Customer Invoice

To Create a Customer Invoice from an Estimate:

1) From the 'Customer' Navigator choose 'Invoice'
2) Choose the Customer:Job
3) A pop up window Available Estimates will appear containing a list of all the estimates for the selected customer, click on the desired estimate and then click OK
4) A pop up window Create Progress Invoice Based On Estimate will appear containing the following three chooses:

   'Create invoice for the entire estimate (100%)'

   'Create invoice for a percentage of the entire estimate'

   'Create invoice for selected items or for different percentages of each item'

Create invoice for the entire estimate (100%):

1) Choose 'Create invoice for the entire estimate (100%)' and click OK
2) An invoice will be created from the information contained in the estimate, review the information and make any necessary changes or additions
3) If a deposit was received from the customer, add the appropriate payment item
4) Click Save & Close

Create invoice for a percentage of the entire estimate:

1) Choose 'Create invoice for a percentage of the entire estimate'
2) Input the appropriate percentage and click OK
3) An invoice will be created, based upon the percentage entered and the information contained in the original estimate, review the information and make any necessary changes or additions
4) If a deposit was received from the customer, add the appropriate payment item
5) Click Save & Close

Create invoice for selected items or for different percentages of each item:

1) Choose 'Create invoice for selected items or for different percentages of each item' and click OK
2) A pop up window Specify Invoices Amounts for Items on Estimate will appear containing the list of items on the estimate
3) Select 'Show Quantity and Rate' and/or 'Show Percentage'
4) Change any amounts that should differ from the original estimate and click OK
5) An invoice will be created, review the information and make any necessary changes or additions
6) If a deposit was received from the customer, add the appropriate payment item
7) Click Save & Close

To Record a Customer Invoice (when there is no estimate):

1) From the HOME page choose 'Invoices'
2) Choose the Customer:Job; If the customer is new, select <add new> at the top of the drop down list and input the basic customer information:

   Customer Name, Contact, Phone, Bill to Address, Ship to Address

   click OK
3) Check the invoice date and invoice number
4) Choose the items from the drop down list
5) Input the quantity
6) If necessary, adjust the rate
7) If including a discount, select a subtotal item first and then choose the appropriate discount
8) Ensure the description is sufficient
9) Type any pertinent additional information in the memo field at the bottom of the screen
10) If the Customer has any credits they can be applied against the invoice by clicking Apply Credits - select the credits to be applied and click Done
11) The invoice can be printed and/or e-mailed, select the desired options in the bottom left of the screen— QuickBooks will check the Customer record for an e-mail address if the option 'to be e-mailed' was chosen—if the e-mail address is missing a pop up window <u>Information Missing or Invalid</u> will appear, enter the e-mail address and click OK
12) Click Save & Close

E-Mail or Print a Customer Invoices

1) If the e-mail option was not selected when creating the invoice, edit the invoice
2) From top menu bar select File then Send Forms
3) A pop up window <u>Select Forms to Send</u> will appear containing a list of all the invoices ready to be sent, each invoice will have a checkmark on the right indicating it has been selected for transmission
4) To de-select a particular invoice, click on it
5) To edit the cover e-mail for a particular invoice, highlight the invoice then click Edit E-mail
6) Click Send Now to transmit the e-mail, QuickBooks will check for an internet connection

To Print the Invoice:

1) If the print option was not selected when creating the invoice, open the invoice and from top menu bar select File and Print Invoice
2) If the print option was selected when creating the invoice, from the top menu bar select File then Print Forms and Invoices
3) A pop up window Select Invoices to Print will appear containing a list of all the invoices ready to be printed, each invoice will have a checkmark on the right indicating it has been selected
4) To de-select a particular invoice, click on it

To Print the Packing Slip:

1) Open the invoice
2) Change the Template to the Packing Slip Template
3) From top menu bar select File and Print Invoice
4) A pop up window Recording Transaction will appear, click Yes
5) Follow the prompts to complete the print job
6) If desired, change the invoice template back prior to closing the invoice

To Set up a Memorized Invoice for Automatic Entry:

1) Start as if recording an actual invoice—From the HOME page choose 'Invoices'
2) Choose the Customer:Job; if the customer is new, select <add new> at the top of the drop down list and input the basic customer information: Customer Name, Company Name, Job Name, Contact, Phone, Bill to Address, Ship to Address; click OK
3) Check the invoice date and invoice number
4) Choose the items from the drop down list
5) Input the quantity; if necessary adjust the rate
6) If including a discount, select a subtotal item first and then choose the appropriate discount
7) Ensure the description is sufficient; type any pertinent additional information in the memo field at the bottom of the screen.
8) The invoice can be printed and/or e-mailed, select the desired options in the bottom left of the screen— QuickBooks will check the Customer record for an e-mail address if the option 'to be e-mailed' was chosen—if the e-mail address is missing a pop up window Information Missing or Invalid will appear, enter the e-mail address and click OK
9) Move cursor to the 'Bill To' box and right click
10) Choose 'Memorize Invoice'
11) A pop up window Memorize Transaction will appear

    Select 'Automate Transaction Entry'

    For 'How Often', choose monthly or quarterly

    For 'Next Date', enter the date for the next invoice

    For 'Number Remaining', enter the number of times the invoice should automatically generate.

    For 'Days in Advance to Enter', select how many days prior to the invoice date the invoice should be created

    Click OK and return to the invoice

12) If this current invoice should be created click Save & Close otherwise click Clear

To Edit a Memorized Transaction:

1) From the top menu bar select Lists then Memorized Transaction List
2) To edit information such as how often, next date, number remaining and days in advance to enter:

   Highlight the desired entry, right click and choose Edit Memorized Transaction

   Make the changes and click OK

3) To edit information on the future invoice:

   Doubleclick on the desired entry

   Make the changes

   Move cursor to the ‘Bill To’ box and right click

   Choose Memorize Invoice

   A pop up window <u>Replace Memorized Transaction</u> will appear

   Click Replace and return to the invoice

   If this current invoice should be created click Save & Close otherwise click Clear

To Delete a Memorized Transaction:

1) From the top menu bar select Lists then Memorized Transaction List
2) Highlight the desired entry
3) From the top menu bar select Edit then Delete Memorized Transaction
4) A pop up window <u>Delete Memorized Transaction</u> will appear
5) Click OK

When starting QuickBooks if a memorized transaction is due to be created a pop up window <u>Automatically Enter Memorized Transactions</u>? will appear, click Now

A pop up window <u>QuickBooks has Entered Memorized Transactions</u> will appear, click OK