

This document describes how to create sales invoices and how to print these invoices.

1. Introduction

Creating and printing invoices is done by the following steps.

1. Making reservations
2. Creating invoices
3. Printing invoices

These steps do not have to be taken after each other. First you can make reservations for all the new shipments. Then you start making the invoices and at the end of the day or week you print your invoices.

2. Making reservations

For every shipment you can make reservations for sales and purchases. These amounts are not the actual invoice but just the amounts you expect to sell and buy. When you have entered these amounts the system can already calculate the profit (GPM) of the shipment. You enter the amounts in the *Sales* and *Purchase Reservation* columns on the *Subadministration* tab sheet.

This step can be done by the operational people, they know the amounts and they have made the agreements with your suppliers for this job.

You do not have to make reservations, but it makes your invoicing a lot easier.

Mostly, making the reservations is done at the moment you create the shipment.

Using the Rate System in Sprinter 2000 will speed up the process of making sales and purchase reservations.

3. Creating invoices

Creating an invoice is very easy, especially when you have made correctly your reservations before.

Open the required shipment and go to the tab sheet *Invoices*. Click on the button *New Invoice*. The invoice screen appears. Select the customer for who this invoice is for. Fill in the additional information like *Invoice Currency* and *VAT* on the left hand side of the screen. When done click on the button *Continue*.

Now the right side of the window becomes active, fill in all the proper amounts and click *Save*. Notice that when you make your first invoice for this shipment, that all selling reservation (section 2) will show up automatically.

As long as you do not print the invoice you can change the invoice. After it has been printed you can not change it anymore, in that case you have to make a new invoice or credit note (see section 5).

You can make almost as many invoices as you like per shipment. You can also create invoice for the local customer or one for your foreign customer or agent.

4. Printing invoices

Printing the creating invoices is done with option Subadministration->Make Invoice Batch.

With this option you will create a batch (a print file) which contains all the invoices you have created and are not printed yet.

You can have to type of invoices:

1. Single Invoices – this is one invoice for one shipment
2. Bulk Invoices – this is one invoice for one or more shipments.

When you select the *Single Invoices* option all invoices will be printed for customers how do not have the *Bulk Invoice* option ticked (see section 6).

When you select the Bulk Invoices options you can then select for which customer you want to print a bulk invoice. After every customer you see the number of invoices (read shipments) for this customer and the currency of the invoice. Only customers with the *Bulk Invoice* option ticked will be shown. After you select the customer you can select which invoices (read shipments) will be put on the bulk invoice.

Trial Invoice Batch:

Tick this option if you want to make a trail batch. This means that all invoices which will be put in the batch do not get marked as printed and they will not get an invoice number. This will able you to check the invoices first and make changes if necessary before you print the final invoice.

Invoice Date:

This is the invoice date that will be printed on the invoice(s).

When you have selected all the options you want, press the *Make Batch* button. After the batch has been created it will be displayed on your screen, now you can print the invoices on your printer. If required you can print an extra copy for your own administration.

The button Settings is described in section 6. And the button Report is described in section 7.

Note: after an invoice is placed in an invoice batch, regardless if you actually print the batch, this invoice cannot longer be changed.

5. Credit notes

Creating a credit note is not different then a normal invoice. Except you place a minus (-) sign in front of the amount when you create the invoice. So if you want to make a credit note for 100 euros, you type in -100.00.

6. Settings

Invoice Settings:

On the *Make Invoice Batch* screen (menu: Subadministration->Make Invoice Batch) you can click on the button *Settings* to change the way the invoice will look like.

Settings	Explanation
Type of Printer	
Deskjet/Laserjet printer	Print a nice graphical invoice on a deskjet or laserjet printer. Never use this option in combination with a dot-matrix printer.
Dot-matrix printer	Print a simple character based invoice. Excellent in combination with a dot-matrix printer.
Dot matrix Settings	
Address Top margin	This is the margin in lines between the top of the paper and the address of the customer. Decrease this number to move the address up on the invoice or increase this number to move the address down on the invoice
Eject	Send an Eject (new page) code to the print after each invoice.
Deskjet/Laserjet Settings	
Top margin of invoice in millimeters	This is the top margin in millimeters of the invoices.
Top Margin of customer address in units.	This is the top margin of the customers address. 16 units is approximately 1 line.
Left Margin Add-on in units	This is the add-on of the left margin of the invoice. Increase this number to move the invoice to the right, decrease this number to move the invoice to the left. The number may be negative.
JPG Logo file	If you want your company logo to be printed on the invoice put the name of the JPG file here.
Print logo left on invoice	Tick this option when the company logo must be printed on the left side of the invoice. Untick the option to print the logo on the right side of the invoice.
General Settings	
Tick boxes	These options speaks for it self
Max Invoice Items	Depending on you top margin of the invoice it can be necessary to decrease the number of invoice lines. The maximum of invoice lines is 15. The invoices lines are the 15 amounts you can fill in when you create the invoice. Example: pickup costs, warehouse costs etc.
Invoice Text	
Standard text on invoice	This is the text that will be printed on every invoice. This is a good place for extra invoice like your VAT number or bank account numbers.

Customers Settings:

On the customer screen you have a tab sheet *Various*. On this screen you can tick the option *Bulk Invoice* and *Print Invoice when POD is entered*.

Bulk Invoice:

Print for this customer only bulk invoices. So this customer only receives one invoice for multiple shipments.

Print Invoice when POD is entered, when this option is ticked an invoice for a shipment will only be printed when the pod information is entered for this shipment. This means that you know that the shipment has been delivered when you receive a signed CMR (road).

Country Settings:

In some countries it is necessary that when you print an invoice for a customer of a specific country, you print additional information on the invoice. Select the country and type in the additional information in the three edit boxes.

7. Reporting

On the *Make Invoice Batch* screen (menu: Subadministration->Make Invoice Batch) you can click on the button *Report*. This will produce a report with all created but not printed invoices. Behind each invoice you see if the invoice is printed the next time you create an invoice batch or what the reason is why invoice is not printed. For example, you have to tick the option *Print Invoice when POD is entered* on the customer screen and for this shipment the POD information is not entered yet.

8. Converting sales invoices to an accounting system

All printed sales invoices can be converted into your accounting system. This prevents you to double enter all the amounts.

Sprinter 2000 can create a CSV (comma separated value) file, which can be read by almost any accounting systems. If you any question regarding the conversion you can contact Cargo Data Systems for future assistance.