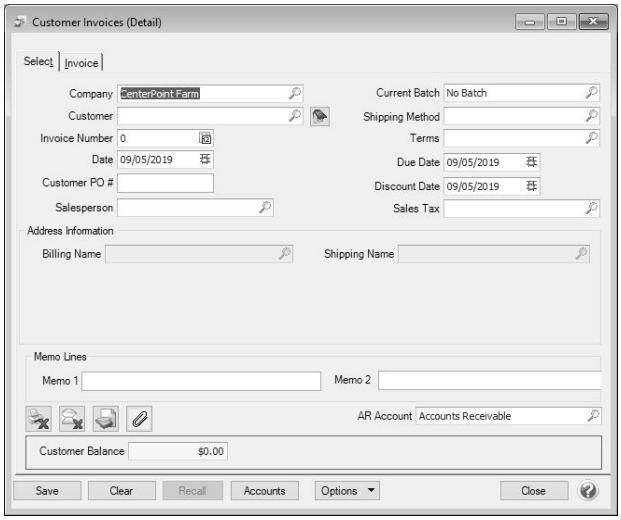
Enter an Unpaid Sales Invoice or Return

Document #:	3056	Product:	CenterPoint® Accounting for Agriculture

Customer Invoices are used to record a sale of goods or services. If the invoice is entered without a payment, the invoice will increase the customer's balance and the accounts receivable account. A return is entered using the same process, but negative quantities are used instead of positive.

Entering a Sale

1. To begin entering a sale or return, select **Processes** > **Sales**> **Customer Invoices (Basic)** from the main CenterPoint Accounting screen.



2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers.
3. » If you enter a name into the Customer box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Customer or Create a One-Time Use Customer:
    - » **Create a New Customer** -Click **New** . The Add a New Customer screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the customer and then click **Save**.
    - » **Create a One-Time Use Customer** - Click **New One Time Use**. The New One Time Use Name screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use customer, including the customer Price Level, and then click **Save**. When creating a new customer through the New One Time Use Name screen, the customer is automatically saved as an inactive customer in all companies/funds so it does not appear in Customer lookups (unless you chose to lookup inactive customers).
4. To view or add internal notes for a customer, click the **Additional Notes** icon .

Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you

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are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

5. Once the customer is selected, the **Date Due,** and **Discount Date** and **Sales Tax** fields will be populated automatically.

6. Select the first **Account** to be charged for the products or services sold. This will normally be a revenue account.
7. Enter the **Amount** to be charged to that Account. A positive amount is a sale, a negative amount is a return. **Note**: if you would prefer to enter a quantity and unit price, and have the system calculate the Amount, then the appropriate columns will need to be added to the grid. This is done by right clicking in the grid and selecting **Add/Remove Columns**. Then select the **Quantity 1, Quantity 1 Price** and **Template** columns. Then enter the **Quantity 1** and the **Quantity 1 Price**. In the **Template** field, select **DT - Increase Revenue (Q1 Price).**

   If you will be having the system calculate the Amount each time this account is used, the DT - Increase Revenue (Q1 Price) template can be assigned to the account in Setup > Accounts > Accounts > Templates tab.
8. Enter a description of the sale in the **Notation** field.
9. If you set the File > Preference > Accounts > Personal Accounts preference and marked accounts as personal accounts and have a company marked with company type = Personal, you can add a Company column to the data entry grid that will allow you to identify personal vs farm transactions by selecting a company for each line on the data entry grid. This will allow to easily prepare consolidated or separate financial reports for your personal/farm companies.
10. Continue entering additional lines on the Invoice for each item that is sold to this customer.
    - If you click the **Comments** button on the data entry gird, a Line Comments screen displays that allows you to type in a 3200 character comment for each line in the data entry grid.
    - If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
    - The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.
    - A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.
11. Once all lines have been entered, click on the **Adjust Amount** button to have the system automatically put the total of the invoice in the **Amount** field at the top of the invoice.

Note: If you want to attach a document to this transaction, see the Attach Documents to Transactions topic for detailed information.

12. In the **Memo Line 1** box, enter a memo line that you want to print at the bottom left side of the invoice. If you want to set a default memo to display for all invoices in this database, enter the memo and then right-click and select Set As Default.
13. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the invoice
14. Click **OK**.

    - **Not Set** - When a negative customer invoice is entered and you click **Save**, the following screen will display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices > Customer Returns and Refunds and not display this screen again

15. The invoice will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.

Note: If you want to attach a document to this transaction, see the Attach Documents to Transactions topic for detailed information.