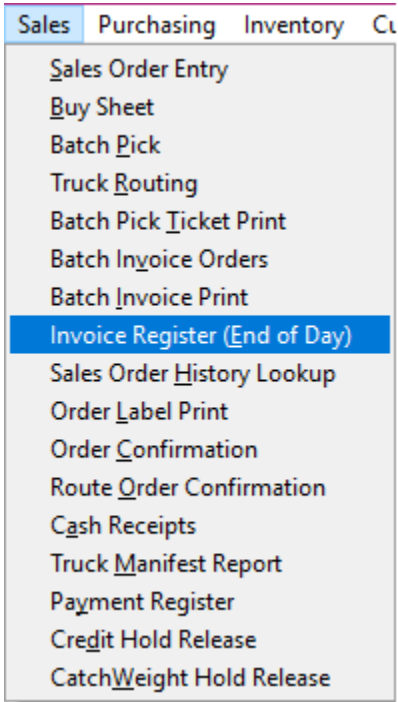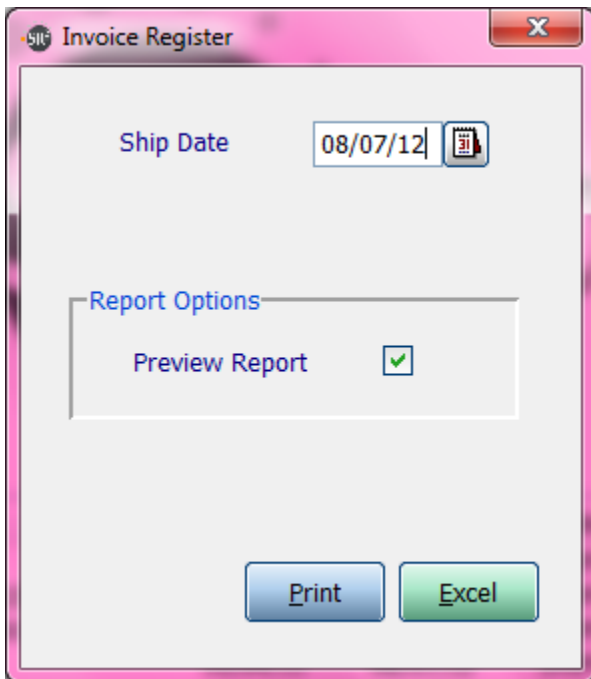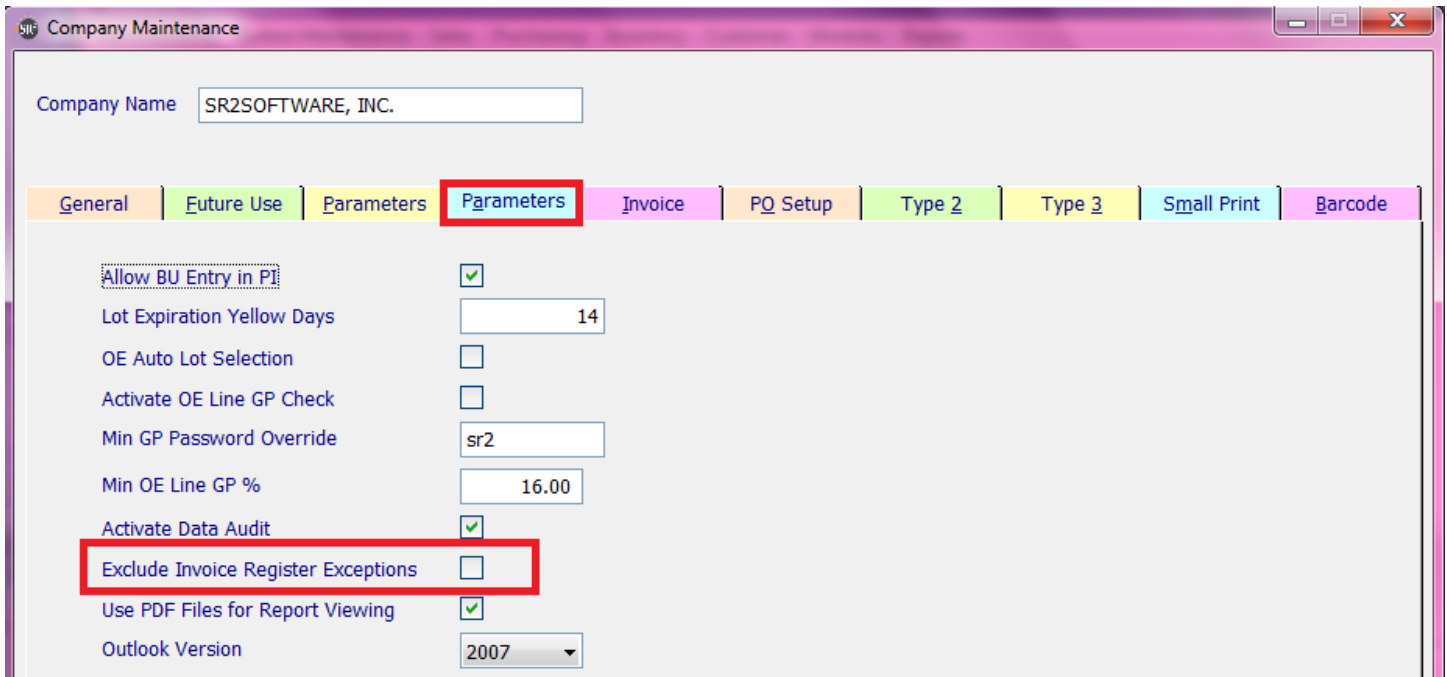# Invoice Register (End Of Day)



The Invoice Register (End of Day) is the process of sending all invoiced orders with no errors over to QuickBooks®.



**Ship Date:** Enter in the Ship Date or use the Calendar to select the date,

**Preview:** Check the box if the user would like to view the report on the screen. You cannot use this option if you want to update the invoices and transmit them to QuickBooks®.

There is a company setup switch that gives the user the ability to select whether they want valid invoices to flow to QuickBooks® when an Invoice Register is run or to stop the process if there are errors. An Exception report will print if you decide to let them flow to QuickBooks® even if you have Invoices with errors. The invoices with errors will not flow to QuickBooks® only the invoices with no errors.



**Exclude Invoice Register Exceptions:** If the box is checked, valid Invoices will flow into QuickBooks® when an Invoice Register is processed. An Exception Report will print for the invoices with errors that will not be processed into QuickBooks® and will need to be corrected. If the box is not checked, the Invoices with no errors and the Invoices with errors will be on one report. If there are any errors, none of the Invoices will be processed into QuickBooks®. No checkmark is recommended.

**Example of Exclude Invoice Register Exceptions Box Checked:**

**The Invoices with no errors will be processed to QuickBooks®.**

```
InvRegister                    SR2SOFTWARE, INC.                          08/08/12
1-800-214-5045                 Invoice Register                           Page:   1


Order #  Ship Dt   Cust #      Customer Name                  Inv Amount      GP %    Warnings
    1679 08/07/12  K5100       KINGSTON PIZZA/W.W.-K5100           30.30     25.08
    5004 08/03/12  S3620       3 STEEPLE STREET                   561.02     23.98
    5007 08/07/12  S3620       3 STEEPLE STREET                   609.60     23.49
```

**The Invoices that have errors will print on an Exceptions Report:**

```
InvRegister                    SR2SOFTWARE, INC.                      08/08/12
1-800-214-5045             Invoice Register Exceptions                Page:   1


  Order #  Ship Dt   Cust #      Customer Name              Inv Amount      GP %    Warnings
    1670 08/07/12  S5010      SPRING STREET MARKET             155.20     22.94    NP
    1672 08/07/12  C2250      A-1 PIZZA ( COVENTRY )-C2250     104.85     23.03    NP
    1675 08/07/12  D4200      DOWNSTAIRS BISTRO-D4200        1,852.14     23.00    NP LOT
    1676 08/07/12  A2010      ATHENIAN DELI-A2010             206.40     22.97    NP
    1678 08/07/12  J4400      JUNCTION PIZZARIA-J4400       2,082.43     23.00    NP
    1680 08/07/12  N1020      N.K. HOUSE OF PIZZA             497.52     23.91    LOT
    1682 08/07/12  M0400      M & C RESTAURANT              1,371.68     23.00    LOT
    1683 08/07/12  B8210      BIG CHEESE PUB-B8210          1,430.54     22.99    NI
```

The system will prompt you to update the invoice register which will allow the invoices with no errors to flow into QuickBooks®.

Update Now?  [X]

Update invoice register?

[ Yes ]   [ No ]
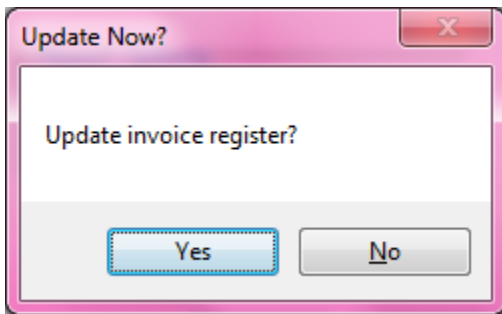
**Example of Exclude Invoice Register Exceptions Box Not Checked:**

```
InvRegister                    SR2SOFTWARE, INC.                      08/08/12
1-800-214-5045                 Invoice Register                       Page:   1


  Order #  Ship Dt   Cust #      Customer Name              Inv Amount      GP %    Warnings
    1670 08/07/12  S5010      SPRING STREET MARKET             155.20     22.94    NP
    1672 08/07/12  C2250      A-1 PIZZA ( COVENTRY )-C2250     104.85     23.03    NP
    1675 08/07/12  D4200      DOWNSTAIRS BISTRO-D4200        1,852.14     23.00    NP LOT
    1676 08/07/12  A2010      ATHENIAN DELI-A2010             206.40     22.97    NP
    1678 08/07/12  J4400      JUNCTION PIZZARIA-J4400       2,082.43     23.00    NP
    1679 08/07/12  K5100      KINGSTON PIZZA/W.W.-K5100        30.30     25.08
    1680 08/07/12  N1020      N.K. HOUSE OF PIZZA             497.52     23.91    LOT
    1682 08/07/12  M0400      M & C RESTAURANT              1,371.68     23.00    LOT
    1683 08/07/12  B8210      BIG CHEESE PUB-B8210          1,430.54     22.99    NI
```

The Invoice Register-End of Day in this example will not be processed until the errors in the Warnings column have been corrected. **Warnings: NP**=Invoice Not Printed; **NI**= Not Invoiced; **Lot**=Lot Number not assigned
The user will be prompted with a message:

WARNING!

⚠ Invoices need attention - update not allowed!

OK
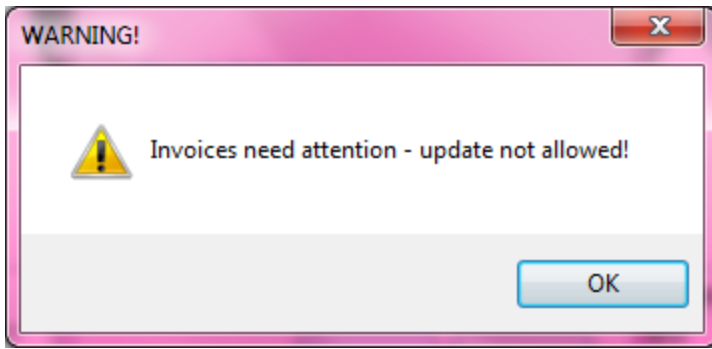
The user needs to correct all the errors and process the Invoice Register-End of Day again. The user will see the below message on the screen when all warnings have been eliminated:

Update Now?

Update invoice register?

Yes    No
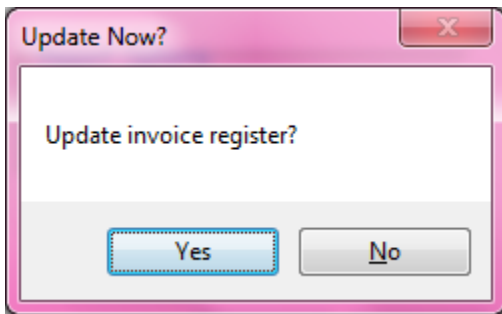
The user should choose the Yes button if they are ready to update the invoices to QuickBooks® and update Inventory. The user would then see this message displayed on the screen letting them know that the invoices have been sent over to QuickBooks®.

FYI

ⓘ Update complete!

OK