

# SELECTION 1 POST INVOICES

**\*\*This program should only be used for two-sided corrections, retail store charges, and corrections with the assistance of Petro-Data or your in-house accounting staff.\*\***

The post invoice program can be used to post invoices to customer accounts receivable account. However, any entry made directly into this module will not be included in the Inventory or Fuel Tax Modules.

This option may be used to reverse an invoice posted to the incorrect customer's account and to add it to the correct customer. (Do not use this method for exempt fuel invoices where an audit trail is needed in the Fuel Tax Module or for correcting a sales taxed invoice to an exempt one.)

If you are linked to the General Ledger and enter invoices through this option, transactions will post to the 'GL Sales' and 'GL Accounts Receivable' accounts from the selected Link Code.

All regular sales should be posted in the Invoicing Module of the Jobber Inventory System.

Retail store charges can also be entered here in conjunction with the Complete C-Store Module.

### MENU SELECT:

From the Accounts Receivable Main Menu, select *1 - Post Invoices.*

### BEGIN INPUT

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Petro Data Oil *** Post Manual Invoices *** 01/24/2005

Default Invoice Date 01/21/2005
Default Description  STORE CHARGE          Use last customer? (Y/N)  N
Enter a Batch Number 20050199          Omit Sales Tax? (Y/N/A=All)  Y
Default GL Link Code (N=No GL) 1

wtppopwin
GL Link Code          1
GL Acct. Rec.        11000-100  Accounts Receivable - Jobber
GL Sales              99900-    CLEARING ACCOUNT
GL Sales Tax          20400-100  Sales Tax Payable - Jobber
GL Sls Discount       43100-100  Discounts - Sales and Prompt Pay
GL Bank               10200-100  CASH IN BANK - JOBBER
GL Credit Card        11100-100  Credit Cards - Jobber

Change Link Code      Quit
    
```

- Default Invoice Date.** This date will be used on every invoice entered UNLESS you override it on specific invoices.
- Default Description.** 12 characters - this description prints on the customer statement.
- Use Last Customer.** Y - if multiple invoices will be entered for the same customer.  
N - if only one invoice per customer will be entered.
- Enter Batch Number.** A unique batch number might be needed (20050199).
- Omit Sales Tax.** Y - to skip the sales tax and taxable sales fields.  
N - to input sales tax and taxable sales to include in sales tax report.  
A - to skip all fields except Subtotal - defaults will be used. FAST

**Default GL Link Code.** Enter the Link code for the batch. GL accounts display.

*Note: If you are linked to the GL, the correct link code selection is very important.*

**Batch Totals** display if data has already been entered into the batch.

Select from the following options:

- Y - Enter Invoices
- E - Edit dates and batch defaults
- G - Change GL link code
- Q - Quit without entering anything

**ENTER AN INVOICE** - select option Y.

**Invoice Number.** Enter up to 8 characters (numbers or letters) or Q to Quit.

**Type.** 1 = Charge  
2 = Cash - cash or credit card payment will be required.

**Customer Number.** Enter the Customer Number. F2 is available to lookup.

If an invalid customer number is entered:

**A=Add, N=Reenter, or Q = Quit.**

If valid, customer information displays including Tax Codes:

**OK? (Y/N/Q)**

If you selected to skip all fields but the amount (Omit sales tax - A=All):

**Subtotal** - enter the invoice amount (ex. 15.25 or -15.25)

Petro Data Oil *** Post Manual Invoices *** 01/21/2005										
Invno	012105	2	Type	Charge Invoice	3	Custno	KATENT			
Name	KATHY ENTERPRISES			4	Tax Exempt?	N	OK?	(Y/N/Q) Y		
Address1	12311 WETMORE			Tax1	1	7.7500	San Antonio			
Address2				Tax2	0		None			
Address3	SAN ANTONIO, TX 78247			Tax3	0		None			
Tax Rate	7.7500			Tax4	0		None			
5	Descr	STORE CHG		6	Slsmn	BW	7	Terms	9	NET 10TH
8	Inv Dte	01/21/2005		9	Due Date	02/10/2005	10	Disc Date	02/10/2005	
11	Subtotal	15.25	12	Disc Due	0.00	13	Taxable			
14	Tax		15	Total						
18	Ref No		19	Cash		20	Creditcard			
	Balance		Credit Limit	5000.00	Last Paymt	/	/			
	Enter Fld No.	G=Change	GL	D=Delete	C=Continue	C				

All other fields will default from the customer record. Description and invoice date default from batch input screen.

If you selected to skip only the Tax fields (Omit sales tax - Y):

Only Taxable and Tax fields will be skipped.

Description, salesman, terms, and dates may be changed.

If you selected not to skip any fields (Omit sales tax - N):

Verify the Taxable sales and the Tax amount.

**Cash Ticket Only**

**Reference Number.** Enter the check number or a unique payment reference number (do NOT use 'cash').

**Cash.** Enter the amount paid by cash or check or 0 for none.

**Credit Card.** Enter the amount paid by Credit Card or 0 for none.

The customer **Balance**, **Credit Limit**, and **Last Payment** date display at the bottom of the screen.

Proof read the transaction carefully and make necessary changes.

Invoice will UPDATE when option 'C' is selected or if you press <enter>.

**ACD Prompts:**

**Enter Field Number.** Make corrections if necessary.

**G = Change GL.**      **1=Change the Debit/Credit GL Only**  
                                  **2=Change all Accounts**

**D = Delete.**                      **D = delete the invoice.**

**C = Continue.**                  **C = update the invoice. This is the default.**

**Q = Quit**

Batch totals display.

GL entries can be verified in option R = Release to GL Link File.

Default Invoice Date	01/21/2005	Use last customer? (Y/N)	N
Default Description	STORE CHG	Omit Sales Tax? (Y/N/A=All)	Y
Enter a Batch Number	20050121		
<b>Batch Totals For: 20050121</b>			
Cash in Bank	Credit Card	Discounts	Total A/R
0.00	0.00		100.00
Sales Tot	Sales Tax	Fed Tax	St Tax
-100.00	0.00	0.00	0.00
Y=Enter Invoices	E=Edit Dates	G=Change GL	Q=Quit  x