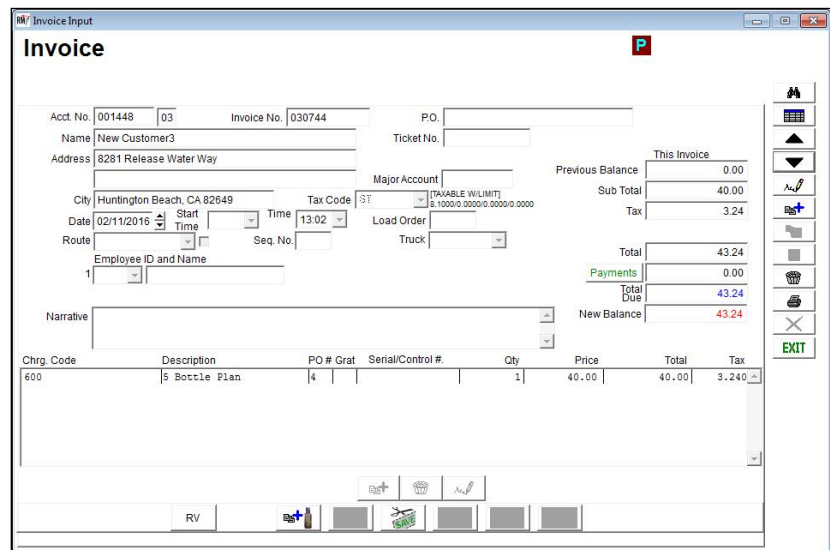# Chapter 3.01: Creating Invoices and Adjustments

Overview

This chapter will guide you through the process of creating desktop invoices in Route Manager. It is recommended that you actually participate by entering an invoice while learning this process.

Invoices and Adjustments

Invoices can be created on the desktop by navigating to *Transactions > Invoices and Adjustments*.

To add a new invoice to the system, follow the steps on the following page.
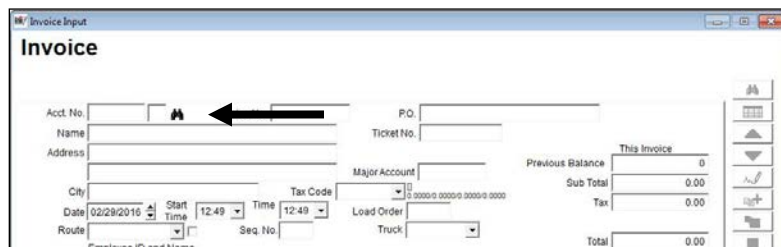
Creating an Invoice

1. Click the **Add** key on the toolbar.

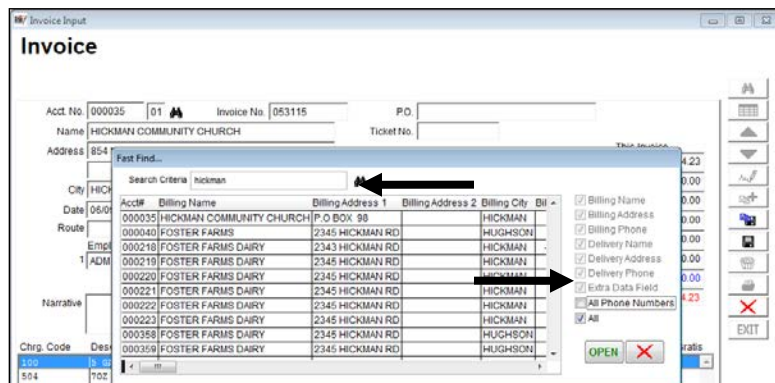2. Enter the customer's account number in the *Acct. No* field:

   If you do not know the account number, press the *Tab* or *Enter* key on your keyboard to activate the *Customer Fast Find* screen. Check any of the boxes on the right side of the screen and enter your criteria, followed by the *Enter* key to search for the account:
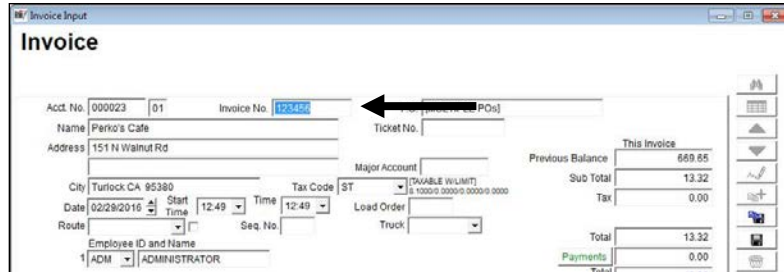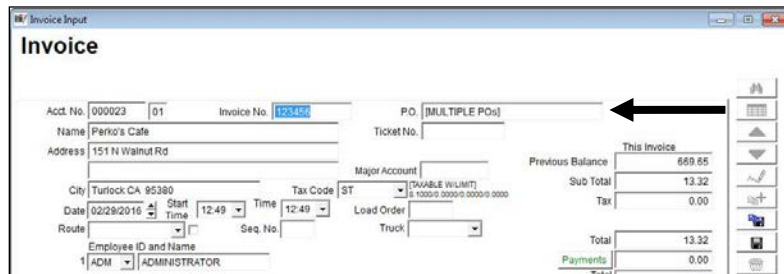

   Double-click on the desired account displayed to continue.

3. Enter an invoice number in the *Invoice #* field or click the *Enter* key to use the next available invoice number — established within *Branch Setup*, on the *Setup* tab.
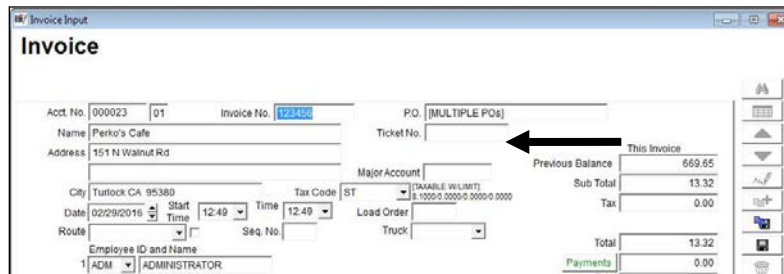
4. Enter a *Purchase Order* in the *P.O.* field (if needed) — if there is a standing *Purchase Order* on the customer's account, it will automatically be added to the invoice.

NOTE: Refer to *Chapter 2.10* of the *Supplemental Guide* for further information on managing *Purchase Orders*.

5. Enter an assigned *Ticket Number* if this invoice is associated with a *Delivery Order*.

NOTE: Refer to *Chapter 3.09* of the *Supplemental Guide* for further information on managing *Delivery Orders*.

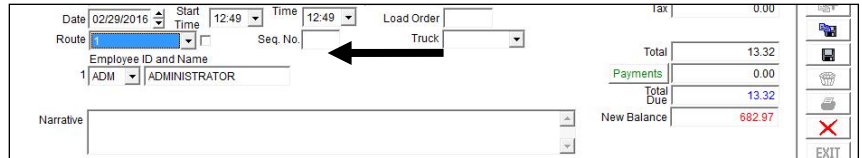6. Enter the date that will be assigned to the invoice; Route Manager will automatically insert the current module date into this field. Additionally, add the route and employee that will be associated with the invoice; Route Manager will automatically populate the employee field with the user currently logged into the program. If you are paying commissions, the selected employee will receive credit for the invoice.
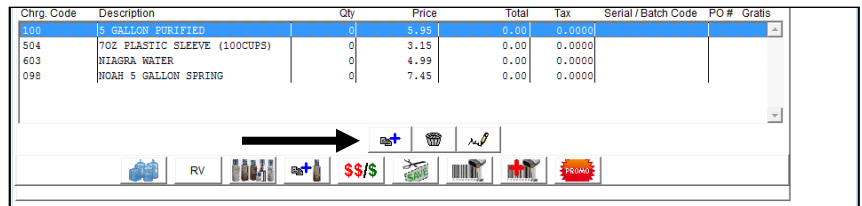

Adding Products

Depending on the types of products being added to an invoice, the entry method and options available will vary.
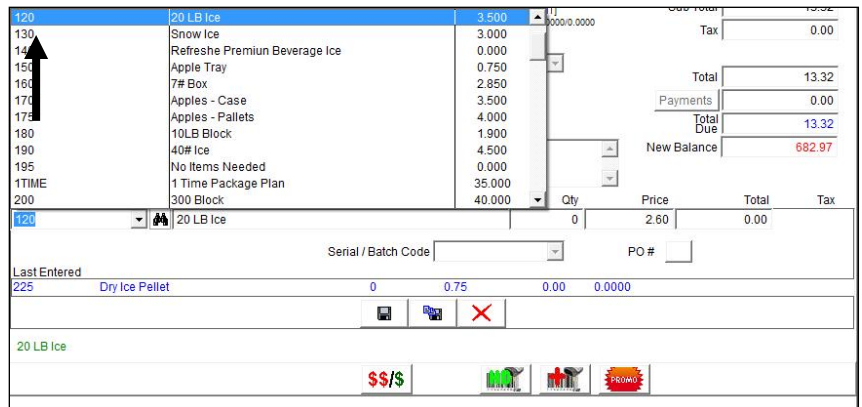
Standard Products

These types of items do not require deposits or any unique choices.

1. Click the **Add** key on the bottom of the screen.

2. Enter or select the product from the drop-down list.

If you enter a charge code that does not exist in the database, an error message will appear in the *Description* field:

3. Enter the quantity sold, followed by the item price. The price that is automatically used is based on the customer's account settings and can be overwritten if necessary.
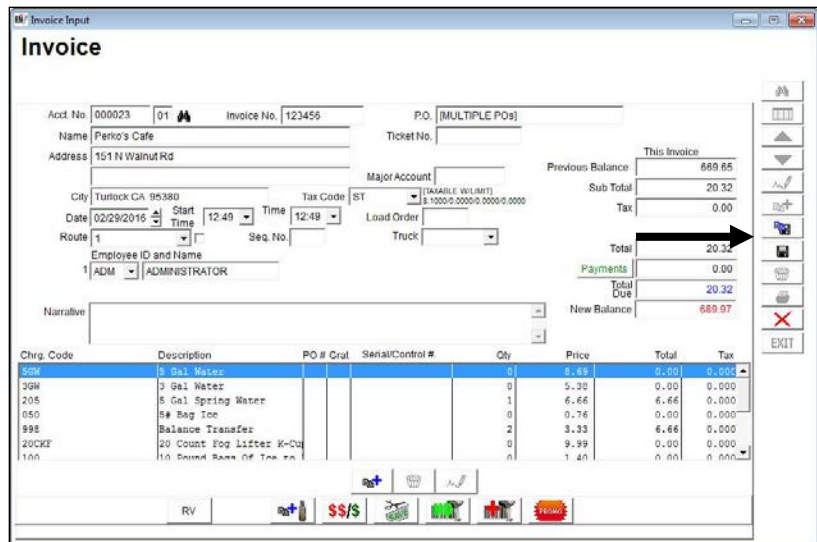

> **NOTE:** Refer to *Chapter 2.01* of the *Supplemental Guide* for further information on pricing options within Route Manager.

4. Click the **Save** key to finish entering products on this invoice or the **More** key to enter additional items on the invoice.

5. Click the **Save** on the screen to finish entering invoices or the **More** key to enter additional invoices on the desktop.

Deposit Items
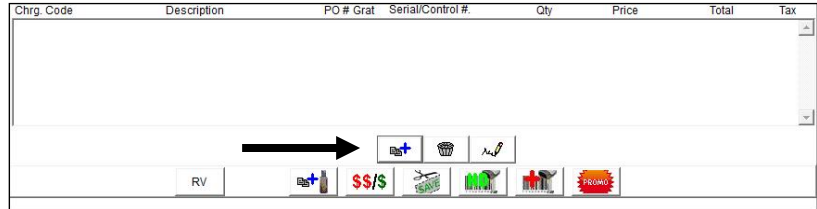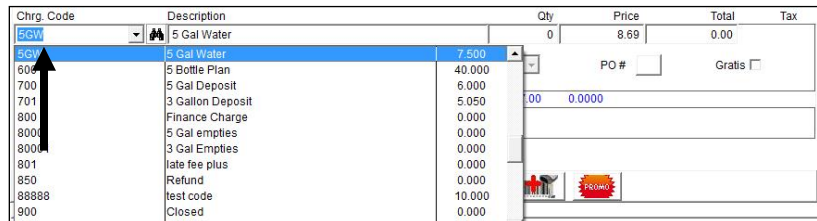
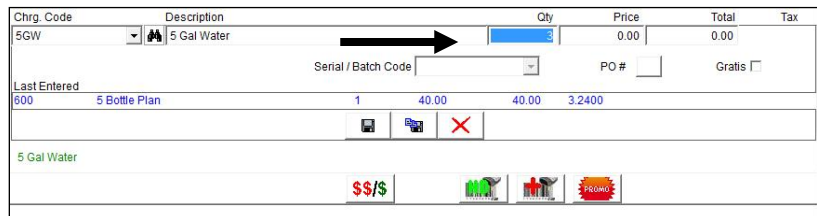These types of items require deposits when they are sold.

1. Click the **Add** key on the bottom of the screen.
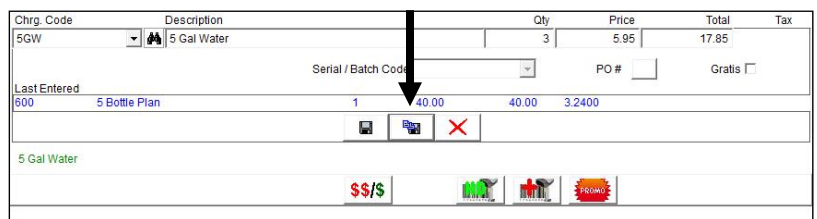

2. Enter or select the product from the drop-down list.
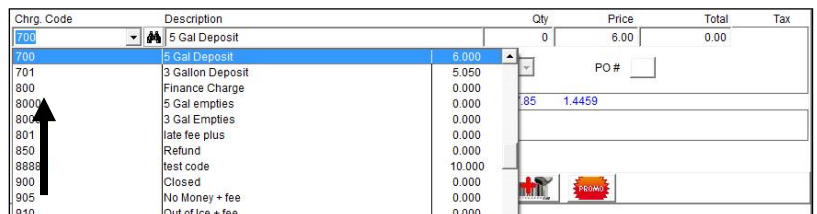

3. Enter the quantity sold, followed by the item price.

4. Click the **More** key to enter the deposit(s) on the invoice.

5. Enter or select the associated deposit item from the drop-down list.

NOTE: Refer to *Chapter 2.04* of the *Supplemental Guide* for further information on deposit tracking in Route Manager.

6. In the *Qty* field, enter the result of the following formula:

   Containers Sold - Containers Returned = Deposit Quantity.

> **NOTE:** If more containers were picked up than delivered, enter the quantity as a negative number. Additionally, refer to *Chapter 2.04* of the *Supplemental Guide* for an alternate deposit entry method (Quick Return Entry).

7. Click the **Save** key to finish entering products on this invoice or the **More** key to enter additional items on the invoice.

8. Click the **Save** on the screen to finish entering invoices or the **More** key to enter additional invoices on the desktop.

Rentals

These types of items require assigned serial numbers when they are added to an invoice.

> **NOTE:** Refer to *Chapter 3.11* of the *Supplemental Guide* for further information on equipment rent in Route Manager.

1. Click the **Add** key on the bottom of the screen.

2. Enter or select a rental item from the drop-down list.

3. Enter a quantity of '1' in the *Qty* field. The default price displayed is based on the rental amount assigned to the customer's equipment — the price can be overwritten if necessary.

4. Select the *Serial Number* (Equipment ID) that will receive the rental charge from within the *Serial / Batch Code* drop-down list.

> **NOTE:** All assigned equipment on the account will be displayed within this field.

5. Click the **Save** key to finish entering products on this invoice or the **More** key to enter additional items on the invoice.

6. Click the **Save** on the screen to finish entering invoices, or the **More** key to enter additional invoices on the desktop.

Continue to the next section to be guided through the process of receiving a payment with the invoice.
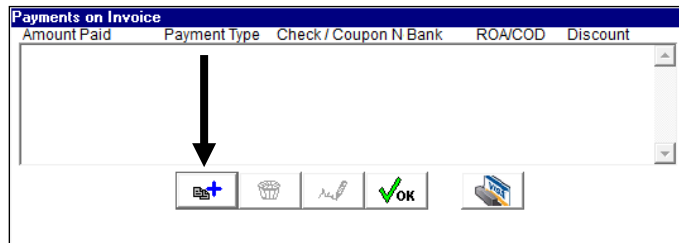
Entering a Payment on the Invoice

Payments can be applied to the current invoice by selecting the *Payments* key on the screen.

> **NOTE:** Refer to *Chapter 3.02* if the *Supplemental Guide* for further information on entering payments in Route Manager.
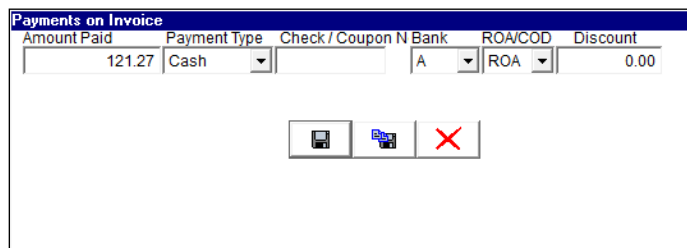

1. Select the **Add** key.
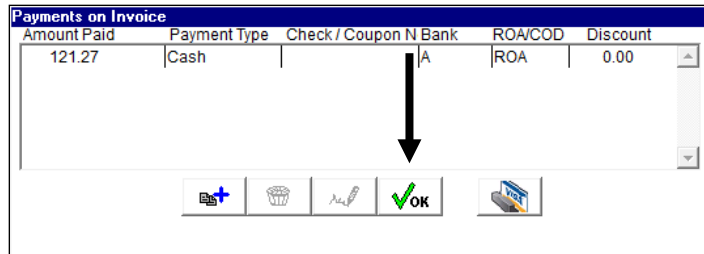
2. Enter the payment details and click **Save** or **More** (to add more than one payment).

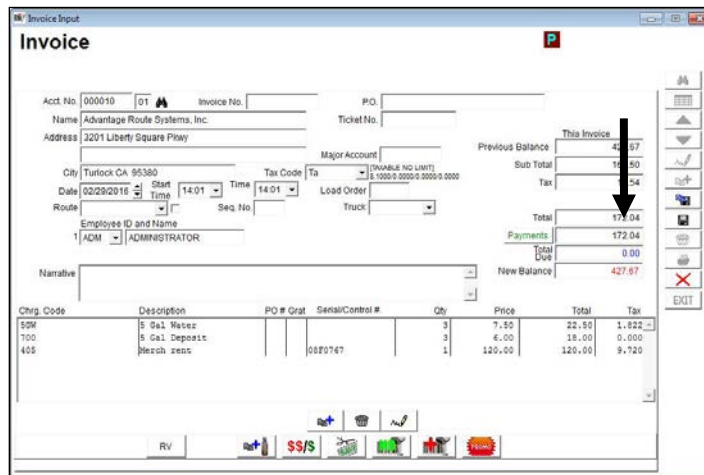3. Click **OK** to save the payment(s) and continue.

4. The invoice will be updated to reflect the payment(s) received.

This concludes basic invoice entry. For a complete list of field definitions within the *Invoices and Adjustments* screen, refer to *User Guide A*.

Summary

Entering invoices on the desktop is a straightforward and important process that all users in Route Manager should learn. If you have any further questions regarding this feature, please contact Advantage Route Systems.

Advantage Route Systems, Inc.

3201 Liberty Square Parkway

Turlock, CA 95380 USA

Phone: 1.209.632.1122

Website: www.AdvantageRS.com

Email: info@AdvantageRS.com

Warning

Series 7: Version Date, February 29, 2016