Direct Invoice/Credit Memo

The *Direct Invoice/Credit Memo* screen lets you create a direct invoice for a chosen customer. The screen is similar to the *Sales Order Entry* screen, because that is exactly what it is – a way to skip all the sales order steps and create an order/invoice in one step.

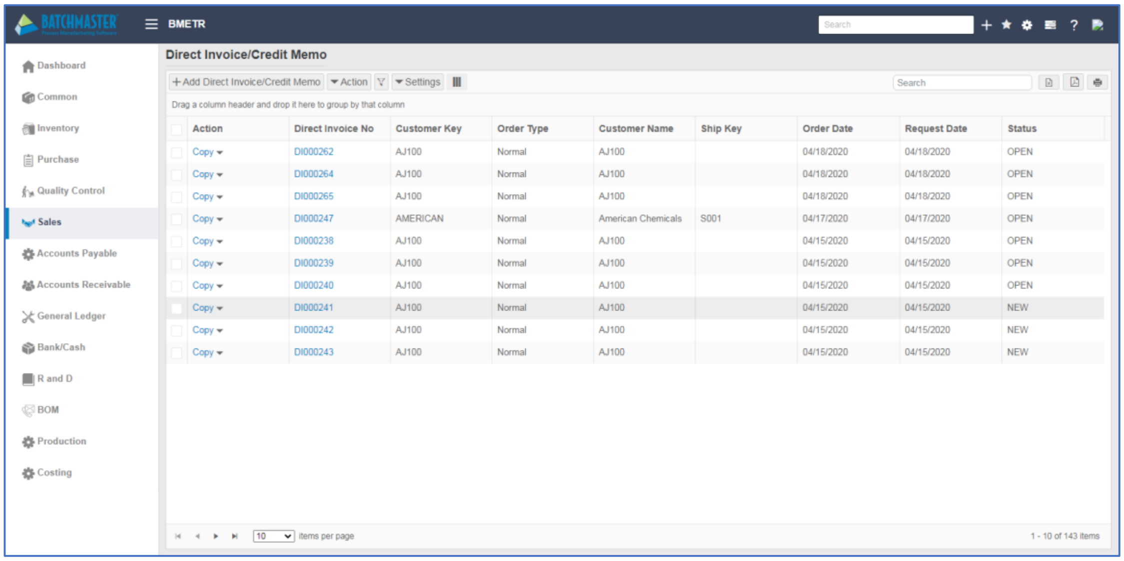
Go To: Sales→ Sales Order → Direct Invoice/Credit Memo.

Prerequisite:

- Set the value of the *Multiple Invoice Flag for Direct Invoice* field on the *Sales Setup* screen.
- Define the transaction subtypes in the *Direct Invoice* and *Direct Credit* fields on the *Transaction SubTypes Setup* screen using the lookups next to the respective fields.
- Data should be set up at the following screens before creating a direct invoice/credit memo:
  1. *Item Location*.
  2. *Customer Master*.
  3. *Unit Conversions*.
  4. *Maintain DI Free Numbers*.

Direct Invoice/Credit Memo - Dashboard

You can manage and create Direct Invoice/Credit Memo from this dashboard. By default, the system displays all the existing Direct Invoice/Credit Memo as maintained for your business / company. You can click on any Direct Invoice/Credit Memo record to view its details.

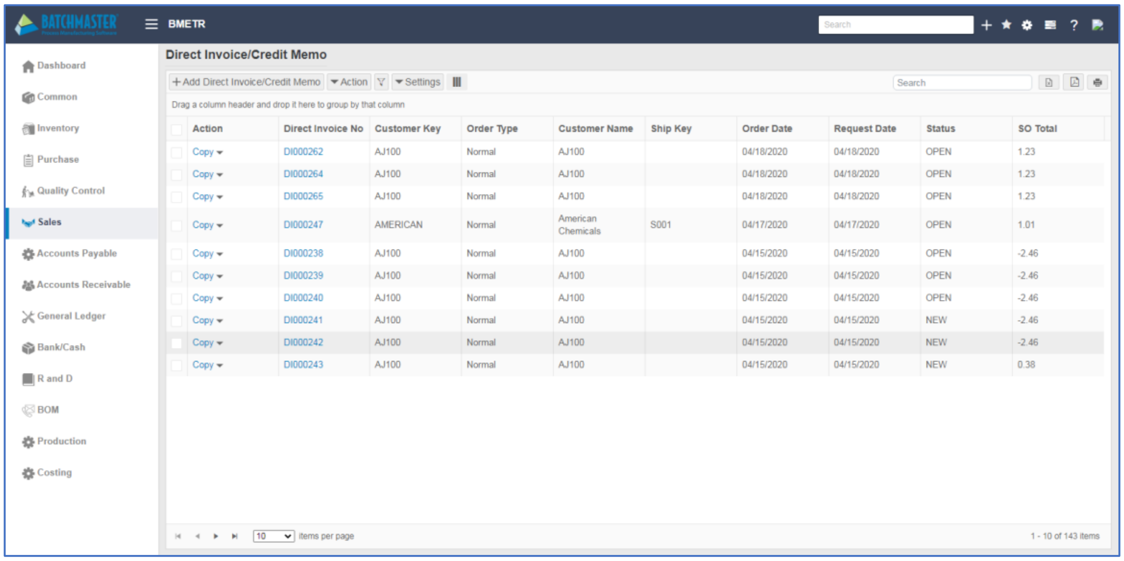


The *Direct Invoice/Credit Memo* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Release selected multiple record(s)
- Hold selected multiple record(s)
- Close selected multiple record(s)
- Cancel selected multiple record(s)
- Delete selected multiple record(s)
- Copy selected record to create new one.

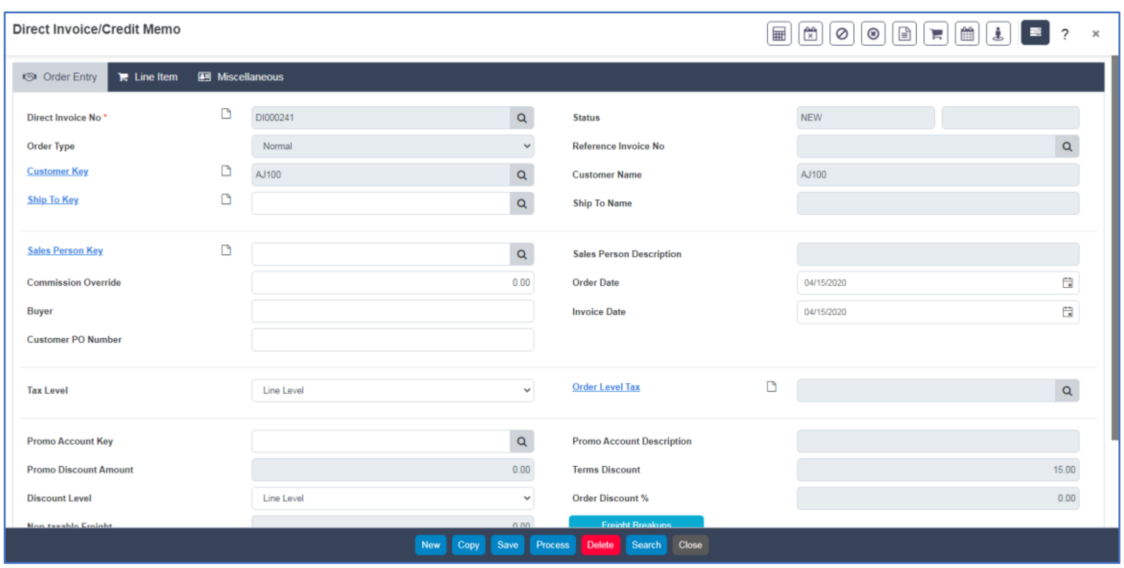
After you select all the columns of the *Direct Invoice/Credit Memo* dashboard, the middle grid displays the selected columns.



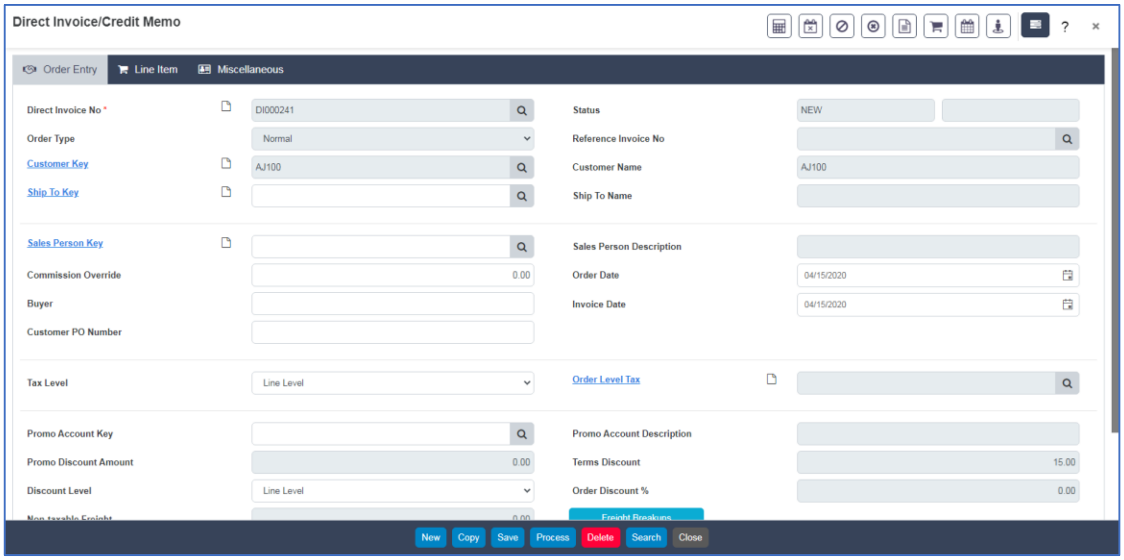
The *Direct Invoice/Credit Memo* dashboard provides a clear vision of the created Direct Invoice/Credit Memos in a read-only mode. You can view the *Direct Invoice/Credit Memo* as per the number of pages provided per page.

Direct Invoice/Credit Memo - Add Mode

To add a new Direct Invoice/Credit Memo entry to your BatchMaster database, click on the *+Add Direct Invoice/Credit Memo* button. The system displays the *Direct Invoice/Credit Memo* screen form where you can create a new record.



Direct Invoice/Credit Memo – Order Entry Tab



Direct Invoice No : If the 'DI Series Default' parameter defined on the *Sales Setup* screen is 'NONE', the user cannot select any series for the direct invoice. The field is shown in read only mode and display NONE as the field value.

If the 'DI Series Default' parameter defined on the *Sales Setup* screen is 'SINGLE' or 'DOUBLE', then user has to select a series to be used for the current invoice. The user can select this series by typing or selecting via the associated lookup. It is a mandatory field thus system would not allow saving the record.

Status: This field displays the current status of the Direct Invoice. The possible statuses are as follows:

- **New:** Status of the Direct Invoice/Credit Memo upon creation.
- **Processed:** When Direct Invoices / Credit Memos have been generated, the status changes to 'PROCESSED'.
- **Cancelled:** Status of a Direct Invoice / Credit Memo if cancelled.
- **Open:** When at least one Line has the status not processed
- **Closed:** When Direct Invoice/Credit Memo is generated, but GL's are not updated to Finance.

Order Type: This field specifies the Order Type for the Direct Invoice / Credit Memo being created. The possible options are NORMAL and RETURN. When a series is selected on a the Direct Invoice / Credit Memo, the order type of the Direct Invoice / Credit Memo is automatically set to the value of the Order Type of the selected series as maintained on the ’Maintain DI Free Numbers’ screen.

For example, suppose one had created a series (on the ’Maintain DI Free Numbers’ screen) called”RE” with the order type as ”Return”. When this series ”RE” is selected on the sales order, the order type of the sales order will automatically be set to ”Return”. The user retains the flexibility to override the default order type on the sales order.

Reference Invoice No: This field specifies the number of the sales order under reference in case of a ’return with reference’ type of Direct Invoice/Sales Order.

Customer Key: This field specifies the Customer for whom the sales order will be issued. This is a mandatory field thus system would not allow user to save the record. This key may be entered by typing or selected via the associated lookup.

Customer Name: This field displays the description associated with the customer key. This is a read-only field.

Ship To Key: This field specifies the Ship To location of the Customer to which the goods will be shipped. If a default ’Ship To’ location has been associated with the selected Customer via the ’Ship To’ screen, then that default ’Ship To’ key gets defaulted here. This defaulted ’Ship To’ location can be changed here.

Ship To Name: This field displays the description associated with the Ship To Key. This is a read-only field.

Sales Person Key: Field value is defaulted to the Sales Person Key in sequence to the selected Customer. This field is editable thus if require user can change the field value.

Sales Person Description: This field displays the description associated with the Sales Person key. This is a read-only field.

Commission Override: This field is for reference or reporting purposes only.

Buyer: This field is for reference or reporting purposes only.

Customer PO Number: This field specifies the number of the Purchase order issued by the customer.

Order Date: When a new order is inserted, this field is defaulted to the current server date.

Invoice Date: This is the date on which invoice is created. By default it is the server date and can be changed, if required.

Tax Level: The taxes in BatchMaster Enterprise may be applied to an order at one of these levels:

- **Order Level**: If the Tax Level selected in this field is 'Order Level', then the field 'Order Level Tax' on this tab becomes enabled and the user has to select a Tax Rate key that would apply to all the order lines.
- **Line Level**: If the selected Tax Level is 'Line Level', then entering a line item fetches the tax key from either the Item Location or the Customer master or the Ship To master as specified on the field 'Default Tax Rate' at the Sales Setup screen.
- **None**: If the selected Tax Level is 'None', taxes will not apply to this order.

Order level Tax: This field becomes enabled only if the Tax Level is selected as 'Order Level'. The Tax Rate Key selected here applies to all the line items of this Invoice/Credit Memo.

Promo Account Key: This field gets defaulted from the Promotional Account as set in the Promotional Pricing screen. This field is however editable. User can choose the required account from the available accounts from where such transaction will be affected.

Promo Account Description: This field displays the description associated with the Promo Account Key. This is a read-only field.

Promo Discount Amount: This field displays the total discount amount through Promotional Pricing.

Terms Discount: This is the discount percentage as specified for the terms key attached with the selected customer.

Discount Level: Discounts in BatchMaster WEB may be defined and applied at one of these two levels:

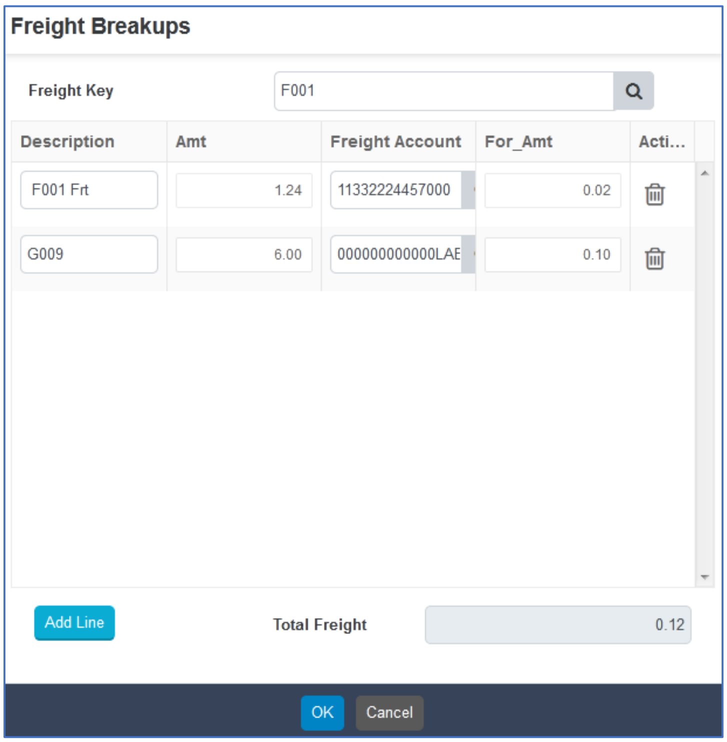
- **Line Level:** If the selected Discount Level is 'Line Level', then the discount will be picked from one of the Price Matrices. Extra discount can be specified in addition to the Line Discount.
- **Line and Order**: If the Discount Level selected is 'Line and Order', then the discount percentage specified in the Order Discount field applies in addition to the Line and Extra discounts.

Order Discount %: If the discount level is 'Line and Order', a discount percentage may be entered here.

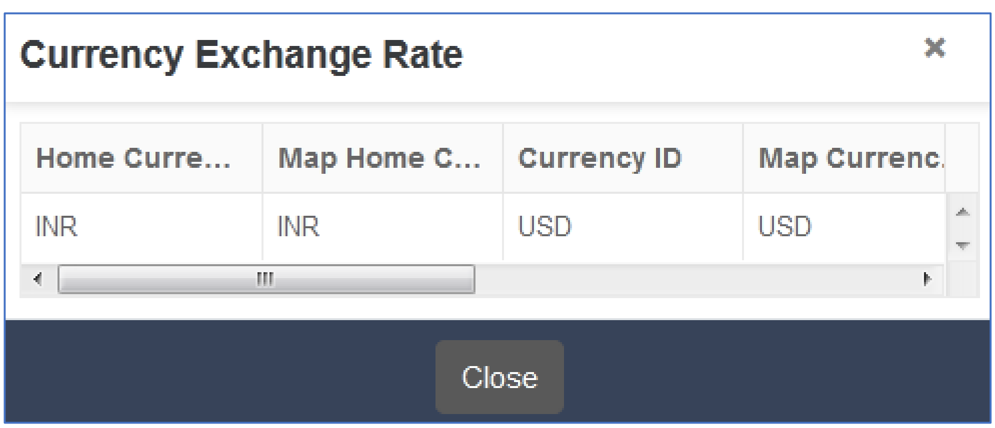
Non-taxable Freight: This field specifies the non-taxable freight amount applicable to this order. This amount is added to the Order Total.

Currency: The Currency for the selected Customer is defaulted to this field from the Customer Class master. The various amounts on the *Direct Invoice/Credit Memo* screen are shown in this currency.

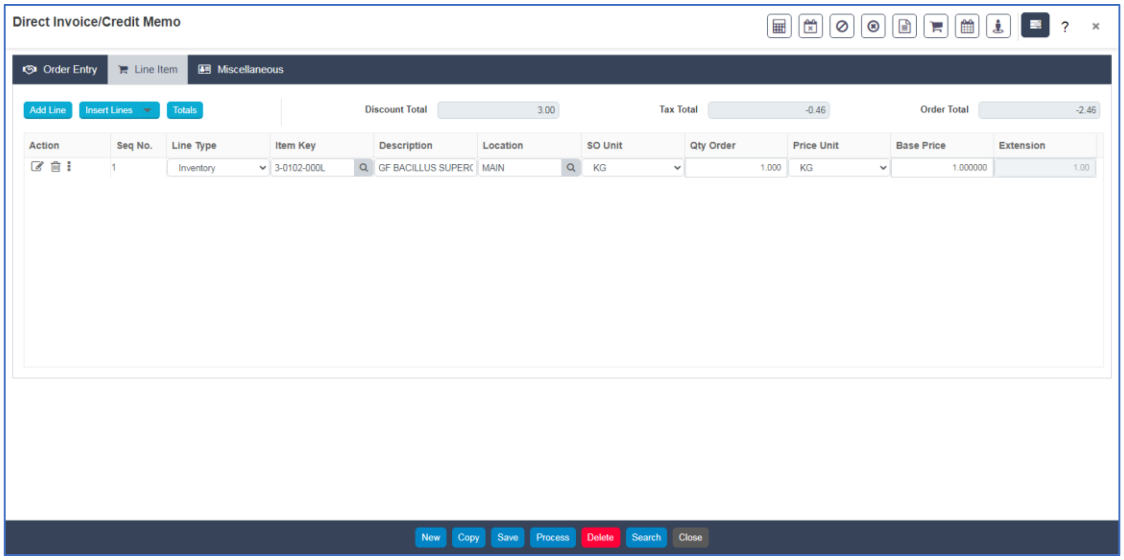
Freight Breakups Button: Click this button to open the *Freight Breakups* window to view various freight statistics.



Currency Exchange Rate Button: Click this button to open the *Currency Exchange Rate* window to view various currency details.



Direct Invoice/Credit Memo - Line Item Tab



A grid is displayed on the Line Item tab. The descriptions of the grid's column headings are mentioned below:

Seq N: This key is used for re-sequencing the Line items. This field is useful in order to change the sequence of line items at a later stage. Once user click the add line button the sequence number gets initiated with 1. Each time when a line is inserted in the grid the sequence number gets incremented by 1. This is an editable field, thus user can enter the sequence number for individual inventory line to specify its position in the sequence.

Line Type: The options available are Inventory, Non-Inventory or KIT. Kit Child is not available as an option; however, Kit Child lines are automatically inserted for those items that are child items of a Kit inserted as a line item.

Item Key: This field displays the unique identification code for the Inventory, KIT and Kit Child type items. User can select the item key from the lookup available next to the field. The lookup fetches all the inventory items created via the Item Master screen. Additionally user can fetch the sales order line Items by UPC codes as maintained on the Item Master screen. As soon as user enter the UPC code of the item at the Item Key field and tabs out from the column the Item Key and its associated description gets defaulted automatically.

Description: This is the description associated with the item key and is editable. For non-inventory items, the user may enter a description here. For printing on this sales order and any related invoices, the Description entered here will supersede the item description mentioned on the item master screen.

Location: This is the location for the selected item.

SO Unit: This is the unit in which the QtyOrder is expressed. For Inventory, Kit and Kit Child items, this field is defaulted to the sales unit defined at the item master. The SO Unit may be toggled.

Qty Order: This is the ordered quantity of the line item. This quantity is expressed in the 'SO Unit'.

Price Unit: This field specifies the unit of measurement for the Base Price. For example, if an item's SO Unit is Each and the Unit is dozen, then a Base price of 20 means that the price is 20 for one dozen of that item.

Base Price: This is the price that is fetched in accordance with the Pricing Methodology. This price is expressed in the currency shown on tab-1. The user can change the Base Price

Extension: This is a calculated field that shows the line amount, which has been arrived at by multiplying the QtyOrder with the specified base price. See Calculations for details on how this field is calculated.

Discount Total: This field displays the sum of all the discounts for all the lines in the sales requisition.

Tax Total: This field displays the sum of the tax amounts for all the lines in the sales requisition.

Order Total: Field displays the order total amount.

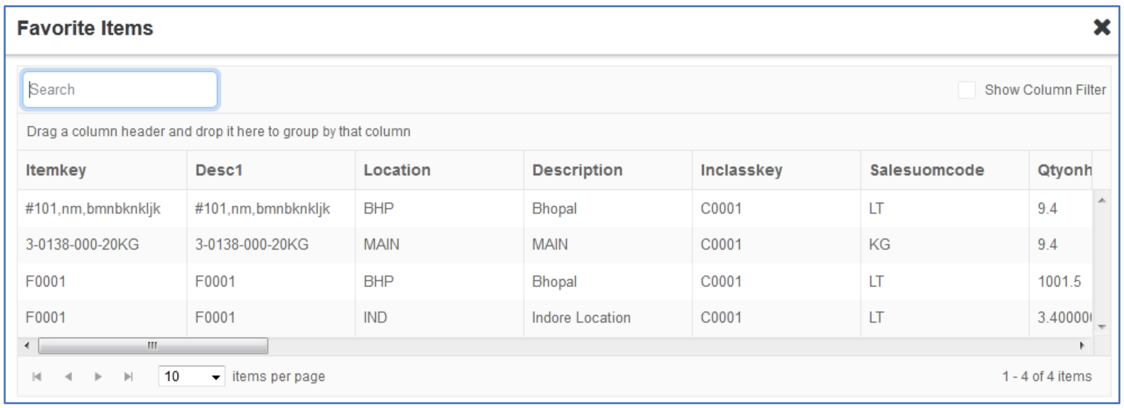
Add Line Button: Click on this button to add a line item on the grid.

Insert Lines: Depending on the "*Default option to insert lines in Sales Order / Quot.*" option on the Sales Setup screen, the system automatically fetches the lookup while clicking the *Insert Line* button. Moreover using the drop down available on the button user can set the default insert line button action as one out of the following:

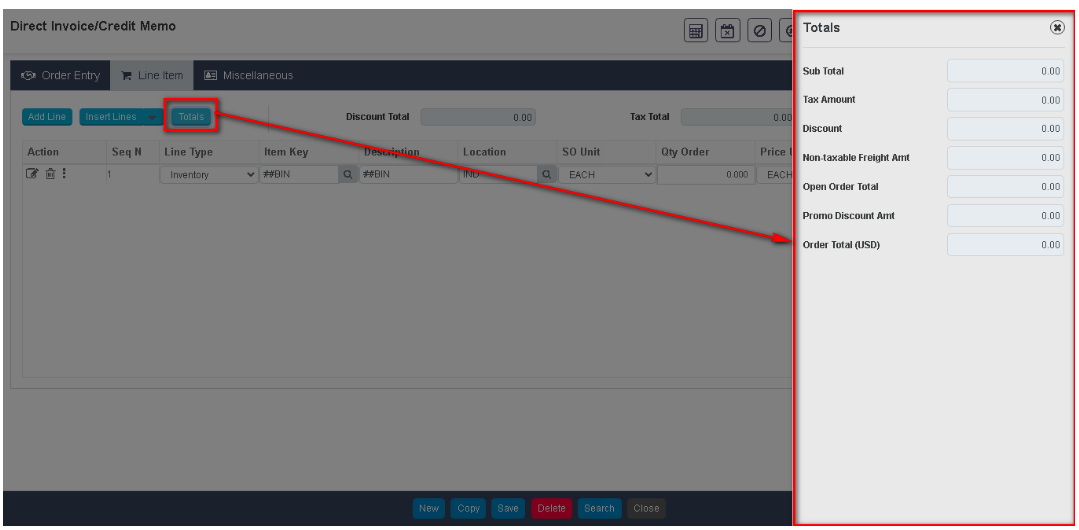
- Inventory
- Non-Inventory
- Kit
- Customer Favorite Item

- Add Favorite Items

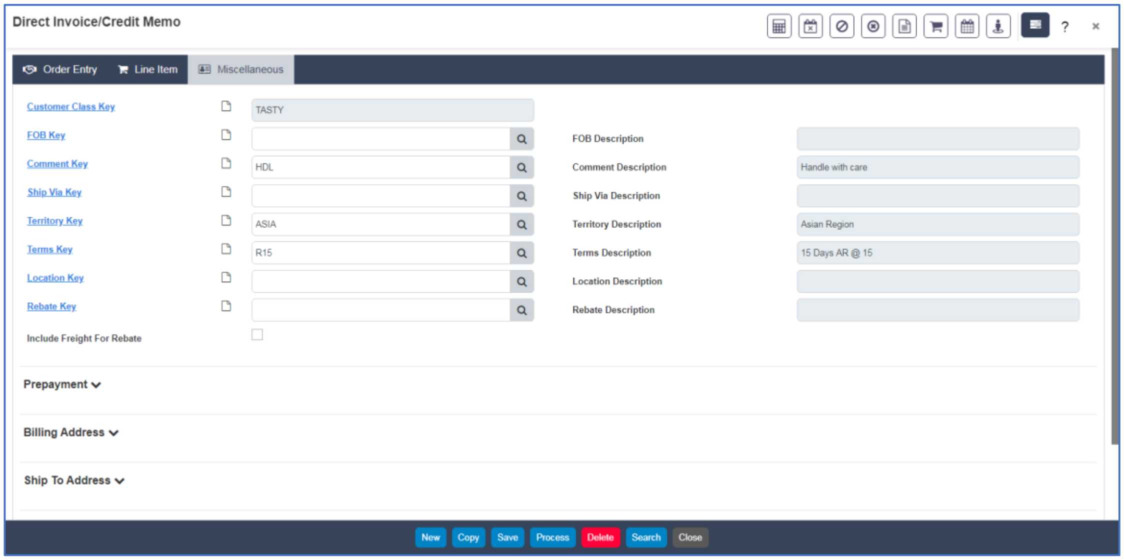
Based on the selection made the system displays the lookup window as of Inventory Lookup, Non – Inventory Lookup etc. On the displayed lookup user can enter the ordered quantity of item on the *Quantity* field. On clicking the OK button BatchMaster WEB automatically checks the quantity entered lines and inserts them on the line items grid.



Totals: Click this button to display the total amount of the DI/Credit Memo.



Direct Invoice/Credit Memo – Miscellaneous Tab



Customer Class key: The Customer Class key associated with the selected Customer is defaulted to this field.

FOB Key: This field specifies the free-on-board terms of agreement. It is defaulted with the FOB key of the Customer. This field may be modified.

FOB Description: This field displays the description associated with the Fob key. This is a read-only field.

Comment Key: This field specifies the comments that may be printed on the invoice. The Comment key associated with the selected Customer is defaulted to this field. This field may be modified.

Comment Description: This field displays the description associated with the Comment key. This is a read-only field.

Ship Via Key: This field specifies the shipper or transporter to be used by the BatchMaster WEB Company for shipping the material. The field is defaulted with the Ship Via key as has been specified for the selected Customer. This field may be modified.

Ship Via Description: This field displays the description associated with the Ship Via key. This is a read-only field.

Territory Key: This field is defaulted with the territory key specified in the customer record. This Key is replaced upon changing the Ship To key. This field may be modified.

Territory Description: This field displays the description associated with the Territory key. This is a read-only field.

Terms Key: Terms key for the selected Customer is defaulted from the Customer master. The field may be changed.

Terms Description: This field displays the description associated with the terms key.

Location Key: This key specifies the location associated with the BatchMaster Online Company.

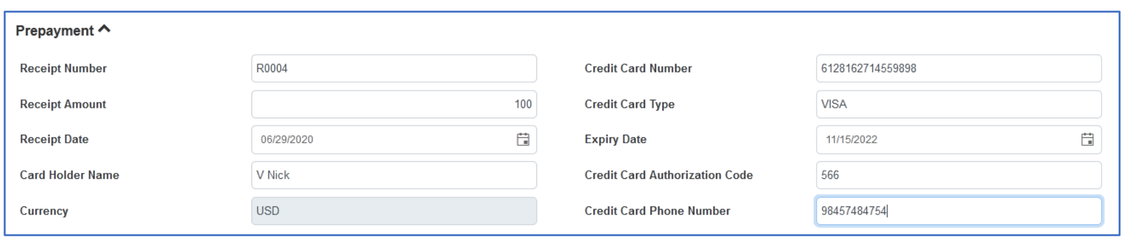
Location Description: This field displays the description associated with the Location Key. This is a read-only field.

Rebate Key: This field specifies the rebate key associated with this Direct Invoice/Credit Memo. Select the required rebate key using the lookup button on the field.

Rebate Description: This field displays the description associated with the Rebate Key. This is a read-only field.

Include Freight for Rebate: By checking this box, the Freight Amount will be included while calculating rebate amount for this Direct Invoice.

<u>Prepayment:</u>



Receipt Number: This field specifies the number of the prepayment document such as check or cash receipt.

Receipt Amount: This field specifies the number of the prepayment document such as check or cash receipt.

Receipt Date: This field specifies the date of the prepayment document.

Card Holder Name: This field specifies the name as mentioned on the credit card of the selected customer. It may be changed.

Currency: The Currency for the selected Customer is defaulted to this field from the Customer Class master. The value of this field is changed if any changes are made to the currency field of the tab-1.

Credit Card Number: This field is defaulted with the Credit Card number as specified in the selected customer's record and may be changed.

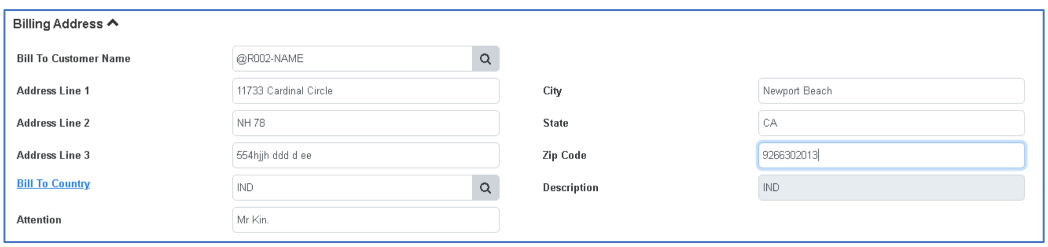
Credit Card Type: This field is defaulted with the Credit Card Type specified in the selected Customer's record and may be changed.

Expiry Date: This field specifies the expiry date of the selected customer's credit card. This date is defaulted from the customer's record. This date may be modified.

Credit Card Authorization Code: This field specifies the Credit Card Authorization Code for charges made to the selected customer's credit card.

Credit Card Phone Number: This field specifies the Credit Card Company's Phone Number for the selected customer's credit card.

<u>Billing Address:</u>



Bill To Customer Name: The name of selected Customer is displayed here.

Address Line 1: The street address of the selected customer is entered here.

Address Line 2: The street address of the selected customer is entered here.

Address Line 3: The street address of the selected customer is entered here.

Bill To Country: The Country Code of selected Customer is shown here.

Description: This field displays the description associated with the Bill To Country key.

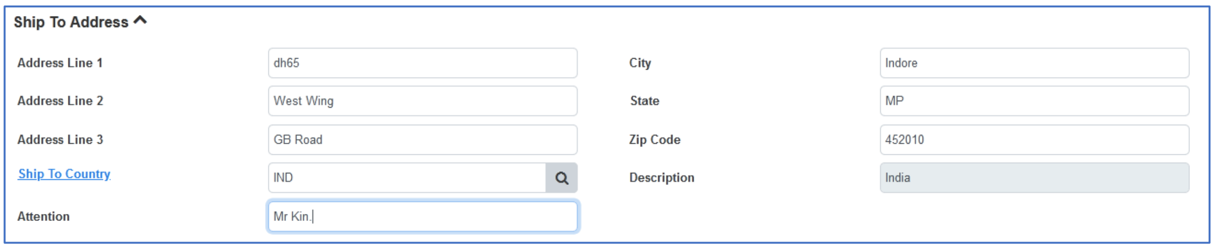
Attention: This is the name of the contact person with the Customer.

City: The City of the selected Customer is entered here.

State: The State of selected Customer is shown here.

Zip Code: The Zip code of selected Customer is entered here.

<u>Ship To Address:</u>


Ship To Address

Address Line 1	dh65	City	Indore
Address Line 2	West Wing	State	MP
Address Line 3	GB Road	Zip Code	452010
Ship To Country	IND	Description	India
Attention	Mr Kin		

Address Line 1: The street address of the destination site is entered here.

Address Line 2: The street address of the destination site is entered here.

Address Line 3: The street address of the destination site is entered here.

Ship To Country: This specifies the Country in which destination site is located.

Attention: This is the name of the Customer's representative at the destination site who may be informed of the details regarding this order.

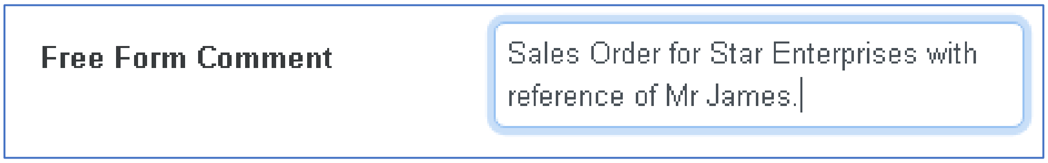
City: This field specifies the city in which the destination site is located.

State: This field specifies the State in which the destination site is located.

Zip Code: This field specifies the Zip code of the destination site.

Description: This field displays the description associated with the ship to Country.

<u>Comments:</u>



Free Form Comment: This field enters any special comments associated with this Direct Invoice/Credit Memo. User can enter necessary comments with the concerned Direct Invoice/Credit Memo, if any.

Processing a Direct Invoice/Credit Memo

1. Open the *Direct Invoice/Credit Memo* Dashboard.
2. Click on the *+Add Direct Invoice/Credit Memo* button to open the *Direct Invoice/Credit Memo* Screen.
3. The steps and screens are almost identical to the process followed at the *Sales Order Entry* screen.
4. Switch to the *Order Entry* tab.
5. Choose a value in the *Order Type* field. Available options are *Normal* (to create a direct invoice) and *Return* (to create a credit memo).
4. Select the customer for the direct invoice in the *Customer Key* field. For a credit memo, you can look up the *Reference Invoice No* from the respective field.
5. The default Ship To key of the customer, if one exists, is defaulted to the *Ship To Key* field. You can edit this field if required.
6. Also, the salesperson key of the selected customer is defaulted to the *Sales Person Key* field and can be edited.
7. You can maintain values in the *Commission Override* and *Buyer* fields for reference purposes only.
8. The purchase order number issued by the customer can be specified in the *Customer PO Number* field.
9. Change the default order date and invoice date, if required.
10. Select a value in the *Tax Level* field. Available options are:

    a. *Order Level*.

b. *Line Level*.

c. *None*.

When you select the *Order Level* option in the *Tax Level* field, you need to enter the order level tax in percentage in the *Order Level Tax* field.

11. Enter a value in the *Terms Discount* field, if applicable. You can also apply the line level or line and order level discount on the direct invoice using the *Discount Level* field.
12. When you select the *Line and Order* option in the *Discount Level* field, you can specify the order discount in the *Order Discount %* field.
13. Specify a value in the *Promotional Account Key* field, if appropriate. The value in the *Promotional Discount Amount* field is defaulted from the *Promotional Pricing* screen.
14. You can specify a value in the *Non-taxable Freight* field, if applicable to this order. The currency of the selected customer is defaulted to the *Currency* field, while clicking the *Currency Exchange Rate* button shows currency exchange rate information, if it exists.
15. Switch to the *Miscellaneous* tab.
16. The associated customer class and terms key of the customer are defaulted to the respective fields. Similarly, the FOB, comment, Ship Via, territory, location, and rebate key can be modified if applicable.
17. When the *Include Freight for Rebate* checkbox is selected, the freight amount is included while calculating the rebate amount for the direct invoice.
18. Add any note or special comment, if required, in the *Free Form Comment* field under the *Comments* Section.
19. Prepayment details can be maintained in the *Prepayment* section of the same screen.
20. Change the data on the *Billing Address* and *Ship To Address* tab, if required.
21. Switch to the *Line Item* tab.
22. Click the *Add Line* button. Select an option for the *Line Type* field. Available options are *Inventory Line*, *Non Inventory Line*, and *Kit*. (For example, if you have selected the *Inventory Line* option, you would choose the item key. Its description would be defaulted to the next field.) Select the location. Next enter the quantity ordered. When the order quantity is entered,

BatchMaster WEB obtains the price from the applicable price source and displays it in the *Base Price* field. The price source is displayed in the *Price Source* field at the Edit Line Item screen.

23. You can also add favorite items for the customer for whom you are creating the sales order. This functionality eases the ordering process if you have already created sales orders for this particular customer. For lot-tracked items you must also use the *Select Lot* option available under More Action option in the grid to select the lots to be issued for the selected line item.
24. Distribution of tax for the selected line item can be viewed by clicking on the *Tax Details/Qty* button.
25. The *Qty On Hand* field displays the on-hand quantity for the selected line item, while the *Qty Available* field shows the available quantity for the selected line item.
26. You can also view the discount source and the price source for the base amount in the respective fields.
27. Additionally, you can view the totals and sub-totals for all the line item(s) associated with this sales order, the sum of all line items discount, the nontaxable freight amount, open sales orders, the promotional discount amount, the sales order total, etc.
28. All prices, discounts, and taxes are calculated in the same way as for a quotation and are displayed in their respective fields.
29. Save the record when all the mandatory steps have been performed. The system will allot a number to this direct invoice when the record is saved. This number allotted to this direct invoice can be seen at the *Direct Invoice Number* field of the *Order Entry* tab.
30. Finally, click the *Process* button to generate an invoice.

Delivery Report
==
Customer : AMERICAN Date : 6/29/2020
Direct Inv.No. : DI000236

Item Key Location Quantity Price Extension Status
Description

#000 IND 1.000 0.02 0.02 Success
Description #000 fg

_________________________________END OF REPORT_________________________________

Invoice Processing Report
Invoice No: 1700258 Sales Order No: DI000236

Close

Special Functions

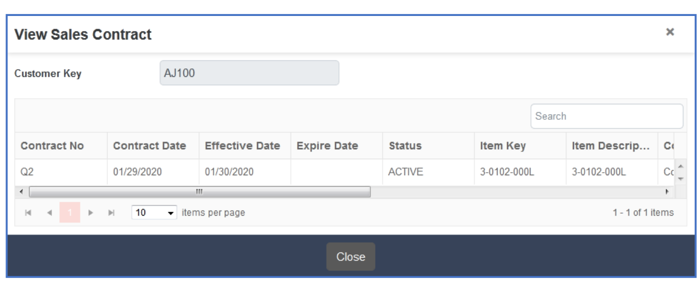
Calculate Tax and Discount: Clicking this button, if enabled, refreshes the calculations on *Order Entry* tab. This special function is applicable to both normal orders and return orders (with or without references).

Total Recalculate: Click the *Total Recalculate* button to recall the default values of tax, discount, and price for each inventory line and update the various totals on the order.

Cancel SO: Click the *Cancel SO* button to cancel any direct invoice/credit memo with New status.

Close SO: This button is not applicable here.

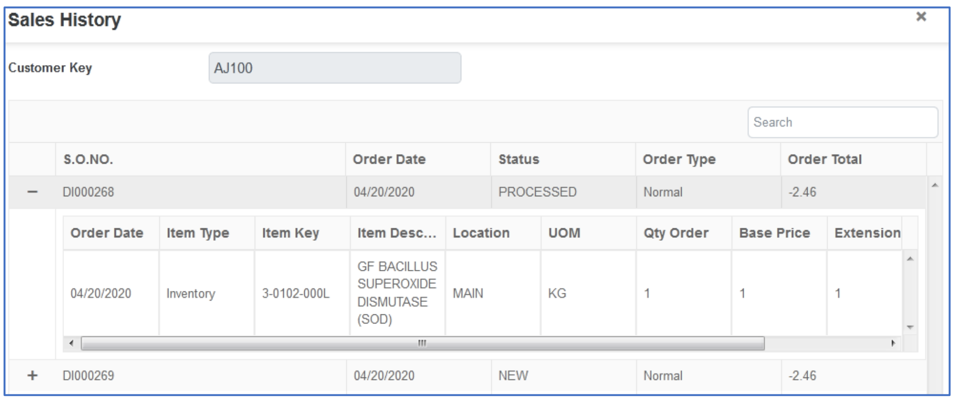
View Contract: Click this button to view all active sales contracts with all customers for the selected inventory type line item. The display can be used to compare the contract prices for different customers. While the focus is on the other tabs, this button may be clicked to view the active contracts for all items with the selected customer. This special function is applicable to normal orders and return orders (with or without reference).



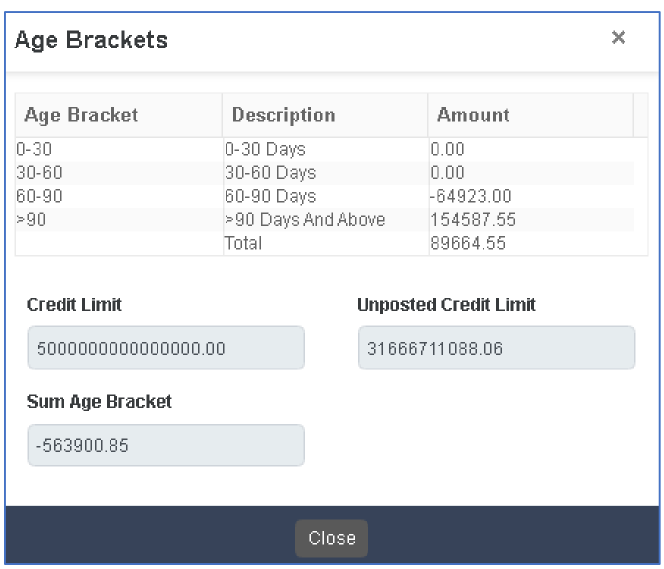
Release/Hold Order: Click the *Release/Hold Order* button to place a direct invoice on Hold. A direct invoice can be put on hold any time before it has been closed. When an invoice is on Hold, it cannot be processed.

When the credit limit of the customer is exceeded, a new direct invoice is automatically put on Hold when the order is saved. Releasing the direct invoice from Hold status can be accomplished by clicking the *Release/Hold Order* button on the toolbar.

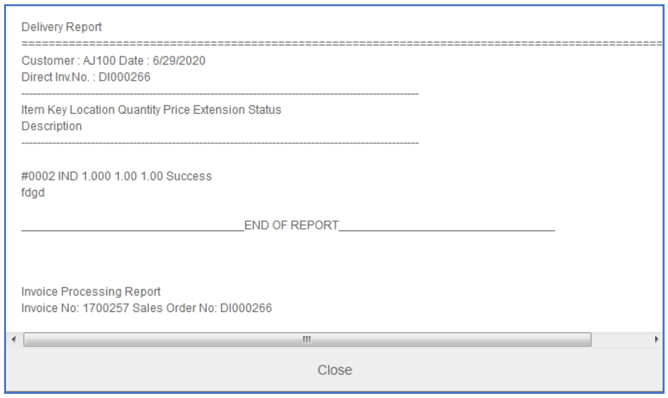
Sales History: Click this button to view all the sales orders and archived sales orders previously created for the selected item-location and customer. Complete details of the order (order number, item type, item key, price, tax, discount, etc.) are included. Click **+** button to drill down the sales order.



View Age Brackets: Click this button to open the *Age Brackets* window where you can view the amount distribution amongst each age bracket.



Process: Click this button to generate an Invoice.



Calculations

Calculations for Inventory and Sales Kit line Items

Field or Variable	**Price Source**	
	Contracts	**Other than Contract**
Extension	Base Price (in Sales UOM) * Order Quantity (in Sales UOM)	Base Price (in Sales UOM) * Order Quantity (in Sales UOM)
Line Discount	0	(Extension * Line Discount in % / 100)
Extra Discount Amount@, when Extra Discount is Percentage type	0	(Extension - Line Discount) * (Extra Discount in %) / 100
Extra Discount Amount@, when Extra Discount is Monitory Amount	0	Monitory Amount value of the Extra Discount
Order Discount	0	(Extension - Line Discount - Extra Discount Amount) * Order Discount in % / 100
Total Discount	0	Line Discount +Extra Discount Amount + Order Discount
Price	Base Price	[(Extension - Total Discount) / Quantity Order] / Factor @@
Tax Amount	Price * Tax in % / 100	Price * Tax in % / 100
Line Net	Extension + Tax Amount	Price * Order Quantity + Tax Amount

@ If the price source is a Price Matrix, then any Extra Discount on that screen gets added here.

@@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.

Calculations for Non-Inventory Line Items

Field or Variable	**Calculation Logic**
Extension	Base Price * Order Quantity
Line Discount	0
Extra Discount Amount	If the discount type is monetary: Extra Discount Amount = Extra Discount. If the discount type is percentage; Extra Discount = (Extension-Line Discount) * (Extra Discount in %) / 100
Order Discount	(Extension - Extra Discount Amount) * Order Discount in % / 100
Total Discount	Extra Discount Amount + Order Discount
Price	[(Extension - Total Discount) / Quantity Order] / Factor @
Tax Amount	Price * Tax in % / 100
Line Net	Price * Order Quantity + Tax Amount

@ Factor = (100 + Tax Percentage) / 100, if Tax is included in price, else Factor = 1.