Miscellaneous Invoice Form Definitions

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The Miscellaneous Invoice Form is divided into three parts:
Invoice header - contains information regarding invoice date, aging date, terms etc.
Invoice body – consists of two tabs (items and parts) – this is the detail area where items or parts are selected along with quantities and individual item rates.
Invoice footer – specify the invoice description, billing contact name and the memo field.
A User may invoice the customer for items only, parts only or a combination of items and parts. If your company is using stock tracking and parts are listed on the invoice, the inventory will be relieved from the warehouse specified in the header of the invoice.

Invoice Header Information
Customer ID – Enter the customer number for whom the invoice is being created or press the binocular icon to the right of the field to look up the customer number. If the customer has multiple sites, select the correct site from the customer lookup.
Bill To – The Bill To name and address will default to the primary Bill To for the customer. If the customer has more than one Bill To record, press the Bill To button to display a list of the customer Bill To addresses from which to select.
Site Address – If the customer has only one site this will automatically default. If the customer has multiple sites, the User may press the Site Address button to display a list of sites from which to select.
Category – Depending on the setting of your system this may or may not be a required field. For NSF check fees, the Administrative (or G & A) category is typically selected.
A/R Account – The A/R account number automatically defaults to the A/R account number setup in SedonaSetup G/L Account defaults. Consult upper management prior to making a change to this selection.
Tax Group – Once the customer has been selected, this field will automatically populate with the Tax Group assigned to the site for which the miscellaneous invoice is being created. The Tax Group may be overridden if necessary.
Invoice Date – The invoice date will default to the date on which the invoice is being created, however this date may be changed to any date that is in an open accounting period.
Aging Date – The aging date will default to the date calculated by the rules associated with the Term Code for the invoice, however this date may be overridden by the User.
Branch – The branch will automatically default to the branch associated with the site.
PO Number - If your customer has provided a purchase order number for billing, the User may enter that value in this field. Customer Purchase Order numbers print on most invoice forms.
Warehouse - A warehouse only needs to be selected when invoicing for inventory parts. If a warehouse is not selected, the parts tab will not be available to use.
Term – The invoice term code will default from the customer setup, however the User may override this if necessary.
Invoice Type - Miscellaneous is the default for this field. For invoices that are for recurring services or service ticket charges, select either Cycle Bill or Service as the Invoice Type. If the Invoice Type of Service is selected, the field below the Term field will display with a label Ticket #.
Ticket# - If the Invoice Type of Service was selected The User will select a Service Ticket Number from the drop-down list in this field. Only Service Ticket Numbers that have been closed and were never invoiced will appear in the drop-down list.
Salesperson – Once the customer has been selected, this field will automatically default to the Salesperson assigned to the Customer. This field may be overridden if necessary.

Invoice Body

The Invoice body is divided into two tabs; Items and Parts.

On the Items tab, from the drop-down list, select the desired Items and fill in the quantity and rate for the Item. If the quantity is set to a value greater than 1, the application will automatically fill in the Amount field with the calculation of Qty x Rate. Enter as many line items on the invoice as needed by proceeding to the next line.

There is an optional invoice item Memo field available. This is an internal memo and will print on certain Invoice Forms. To enter an invoice item memo, press the "..." button to the right of the Memo field to open the Invoice Item Memo form. The User may enter up to 2,000 characters in this memo field.

On the Parts tab, the User may type in the exact part number (if known) or press the "..." button to the right of the Part field to launch the Part Search form to locate the desired part number. Once the part is selected, the User will enter the quantity and rate for the part. If a rate automatically fills in, the User has the option of manually changing the rate if necessary. Continue adding more parts by advancing to the next line.

Invoice Footer

Once all Items and/or Parts have been selected in the body of the invoice, proceed to the Footer of the invoice to fill in the required information.

Description – Select the appropriate Invoice Description from the drop-down list. This is a required field which is a general description of the type of charges on the invoice. The invoice description prints on most invoice forms.

Contact – A contact name may be selected from the drop-down list or type in a name. The contact name prints as the Attention To on most invoice forms.

Memo – Additional information may be entered which will print on the customer invoice. This field will allow the entry of up to 255 characters.

Complete – Typically this checkbox is left selected which indicates that once the Invoice is saved, it will record to the General Ledger. If the User un-checks this option, a warning message will be displayed (as shown below) alerting the User that the invoice will not record to the General Ledger if left un-selected. This option would only be used if you want to create a "mock" invoice; typically used when needing to present an invoice to a customer in order to collect a deposit for a new job.

Memo – This field is used to type in any additional information and will print on the customer's Invoice.