# Working with Invoices

This guide explains how to complete basic tasks with invoices. It is intended for general users.

aACE allows you to create, adjust, and void invoice records from the Invoices module. Navigate from Main Menu > Accts Receivable > Invoices to locate the invoice records.

#### Manually Creating an Invoice

aACE is typically configured to generate invoices automatically when an order is shipped. You can manually create an invoice at other times.

- 1. At the Invoices module menu bar, click New.
- 2. In the **Customer** field, select the customer you want to work with.

•				Invoices						
Record: 1 of 1						N	ew 🖶 🛛 Edit 🖋 👘	Delete 🗶 🛛 Pi	int 🖶 Acti	ions ;
Invoice: 600	95	Chadwi	ck High S	chool			07/27/22	2 🛛	PENDING	G 🤇
Invoice Details						N	otices 🔒 🛛 Tas	ks 💟 🛛 Ema	alls 🔛 🛛 🕻	Docs
3ill To		*	Description			Paymen	t Comments			
Customer (Bill To) >	Contact >		Thank you for y	our business!						
Chadwick High School	Ann Gideon	٩								
Recur Transaction >	Order >									
			Additional Info	D						
Cust PO # Billing Terms Net 30	Invoice Due 08/26/22	Pmnt Expected 08/26/22								
1 > NTBK-011	Q	Lab Notebooks / Journa	als	> 60109	40	10.00	0.00	400.00	OUT	x
							nent		0	
			New Internet       Description       O7/27/22       PEN         Description       Payment Comments       Emails Info         Additional Info       Int Price       Unit Adj       Total       Total							
									Exempt	
						Grand 1	fotal	400.00		

- 3. Review any LICs auto-populated in the Invoice Items section and make any needed adjustments.
- 4. Click Save and Open.

#### **Importing Invoices**

aACE provides robust functionality for <u>importing data (https://aace6.knowledgeowl.com/help/importing-records</u>). Using the Actions options, you can download a blank import spreadsheet for invoices or export a number of invoices so the correct information is modeled. Then you must populate the columns for required data:

- Company Abbr A code or company name that matches an existing company record
- Invoice ID A unique numerical code for the record
- Invoice Date Any date in mm/dd/yyyy format
- Department Abbr A code that matches an existing department
- Assigned To Initials Initials that match an existing team member record
- Tax Profile Abbr A code that matches an existing tax profile

Imported invoices are left in Pending status for you to review or edit.

#### **Duplicating an Invoice**

Duplicating an old invoice carries over information relevant to a new record (e.g. customer, LICs), but does not copy other information (e.g. order number, dates).

- 1. At the Invoices module list view, locate the desired invoice.
- 2. At the invoice detail view, click Actions > Duplicate Invoice.

	29   Berkshire Ma	ghet high School		0.	7/20/22	- F	Find Related	Inv
Invoice Details				Notic	tes 😣 🛛 Task	-	Open Invoice Credit/Adjust	
ill To	*	Description		🔁 Payment C	omments		foid Invoice	
ustomer (Bill To) >	" Contact >	-					Duplicate Inv	olci
erkshire Magnet High	Jack Kincaid							
ecur Transaction >	Order >							
	60034   Berkshire Magnet High	Additional Info						
ust PO # Billing Terms	Invoice Due Pmnt Expected							
Net 30	08/19/22 08/19/22							
1 > TB-FRNCH3	J'Apprends: I Learn Fr	ench 3rd Edition 📃 > 60034	60	39.60	0.00	2,376.00		
1 > IB-HKNCH3	JApprends, 1 beam Pro			33.00	0.00	2,070100		
				Subtotal Adjustmen		2,376.00	0	
Receipts Adjustr	nents Refunds	Memo	Amount	Subtotal Adjustmen Total	t	2,376.00 0.00 2,376.00	0	
Receipts Adjustr	nents Refunds			Subtotal Adjustmen		2,376.00	e Ecempt	
	nents Refunds		Amount	Subtotal Adjustmen Total Shipping	t 0.00 <i>OUT</i>	2,376.00 0.00 2,376.00 0.00		

- 3. At the confirmation dialog, click **Duplicate**.
- 4. On the new invoice record, modify the information as needed.

5. Click **Save** and **Open**.

#### Editing / Adjusting an Open Invoice

Warning: Invoices in Open status have *already impacted* the accounting system — you must track edits and adjustments carefully.

You can make minor adjustments (e.g. include a discount or change a quantity) to an existing record. You can also void an invoice entirely (see below).

- 1. At the Invoices module list view, locate the desired invoice.
- 2. At the invoice detail view, click Actions > Credit/Adjust Invoice.

Record: 1 of 1			Invoices				Delete M		-		
	nvoice: 60085   Westbury Catholic High School					New ♣ Edit ♪ Delete: 07/26/22			Actions View Logs Find Related Invoi		
Invoice Details					Notic	es 🖯 Ta		Open Invoice	_		
Bill To	*	Description	1		Payment C	omments		Oredit/Adjust Vold-Envoice	Inw		
Customer (Bill To) >	Contact >						1	Duplicate Inv	oice		
Westbury Catholic High	Selah Murphy						_				
Recur Transaction >	Order >										
	60023   Westbury Catholic High	Additional	Info								
Cust PO # Billing Terms	Invoice Due Pmnt Expected										
Net 30	08/25/22 08/25/22										
Invoice Items Pr Code 1 > TB-HIST	Description The History of the W	orld, 4th Edition	Order	Quantity 30	Unit Price 112.49	Unit Adj 0.00	Total 3,374.70	Tax Profile	×		
2 > TB-LIT102	The Complete Works	of Shakespeare	글 ≥ 60023	25	99.99	0.00	2,499.75	NYS	26		
3 > TB-LIT6	6 Famous Classics			30	206.25	0.00	6,187.50	NYS	×		
	Astronomy for Beginn	ers, 4th Edition		30	56.24	0.00	1,687.20	NYS	ж		
4 > TB-SCI4									ж		
5 > DEPOSIT	Deposit		≡ > 60023	1	-3,942.32	0.00	-3,942.32	NYS			
				1	-3,942.32 Subtotal Adjustmen Total		-3,942.32 9,806.83 0.00 9,806.83	0			
5 > DEPOSIT		Memo	≣ > 60023	Amount	Subtotal Adjustmen		9,806.83 0.00	0			

- 3. Enter the **Adjustment Date** and click **Continue**.
- 4. At the new record, eliminate any line items you do *not* want to include in the adjustment by clicking the **X** at the end of each record row.

Invo	oice: 60	097	Credit//	Adjust I	nv #60085	07	07/26/22 PENDING				
Adju	ustment Detai	ls					Notice	. ОТа	sks 🗹 🛛 Ema	ils 🔛 🛛 Doc	
Bill To *		*	Description	n		Payment Co	nments				
Custome	er (Bill To) >	=" Contact >									
Westbu	ury Catholic	Selah Murph	hy Q								
Recur Tr	ransaction >	Order >									
		60023   We	stbury Catholic High	Additional	Info						
Cust PO	# Billing Terms	Invoice Due	Pmnt Expected								
	Net 30	08/25/22	08/25/22								
1 >	Code TB-HIST TB-LIT102		Description The History of the Wor The Complete Works of		Order	Quantity -30 -25	Unit Price 112.49 99.99	0.00 0.00	-3,374.70 -2,499.75		
3 >			6 Famous Classics		≡ > 60023	-30	206.25	0.00	-6,187.50		
4 >	TB-SCI4		Astronomy for Beginne	rs, 4th Edition	∃ > 60023	-30	56.24	0.00	-1,687.20	NYS X	
5 >	DEPOSIT		Deposit		≣ > 60023	-1	-3,942.32	0.00	3,942.32	NYS X	
		0					Subtotal Adjustment Total		-9,806.83 0.00 -9,806.83		
							Shipping	0.00	0.00		
							Q Tax	NYS	-962.44	Exempt	
							Grand Total		-10,769.27		

- 5. Enter other adjustments as needed.
- 6. Click Save and Open.

### Voiding an Invoice

Voiding a record leaves the information accessible in aACE, but completely removes the record from use. You cannot 'unvoid' a voided record.

- 1. At the Invoices module list view, locate the desired invoice.
- 2. At the invoice detail view, click **Actions** > **Void Invoice**.

	voice: 60080   Shea Township School District						07/26/22			
Bill To		test 🖈	Description	n		Payment Co		-	Open Invoice Sedit/Adjust-I Iold Invoice	ima)
Customer (Bill To) >	=" Contact >							D	Suplicate Invo	sice
Shea Township School	Julia Delane	ry .						_		
Recur Transaction >	Order >									
	60053   She	a Township School	Additional	Info						
Cust PO # Billing Term	s Invoice Due	Pmnt Expected								
530990 Net 30	08/25/22	08/25/22								
Code 1 > <b>PEN-SPF</b> 2 > <b>DEPOSIT</b>		Description Honorific Pen Gift Set - Deposit	Sailor Pro	Order > 60053 > 60053	Quantity 25	Unit Price 348.00 -4,350.00	0.00 0.00	Total 8,700.00 -4,350.00	OUT	×
Receipts Adju	stments Re	funds				Subtotal Adjustment Total		4,350.00 0.00 4,350.00	0	
Receipt	Date	Payment Ref	Memo		Amount	Shipping Tax	0.00 OUT	0.00	Exempt	
					~	Grand Total Balance	1	4,350.00 4,350.00	100%	

- 3. At the Void Invoice dialog box, enter the reason for voiding the invoice and the reversal date.
- 4. Click Void.

The system creates a new record to offset the invoice.

5. At the dialog box to review the reversal, click **Yes**.

To help you to identify this invoice record as an adjustment, aACE formats the title as <*Invoice #><Void Inv #>*.

Record: 1 of 1					New	edit 🖉	Delete 🗶 🛛 Pi	nint mar Acti	ions y
Invoice: 600	98   Void Inv #60	080			07	/26/2	2	CLOSE	D
Adjustment Details					Notice	s 🔒 Ta:	sks 🔽 🛛 Ema	alls 🔛 🛛 🖸	oocs (
Bill To	test 📌	Descriptio	n		🕂 Payment Co	mments			
Customer (Bill To) >	" Contact >								
Shea Township School	Julia Delaney								
Recur Transaction >	Order >								
	60053   Shea Township School	Additional	Info						
Cust PO # Billing Terms	Invoice Due Pmnt Expected								
530990 Net 30	08/25/22 08/25/22								
1 > PEN-SPF 2 > DEPOSIT	Honorific Pen Gift Set Deposit	- Sailor Pro	≥ 60053 ≥ 60053	-25	348.00 -4,350.00	0.00	-8,700.00 4,350.00		× ^
2 > DEPUSIT	Берояк		_ > 00055	-1		0.00	4,350.00	001	
					Subtotal		-4,350.00		
Receipts Adjust	ments Refunds				Adjustment Total		-4,350.00	0	
Receipt	Date Payment Ref	Memo	Memo		Shipping Tax	0.00 OUT	0.00	Exempt	
					Grand Total		-4,350.00		

## Invoices and Customer Deposits

To <u>handle customer deposits</u> (https://aace6.knowledgeowl.com/help/handling-customer-deposits), you use two types of invoices:

- A deposit invoice when the customer delivers the funds
- A revenue-recognition invoice later to reverse the deposit This second invoice will include a line item to recognize each source of revenue from the order, plus an additional line item to reverse the earlier deposit(s).

Note: If an order has a deposit balance, manually creating an invoice will reverse that deposit.