

## 2.3 INVOICES

### 2.3.1 HOW TO CREATE AN INVOICE

Once an ORDER has been created an INVOICE may be created for that ORDER.

To do that, you first have to have the ORDER open or you must open the ORDER.

Then you have 2 options.

#	Action	Notes
1	Press	Ctrl I or
2	Select	From the Main Menu Options, 'File' and then 'Open Invoice'.

Now the INVOICE Windows Form is open and showing the Invoice Information of the current active ORDER.

### Optional Fields

#	Enter	Notes	Input
1	N° of Pax	This is the number of passengers included in this Order.	Numeric
2	User	This is the User to whom this Order initially belongs.	Select
3	Currency	This is the currency to be used for the Invoice, payments and the deposit.	Select
4	Deposit	This is the deposit amount.	Numeric with Decimals
5	Issue Date	The date the Order was issued.	Date
6	Due Date	The date the Order expires.	Date

## To Add an Invoice Line to the Invoice Table

You have to use the Edit Line, which is located just above of the Invoice Table.

Set the cursor to the Product ID and enter the following:

### Mandatory Fields (Underlined)

#	Enter	Notes	Input
1	Product ID *	This is the Product ID of the Product that you wish to enter as an Invoice Line into the Invoice.	Alpha Numeric
2	Description	Enter the description of the Product. The description that appears when a Product is selected may be changed as this change will only affect the current Invoice Line.	Alpha Numeric

### \* Notes and Suggestions

If the Product ID you enter is known then the system will display all the information on that Product (Description and Unit Price).

If the Product ID does not correspond to a known Product ID it will ask if you wish to create a New Product ID.

If you answer 'YES' it will open the PRODUCT Windows Form, where you may add a New Product to the Product database (See HOW TO ADD A PRODUCT). If you answer 'NO' the system will open the PRODUCTS LIST Windows Form where you may search for the Product you require.

### Optional Fields

#	Enter	Notes	Input
1	Document	If there is a Document (Ticket N°, Voucher N°, MCO etc) that you wish to relate to this product enter the details in this field.	Alpha Numeric
2	Units *	These are the number of units of this Product that is to be included in the calculation.	(0-99) Numeric
3	Unit Price *	This is the Unit Price of the Product.	Numeric with Decimals
4	V	Is the VAT/TAX Indicator. The number entered determines that VAT/TAX percentage that will be applied to this product.	(1-5) Numeric
5	Discount	If a discount applies, enter the amount.	Numeric with Decimals

### \* Notes and Suggestions

The Total field will display the result of multiplying the Units x the Unit Price – the discount if any.

### Edit Line Final Actions

#	Action	Button or Icon	Notes
1	Press		Adds the Invoice Line to the Invoice Table and clears the Invoice Line.
2	Press		Clears the Invoice Line.

### Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves the Invoice to the database.
2	Press		Exits the current INVOICE.

If the Customer is a new Customer, the Customer N° is created when the Order is created.

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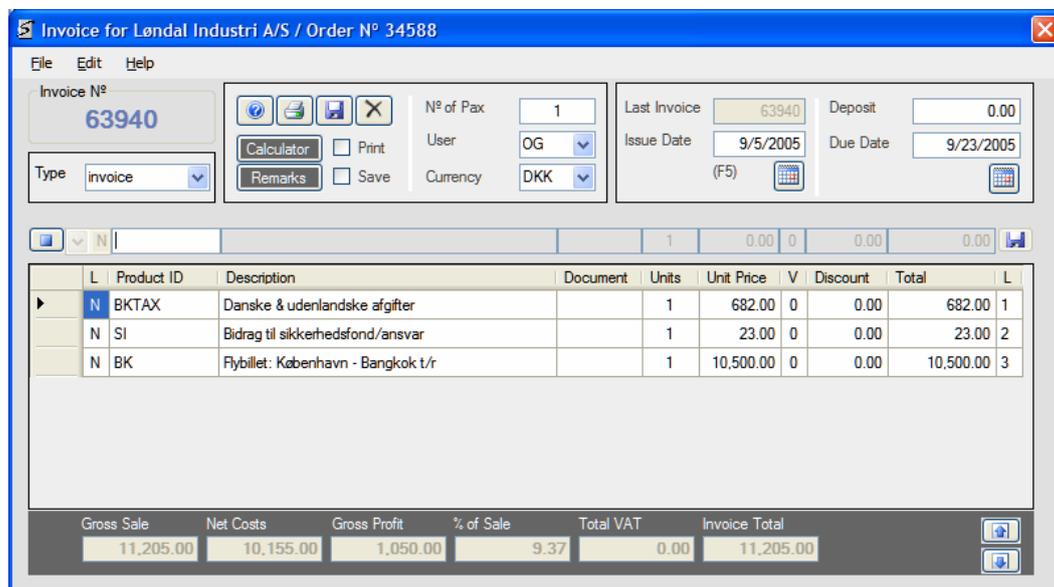
### 2.3.2 HOW TO EDIT AN INVOICE

To edit an Invoice, you first have to have the ORDER open or you must open the ORDER.

Then you have 2 options.

#	Action	Notes
1	Press	Ctrl I or
2	Select	From the Main Menu Options, 'File' and then 'Open Invoice'.

Now the INVOICE Windows Form is open and showing the Invoice Information of the current active ORDER.



These are the fields that may be edited or changed.

#	Enter	Notes	Input
1	N° of Pax	This is the number of passengers included in this Order.	Numeric
2	User	This is the User to whom this Order initially belongs.	Select
3	Currency	This is the currency to be used for the Invoice, payments and the deposit.	Select
4	Deposit	This is the deposit amount.	Numeric with Decimals
5	Issue Date	The date the Order was issued.	Date
6	Due Date	The date the Order expires.	Date

## To Add an Invoice Line to the Invoice Table

You have to use the Edit Line, which is located just above of the Invoice Table.

Set the cursor to the Product ID and enter the following:

### Mandatory Fields (Underlined)

#	Enter	Notes	Input
1	Product ID *	This is the Product ID of the Product that you wish to enter as an Invoice Line into the Invoice.	Alpha Numeric
2	Description	Enter the description of the Product. The description that appears when a Product is selected may be changed as this change will only affect the current Invoice Line.	Alpha Numeric

### \* Notes and Suggestions

If the Product ID you enter is known then the system will display all the information on that Product (Description and Unit Price).

If the Product ID does not correspond to a known Product ID it will ask if you wish to create a New Product ID.

If you answer 'YES' it will open the PRODUCT Windows Form, where you may add a New Product to the Product database (See HOW TO ADD A PRODUCT). If you answer 'NO' the system will open the PRODUCTS LIST Windows Form where you may search for the Product you require.

### Optional Fields

#	Enter	Notes	Input
1	Document	If there is a Document (Ticket N°, Voucher N°, MCO etc) that you wish to relate to this product enter the details in this field.	Alpha Numeric
2	Units *	These are the number of units of this Product that is to be included in the calculation.	(0-99) Numeric
3	Unit Price *	This is the Unit Price of the Product.	Numeric with Decimals
4	V	Is the VAT/TAX Indicator. The number entered determines that VAT/TAX percentage that will be applied to this product.	(1-5) Numeric
5	Discount	If a discount applies, enter the amount.	Numeric with Decimals

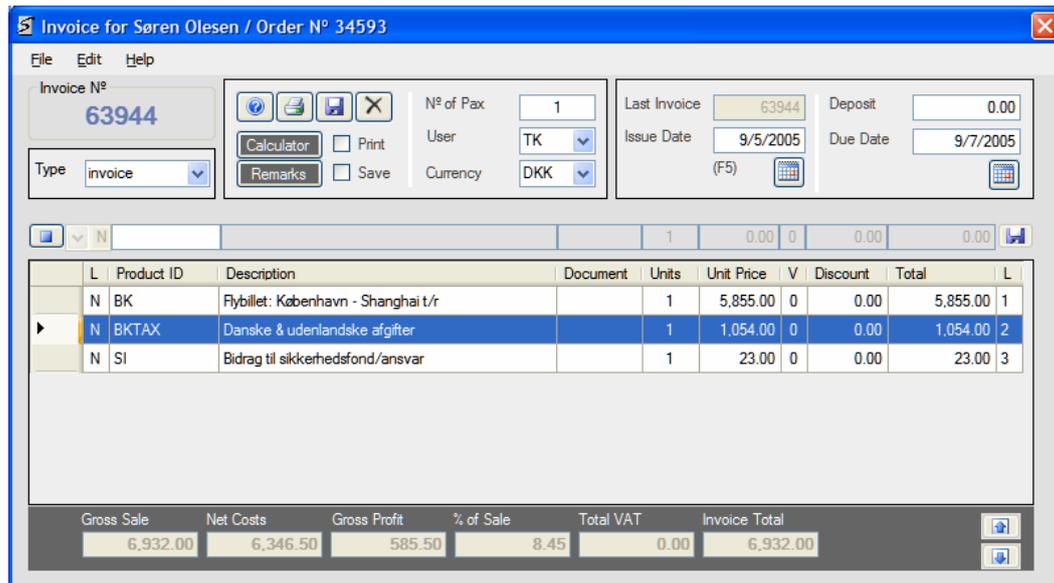
### \* Notes and Suggestions

The Total field will display the result of multiplying the Units x the Unit Price – the discount if any.

## Final Actions

#	Action	Button or Icon	Notes
1	Press		Adds the Invoice Line to the Invoice Table and clears the Invoice Line.
2	Press		Clears the Invoice Line.

## To Delete an Invoice Line from the Invoice Table

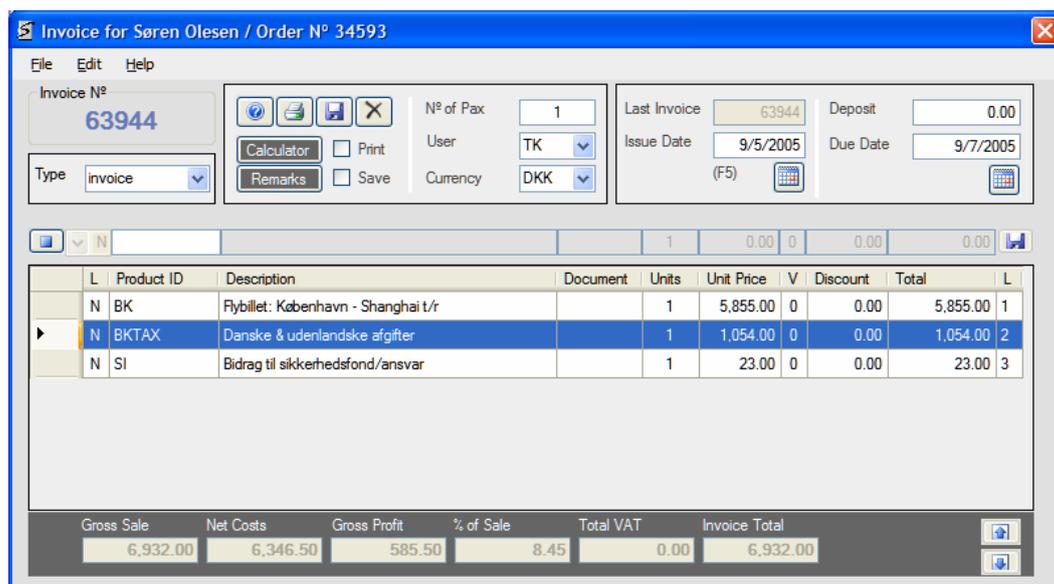


L	Product ID	Description	Document	Units	Unit Price	V	Discount	Total	L
N	BK	Flybillet: København - Shanghai t/r		1	5,855.00	0	0.00	5,855.00	1
N	BKTAX	Danske & udenlandske afgifter		1	1,054.00	0	0.00	1,054.00	2
N	SI	Bidrag til sikkerhedsfond/ansvar		1	23.00	0	0.00	23.00	3

Gross Sale	Net Costs	Gross Profit	% of Sale	Total VAT	Invoice Total
6,932.00	6,346.50	585.50	8.45	0.00	6,932.00

Select the Invoice Line row by selecting the left side control box of the row and then press the 'Delete' key. The system will then ask if you wish to continue with the delete action. If you answer 'YES' then the Invoice Line will be deleted. If you answer 'NO' then the delete action will be canceled.

## To Order the Invoice Lines in the Invoice Table

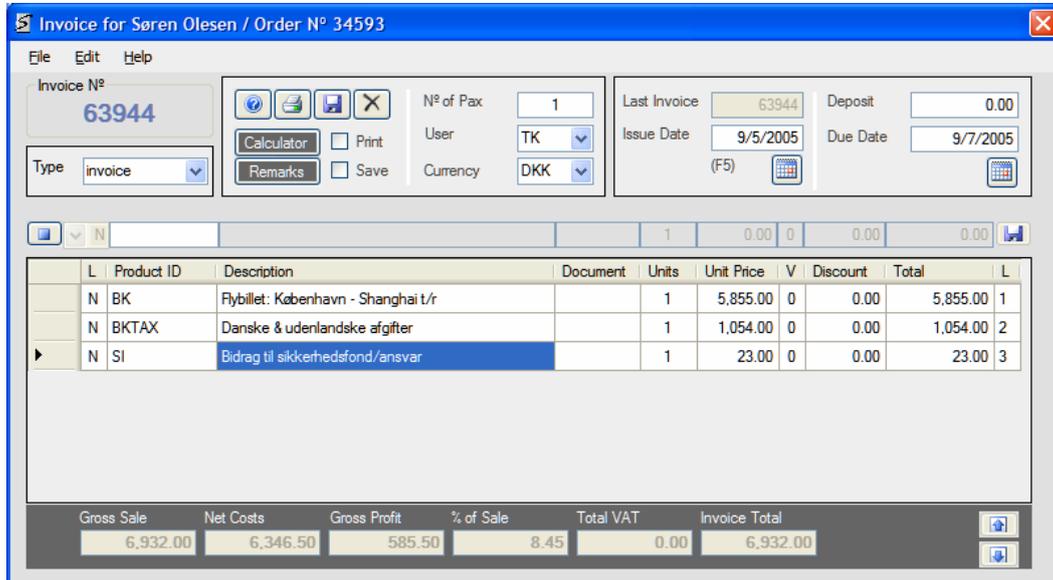


L	Product ID	Description	Document	Units	Unit Price	V	Discount	Total	L
N	BK	Flybillet: København - Shanghai t/r		1	5,855.00	0	0.00	5,855.00	1
N	BKTAX	Danske & udenlandske afgifter		1	1,054.00	0	0.00	1,054.00	2
N	SI	Bidrag til sikkerhedsfond/ansvar		1	23.00	0	0.00	23.00	3

Gross Sale	Net Costs	Gross Profit	% of Sale	Total VAT	Invoice Total
6,932.00	6,346.50	585.50	8.45	0.00	6,932.00

There might be a case for putting the Invoice Lines in another order, other than the order in which they were created. To do this select any field in the row and keeping the left hand mouse button pressed move the row to the desired location and release the left hand mouse button.

### To Edit an Invoice Line



Here you have 2 options.

Either you edit the Invoice Line in the Invoice Table or you double-click the row's control box and the Invoice Line will be sent to the Edit Line, where it may be edited. Pressing the Save button will return the Edited Invoice Line to the Invoice Table.

You may not Edit the Product ID, only the other fields.

### Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves the Invoice to the database.
2	Press		Exits the Invoice. *

### \* **Important Note**

Any changes made directly to the Invoice Table are updated to the database instantly, therefore exit will not undo any changes, if that were the case.

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