

How to Create Invoice Accrual

The accrual system allows you to automatically 'spread' the amount of the invoice over a stated number of periods of time. For instance, if you invoice maintenance in software, you may invoice 12 months ahead of time.

Here are the steps in creating a sales accrual.

1. Open the **Sales | Invoices** menu. If there is no existing record yet, this will open a new Invoice screen. If not, click the **New button** to open a new Invoice screen.
Some of the fields, like the **Source**, **Type**, **Invoice Date**, **Post Date**, **Location**, **Ship Date**, **Account**, **Deliver/Pickup**, **Currency**, and **Accrual** are already populated by default.
2. Fill out the header details as needed. The required details are Customer, Location, Bill To, Ship To, Terms, and Currency.
 - a. Select a **Source**. The options are [Standard](#), [Software](#), [Tank Delivery](#), and [Provisional](#).
 - b. Select a **Type**. The options are [Invoice](#), [Debit Memo](#), [Credit Memo](#), [Cash](#), and [Cash Refund](#).
 - c. Select a **Customer**.
 - d. Select a different **Location**, **Bill To**, **Ship To**, **Terms**, and **Currency** if needed. But don't leave these fields blank.
 - e. Set the **Accrual** period. The options are 1 to 12.
 - f. Enter other details that you see necessary. Refer to [Invoice | Field Description | Header Details](#) to help you in filling out the fields.
3. Add details on grid. Refer to [Invoice | Field Description | Grid Details](#) to help you in filling out the fields. Note that **UOM** is a required detail.
 - a. If you are to use an item from inventory, complete filling in the **Item No**, **Shipped**, **UOM**, **Price** and other fields necessary to ensure they are appropriate for the customer's invoice.



Accrual will not allow items with type inventory, bundle, finished good, raw material, and kit.

- b. The grid will also allow you to enter **miscellaneous items** that do not have an Inventory Item record. You can do this by not selecting an Item No and simply entering its Description, Shipped and Price, and other necessary details.
4. **Save** the record. The **Invoice No** field will be filled in with a unique and system generated number.



You can skip saving the record if the transaction is to be [posted](#) right away since it will be saved automatically.

Here is a sample debit memo type invoice.

Invoice - ABC Reseller

New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Recurring Close

Details Prepays and Credit Memos Instructions Payments (0) Attachments (0) Audit Log (1) Comments (0)

Source: Standard Recurring: Location: 0001 - Fort Wayne PO Number: Invoice No: SI-468

Type: Invoice Bill To: ABC Reseller Freight Term: Deliver/Pickup: Pickup Split: Split

Customer: ABC Reseller Ship To: ABC Reseller Ship Date: 7/4/2016 Salesperson: Jared Smith

Invoice Date: 7/4/2016 Ship Via: UPS Account: 12000-0000-000 Currency: USD Accrual: 3

Post Date: 7/4/2016 Terms: 5% 5 Due Date: 8/3/2016 Comments:

Item No.	Contract No	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Cur	Price	Total	Tax Group	Weight UOM
			misc item	0.00	1.00			0.00%	0.00		10.000000	10.00		
				0.00	0.00			0.00%	0.00		0.000000	0.00		

Bill To: ABC Reseller
Somewhere St.
Indianapolis, IN, 46204 United States

Ship To: ABC Reseller
Somewhere St.
Indianapolis, IN, 46204 United States

Item: On Hand: On Order (PO):
Committed: Back Order:

Subtotal: 10.00
Shipping: 0.00
Tax: 0.00
Total: 10.00
Amount Received: 0.00
Amount Due: 10.00

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Let us view the GL entries when this invoice is posted. Click the Recap button. Take note of the Post Date column. Based on the sample invoice, an entry is made for 3 consecutive months, starting with the current invoice date.

Recap Transaction

Post Close

Details

Date: 7/4/2016 Description: Currency: USD Rate:

Layout Filter Records (F3)

Batch ID	Post Date	Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 BATCH-1365	7/4/2016	SI-468	12000-0000-000	Accounts Receivable	Receivables	10.00	0.00
2 BATCH-1365	7/4/2016	SI-468	42200-0001-000	Deferred	Other Revenues	3.33	0.00
3 BATCH-1365	7/4/2016	SI-468	42200-0001-000	Deferred	Other Revenues	0.00	10.00
4 BATCH-1365	7/4/2016	SI-468	40510-0001-000	Service Charge-Fort Wayne-Admin	Sales	0.00	3.33
5 BATCH-1365	8/4/2016	SI-468	42200-0001-000	Deferred	Other Revenues	3.33	0.00
6 BATCH-1365	8/4/2016	SI-468	40510-0001-000	Service Charge-Fort Wayne-Admin	Sales	0.00	3.33
7 BATCH-1365	9/4/2016	SI-468	42200-0001-000	Deferred	Other Revenues	3.34	0.00
8 BATCH-1365	9/4/2016	SI-468	40510-0001-000	Service Charge-Fort Wayne-Admin	Sales	0.00	3.34

Ready

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- Fill out the header details as needed. The required details are Customer, Location, Bill To, Ship To, Terms, and Currency.
 - Select a **Type**. The options are **Standard**, **Debit Memo**, **Credit Memo**, **Software**, and **Provisional Invoice**.
 - Select a **Customer**.
 - Select a different **Location**, **Bill To**, **Ship To**, **Terms**, and **Currency** if needed. But don't leave these fields blank.
 - Set the **Accrual** period. The options are 1 to 12.
 - Enter other details that you see necessary. Refer to **Invoice | Field Description | Header Details** to help you in filling out the fields.
- Add details on grid. Refer to **Invoice | Field Description | Grid Details** to help you in filling out the fields. Note that **UOM** is a required detail.
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Here is a sample debit memo type invoice.

Invoice - ABC Reseller

New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Recurring Close

Details Instructions Payments (0) Attachments (0) Audit Log (1) Comments (0)

Type: Standard Recurring: Bill To: ABC Reseller Freight Term: Invoice No: SI-718 Split: PO Number: BOL Number: Customer: ABC Reseller Ship To: ABC Reseller Deliver/Pickup: PO Number: BOL Number: Invoice Date: 07/04/2016 Post: 07/04/2016 Ship Via: UPS Due Date: 08/03/2016 Salesperson: Jared Smith Currency: USD Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Accrual: 3 Ship Date: 07/04/2016 Comments: comment maintenance

+ Insert Open Remove Add Recipe Get Previous Details Layout Filter Records (F3)

Item No	Contract No	Contract Set	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
Installati..			Sample se..	0.00	1.00	Hour		0.00%	0.91		10.1100..	10.11		IN SST
				0.00	0.00			0.00%	0.00		0.000000	0.00		

Bill To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United Item: On Hand: On Order (PO): Subtotal: 10.11 Ship To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United Committed: Back Order: Shipping: 0.00 Tax: 0.91 Total: 11.02

Saved Page 1 of 1

Let us view the GL entries when this invoice is posted. Click the Recap button. Based on the sample invoice, the recap transaction screen will show deferred entries for 3 consecutive months.

Recap Transaction

Post Close

Details

Date: 07/04/2016 Description: comment maintenance Currency: USD Rate:

Layout Filter Records (F3)

Batch ID	Transaction ID	Account ID	Description	Account Group	Debit	Credit	D
1 BATCH-1065	SI-718	12000-0000-000	Accounts Receivable	Receivables	11.02	0.00	
2 BATCH-1065	SI-718	42200-0001-000	Deferred	Other Revenues	3.37	0.00	
3 BATCH-1065	SI-718	42200-0001-000	Deferred	Other Revenues	3.37	0.00	
4 BATCH-1065	SI-718	42200-0001-000	Deferred	Other Revenues	3.37	0.00	
5 BATCH-1065	SI-718	42200-0001-000	Deferred	Other Revenues	0.91	0.00	
6 BATCH-1065	SI-718	42200-0001-000	Deferred	Other Revenues	0.00	11.02	
7 BATCH-1065	SI-718	40000-0001-205	Sales -Fort Wayne-Service	Sales	0.00	3.37	
8 BATCH-1065	SI-718	40000-0001-205	Sales -Fort Wayne-Service	Sales	0.00	3.37	
9 BATCH-1065	SI-718	40000-0001-205	Sales -Fort Wayne-Service	Sales	0.00	3.37	
10 BATCH-1065	SI-718	13500-0001-000	Prepaid Taxes	Other Assets	0.00	0.91	

Ready