

H. Creating Manual Invoices (Subscriber Dues, Lost Badges, Credit Memos)

- a. Open Dynamics SL (*set date in FILE for the date you are working on*)
- b. Module: A/R
- c. Invoice and Memo
- d. In Invoice and Memo Screen now – Batch # is Automatic – Enter
- e. Control total will be the total of all invoices added together.
- f. Type of document: Invoice or Credit Memo

Note: CM's add to the control total, not subtract even though they are a negative amount

- g. Invoice # is automatic – it will say (NEW) – enter
- h. Customer ID – enter the Customer ID # that you are going to bill.
- i. Date should be correct – **make sure your date is always correct.**
- j. Amount of Invoice – **put the total amount of the invoice you are working on here.**
- k. Description is PO # - **leave blank if you are not provided with one.**
- l. Enter all the way down to detail – all fields are default
- m. Account # -
 - 50000** - Nederland Basic's / Onsite
 - 51000** – CBT classes
 - 53000** – Best Complex Training
 - 56000** – Specialized Training
 - 57000** – Subscriber Fee
 - 50100** – Baytown Basic's / Onsite
 - 51100** – Baytown CBT Classes
 - F3** to look up any others
 - Sub Accounts** –look on chart or use F3 to lookup
- n. Quantity – **put in how many you are billing for**
- o. Unit Price – **how much for each class or each lost badge**
- p. Amount is auto – hit enter
- q. Description – type out what it is you are invoicing – **i.e.: Lost Badge, Subscriber Fee, BN, BNI, DP, etc**
- r. Select Tax, delete Tax, OK
- s. Save and go to next invoice.
- t. When batch is complete. Control Totals should match.
- u. Release batch and use Report to write invoice numbers on backups
- v. Print out invoices that have payments.
- w. Give to EDMS