

Miscellaneous Invoice definitions

Last Modified on 01/10/2023 9:56 am EST

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.

The screenshot shows a software window titled "Invoice" with the following fields and sections:

- Customer ID:** 168
- Category:** Monitoring
- A/R Account:** 110110
- Tax Group:** Pacific Grove-City
- Invoice #:** 141277
- Invoice Date:** 3/30/2015
- Aging Date:** 3/30/2015
- Branch:** CA
- P.O. Number:** (empty)
- Warehouse:** Main-MI
- Term:** Due On Receipt
- Site Address:** Martin, Sam, 129 Barton Ranch Road, Pacific Grove, CA 93950
- Invoice Type:** Miscellaneous
- Job #:** (empty)
- Salesperson:** Oliver,Blais

Items: \$23.20 | **Parts:** \$0.00

Item List					
Item	Description	Qty	Rate	Amount	Memo
MON	Monitoring	0.80	29.00	23.20	

Description: Recurring

Contact: (empty)

Memo: Prorated first month of Monitoring Services.

Sub Total	23.20
Tax	0.00
Total	23.20
Balance Due	23.20

Complete
 Add to Print Queue

Buttons: Save, Close