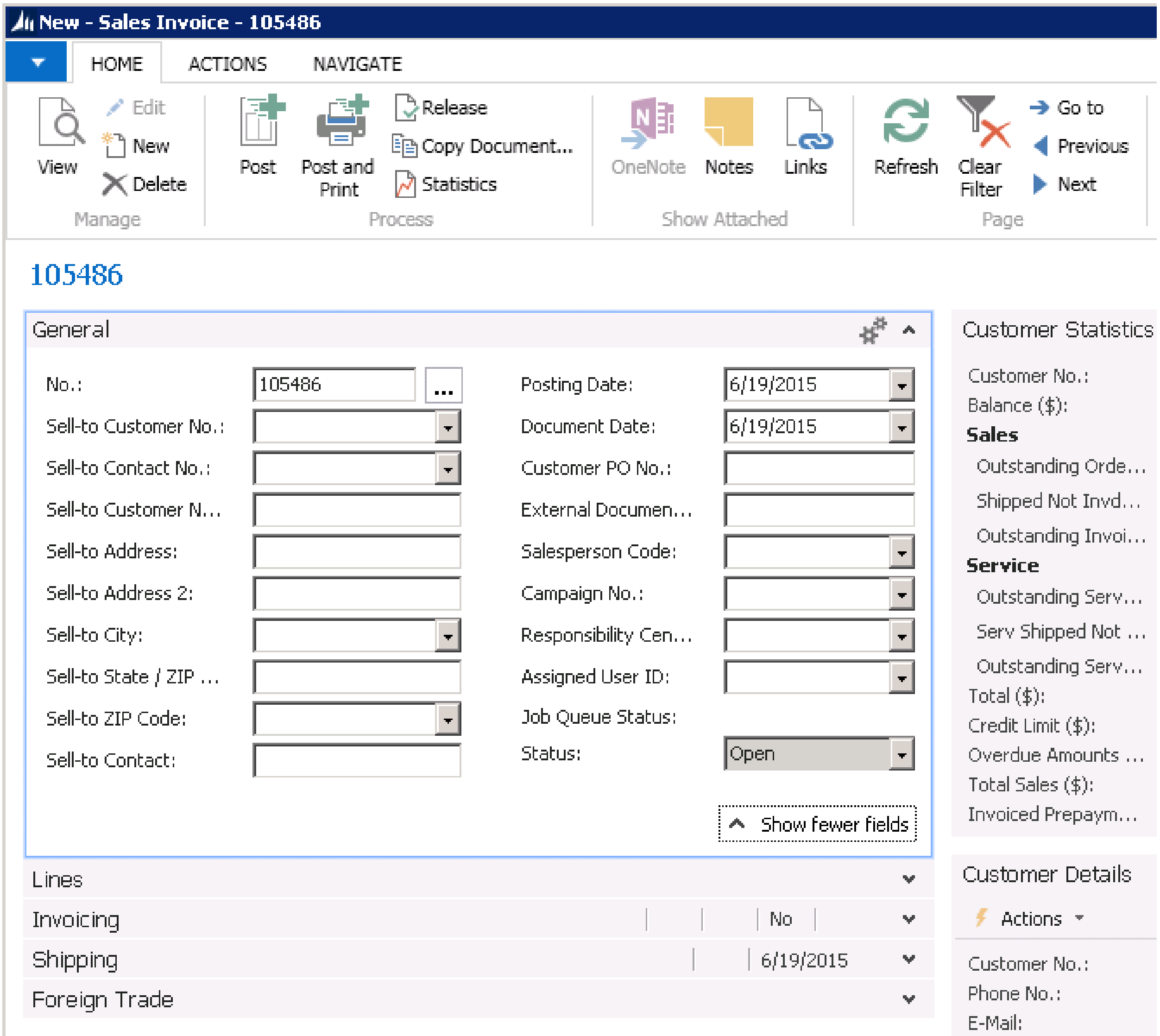
These instructions are for entering customer invoices and credit memos not associated with a sales order. For invoices or credit memos associated with a sales order, please see the Process Sales Orders document.

This document also assumes all the necessary posting group, sales tax, terms, and inventory (if applicable) set up has been completed.

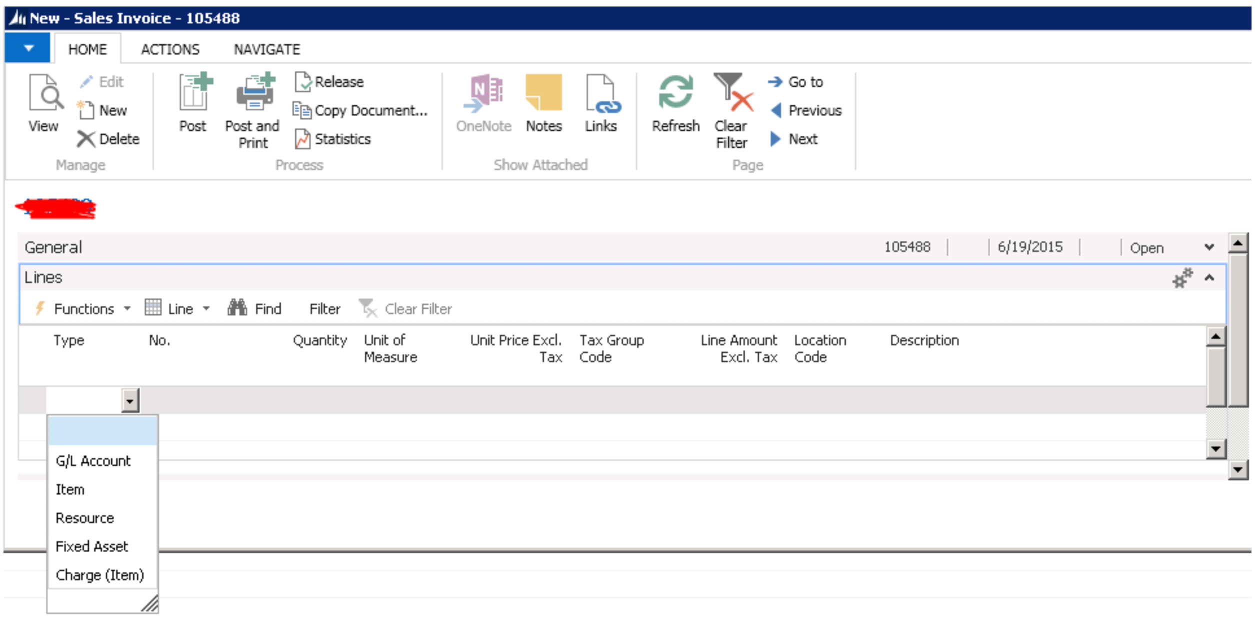
Entering Invoices

1. In the **Search** box, enter **Sales Invoices**, and then choose the related link.
2. On the **Home** tab, in the **New** group, choose **New**. Create a new sales invoice.
3. Complete the General Tab
    1. Fill in the **No.** field—tab from the field for the system to assign a number.
    2. In the **Sell-to Customer No.** field, enter the number of the number of the customer. The address and contact fields are populated based on the information found on the customer card.
    3. In the **Posting Date** field enter the date that you want to appear on the posted entries.
    4. Fill in the **Document Date** field. The invoice due date is calculated from this date. This is also the date that will appear on the printed invoice.
    5. **External Document No**. is an optional field. It is normally left blank. Later, when applying the payment for this invoice, this field will be used to record the customer's check number.
    6. **Salesperson Code**. Enter the salesperson code or select from the drop down. This field is optional and separate set up is required. The code will auto populated based on the customer card.
    7. **Campaign No.** Enter the campaign number or select from the drop down. This field is optional and separate set up is required.
    8. **Responsibility Center.** Enter a responsibility center or select from the drop down. This field is optional and separate set up is required. The responsibility center would be a department or area responsible for this sale. This field will auto populate based on the customer card.

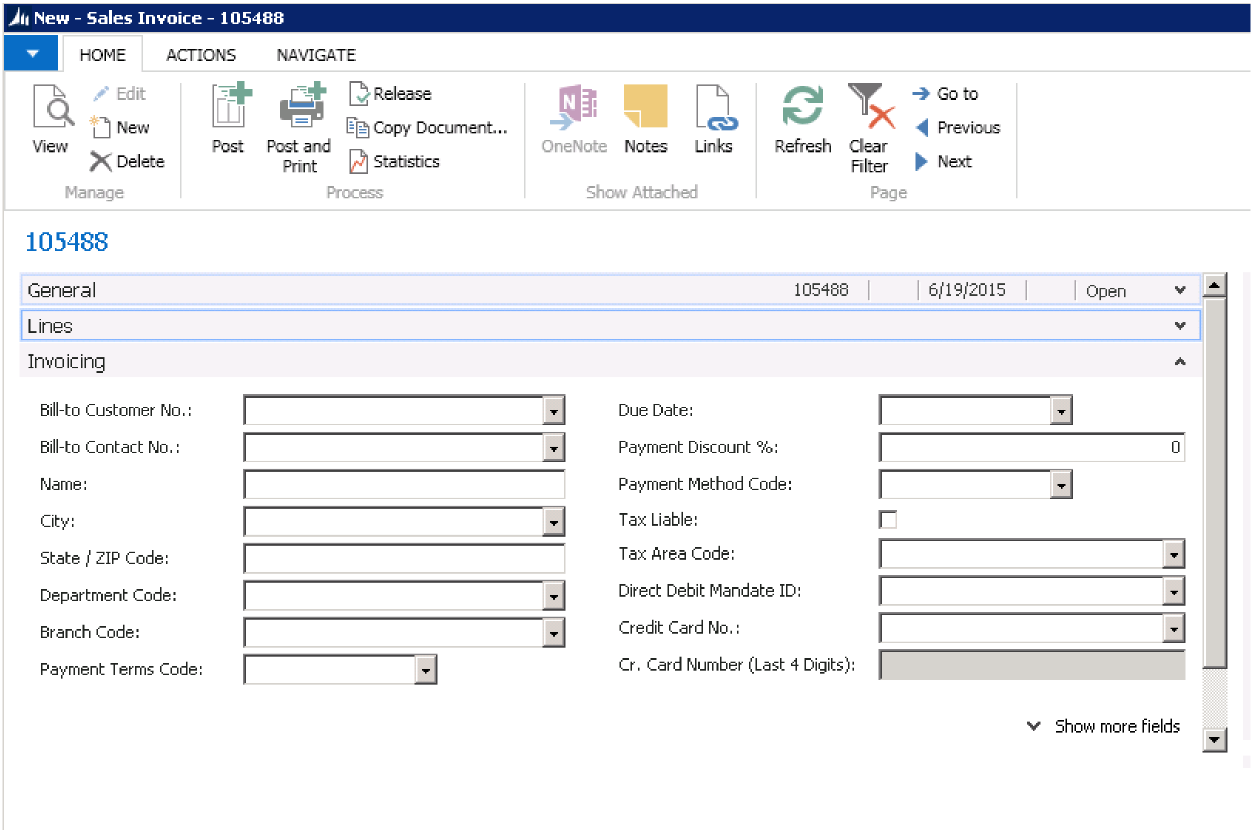


4. Enter the invoice lines
    1. in the **Type** field, select the appropriate line type.
    2. In the **No.** field, enter the appropriate number that corresponds with the line type selected.
    3. In the **Global Dim 1** field enter the code if applicable. (If this is the first invoice, you will need to choose this column. The actual field name will be the name of your actual company's global dim 1.)
    4. In the **Global Dim 2** field enter the code if applicable. (If this is the first invioce, you will need to choose this column. The actual field name will be the name of your actual company's global dim 2.)
    5. In the **Quantity** field, enter the quantity to be sold.
    6. In the **Unit of Measure** field, enter the appropriate code.

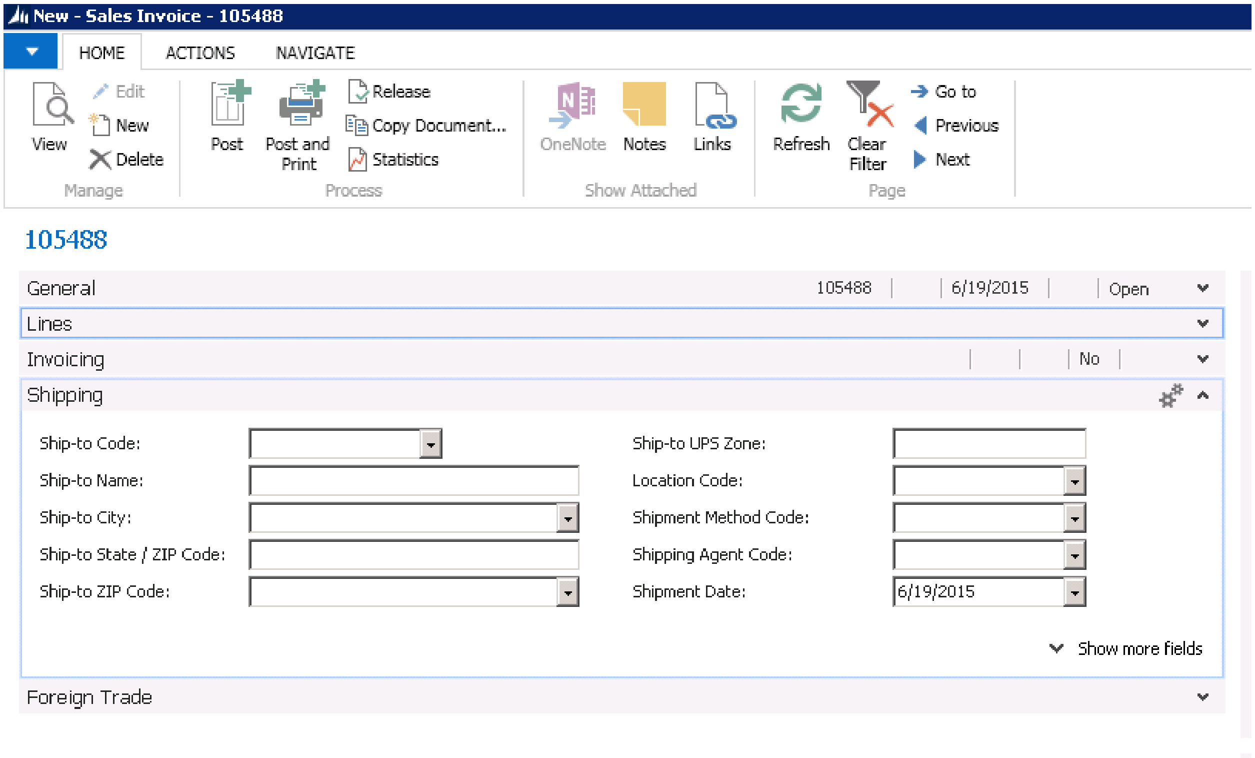
7. In the **Unit Price Excl. Vat** field, enter the appropriate amount. Amounts should be a per unit based on the quantity and unit of measure—price per each item.
8. In the **Tax Group Code**, enter the appropriate code. The tax group categorizes products and services into groups subject to the same tax terms. When a sale is taxable, Financial Manager uses the tax area and the tax group to determine the correct tax rates. The tax liable option and tax area are set in the sales order header, Invoicing tab, but they can be changed on the sales lines.
9. The **Line Amount Excl. VAT** will auto calculate the line total taking **Quantity** multiplied by **Unit Price Excl. Vat**.
10. Repeat for remaining lines.



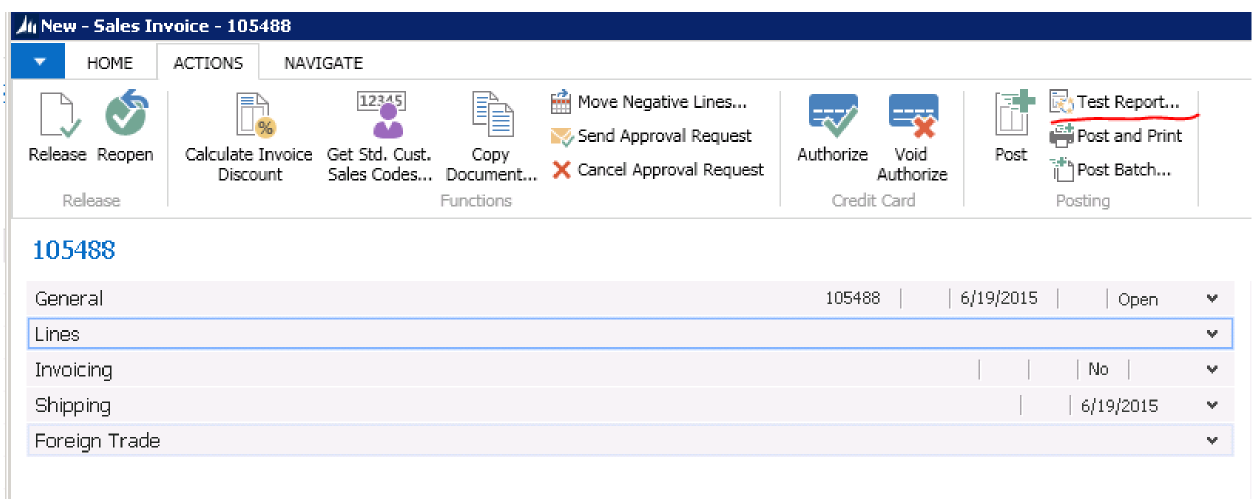
5. Review the **Invoicing** tab. Default information listed on this tab is pulled from the Customer card. Some information can be overridden.
   1. If the **bill-to customer** (customer to whom you send the invoice) is different from you sell-to customer (customer to whom items are sent), in the Bill-to Customer No. field, select the bill-to customer.
   2. Payment Terms Code is based on information from the customer card.
   3. The **due date** is calculated from the payment terms on the customer card and the document date on the sales order. The date can be changed in the Due Date field. Financial Manager uses this date for the Aged Accounts Receivable report for posted invoices.
   4. **Tax Liable**. Will populate based on the customer card.
   5. **Tax Area Code**. Will populate based on the customer card.



6. Review the **Shipping** tab. Default information listed on this tab is pulled from the Customer card. Some information can be overridden.
    1. **Ship-to-Code**. Multiple ship to addresses can be assigned to one customer. Change the ship-to-code if necessary. Address and contact information pull from the code's card.
    2. **Location code**. Enter the location this invoice is shipping from. Can also be entered in the line items. Optional field. Separate set up is required.
    3. **Shipment Method Code**. Enter a code or select from the drop down. Optional field. Separate set up is required. Examples would be FOB, pick up etc.
    4. **Shipping Agent Code**. Enter a code or select from the drop down. Optional field. Separate set up is required. Examples would be FedEx, UPS, etc.
    5. **Package Tracking No**. Enter the package tracking number. Optional field.
    6. **Shipment date**. Assumes today's date, but can be changed to the actual shipping date.



7. Run a **Test Report** if desired. On the **Actions** tab, **Posting** group, select **Test Report**.



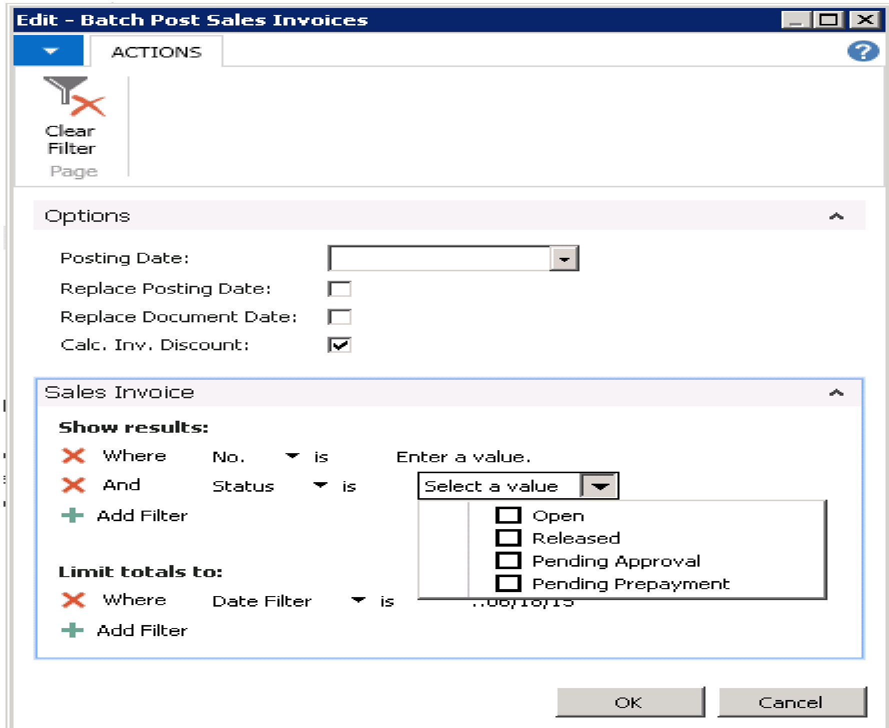
8. Post or Release the document
    1. **Post**. Document posts without printed documentation. (Found on both **Home** and **Actions** tabs). Depending on your line type you may have to choose **Ship and Invoice**.

2. **Post and Print**. Document posts with transaction printout. (Found on both **Home** and **Actions** tabs). Depending on your line type you may have to choose **Ship and Invoice**. This prints documents associated with just this invoice.
3. **Release**. This marks the document as released and available for batch processing. See Post a Batch of Sales Invoices for posting instructions.

Post a Batch of Sales Invoices

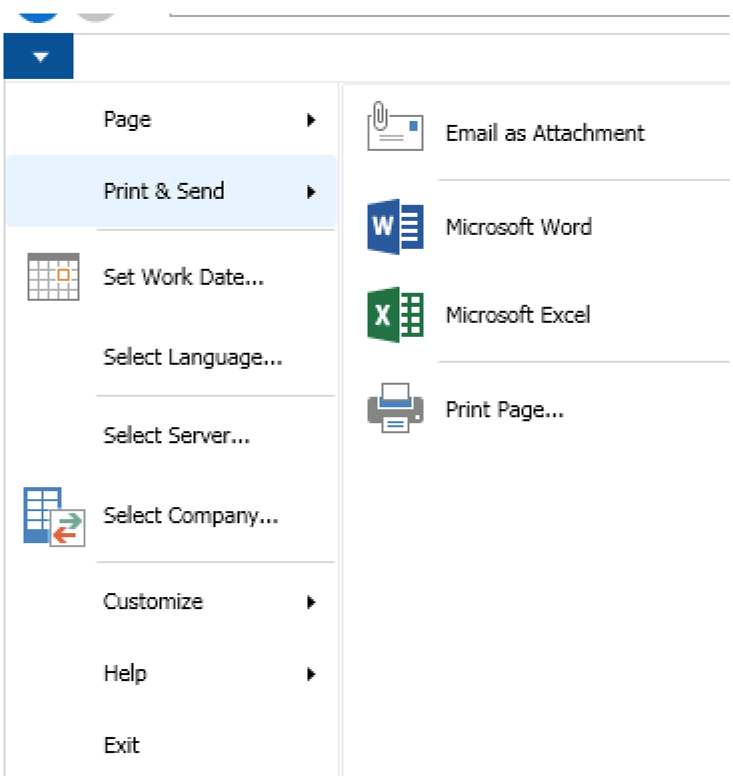
It is important to enter all the necessary information on the sales invoices before they are batch posted. Otherwise it is possible that they will not be posted. When the batch job is finished posting, a message shows how many of the invoices have been posted (for example, 9 out of 10).

1. In the **Search** box, enter **Sales Invoices**, and then choose the related link.
2. On the **Home** tab, in the **Posting** group, choose **Post Batch Sales Invoices**.
3. Complete the **Options** tab
    1. **Posting Date:** Enter the date that the program will use as the document and/or posting date when you post if you place a checkmark in one or both of the following boxes. If the posting date or document date on a document is blank, the date in this field is used even if you have not placed a check mark in the relevant box.
    2. **Replace Posting Date**: Place a check in the box if you want to replace the sales invoices' posting date with the date entered in the field above.
    3. **Replace Document Date**: Place a check mark in the box if you want to replace the sales invoices' document date with the date in the Posting Date field.
    4. **Calc. Inv. Discount**: Place a check mark in the box if you want the program to calculate the invoice discount amount on the sales invoices before posting.
4. Complete the **Sales Invoice** tab. Complete or add the needed filters to select the sales orders you want to post. Leave blank to process all released sales invoices.



Print, Email, Export, or View Posted Sales Invoices

1. In the **Navigation Pane**, select the **Posted Documents** group, and then choose the type of document you want to work with. Depending on the document type steps can vary.
2. To **Print:** On the **Home** tab, in the **Process** group, choose **Print.** This instruction applies to all document types listed except G/L Registers, Posted Deposit List and Posted Bank Rec. List.
   a. There is no option to print G/L Registers or Posted Deposit list from this view.
   b. To print Posted Bank Rec. List: select the bank account statement you want to work with. On the **Home tab**, in the **Manage group**, choose **view**. On the **Home** tab, in the **Process Group**, choose print.
3. To **Email:** On the **Actions** tab, in the **Electronic Document** group, choose **Send**.
4. To **Export to Excel, Word or attach to an email**: On the **Application menu**, choose **Print & Send.**



5. To **Export to XML**: On the **Actions** tab, in the **Electronic Document** group, choose **Export E-Document to XML**.
6. To **View**: On the **Home** tab, in the **Manage** group, choose **View.**

Create Standard Sales Codes for Recurring Sales

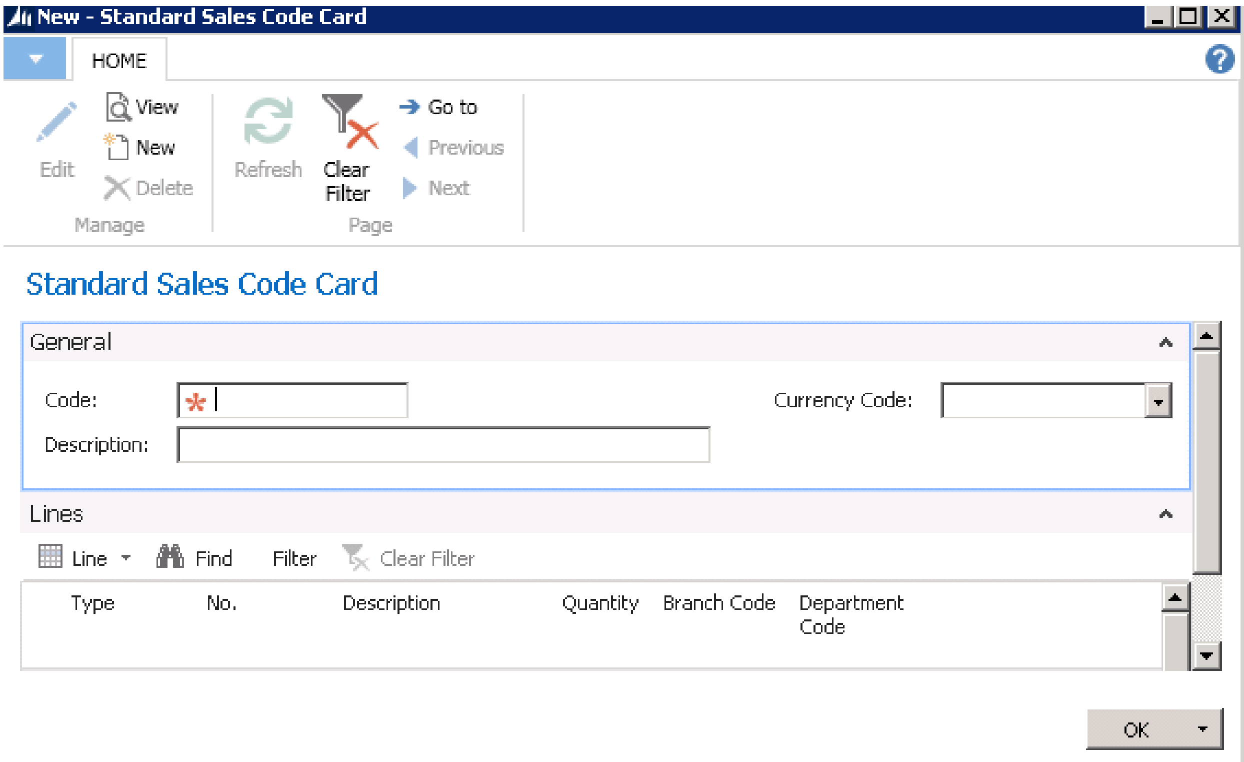
Use standard sales codes when you regularly create sales orders or sales invoices with the same lines for one or more customers. You can set up any number of standard sales codes, and each of them can consist of any number of standard sales lines. You then specify which standard sales codes are applicable for which customers.

When you create sales document (quote, order, invoice, or credit memo) for a customer to which you have assigned a standard sales code, you can use the Get Standard Customer Sales Code function to automatically insert the sales lines that you set up for the code.

To create a standard sales code:

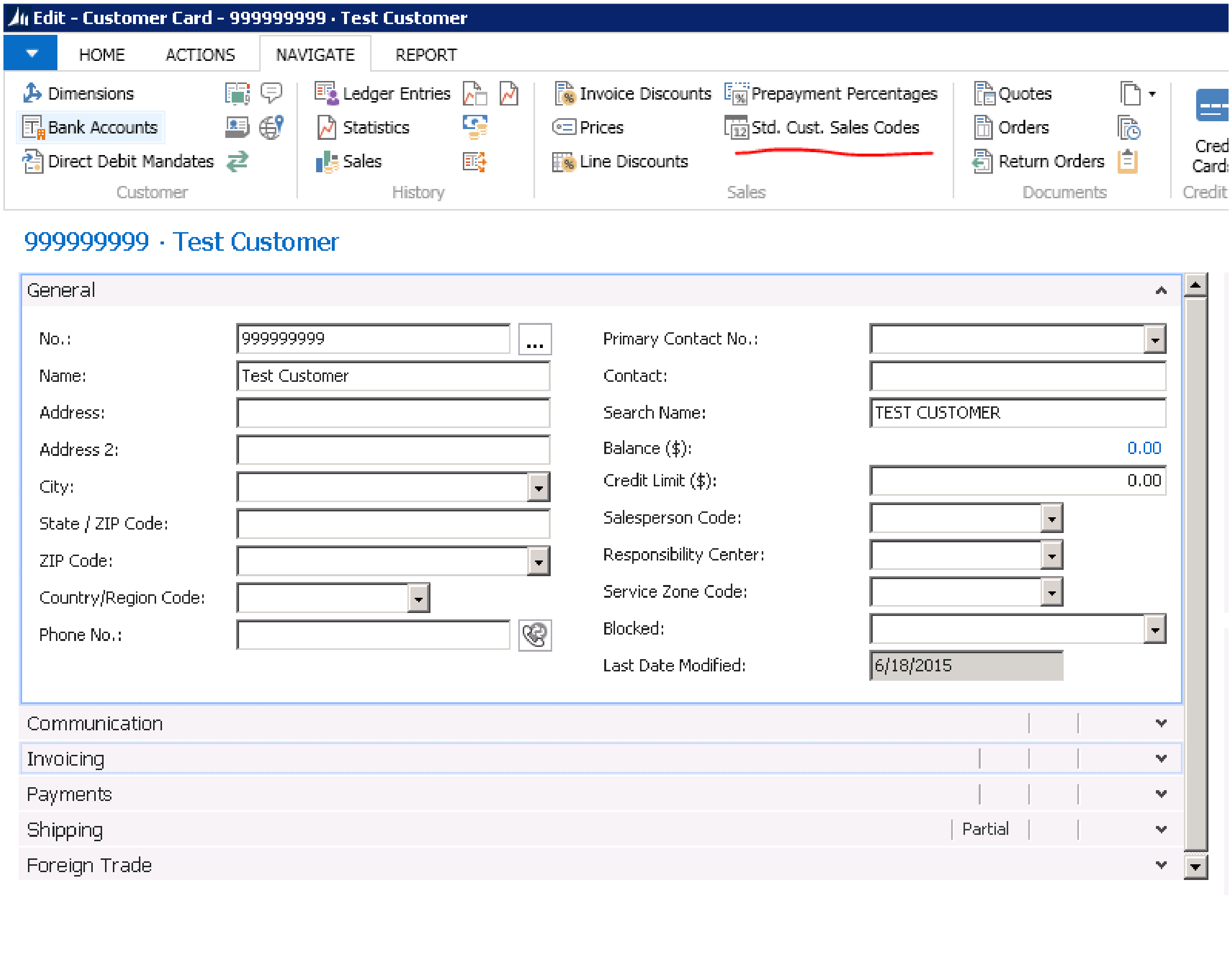
1. In the **Search** box, enter **Standard Sales Code**, and then choose the related link.
2. In the **New** tab, **New** group, select **New**.
3. In the **Code** field, type a code to represent the group of sales lines.

4. In the **Description** field, type a description of the code.
5. In the **Currency Code** field, leave blank for local currency or select a currency.
6. Enter the sales lines that you want to include in the group. The Quantity field is optional.



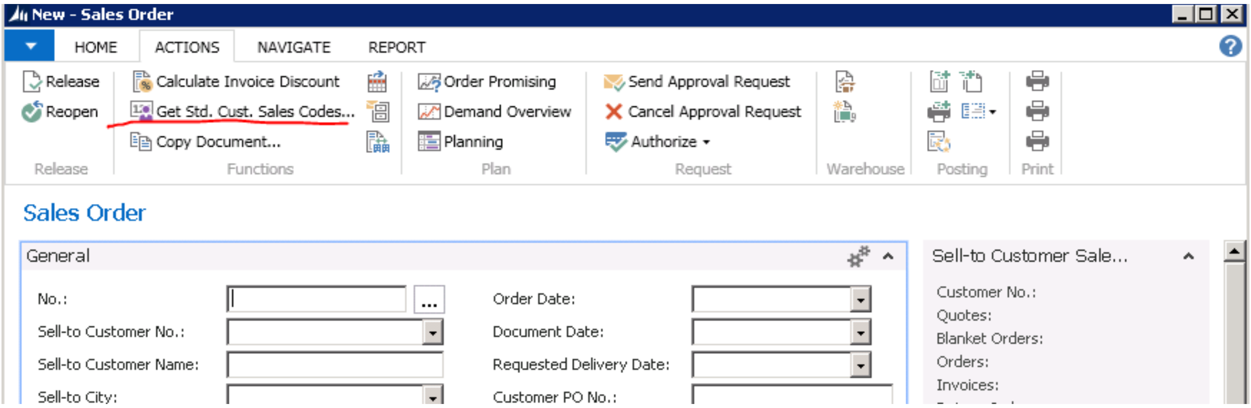
To apply a standard sales code to a customer:

1. In the **Search** box, enter **Customers**, and then choose the related link.
2. Open the customer card for the customer that will be invoiced using a standard sales code.
3. In the **Navigate** tab, **Sales** group, select **Std. Cust. Sales Codes.**
4. In the **Code** field, select the sales code that applies to the customer.



To use standard sales codes on a sales order or sales invoice:

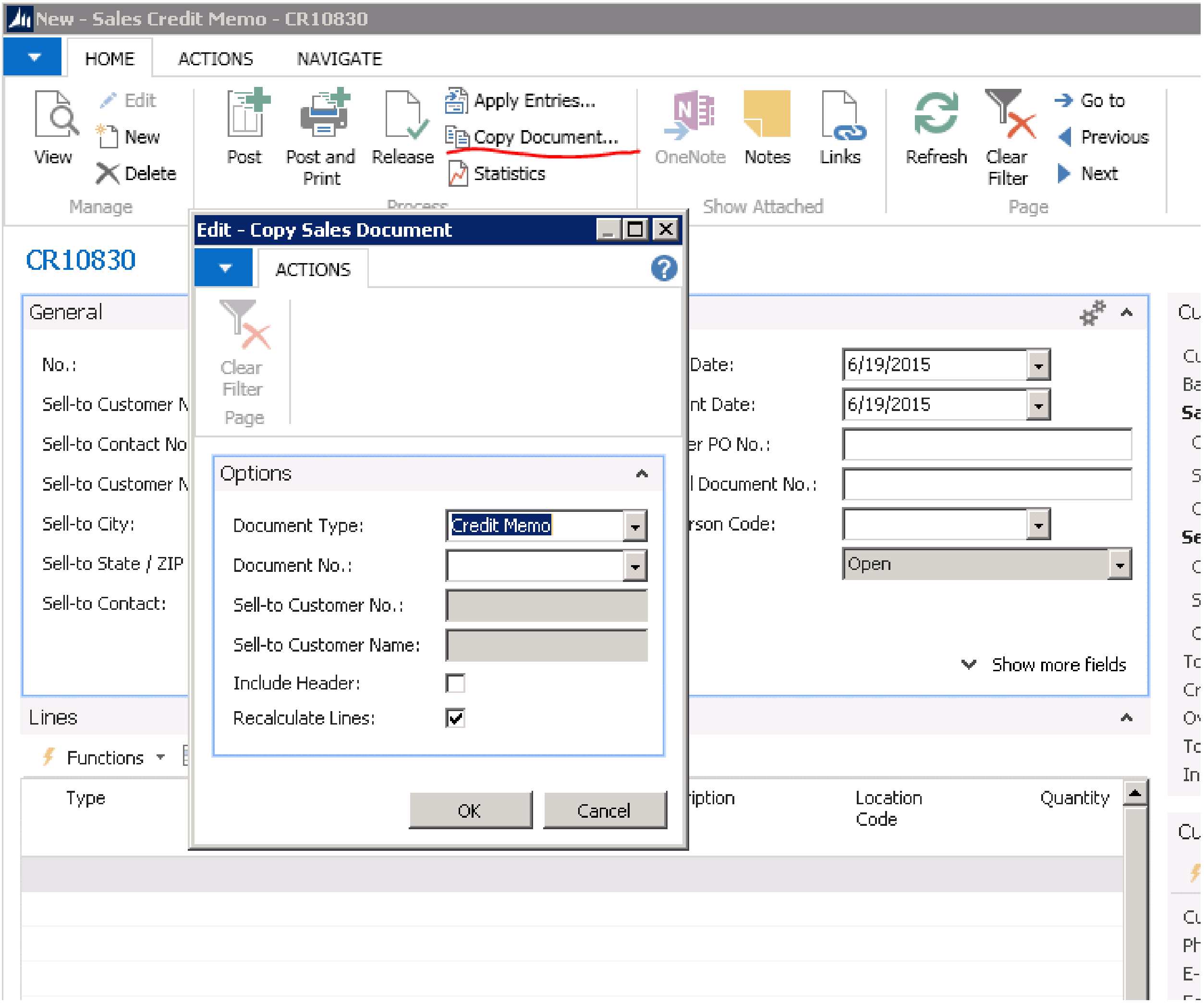
1. Create a sales order or sales invoice header as you normally would.
2. In the **Actions** tab, **Functions** group, select **Get Std. Cust. Sales Codes.**
3. Select the sales code. Only sales codes that have been applied to the customer are available. The sales lines are populated with the sales lines in the standard sales code.



Entering Credit Memos

1. In the **Search** box, enter **Sales Credit Memos**, and then choose the related link.
2. On the **Home** tab, in the **New** group, choose **New**. Create a new credit memo.
3. Fill the lines with the posted sales entries that you want to correct.
   You can fill the lines automatically with the following functions:

   - Use the **Copy Document** batch job to copy an existing document to the credit memo. It can be either a posted document or a document that is not yet posted.



This function only reverses cost exactly when exact cost reversing is required in the **Sales & Receivables Setup** window.

- Use the **Get Posted Document Lines to Reverse** function to copy one or more posted document lines from one or more posted documents to the new credit memo document.

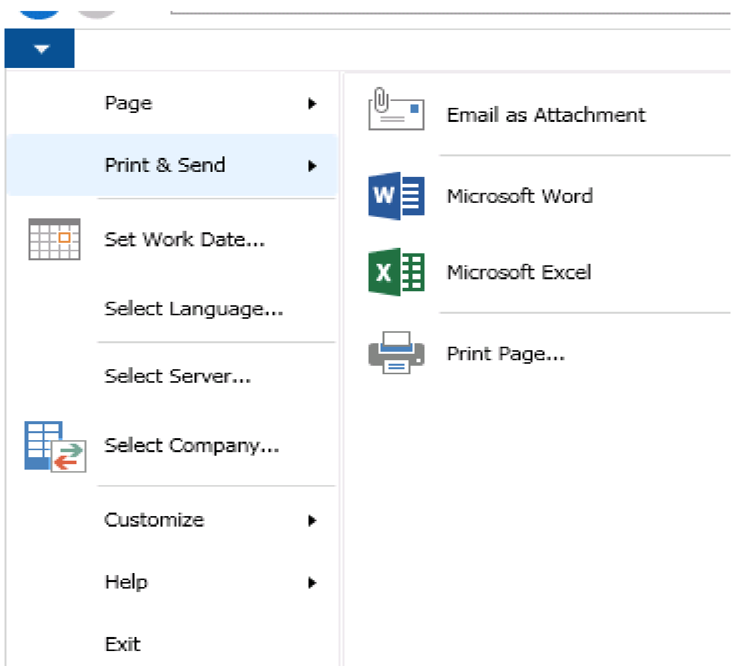
  This function always exactly reverses the costs from the posted document line, regardless of whether exact cost reversing is required in the **Sales & Receivables Setup** window.

When you use either of these functions, a link is created to the original item ledger entries in the **Appl.-from Item Entry** field to ensure that the costs are copied from the original posted document. If the line has item tracking, the **Appl.-from Item Entry** field is filled in on the item tracking line or lines instead of on the document line.

4. Post, Post and Print, or Release the credit memo.
    - **Post**. Document posts without printed documentation. (Found on both **Home** and **Actions** tabs). Depending on your line type you may have to choose **Ship and Invoice**.
    - **Post and Print**. Document posts with transaction printout. (Found on both **Home** and **Actions** tabs). Depending on your line type you may have to choose **Ship and Invoice**. This prints documents associated with just this invoice.
    - **Release**. This marks the document as released and available for batch processing. (Found on the **Home** and **Actions** tab).

Print, Email, Export, or View Posted Sales Credit Memos

1. In the **Search** box, enter **Posted Sales Credit Memos**, and then choose the related link.
2. Select the credit memo.
3. To **Print:** On the **Home** tab, in the **Print** group, choose **Print.**
4. To **Email:** On the **Actions** tab, in the **Electronic Document** group, choose **Send**.
5. To **Export to Excel, Word or attach to an email**: On the **Application menu**, choose **Print & Send.**



7. To **Export to XML**: On the **Actions** tab, in the **Electronic Document** group, choose **Export E-Document to XML**.
8. To **View**: On the **Home** tab, in the **Manage** group, choose **View.**

For further information contact Vertex Support at (800) 536-3427 or support@vertexsystems.com. You can also search the HELP files by searching "Purchase Invoice" or visit the Microsoft Dynamics NAV library at http://msdn.microsoft.com/en-us/library/hh169374(v=nav.70).aspx