Invoice Register (End Of Day)

Sales	Purchasing Inventory (CL					
<u>S</u> al	Sales Order Entry						
<u>B</u> uy	y Sheet						
Bat	tch <u>P</u> ick						
Tru	uck <u>R</u> outing						
Bat	tch Pick <u>T</u> icket Print						
Bat	tch In <u>v</u> oice Orders						
Bat	tch <u>I</u> nvoice Print						
Inv	/oice Register (<u>E</u> nd of Day)						
Sal	les Order <u>H</u> istory Lookup						
Ord	der <u>L</u> abel Print						
Ord	der <u>C</u> onfirmation						
Ro	ute Order Confirmation						
C <u>a</u> s	sh Receipts						
Tru	uck <u>M</u> anifest Report						
Pay	<u>y</u> ment Register						
Cre	e <u>d</u> it Hold Release						
Cat	tch <u>W</u> eight Hold Release						

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

Invoice Register	
Ship Date 08/07/12	
Report Options	
Print Excel	

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.

Company Maintenance	in failury			er. Same	_	l	- 0 X
Company Name SR2SOFTWARE, INC.							
General Euture Use Parameters	P <u>a</u> rameters	Invoice	P <u>O</u> Setup	Туре <u>2</u>	Туре <u>3</u>	S <u>m</u> all Print	<u>B</u> arcode
Allow BU Entry in PI	<						
Lot Expiration Yellow Days	14						
OE Auto Lot Selection							
Activate OE Line GP Check							
Min GP Password Override	sr2						
Min OE Line GP %	16.00						
Activate Data Audit	~						
Exclude Invoice Register Exceptions							
Use PDF Files for Report Viewing							
Outlook Version	2007 -						

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®.

InvRegist 1-800-214	er -5045		SR2SOFTWARE, INC. Invoice Register		08/08/12 Page: 1	L
Order #	Ship Dt	Cust #	Customer Name	Inv Amount	GP %	Warnings
1679 5004 5007	08/07/12 08/03/12 08/07/12	K5100 S3620 S3620	KINGSTON PIZZA/W.WK5100 3 STEEPLE STREET 3 STEEPLE STREET	30.30 561.02 609.60	25.08 23.98 23.49	

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

InvRegister 1-800-214-5045		Ir	SR2SOFTWARE, INC. Nvoice Register Exceptions	08/08/12 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 ND IOT	
1676	08/07/12	A2010	ATHENIAN DELI-A2010	206.40	22.97	NP LOI	
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?	
Update invoice register?	
Yes <u>N</u> o	

Example of Exclude Invoice Register Exceptions Box Not Checked:

InvRegist 1-800-214	er -5045		SR2SOFTWARE, INC. Invoice Register		08/08/12 Page: 1	L
Order #	Ship Dt	Cust #	Customer Name	Inv Amount	GP %	Warnings
1670 1672	08/07/12	S5010	SPRING STREET MARKET	155.20	22.94	NP
1675	08/07/12	D4200	DOWNSTAIRS BISTRO-D4200	1,852.14	23.00	NP LOT
1678	08/07/12	J4400 v5100	JUNCTION PIZZARIA-J4400	2,082.43	23.00	NP
1680	08/07/12	N1020	N.K. HOUSE OF PIZZA	497.52 1 371 68	23.91	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:



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:

Upo	date Now?
U	/pdate invoice register?
	Yes <u>N</u> o

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®.

