

Sales – Customer Invoice (Add – Edit)

This article describes how to Add or Edit a Customer Invoice.

NOTE: Before you can enter a Customer Invoice, the Customer must be entered in Contacts, for more information see KAT-0310

To Add or Edit a Customer Invoice;

Adding or Editing a Customer Invoice is done from the SALES Tab OR the SALES Subnav of a Works. Added Customer Invoices display in the SALES Tab and Works > SALES Subnav.

Quick Flow;


SALES Tab > **[Add]** > **Works Reference** > **Enter** OR **WORKS** Window > **SALES** Subnav > **[Add Sales]** > **Check Invoice Details** > **Enter Invoice Lines** > **[Save]**

1. Press on the **SALES** Tab to display the SALES Library, then Press on the **[Add]** button  to display the SALE: NEW Window



2. From the SALE: NEW Window Enter a **Works Reference** into the Works* field, then Press **Enter**. Go to step 3.

OR

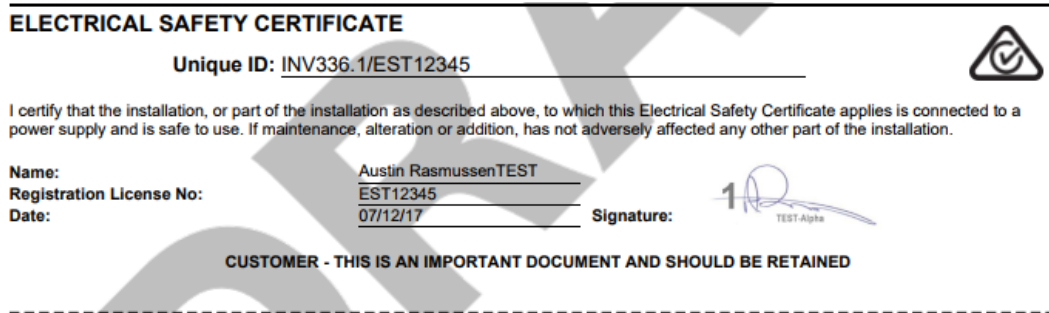
1. From a **WORKS** Window scroll down and Press on the **SALES** Subnav to expand, then Press on the **[Add Sales]** button  to display the SALE: NEW Window. Go to step 3.



3. From the SALES: NEW Window **Check Invoice Details**, Enter / Edit as required;
 - “Billing Address”
 - “Billing Contact*”
 - “Job Address”
 - “Job Description”
 - “Invoice Pricing Rules*”
 - “Date*”
 - “Payment Claim Text on Invoice”
 - “Due Date*”, this should auto populate using the Customer’s Default Payment Terms
 - “Customer Reference”
 - “ESC Text on Invoice” (tick if wanted – displays an ESC on the Invoice)

When the “ESC Text on Invoice” is ticked, the section expands to display a “Issuer Name” and “Issue Date” field where the issuer of the ESC can be selected, and a date entered.



NOTE: For a Staff Member to display in the “Issuer Name” dropdown, they must have a “Signature” uploaded, “Registration Licence No” and “Practicing Licence Expiry Date” entered into their Staff profile of Company Settings. See KAT-1904.



Example of Customer Invoice ESC

4. From the SALES: NEW Window **Enter Invoice Lines**


ENTER INVOICE LINES

If you Press on the [GET COSTS \$] button , Katipolt will pull in any un-invoiced costs for Labour, Products or Other that has the WORKS reference. On [GET COSTS \$] you can select how products will come in to the Sales Invoice; “Add to Existing Lines” OR “Overwrite Existing Lines”, and up to what date you want products “Cost Up To Date”. Product lines will display the information icon  so you know what Purchase Invoice the product came from, hover over the information icon to display the Purchase Invoice number.

If you Enter a Labour or Product code into the search box and Press Enter, Katipolt will search for that Labour or Product and if found, insert a line for that Labour or Product. If not found Katipolt will display a returns window of option to select from.


- Labour codes can be the standard Labour Codes or you can use a Staff Members Labour Code
- On the Labour line you can enter a date, this will appear on the Customer Invoice


NOTE: On [Save], the products will sort into 3 categories; “Labour”, “Materials” and “Other”

Pressing on the pencil icon  allows you to enter a “Quick Product Line” where you can enter a product that is not in the price files. Enter a PRODUCT CODE, PRODUCT DESCRIPTION, COST PRICE and SELL PRICE. Products can be recalled in future Sales Invoices using the entered Product Code.

PRODUCT CODE	PRODUCT DESCRIPTION	DATE	XERO CODE	TRADE PRICE	COST PRICE	SELL PRICE	MARGIN	FP	QUANTITY	TOTAL PRICE
<input type="text" value="Enter product code"/>	<input type="text" value="Enter line description"/>		200 - ▾	N/A	\$ <input type="text" value=""/>	\$ <input type="text" value="0.00"/>	% <input type="text" value=""/>	<input type="checkbox"/>	1.00	\$ <input type="text" value="0.00"/>

NOTE: When deciding on a PRODUCT CODE to enter, use a 5-Character Product Code to ensure that you get a better return on a search

NOTE; If you have a Product you want to populate to all Sales Invoices, go to the Product’s Window and tick the Product’s “Auto Populate Sales” tick box then [Save]. The product line will display the auto populate icon  so you know where the product came from.

Press on the [Save] button  and select an option to save the Customer Invoice.

- [SAVE AS DRAFT] – You can continue editing at a later time
- [SAVE & LOCK] – Locks your Customer Invoice, and if you have a valid Xero connection, sends the Customer Invoice to Xero
- [SAVE, LOCK & NEW] Locks your Customer Invoice, and if you have a valid Xero connection, sends the Customer Invoice to Xero, and displays a window ready for your next Customer Invoice

On [Save & Lock] a popup allows you to select further actions;

- Change Works Status to Complete – Marks the Works status as “Complete”
- Mark this Invoice in Xero as “Sent” – Puts the “Sent” mark on it in Xero
- WIP all current uninvoiced costs – Any current cost will be ignored on future [GET COSTS \$]. Any new costs will display on [GET COSTS \$]

On Save, the PRINT PREVIEW Subnav is where you can view the Customer Invoice PDF, Press on the PRINT PREVIEW Subnav to expand, Select the INVOICE PDF SETTINGS, Save and view the Customer Invoice PDF

▾ PRINT PREVIEW

NOTE: From the PDF Window you can Download or Print the Customer Invoice using the PDF Window functionality

Pressing on the [Email] button  of the PRINT PREVIEW Subnav allows you to email the Customer Invoice.

To Edit the Invoice, Open, make changes and Save again OR if the Invoice has been locked, un-lock make changes and Save again.

TO CHANGE THE CUSTOMER ON A SALES INVOICE

If you need to change the “Customer” on an Invoice that is in Editing or Locked, you need to change the Customer on the Works Window, then void the current Invoice [Void Invoice], then create a new Invoice [Add Sales]. The new Invoice will display with the new Customer’s Name.

NOTE: If the Invoice has been Save & Locked, and you create a Credit Note for the current Invoice, you will not be able to pull in any Labour or Product using the [Get Costs \$] feature

HINT: Add “Wrong Customer” to the Job Description text before voiding, this way when you view the SALES Subnav you can see why the Invoice has been voided