









How to Create Standard Invoice

The following are the steps in creating and posting an Invoice.

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.
You will notice that 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. Set the **Source** to **Standard**.
 - b. Set the **Type** to **Invoice**.
 - 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. 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. Complete filling in the **Item No, Shipped, UOM, Price** and other fields necessary to ensure they are appropriate for the customer's invoice.

+ Insert 🔍 Open ✕ Remove 📄 Add Recipe 📄 Get Previous Details 🗑 Layout 🔍 Filter Records (F3)																
	<input type="checkbox"/>	Item No.	Contract No.	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM
Ⓜ	<input checked="" type="checkbox"/>	87G			87 Unleaded Ga...	0.00		100.00	Gallon	0.00%	22.81	<input type="checkbox"/>	1.850000	185.00	IN SST	
Ⓜ	<input type="checkbox"/>					0.00		0.00		0.00%	0.00	<input type="checkbox"/>	0.000000	0.00		

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.

+ Insert														Q Open		X Remove		Add Recipe		Get Previous Details		Layout		Filter Records (F3)				5.2	
	Item No.	Contract No.	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM														
	87G			87 Unleaded Gas...	0.00		100.00	Gallon	0.00%	22.81		1.850000	185.00	IN SST															
				misc item	0.00		10.00		0.00%	0.00		5.130000	51.30																
					0.00		0.00		0.00%	0.00		0.000000	0.00																

4. Click **Save button**. Notice that 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 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 (3)

Comments (0)

Source: Standard Recurring: Location: 0001 - Fort Wayne PO Number: PO#02 Invoice No: SI-461

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

Customer ABC Reseller Ship To: ABC Reseller Ship Date: 7/1/2016 Invoice Date: 7/1/2016 Ship Via: UPS Account 12000-0000-000 Currency: USD Accrual: 1

Post Date: 7/1/2016 Terms: 5% 5 Due Date: 7/31/2016 Comments: Standard Invoice

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

<input type="checkbox"/>	Item No.	Contract No	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Cur	Price	Total	Tax Group	Weight UOM
<input checked="" type="checkbox"/>	87G			87 Unleaded Ga...	0.00	100.00		Gallon	0.00%	22.81	<input type="checkbox"/>	1.850000	185.00	IN SST	
<input checked="" type="checkbox"/>				misc item	0.00	10.00			0.00%	0.00	<input type="checkbox"/>	5.130000	51.30		
<input checked="" type="checkbox"/>					0.00				0.00%	0.00	<input type="checkbox"/>	0.000000	0.00		

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

Item: D2D - #2 Dyed Diesel

On Hand: 4,995.00

Committed: 0.00

On Order (PO): 5.00

Back Order: 0.00

Subtotal: 236.30

Shipping: 0.00

Tax: 22.81

Total: 259.11

Amount Received: 0.00

Amount Due: 259.11

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

Ready

Page 1 of 1

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.
You will notice that some of the fields, like the **Type, Location, Invoice Date, Due, Ship Date,** and **Currency** are already populated by default.
2. Fill out the header details as needed. Refer to **Invoice | Field Description | Header Details** to help you in filling out the fields. Note that the required details are Customer, Location, Bill To, Ship To, Terms, and Currency
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. Complete filling in the Item No. Shipped, UOM, Price and other fields necessary to ensure they are appropriate for the customer's invoice.

Complete pricing in the Remarks, Shipped, UOM, Price and other fields necessary to ensure they are appropriate.															
+ Insert Q Open X Remove Add Recipe Get Previous Details Layout <input type="text" value="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
✖	87G			87 Unleaded...	0.00		100.00	Gallon	0.00%	16.65		1.850000	185.00		IN SST
✖					0.00		0.00		0.00%	0.00		0.000000	0.00		

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..

Filter Records (F3)													
<input type="checkbox"/> Item No	Contract No	Contract Seq	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Tax Group
<input checked="" type="checkbox"/> 87G			87 Unleaded...	0.00		100.00	Gallon	0.00%	16.65	<input type="checkbox"/>	1.850000	185.00	IN SST
<input checked="" type="checkbox"/>			sample mi...	0.00		10.00		0.00%	0.00	<input type="checkbox"/>	5.130000	51.30	
<input type="checkbox"/>				0.00		0.00		0.00%	0.00	<input type="checkbox"/>	0.000000	0.00	

- Click **Save** button. Notice that 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 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 (7) Comments (0)

Type: Standard Recurring: Bill To: ABC Reseller Freight Term: Deliver Invoice No: SI-199 Split:

Customer: ABC Reseller Ship To: ABC Reseller Deliver/Pickup: PO Number: PO#02 BOL Number:

Invoice Date: 04/21/2016 Post: 04/21/2016 Ship Via: UPS Due Date: 05/21/2016 Salesperson: Jared Smith Currency: USD

Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Accrual: 1 Ship Date: 04/21/2016 Comments: Sample Standard Invoice.

<input type="checkbox"/> Item No	Contract No	Contract Seq	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
<input checked="" type="checkbox"/> 87G			87 Unleaded...	0.00		100.00	Gallon	0.00%	16.65	<input type="checkbox"/>	1.850000	185.00		IN SST
<input checked="" type="checkbox"/>			sample mi...	0.00		10.00		0.00%	0.00	<input type="checkbox"/>	5.130000	51.30		
<input type="checkbox"/>				0.00		0.00		0.00%	0.00	<input type="checkbox"/>	0.000000	0.00		

Bill To: ABC Reseller Somewhere Sc Indianapolis, IN, 46204 United

Ship To: ABC Reseller Somewhere Sc Indianapolis, IN, 46204 United

Item: D2D - #2 Dyed Diesel

On Hand: 4,995.00 On Order (PO): 5.00

Committed: 0.00 Back Order: 0.00

Subtotal: 236.30

Shipping: 0.00

Tax: 16.65

Total: 252.95

Ready Page 1 of 1

- Open the **Sales | Invoice** 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.

iRely i21 - i21 Demo Setup Company(Source)

Menu

Filter Menu

Sales

Quotes

Sales Orders

Invoices

Receive Payments

Receive Payment Details

Batch Posting

Invoice

New View Refresh Export Close

Layout Filter Records (F3) 41 records (1 selected)

Invoice Number	Customer Name	Customer Number	Type	Term
SI-43	Archer Daniels Midland	0001005008	Standard	Due on Receipt
SI-42	Brown Brother Farms	0001005006	Standard	Net 30 Days
SI-41	ABC Reseller	0001005066	Standard	Due on Receipt

You will notice that some of the fields, like the **Type**, **Location**, **Invoice Date**, **Due**, **Ship Date**, and **Currency** are already populated by default.


- Fill out the header details as needed. Refer to **Invoice | Field Description | Header Details** to help you in filling out the fields. Note that the required details are Customer, Location, Bill To, Ship To, Terms, and Currency
- 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. Complete filling in the Item No, UOM, Shipped, Price and other fields necessary to ensure they are appropriate for the customer's credit memo.

Filter Records (F3)													
<input type="checkbox"/> Item No	Contract...	Contract...	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Group		
<input checked="" type="checkbox"/> 87G			87 Unleaded Ga...	Gallon	100.00	100.00	0.00	12.95	1.850000	185.00	IN SST		
<input type="checkbox"/>					0.00	0.00	0.00	0.00	0.000000	0.00			

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..

Filter Records (F3)													
<input type="checkbox"/> Item No	Contract...	Contract...	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Group		
<input checked="" type="checkbox"/> 87G			87 Unleaded Ga...	Gallon	100.00	100.00	0.00	12.95	1.850000	185.00	IN SST		
<input checked="" type="checkbox"/>			sample misc item		0.00	10.00	0.00	0.00	5.160000	51.60			
<input type="checkbox"/>					0.00	0.00	0.00	0.00	0.000000	0.00			

- Click **Save** button. Notice that 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 Invoice.

Invoice - ABC Reseller

Details | Attachments | Audit Log

Type: Standard | Recurring: ☐ | Bill To: ABC Reseller | Freight Term: Truck | Invoice No: SI-44

Customer: 0001005066 | Ship To: ABC Reseller | Deliver/Pickup: | PO Number: PO#02 | BOL Number:

Invoice Date: 01/20/20 | Post: 01/20/2016 | Ship Via: Trucks | Due Date: 01/20/2016 | Salesperson: 00010050 | Currency: USD

Location: 0001 - Fort Wayne | Terms: Due on Receipt | Ship Date: 01/20/2016 | Comments: This is a sample standard invoice

Item No	Contract	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Group
87G		87 Unleaded Ga...	Gallon	100.00	100.00	0.00	12.95	1.850000	185.00	IN SST
		sample misc item		0.00	10.00	0.00	0.00	5.160000	\$1.60	
				0.00	0.00	0.00	0.00	0.000000	0.00	

Bill To: ABC Reseller, Somewhere St., Fortville, IN, 46040 United States | Item: D2D - #2 Dred Diesel

Ship To: ABC Reseller, Somewhere St., Fortville, IN, 46040 United States | On Hand: 0.00 | On Order (PO): 0.00

Committed: 0.00 | Back Order: 0.00

Subtotal: 236.60 | Shipping: 0.00 | Tax: 12.95 | Total: 249.55

1. Open the **Sales | Invoices** menu. If there is no existing record yet, this will open a new Invoice screen.
2. If there are existing records, click the **New toolbar button** on the search grid to open a new screen. You will notice that some of the fields, like the **Location**, **Invoice Date**, **Post Date**, **Currency**, and **Ship Date**, are already populated by default.
3. Enter the header details. Refer to [Invoice | Field Description | Header Details](#) to help you in filling out the fields.

Invoice - Home Dealers

Details | Attachments

Customer: HOMEDEALER | Location: 1000-Location A | Invoice Date: 06/29/2015 | Post Date: 06/29/2015 | Currency: USD | Invoice No: SI-3

Bill To: US | Ship To: PH

US: 18 Central St., Edison, OH, 43320 United States | PH: 5th Ave., Makati, NCR, 1227 Philippines

Salesperson: JAS | Terms: Due 28th of the Month

Ship Via: UPS Ground | PO Number: PO12

Ship Date: 06/29/2015 | Due Date: 07/28/2015

Comments: This is a sample Invoice.

Freight Terms: | Deliver/Pickup:

4. Enter the grid details. Complete filling in the Location, Item No, UOM, Shipped, and other fields necessary to ensure they are appropriate for the customer's invoice.

Item No	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total
Installation	service type	Day	0.00	1.00	3.00	0.00	6.11	5.93
			0.00	0.00	0.00	0.00	0.00	0.00

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. Refer to [Invoice | Field Description | Grid Details](#) to help you in filling out the fields.

Item No	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total
Installation	service type	Day	0.00	1.00	3.00	0.00	6.11	5.93
	sample miscellaneous item		0.00	2.00	0.00	0.00	5.00	10.00
			0.00	0.00	0.00	0.00	0.00	0.00

5. Click **Save button**. Notice that the **Invoice Number** field will be filled in with a unique and a system generated number. The **Customer**, **Location**, **Bill To**, **Ship To**, and **Terms** are the required details in saving an Invoice.



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 Invoice.

Invoice - Home Dealers

Details Attachments

Customer: HOMEDEALER Location: 1000-Location A Invoice Date: 06/29/2015 Post Date: 06/29/2015 Currency: USD Invoice No: SI-3

Bill To: US Ship To: PH Salesperson: JAS Terms: Due 28th of the Month

US 18 Central St. Edison, OH, 43320 United States PH 5th Ave. Makati, NCR, 1227 Philippines

Ship Via: UPS Ground PO Number: PO12

Ship Date: 06/29/2015 Due Date: 07/28/2015

Comments: This is a sample Invoice. Freight Terms: Deliver/Pickup:

Item No	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total
Installation	service type	Day	0.00	1.00	3.00	0.00	6.11	5.93
	sample miscellaneous item		0.00	2.00	0.00	0.00	5.00	10.00
			0.00	0.00	0.00	0.00	0.00	0.00

Subtotal: 15.930000

Shipping: 0.000000

Tax: 0.000000

Total: 15.930000

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The following are the steps in creating and posting an Invoice.

1. Open the **Accounts Receivable > Activities > Invoice** menu. If there is no existing record yet, this will open a new Invoice screen and then proceed to step 3. If there are existing record, this will open the **Search Invoice**. If the search screen is displayed, proceed to step 2.
2. If the Search screen is displayed, click the **New toolbar** button to open a new screen. You will notice that some of the fields, like the **Invoice Type, Location, Invoice Date, Post Date, Currency, and Ship Date**, are already populated by default.
3. Enter the header details. A list of the **Details tab > Header fields** is listed on [Invoice](#).
4. Enter the grid details. Complete filling in the Location, Item No, UOM, Ordered, Shipped, and other fields necessary to ensure they are appropriate for the customer's invoice. Note that before selecting an Item No, you need to select a **Location** to filter the items per location.

Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
01	SWITCH	On/Off Light Kit Switch ...	EACH	2.00	2.00	20.92	41.84

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 Location, Description, Ordered, Shipped, and Price. A list of the **Details tab > Grid Details** is listed on [Invoice](#).

Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
01	SWITCH	On/Off Light Kit Switch ...	EACH	2.00	2.00	20.92	41.84
01	Sample miscellaneous it...	Sample miscellaneous it...		1.00	1.00	10.11	10.11

5. Click **Save** button. Notice that the **Invoice Number** field will be filled in with a unique and a 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 Invoice.

Invoice

New

Save

Search

Delete

Undo

Print

Post

Recap

Close

Details

Attachments

Invoice Type:

Customer:

Location:

Invoice Date:

Post Date:

Sales Rep:

Currency:

Invoice No:

Invoice

1000000001

01

02/26/2015

02/26/2015

W/H

USD

SI-3

Bill To:

Ship To:

US

PH

Attn: Carla Brown

Attn: Amaya Castro

18 Central St.

Paseo de Roxas St.

Edison, OH, 43320

Makati, NCR, 1227

Ship Date:

PO Number:

02/26/2015

P012

Ship Via:

Terms:

UPS Ground

5% 5 NET 30

Comments:

This is a test Invoice comments.

Delete

Filter Records (F3)

Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
01	SWITCH	On/Off Light Kit Switch F...	EACH	2.00	2.00	20.92	41.84
01		Sample miscellaneous item		1.00	1.00	10.11	10.11

Subtotal:

Shipping:

Tax:

Total:

51.95

0.00

0.00

51.95

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