

Maximizer™

The CRM Company

47015 - (Sage) Invoice Dialog (read/insert/update)

August 8, 2008

Revision No.	Comments
2	Add read-only field A/C

1.0 Introduction

1.1 Invoice Dialog

The Invoice dialog box allows the Accounting Link user to add, modify, and/view a Sage 50 Accounts Invoice. The Maximizer user must have Accounting Insert rights in order to create a new Invoice, Modify rights in order to modify an existing invoice, and Read rights in order to view an invoice. Invoices cannot be deleted. When a Maximizer user only has Read rights then an invoice is opened in read-only mode.

There are six types of invoices: Product Invoice, Product Pro-forma Invoice, Product Credit, Service Invoice, Service Pro-forma Invoice, and Service Credit. All six types can be used but only product and service invoices may be created or modified.

Invoice - ABC Wine Shop Inc.

Invoice details

ABC Wine Shop Inc.
1006 West 10th
Vancouver BC Canada

Product Invoice

Format: **Product** Inv. No.: <AutoNumber>
Date: **20/06/2008** Order No.:
A/C: Item No.: No Items

Product Code	Description	Quantity	Price £	Net £	V.A.T £
<New...>					

Deduction	Description	Net £
Net Value Discount		0.00

Total GBP £: 0.00
Carriage GBP £: 0.00
Gross GBP £: 0.00
Less deposit GBP £: 0.00
Amount due GBP £: 0.00

Order Details... Footer Details... OK Cancel

Figure 1 - Invoice dialog (Add mode Product Invoice)

Invoice - ABC Wine Shop Inc.

Invoice details

ABC Wine Shop Inc.
1006 West 10th
Vancouver BC Canada

Service Invoice

Format: Service Inv. No.: <AutoNumber>

Date: 20/06/2008 Order No.:

A/C: Item No.: No Items

Details	Amount £	Net £	V.A.T £
<New...>			

Deduction	Description	Net £
Net Value Discount		0.00

Total GBP £: 0.00 0.00

Carriage GBP £: 0.00 0.00

Gross GBP £: 0.00

Less deposit GBP £: 0.00

Amount due GBP £: 0.00

Figure 2 – Add mode Service Invoice

Note: Sage 50 Accounts support inline discount on the Invoice dialog. Our implementation will not include inline discount per line item on the Invoice dialog. Instead, an item's discount may be specified on the Add/Modify Item dialog of feature 47014.

When the accounts base currency (in this case ABC Wine Shop) does not match the Sage 50 Accounts company base currency then the "Rate" and "BASE" fields are visible. See figure 3 below

Invoice - ABC Wine Shop Inc. [X]

Invoice details

ABC Wine Shop Inc.
1006 West 10th
Vancouver BC Canada

Edit...

Product Invoice

Format: Product Inv. No.: <AutoNumber>
Date: 20/06/2008 Order No.:
A/C: ABC001 Item No.: No Items

Rate CAD \$: 2.250000

Product Code	Description	Quantity	Price \$	Net \$	V.A.T \$
<New...>					

Deduction	Description	Net \$
Net Value Discount		0.00

Total CAD \$: 0.00
Carriage CAD \$: 0.00
Gross CAD \$: 0.00
BASE GBP £: 0.00
Less deposit CAD \$: 0.00
Amount due CAD \$: 0.00

Order Details... Footer Details... OK Cancel

Figure 3 – Example of Invoice Dialog (in product format) when account's currency does not match Sage 50 Accounts company (base) currency

Controls of the Invoice Dialog Box (In tab index order)

Address field – Read-only field displaying the content (Contact, Address, City, etc) of the selected address. The address values are the address value from the Sage Customer or Supplier.

Edit – Allows the modification of the billing address. Edited address information is saved with the invoice. The Address record is not updated in Sage but saved with the Invoice. When the Edit button is clicked the Edit Address Information dialog box is displayed modally.

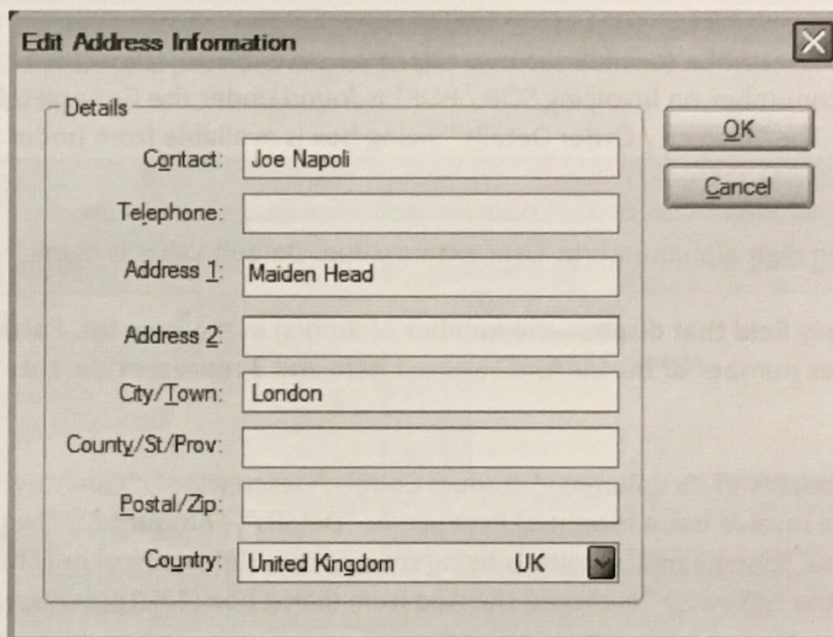


Figure 4 - Edit Address Information

Rate – A read-only field that is visible only when the account's currency (in this case ABC Wine Shop) does not match the Sage 50 Accounts company (base) currency. The value represents the conversion rate between the customer currency and the base currency for the company (Sage database).

Format – A dropdown list consisting of two values: "Product" and "Service". The dropdown list is enabled in add mode and read-only in all other circumstances. Based on the format type, the item control will consist of a different number of columns (see figure 1 and 2). The user may switch between Product and Service format while an item has not been added to the item control. When an item has been added, the format field dropdown is set to read-only. This control receive focus when invoice is opened in add mode.

Date – The date the Invoice was created. The default value for this field is the system's current date; user may change in Add mode. Date format is "ddmmyyy". Once saved this field cannot be modified. When the invoice dialog box open in add mode the Date field has focus.

Product Invoice – A read-only field that always displays the invoice type and format. Possible values are "Product Invoice", "Product Pro-forma", "Product Credit", "Service Invoice", "Service Pro-forma", and "Service Credit".

Inv. No. – A unique number for the invoice. Default value is "<AutoNumber>" when adding an invoice. The field follows Sage "Lock Autonumber on Invoicing SOP / POP" option. If this option is enabled then Inv. No. field is locked and the Accounting Link user cannot enter a value. Otherwise, the user can manually enter a numeric value (maximum length seven digits). When invoice is saved with an Inv. No. value of "<AutoNumber>", let the system determine the next value. Once set, an invoice number cannot be modified.

Note the "Lock Autonumber on Invoicing SOP / POP" is found under the General tab of the Invoice / Order Details dialog box. The "Invoice / Order Details" dialog box is available from under Links in the left navigation bar in Sage 50 Accounts.

Order No. – A seven digit alphanumeric. User enters value. Default value is blank.

Item No. – Read-only field that displays the number of item(s) in the item list. Format is "1 of 3" where 1 represents the index number of the current selected item and 3 represent the total number of list items.

Item Control

The item control consists of six columns: "Product Code", "Description", "Quantity", Price £", "Net £", and "V.A.T. £" when the invoice has a format of Product, or "Details", "Amount £", "Net £", and "V.A.T. £" when the format is service. When a new invoice is being created, the item control only has the "<New...>" command. When the "<New...>" is clicked the Add Item dialog box (47014) is displayed modally.

Deduction – The deduction field allows the user to specify a single deduction for the entire invoice. When the user clicks the ellipses button (to the right of the deduction field), the Deduction dialog box is displayed modally.

Deduction

Details

Deduction Type: Net Value Discount

Description:

Comment 1:

Comment 2:

Discount %: 0.0000 Disc. GBP £: 0.00

OK Cancel

Figure 5 – Deduction dialog box

The deduction is a percentage or fixed amount of the invoice's Net value. When a discount percentage value is entered, the Discount GBP field is automatically updated with the corresponding discount amount. For example if the invoice Net is 100 and a discount percentage of 2.5 is entered then the Discount GBP fields is automatically updated to 2.50. The Net field on the invoice dialog displays the amount of deduction.

Note: The format of the Disc. label is "Disc. <account's currency> <currency symbol>:"

Order Details – The Order Details provides access to the invoices delivery address, customer order details, and notes for the invoice.

Order Details

Delivery Address

Primary

ABC Wine Shop
1006 West 10th
Vancouver B.C. Canada

Edit... Tax Code: T1 17.50

Notes

ABC Wine Shop
1006 West 10th
Vancouver B.C. Canada

DUNS Number:

Customer Order Details

Customer Order No. :
Customer Tel No. :
Customer Contact :
Order Taken By :

Apply Close

Figure 6 – Order Details

The Delivery Address group allows the Maximizer user to set the delivery address information for the invoice. The drop-down list contains a list of delivery addresses for the current Sage customer. The default delivery address is the default delivery address set for the customer. The address field is read-only and modified by clicking the Edit... button which displays the Edit Address Information dialog box modally.

Figure 7 – Edit Address Information

When dialog box first opens, the delivery address is set to the customer default delivery address in Sage. When a change is made the Apply button becomes enabled. Clicking Apply saves the changes.

Customer Order No. – Alphanumeric field with a maximum length is 62 characters.

Customer Tel No. – Alphanumeric field with a maximum length of 62 characters.

Customer Contact – Alphanumeric field with maximum length is 62 characters.

Notes – a note field saved with the invoice.

DUNS Number – A numeric field (maximum length of nine digits) used to identify a business.

Footer Details – The footer details button provides access to the invoices carriage and terms.

Footer Details

Carrier

Net GBP £: 0.00 Tax Code: T1 17.50

V.A.T. GBP £: 0.00 Gross GBP £: 0.00

N/C: Department: 000

Consign No.: Courier: UPS

Settlement Terms

Days: 0 Amount GBP £: 0.00

Discount %: 0.0000 Total GBP £: 0.00

Apply Close

Figure 8 – Footer Details

The Carrier fields are used to specify the delivery details like cost, courier and tax code.

The settlement terms allow the user to specify the terms for the invoice. The default values (days and discount %) are the customer's default terms. This corresponds to the days and discount fields within the terms group under credit control for the current customer.

Footer Details [X]

Carrier

Net CAD \$:	0.00	Tax Code:	T1 17.50 ▼
V.A.T. CAD \$:	0.00	Gross CAD \$:	0.00
N/C:	▼	Department:	000 ▼
Consign No.:		Courier:	UPS ▼

Settlement Terms

Days:	0	Amount CAD \$:	0.00
Discount %:	0.0000	Total CAD \$:	0.00

[Apply] [Close]

Figure 9 – Example of Footer Details dialog when account's base currency does not match the Sage 50 company's base currency