
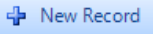


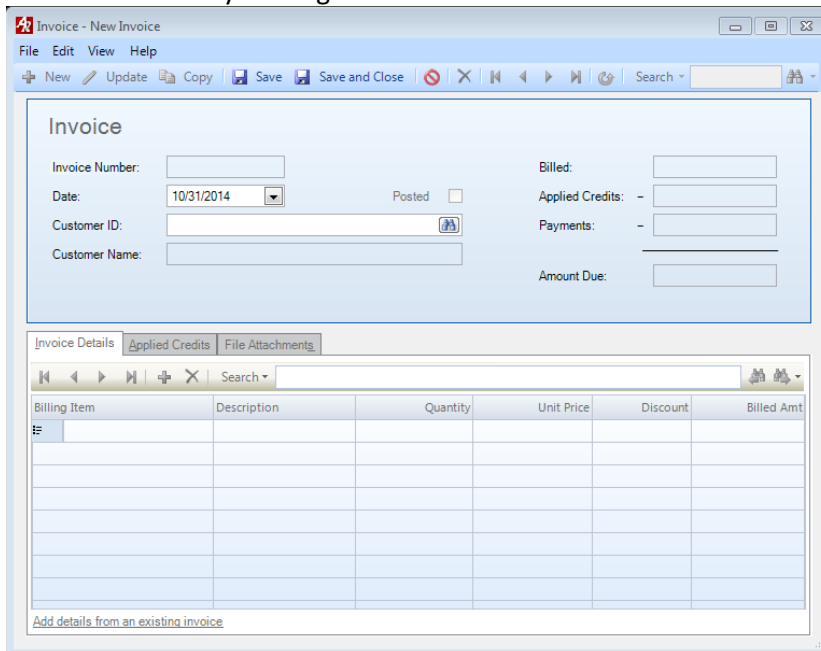
## Data Entry – Invoices




Path: Receivables/Data Entry/Invoices



This routine is used to enter one-time, manual (non-recurring) and/or recurring invoices for each customer. Any open credits can be applied to the invoices being entered which will adjust the invoice balance prior to printing and posting. Invoices that are unprinted and unposted may also be updated/adjusted through this routine. Once any necessary changes are made, invoices can be printed and then posted.

### Adding an Invoice

- Choose an existing schedule or add a new schedule
  - Choose an existing schedule
    - Use drop down arrow in the Schedule field .
    - Highlight the appropriate schedule in the browser and click OK.
- Enter Add mode by clicking . The New Invoice window displays.



- **Invoice Number** – Will populate and display when record is saved.
- **Date** – Enter date or use drop down to choose date.
- **Customer ID** – Enter customer id or use lookup  to search for customer.
- **Invoice Details Tab**
  - Enter each Invoice line item detail
    - Item Code - Use lookup  to select billing item.
    - Quantity – Enter quantity of item or service being billed.
    - Unit Price – Enter unit price for item or service being billed. The price default is defined in Billing Item Setup File and may be changed if needed.
    - Discount – Enter any applicable discount %.
    - Billed Amt – Amount is system calculated (Quantity x Unit Price – Discount %)
    - Memo – Enter free form notes associated with the invoice line item.
  - Enter all applicable line items and click .

- Applied Credits Tab – Check to see if there are any open credit invoices for the selected customer.
  - Click . The Apply Credit Memo window displays.
  - If there is an open credit for the customer – highlight credit and click .
  - Enter the credit Amount to Apply. Then enter the applied credit amount for each invoice item.
 


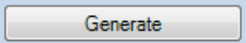
**NOTE:** nVision will only apply a credit up to the amount of the invoice being entered. If the original credit exceeds the amount of this invoice, the leftover amount remains on credit to be used towards another invoice.
  - Click Save. The credit is applied to the invoice and the balance on the invoice is adjusted accordingly.

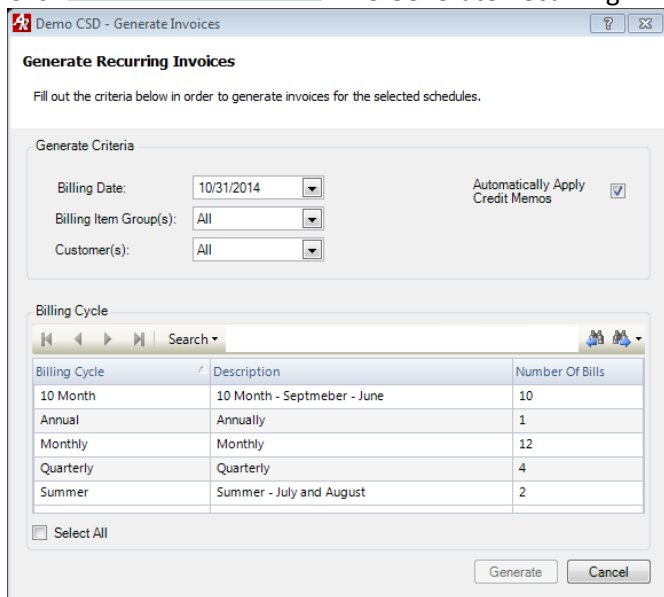
## Recurring Invoices

Path: Receivables/Data Entry/Invoices

Used to generate invoices for recurring billing items and services based on selected billing cycles. To setup recurring billing items - refer to Receivables Setup Document

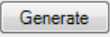
### Generate Recurring Invoices

- Choose an existing schedule or add a new schedule
  - Choose an existing schedule
    - Use drop down arrow in the Schedule field .
    - Highlight the appropriate schedule in the browser and click OK.
- Click . The Generate Recurring Invoices window displays.






Billing Cycle	Description	Number Of Bills
10 Month	10 Month - Septmeber - June	10
Annual	Annually	1
Monthly	Monthly	12
Quarterly	Quarterly	4
Summer	Summer - July and August	2

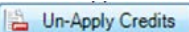
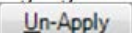
- **Billing Date** – Enter billing date or use drop down to select date.
- **Billing Item Groups** – Choose one or multiple billing item groups to generate. Default is all groups.
- **Customers** – Choose one or multiple customers to generate. Default is all customers.
- **Automatically Apply Credit Memos** – Check this box if you want the generation to apply any credit memos to the invoices of the customers being billed. If credit exists, the invoice amount is adjusted accordingly.
- **Billing Cycle** – Select billing cycle(s) to include in generation process. Use Ctrl key to highlight nonconsecutive ranges of cycles to be included.

- Click . Upon completion of generation process, a message is displayed stating that invoices were successfully generated.
- Invoices will show in listing with an “Invoice Type” of recurring.
- At this point, you have the option to update or delete the generated invoice(s), print/post the invoice(s), or exit and print/post at a later time.

### Updating an Invoice


- Identify and choose the schedule, highlight the appropriate invoice from the listing and enter Update mode.
- If applicable, change entry date.
- Invoice Details Tab
  - To add additional invoice line item click .
  - To update line item, click  to the left of line and update as needed.
  - To delete line item, highlight line and click .
- Save the record.

### Unapplying Credits

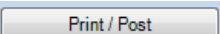
- Identify and choose the schedule, double-click the appropriate invoice from the listing.
- Click the Applied Credits tab, highlight the appropriate applied credit memo and click .
- The Unapply Credit Memo window displays.
  - Highlight the credit memo(s) to be unapplied. Click .

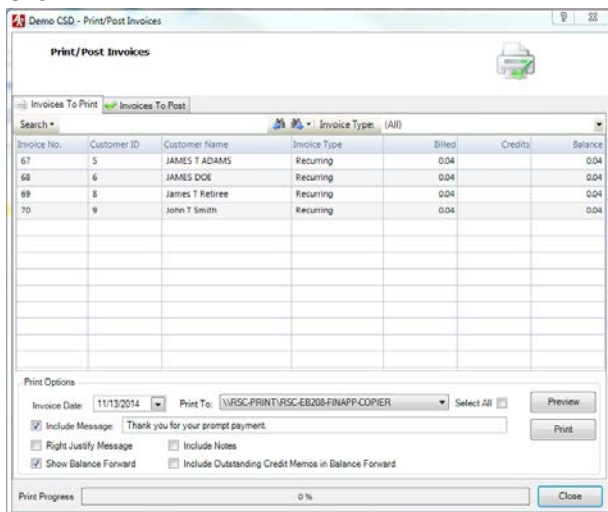
### Deleting Entire Invoice and Items/Services to be Billed


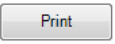
**\*Note\*** If credit memo has been applied – you must unapply credit before you can delete.

- Identify and choose the schedule, highlight appropriate invoice in the listing.
- Click . Choose Yes to delete selected invoice.

### Print/Post Invoices

- Data Entry/Invoices
- Identify and choose the schedule to be printed
- Click .



- Set Invoice Print Options
  - From the listing, select the invoice(s) to be printed.
    - Shift key will highlight consecutive invoices.
    - Ctrl key will highlight nonconsecutive invoices.
    - Select All will highlight all invoices.
  - Enter **Invoice Date** to be printed at top of the invoice.
  - Select **Printer** from drop-down.
  - Check **Include Message** box if a message should be included at the bottom of every printed invoice. Type the message in the field next to checkbox.
  - Check **Right Justify Message** if the text of the message should be right justified.
  - Check **Show Balance Forward** box if the printed invoice should show the unpaid balance amount from prior invoices.
  - Check **Include Notes** box if the printed invoices should include any free-form billing item/service notes that were entered in memo field on the Invoice Detail.
  - Check **Include Outstanding Credit Memos in Balance Forward** if you outstanding credit memos should be included on invoice.
- Preview the Invoice – Highlight appropriate invoices and click .
  - The viewer provides you with the opportunity to review each invoice before it is printed. The invoices will display on-line in the viewer in the exact order in which they will be printed. Use the arrows to scroll through the invoices in the viewer.
  - Press the Close button in the top right-hand corner of the window to close the viewer.
- Print Invoices – Click .
  - If unapplied credit memos exist, nVision Receivables displays a message indicating so and prompts you to confirm that you wish to continue to print invoices.
- Review the printed invoices. After reviewing, you need to Reset or Post the invoices.
- Click Invoices to Post Tab.
  - Resetting Invoices
    - Highlight the individual invoices to be reset or check the Select All box to reset all invoices shown in the listing.
    - Click Reset.
  - Post Invoices
    - Highlight the individual invoices to post or check the Select All box to post all invoices shown in the listing.
    - Click Post.


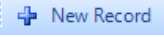




## Data Entry – Credit Memos

Path: Receivables/Data Entry/Credit Memos

The Credit Memo routine is used to create a credit memo or apply a credit memo to an open invoice. Credit memos can also be applied to open invoices during the Invoice Entry process.



**\*\*\*Credit Memos should ONLY be used on an invoice that has partially had a payment made on it and the customer will NEVER pay the balance of the invoice. If a customer was billed in error then VOID the invoice – do not create a credit memo.\*\*\***

### Adding a Credit Memo

- Choose an existing schedule or add a new schedule
  - Choose an existing schedule
    - Use drop down arrow in the Schedule field .
    - Highlight the appropriate schedule in the browser and click OK.
  - Enter Add mode by clicking . The New Credit Memo window displays.
    - **Credit Memo Number** – Will populate and display when record is saved.
    - **Date** – Enter date or use drop down to choose date.
    - **Customer ID** – Enter customer id or use lookup  to search for customer.
    - **Memo** – Will be printed on the invoice to which credit memo is applied.
    - **Credit Memo Details Tab**
      - Enter each Credit Memo line item detail
        - Item Code - Use lookup  to select billing item to credit.
          - Click the “Add details from an existing invoice hyperlink” at the bottom of the Credit Memo Details tab to display the Invoice Lookup that allows you to highlight and quickly add the invoice line item to apply the credit to.
        - Quantity – Enter quantity of item or service being credited.
        - Unit Price – Enter unit price for item or service being credited. The price default is defined in Billing Item Setup File and may be changed if needed.
        - Credit Amt – Amount is system calculated (Quantity x Unit Price)
        - Memo – Enter free form notes associated with the credit memo line item.
    - Enter all applicable line items and click .
- Applied Credits Tab
  - Click .
  - Highlight the invoice to apply the credit memo to and click Next.
  - The credit memo is automatically applied to the invoice billing item.
  - The credit **Amount to Apply** is displayed at the top left of the window. The amount to apply must be less than or equal to the invoice balance. Enter the applied credit amount for each invoice line item.
  -

### Unapplying Credits

This can be used to unapply a credit from one invoice and reapply it to another invoice instead.

- Choose appropriate schedule and double click on appropriate credit memo from listing.
- Click the **Applied Credits** Tab, highlight the appropriate applied invoice and credit in the listing and click .
- Highlight the credit memo(s) to be unapplied. Check Select All box to unapply all credit memos. Click .
- To apply the credit to another invoice, click the **Apply Credits** button, highlight the appropriate invoice to apply the credit to, click **Next**, verify the **Amount to Apply** and **Applied Credit** amount for the billing line item, and click Save.

## Data Entry – Payments

Path: Receivables/Data Entry/Payments

The Payments routine is used to receive customer payment for either outstanding invoices OR items/services that have not yet been invoiced. A detailed or summary receipt can be printed for the customer with a memo description for the payment. When payment is entered and saved against an existing invoice, a cash receipt is created for the payment amount posted. You are able to post partial payment or overpayment of a selected invoice. When posting a payment for items/services not yet invoiced, the system posts the cash receipt and also creates a prior payment credit memo for the customer and item.

### Adding a Payment

- Choose an existing schedule or add a new schedule
  - Choose an existing schedule
    - Use drop down arrow in the Schedule field.
    - Highlight the appropriate schedule in the browser and click OK.
- Enter Add mode by clicking. The New Payment window displays.

Invoice Number	Invoice Date	Applied Date	Billed Amount	Remaining	Payment Amount

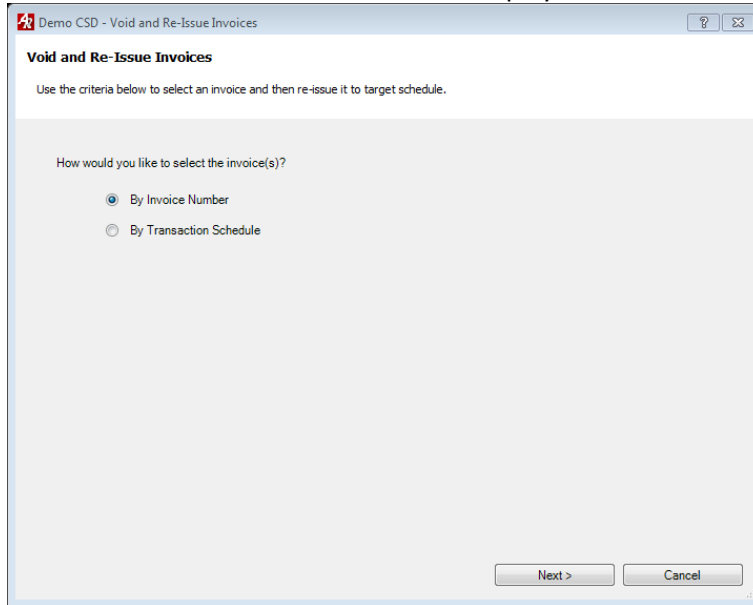
- The **Receipt Number** field is automatically populated.
- Enter the **Payment Date** or use drop down to select date.
- Use the lookup to identify the **Customer** from whom you received payment.
- Enter the receipt **Description**. The description will be printed on the cash receipt record in Accounting.
- Using the drop-down arrow, specify the **Payment Method** as either Wire, Check, Cash, or Credit Card.
- Enter **Payment Reference** number (e.g., check number, credit card number).
- Enter the **Payment Amount** being posted.
- The **Cash Account** field contains the default cash account associated with the fund of the selected cash receipt schedule. Use the lookup to choose a different cash account to post the payment to.
- **Applied Payments Tab**
  - Click Add button. Use invoice lookup to display outstanding invoices with remaining balances for the selected customer.
  - Highlight the appropriate invoice and click OK.
  - Auto Apply Feature - use to automatically apply payment to specified invoices based on the selected sort criteria.
- **Payment Details Tab**
  - View the payment amount applied to the billing item for this invoice.
- **Payment Credits Tab**
  - Add a payment credit record if the payment amount is greater than the invoice amount.
  - The amount is recorded as an **Overpayment Credit Memo**.


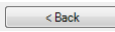

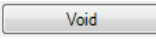
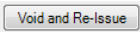
## Data Entry – Void and Reissue Invoices

Path: Receivables/Data Entry/Void and Re-Issue Invoices

The Void and Reissue Invoices routine is used to void OR void and reissue a printed and posted invoice. If any of the invoices you are trying to void or void/reissue have payments or credits currently applied to them, you must first UNAPPLY these payments or credits in order to void or void/reissue the invoices. The Void process voids the original invoice; the Void and Reissue process voids the original invoice and creates an exact replica of it, which can then be edited as needed prior to printing and posting.

- The Void and Reissue Invoices window displays.



- Choose how you want to search for invoices to be voided.
  - By Invoice Number – Search for an invoice by entering a specific invoice number.
  - By Transaction Schedule – Search for invoices associated with a selected receivables schedule.
- Click Next.
  - If you are searching by invoice number, enter the invoice number and click Find .
  - If you are searching by transaction schedule, use the drop-down arrow to highlight the appropriate transaction schedule containing the invoice(s) that need to be voided.
- Highlight the invoice(s) to be voided or voided and reissued. Check Select All to choose all invoices in the listing.
- **Target Schedule** - Choose an existing schedule or add a new schedule. Highlight the appropriate transaction schedule on which to record the invoice(s) which is to be voided or voided and reissued and click OK.
- **Voided Date** - Enter the date of the void. This date must coincide with the date range of the selected target transaction schedule. *The void date and invoice date DO NOT need to match.*
- Choose the appropriate action to perform.
  - Back  to reselect criteria.
  - Cancel  to exit the Void and Reissue Invoices routine.
  - Void  to void the highlighted invoice(s) in the listing.
    - The Void process removes the original invoice from the system. The voided invoice can be seen on the Receivables Schedules Report or the Voided Invoices Report.
  - Void and Reissue  to void and reissue the highlighted invoice(s) in the listing. The Void and Reissue process removes the original invoice from the system and creates a new invoice.
    - The new invoice can be accessed through the Invoices Data Entry window. You can make any necessary changes before printing and posting the invoice.