Invoices

Through the invoice muniment, sales, purchases, and returns invoices can be created, and when the invoice is stored, the muniment will create the accounting entries for this process and inventory .(management concerning materials (input and output

And to create one of the invoices muniments

File - Tools - Muniments - New - Stock - and we choose the type of invoice muniments specifically on it .and then press OK

We fill in the fields

Name the name of the muniment (the name by which the muniment will appear in the program), for .example, for a sales invoice muniment, which we will call it sales or cash sales

Number: the starting number of the invoice numbers sequence (if we put the number 1000, the first (invoice will be saved on the muniment, it will take the number 1001

.Type: to link the muniment to the workflow

Color: Assign a color to muniment. When reports are requested, document reports will appear in the .color assigned here

: code

Category: It is the arrangement of muniment within folders for easy access, for example, if this muniment is specific to a specific branch and let it be the Jeddah branch and we have registered in the category field Jeddah branch, a tab in the licenses bar at the top will appear the name of the Jeddah branch as the picture below will include the sales muniment that we have added or any A .”muniment that will be recorded in the field of category“Jeddah Branch

General tab

Account: the name of the default account (for example, a cash customer account in the sales muniment) under whose name the invoice will be opened. The field can be left blank so that the .account name will be recorded later when creating the invoice

.Warehouse: The name of the warehouse that enters or exits the materials

.Currency: The currency used in the muniment

Price: The price that will appear in the price table when adding the material, for example, the selling price (it must be added to the material card in the price table) and it can be left blank when relying on .the barcode price

Last price: It is an automatic price that will appear on the material card, and it is the last price of the .material that was saved in the muniment

.Print materials: Design the invoice for preparing materials to be printed when the invoice is stored

Invoice Descriptors: Assign a set of invoice descriptors to the muniment. A descriptor group can be

.created from the Invoice Descriptor Groups card

Item Descriptors: Customize the invoice item descriptors group set

The options are below

.New when open: that is, when opening the invoice muniment, it will be ready to create a new invoice

.New after save: When storing an invoice, it will automatically transfer you to a new invoice

New material selection: When a new invoice is opened, the material selection screen will .automatically appear

Serial NO.: to force the entry of a serial number for materials with serial numbers (the serial numbers .(are activated on the material card

.Read serial numbers: Do not move material with a serial number with a number that does not exist

:Show pay

The price includes tax: When you activate this option, the price of the material registered in the price .table on the material card or registered in the barcode table will be included in the tax value

.Impose Insert Dealer: not to save the invoice without specifying the dealer

.Force sub account entry: Never store the invoice without specifying the sub account

Deny price under cost: that is, when adjusting the price of a material at a price lower than its cost .price, storage is not carried out

Use account price: When adjusting the price of a material for a customer’s account and storing the invoice, with the next invoice for this customer, and when requesting the material whose price was modified by a previous invoice, the muniment will include the previous price of the material for this .customer

Show invoice descriptors after saved: In the case of using invoice descriptors, and after storing the .invoice, a descriptors screen will appear to fill in the information for these descriptors

Price lock: in order not to adjust the price by users (this option does not work with an administrator .(user

Accounts tab

.Materials Account: the material transaction account, for example, a sales invoice, the account is sales

Cash Account: Determine the cash account dealt with within the muniment (Note: When determining .the type of payment voucher, the cash account specified in the payment voucher will be dealt with

Tax Account: VAT account for sales, purchases, sales returns, or purchases returns (depending on .(each muniment type (an account must be specified to activate the tax work in the muniment

Round Account: Rounding if the rounding field is used in the invoice properties

Rounding: To round the total bill value to the nearest correct one if there are commas, for example, in the rounding field a value of 1 was recorded, and the total value of the invoice was 60.45 The value will be rounded to 60, or the total was 60.55 If we always want algebra to the smallest number, the value of -1 will be recorded in the rounding field, or if we want algebra to the largest number, we record in the rounding field + 1

Payment tab

To show vouchers (payment, receive), it is necessary to specify the vouchers that are required to appear within the muniment and appear within the payment schedule, for example for sales, the cash and bank receipt voucher must be shown, and for purchases, the cash and bank payment voucher .(must be shown (of course the voucher must be pre-added

Cash payment field: If a voucher is chosen within this field, and when the invoice is stored, the .notification payment window will appear immediately after storage

Direct Payment option: When this option is selected, when storing the invoice, the muniment will .automatically pay the value of the invoice via the specified voucher of cash payment

.Show Direct Payment: To show the payment screen when storing

(....currencies Categories: to list the currency categories in use(200,100,50,20

Terminals tab

.Customer Screen Field: Define the type of display for customers

.Port: The type of port

Print tab

.Report field: to choose the design of the invoice to be printed for the customer

.Auto print option: Automatically print the invoice upon storage

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