

Special Invoices and Credit Notes

- Select Invoicing.
- Select Special Invoices and Credits.

Invoice / Credit	<input type="checkbox"/> I	To Account	<input type="text"/> / <input type="text"/>	Doc Nr	<input type="text"/>
Override	<input type="checkbox"/> N	Del Add	<input type="text"/>	Nom Period	<input type="text"/> 03.07
Posting Date	<input type="text"/> 19/04/2007			Nom Account	<input type="text"/>
Posting References	<input type="text"/> / <input type="text"/>			Nom Department	<input type="text"/>
				Due Date	<input type="text"/>

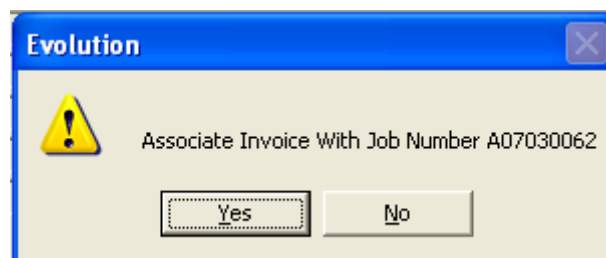
- Enter I to do an Invoice or C to do a Credit and then move to the account box.
- Enter the account code of the customer that you wish to Invoice/Credit.

Invoice / Credit	<input type="checkbox"/> I	To Account	<input type="text"/> BMS / <input type="text"/>	Doc Nr	<input type="text"/>
Override	<input type="checkbox"/> N	Del Add	<input type="text"/>	Nom Period	<input type="text"/> 03.07
Posting Date	<input type="text"/> 19/04/2007			Nom Account	<input type="text"/>
Posting References	<input type="text"/> / <input type="text"/>			Nom Department	<input type="text"/>
				Due Date	<input type="text"/>

- Select the account or create a new one as required.
- Move to the posting references field.
- There are two fields available. These will appear in the Invoice Tray list and also in Sage if applicable.
- If the invoice/credit is in relation to a job, enter that in the second reference box.

Invoice / Credit	<input type="checkbox"/> I	To Account	<input type="text"/> BMS / <input type="text"/> A08312	Doc Nr	<input type="text"/>
			<input type="text"/> BODYSHOP MANAGEMENT SYSTEMS	Nom Period	<input type="text"/> 03.07
Override	<input type="checkbox"/> N	Del Add	<input type="text"/>	Nom Account	<input type="text"/>
Posting Date	<input type="text"/> 19/04/2007			Nom Department	<input type="text"/>
Posting References	<input type="text"/> YG03XVZ / <input type="text"/> A07030062			Due Date	<input type="text"/> 19/04/2007

- If you have entered a Job Number, click yes to associate the invoice to the job.



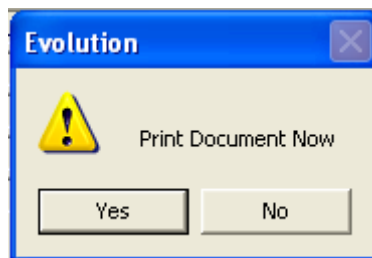
- Click the tick to move to the description fields.
- Enter a relevant description.

TOTAL LOSS CHARGES FOR VEHICLE REG NUMBER YG03XVZ.

- Click the tick to move to the fields at the bottom of the screen.
- Enter the relevant Quantity, Description, Cost (costs incurred, not charged), Net (chargeable) Discount and VAT details.

Qty	Description	Cost	Nett	Disc%	VAT	Anal
01.0	TOTAL LOSS CHARGES	35.00	59.00	0.00	1	

- Enter the required Analysis Code or click the magnifying glass to display available codes. Double click on the required code to select it.
- Repeat as required.
- Click the tick twice to accept the details.
- Click Yes or No as required to print the document.



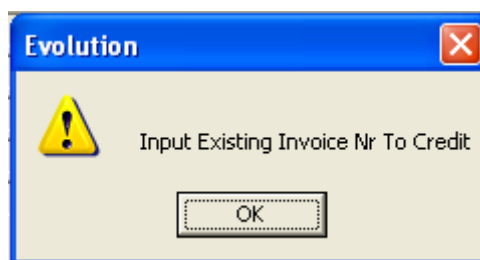
- If you have chosen to print the document, it will be displayed on screen using Adobe Acrobat. From here it can be printed or emailed as required.
- Click the door twice to exit from the screen.

Producing an Automatic Credit Note

- Select Invoicing.
- Select Special Invoices and Credits.

Invoice / Credit	<input type="text" value="i"/>	To Account	<input type="text"/> / <input type="text"/>	Doc Nr	<input type="text"/>
Override	<input type="text" value="N"/>	Del Add	<input type="text"/>	Nom Period	<input type="text" value="03.07"/>
Posting Date	<input type="text" value="19/04/2007"/>	Nom Account	<input type="text"/>	Nom Department	<input type="text"/>
Posting References	<input type="text"/> / <input type="text"/>	Due Date	<input type="text"/>		

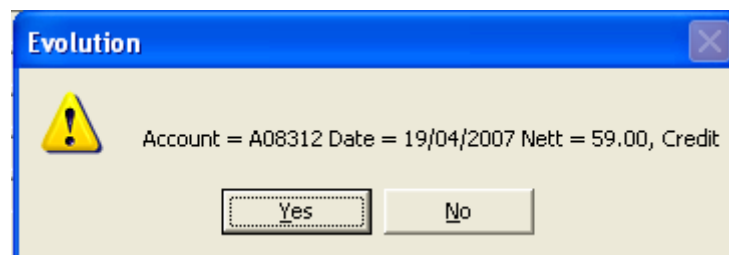
- Enter A for Automatic Credit in the Invoice/Credit box



- Click OK and input the invoice number that you wish to credit, and press enter.

Invoice / Credit	<input type="text" value="A"/>	To Account	<input type="text"/> / <input type="text"/>	Doc Nr	<input type="text"/>
Override	<input type="text" value="N"/>	Del Add	<input type="text"/>	Nom Period	<input type="text" value="03.07"/>
Posting Date	<input type="text" value="19/04/2007"/>	Nom Account	<input type="text"/>	Nom Department	<input type="text"/>
Posting References	<input type="text" value="A0701133"/>	Due Date	<input type="text"/>		

- Confirm that the Account, Date and Amount are correct and that you wish to proceed with the credit by clicking Yes.



- Click the tick to produce the credit note.
- Click Yes to print the document or No to exit without printing.
- If you have chosen to print the document, it will be printed to screen using Adobe Acrobat. From here, it can be printed or emailed as required.
- Click the door twice to exit from the screen.