

Invoice Application
Agency User Guide

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Introduction

Overview

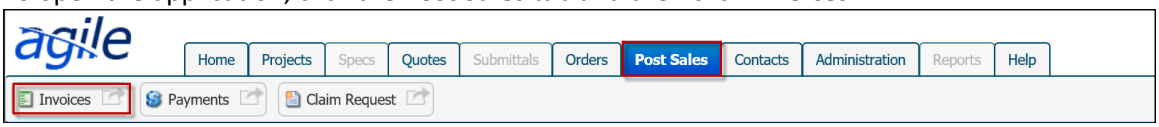
The Invoices application allows you to create a non-ABL invoice from an order in Agile Order Management. These invoice records are available to associate commission payments received in the Payment application.

Getting Help

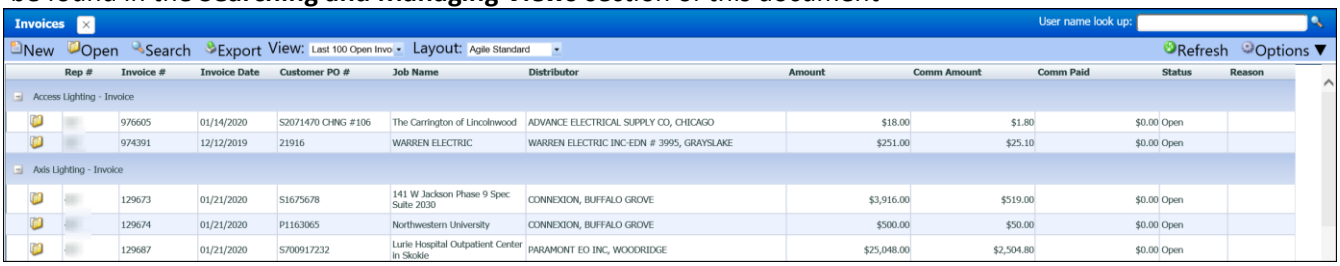
This User Guide will be your first source for How To information. For additional questions and concerns please contact the Agency Support at 1-800-241-3638 or via email at agencysupport@acuitybrands.com .

Opening the Application

To open the application, click the **Post Sales** tab and then click **Invoices**

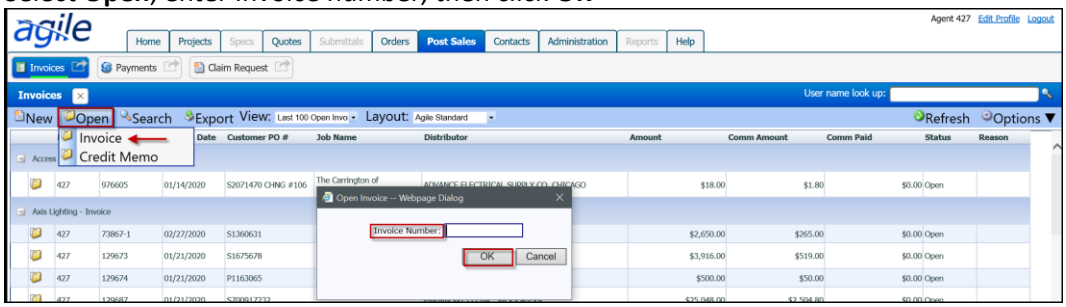


The dashboard will display all open invoices by default. Instructions on changing your default view can be found in the **Searching and Managing Views** section of this document



Opening an Invoice

Select **Open**, enter Invoice number, then click **OK**



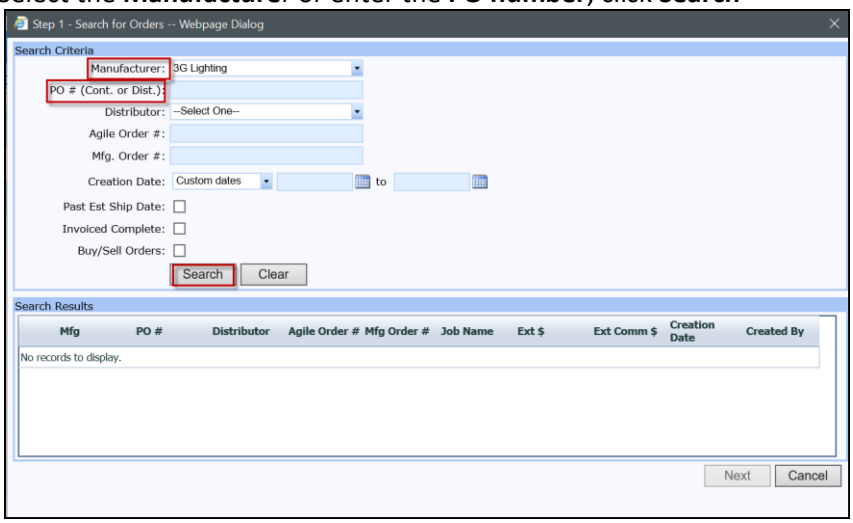
Creating an Invoice

To create a new Invoice, click **New Invoice** on the task bar
You can create an invoice from selected lines, either by invoicing all the lines or a partial number of lines, or you can create an invoice with no lines
Creating an invoice from selected lines is used when the complete line has shipped, and an invoice has been sent.

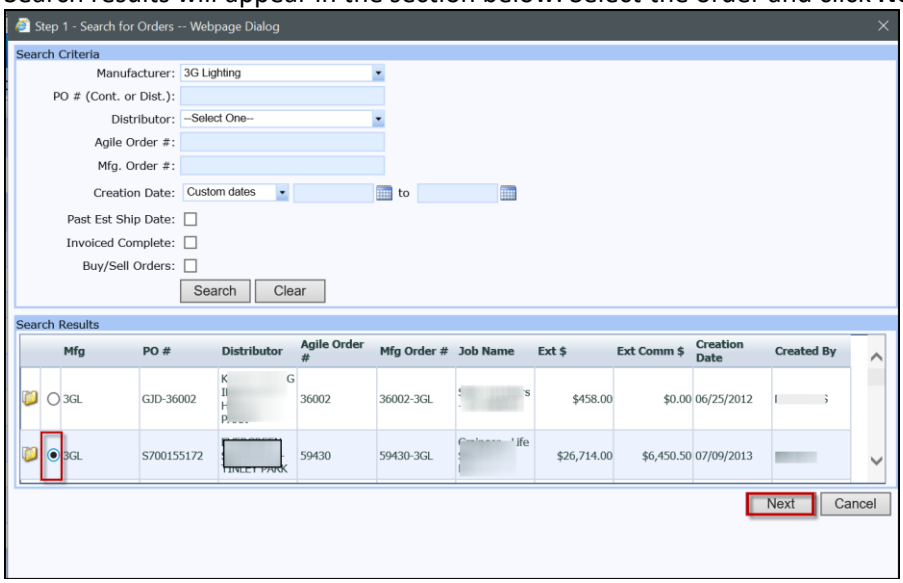


Creating an Invoice with lines

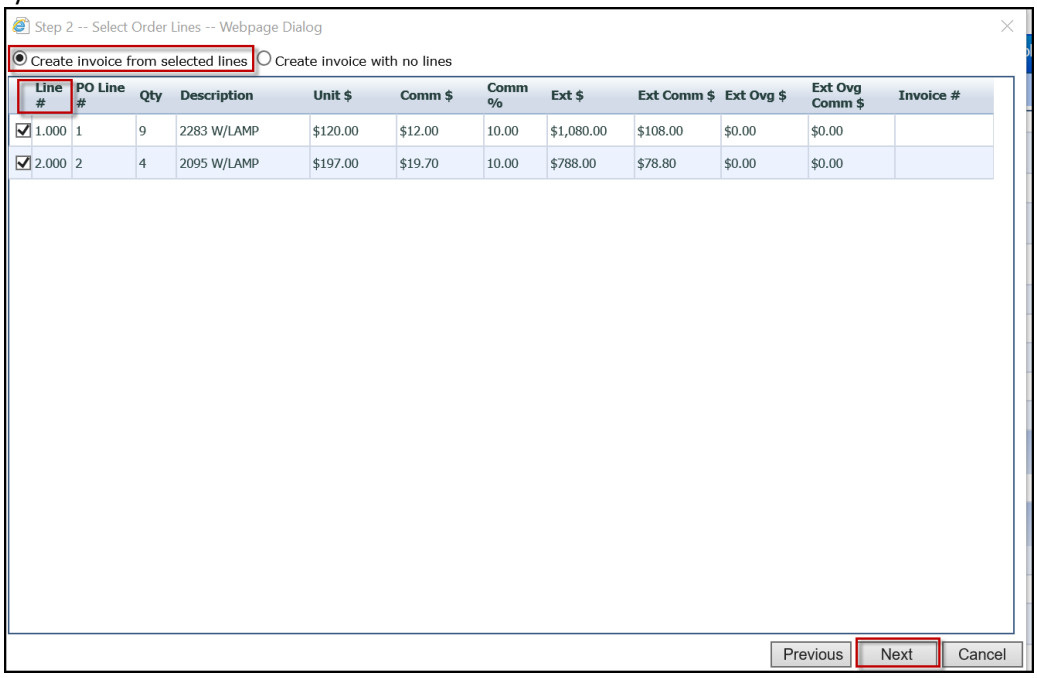
Select the **Manufacture**r or enter the **PO number**, click **Search**



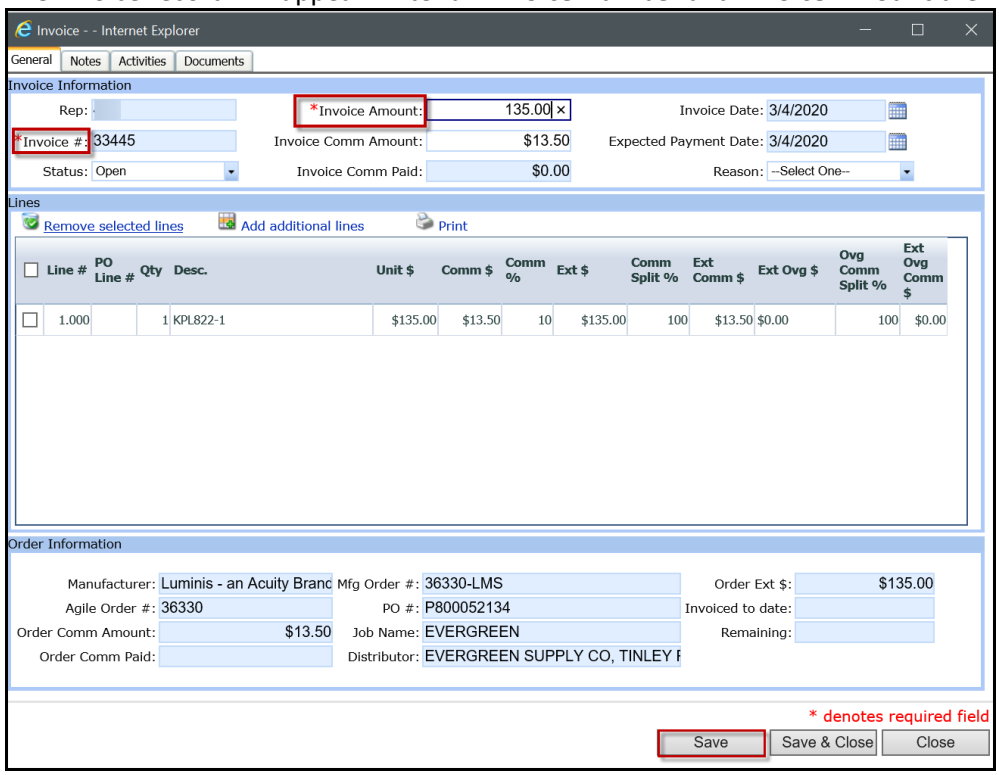
Search results will appear in the section below. Select the order and click **Next**



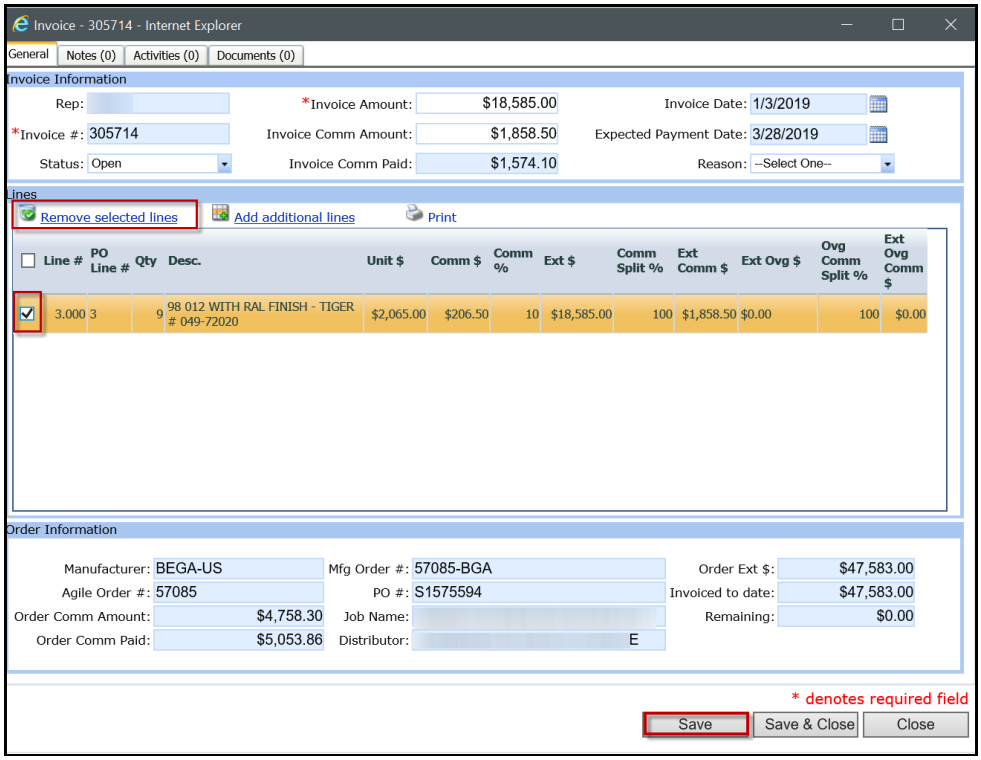
When a complete order line has been shipped and invoiced, an invoice with lines can be created. The available lines to invoice from the selected order will be displayed. All lines will be checked by default to create an invoice. Ensure all lines to be invoiced are checked and click **Next**



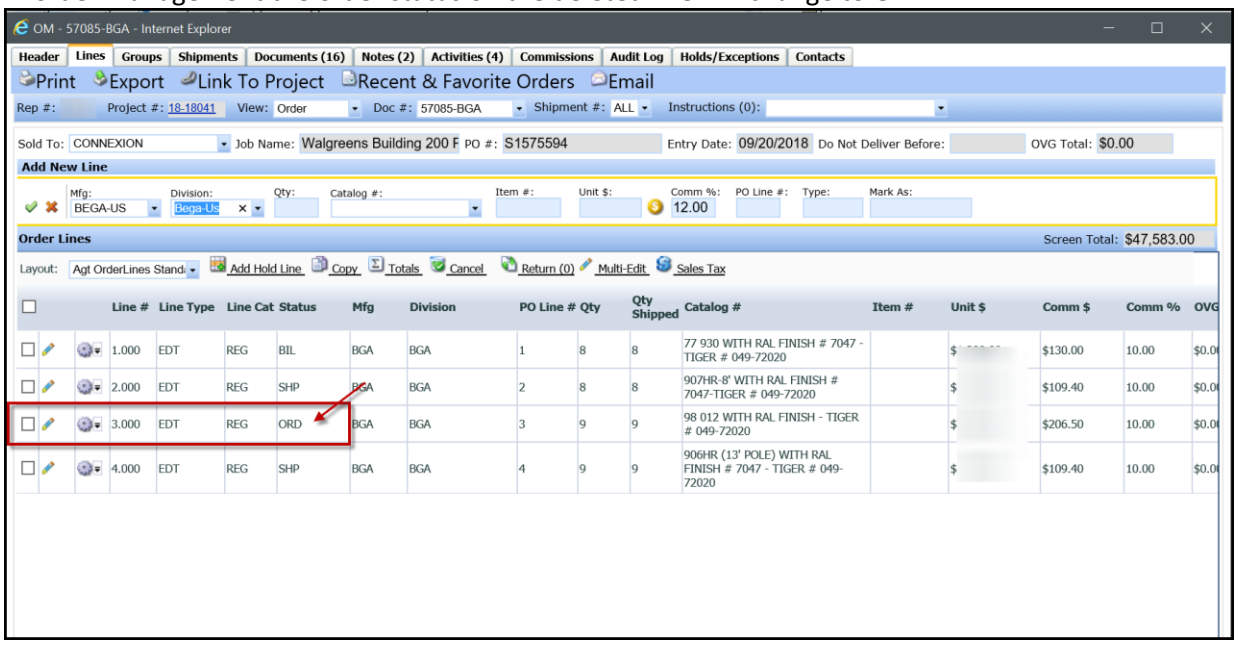
The Invoice record will appear. Enter an **Invoice Number** and **Invoice Amount** then **Save**



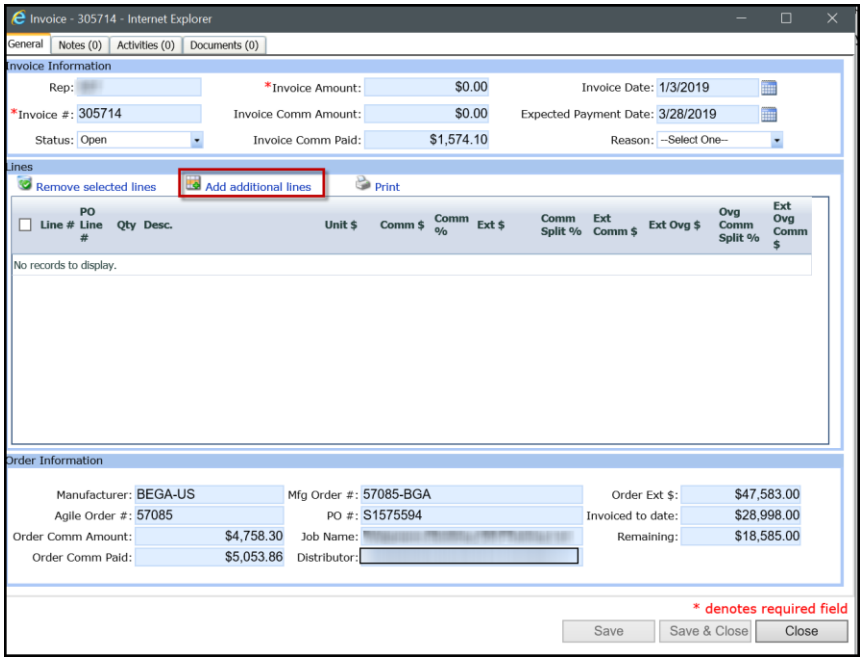
If an order line needs to be removed from the invoice record, select the order line you want to remove and click **Remove Selected Line** then click **Save**



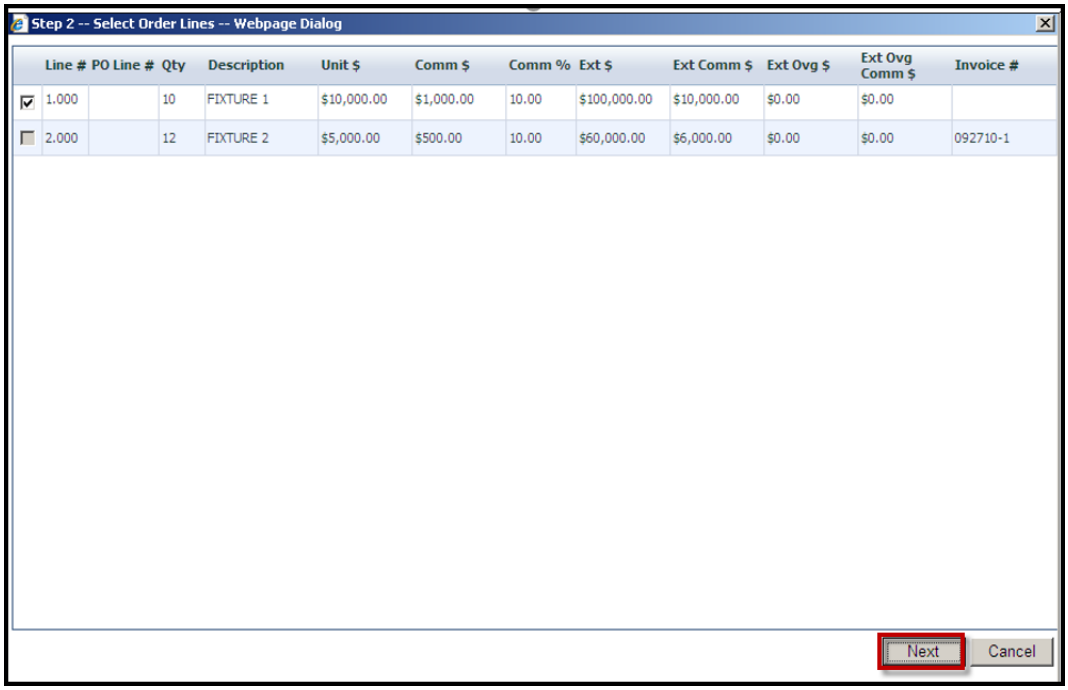
In order management the order status on the deleted line will change to **ORD**



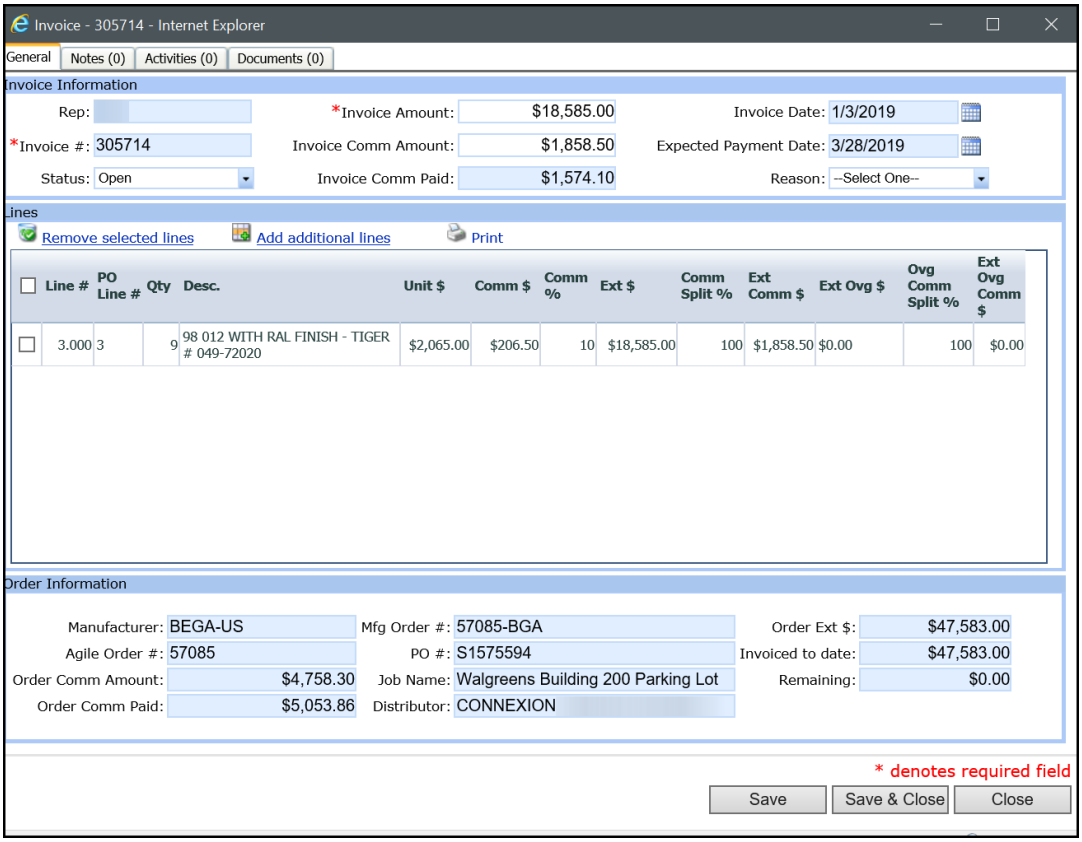
If an order line needs to be added to an invoice record, click **Add additional li**nes and you will be returned to a box with available orders lines selected.



The available lines will default to be selected.
Click **Next** and the lines will be added back to the Invoice record.



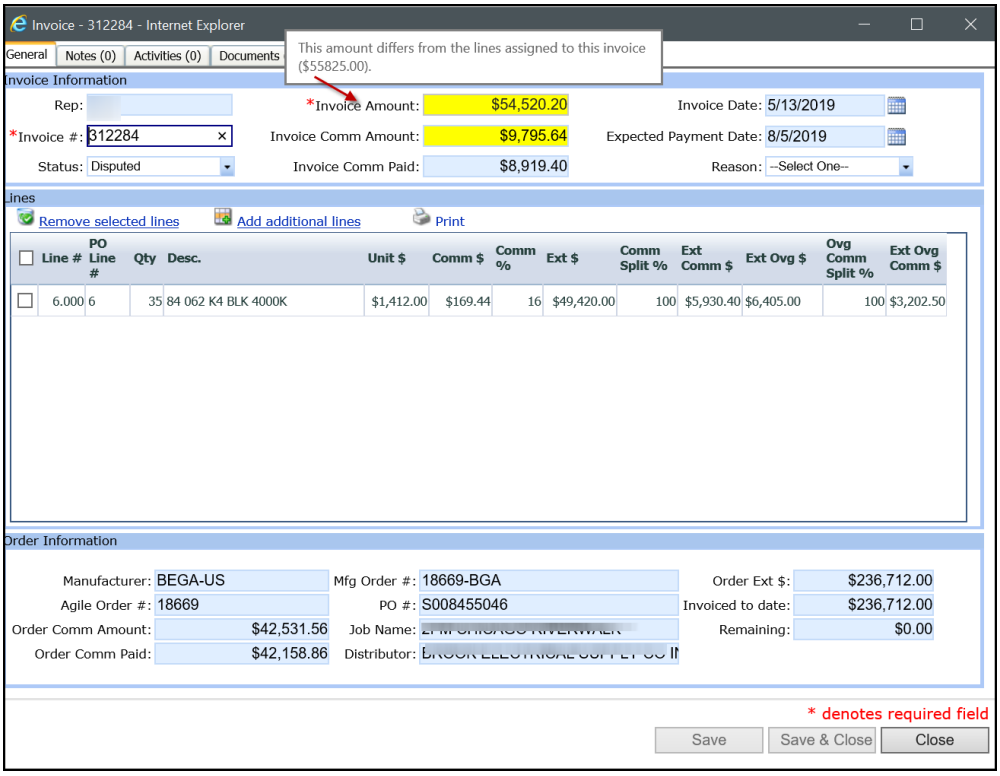
Based on the order lines selected, the Invoice Amount and Invoice Commission Amount will be calculated and displayed on the Invoice record.



If the invoice and commission amount you receive is different and you want to update this at the time of Invoicing, you can update the Invoice Amount and Invoice Commission Amount fields.

After the record is saved, the fields will be highlighted to indicate that this information has changed from the order information.

If you hover over the field, a text box will appear with the original dollar amount from the order lines.



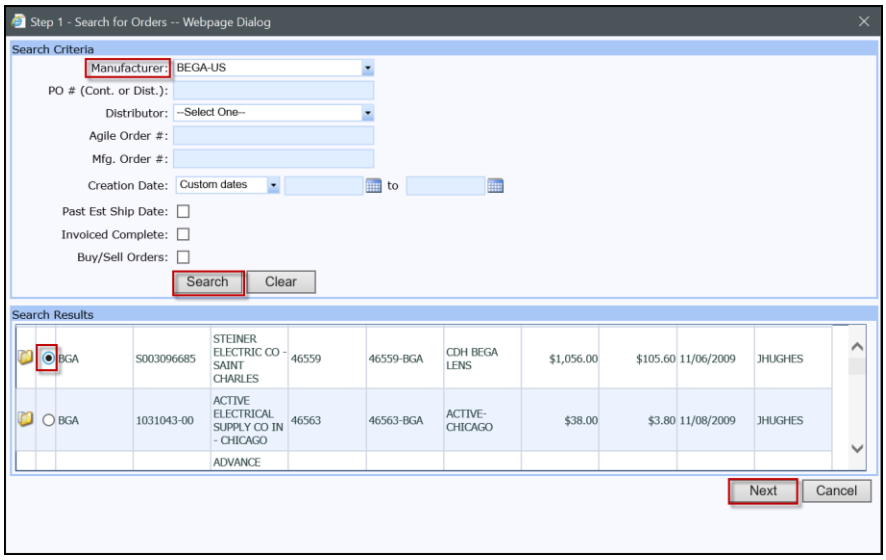
Note: you can also update the order DSP and Commission in Order Management to have the invoice amount match the oder.

Creating an Invoice with No Lines

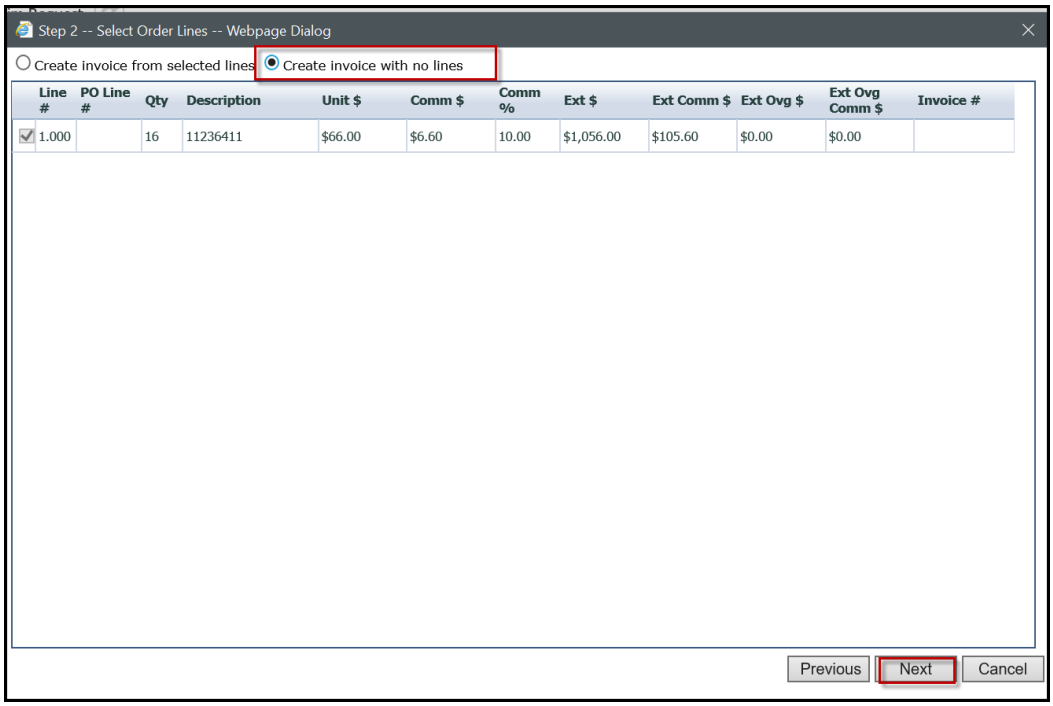
Creating an invoice with no lines is used when components or partial quantity of a line are shipped and there is not an individual line created.

Once the entire line has shipped, you would *create an invoice with selected lines* to invoice the line complete

Select the **Manufacturer**, then select **Search**

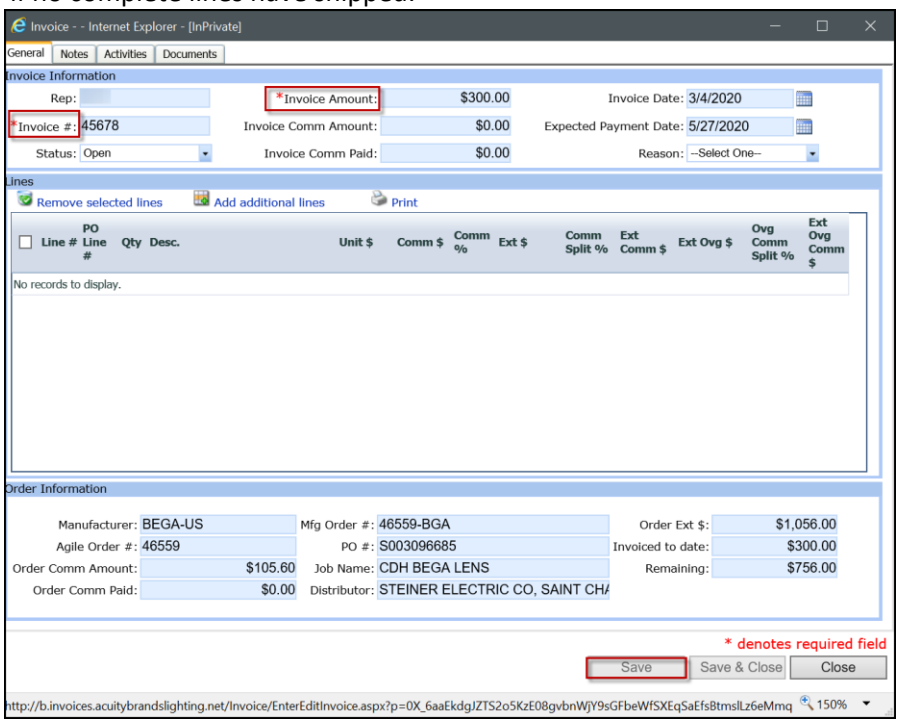

Step 1 - Search for Orders -- Webpage Dialog
Search Criteria
Manufacturer: BEGA-US
PO # (Cont. or Dist.):
Distributor: --Select One--
Agile Order #:
Mfg. Order #:
Creation Date: Custom dates to
Past Est Ship Date:
Invoiced Complete:
Buy/Sell Orders:
Search
Clear
Search Results
BGA S003096685 STEINER ELECTRIC CO - SAINT CHARLES 46559 46559-BGA CDH BEGA LENS $1,056.00 $105.60 11/06/2009 JHUGHES
BGA 1031043-00 ACTIVE ELECTRICAL SUPPLY CO IN - CHICAGO 46563 46563-BGA ACTIVE-CHICAGO $38.00 $3.80 11/08/2009 JHUGHES
ADVANCE
Next
Cancel

Select **Create invoice with no lines**, the lines will gray out on the order lines.
Click **Next**

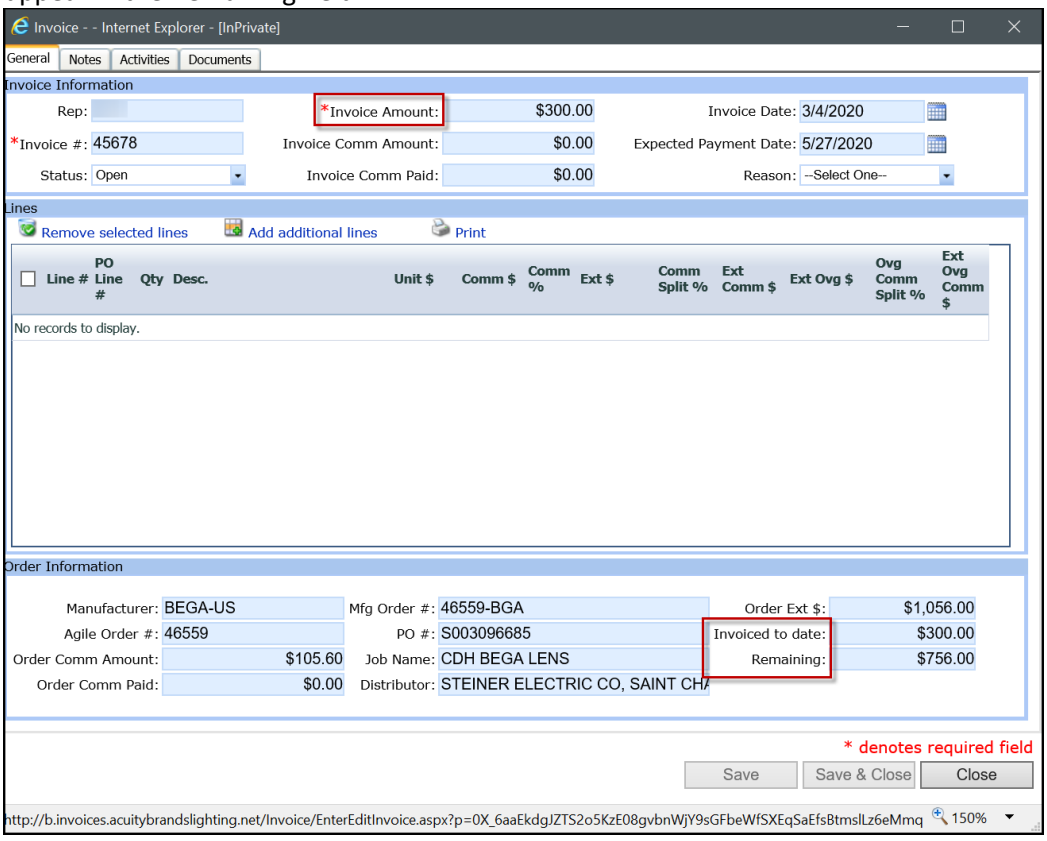


The **Invoice Amount** and **Invoice Commission Amount** will be blank since there are no lines to calculate

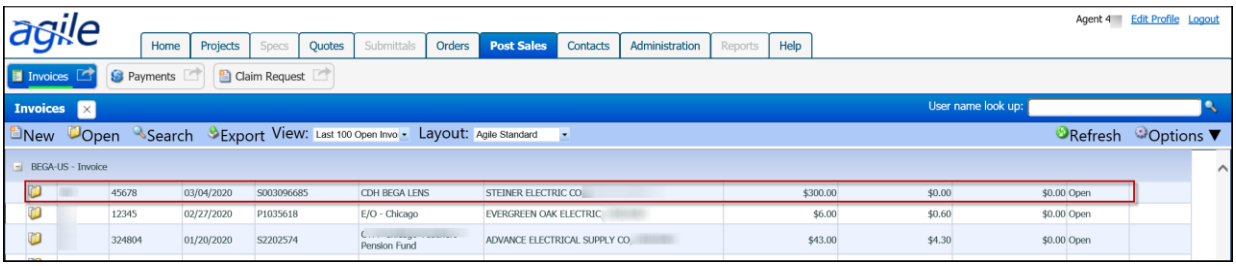
Enter the Invoice number, **Invoice Amount** and **Invoice Commission Amount** and click **Save**. You can update the Invoice status to Partial to indicate that an invoice has been created, even if no complete lines have shipped.



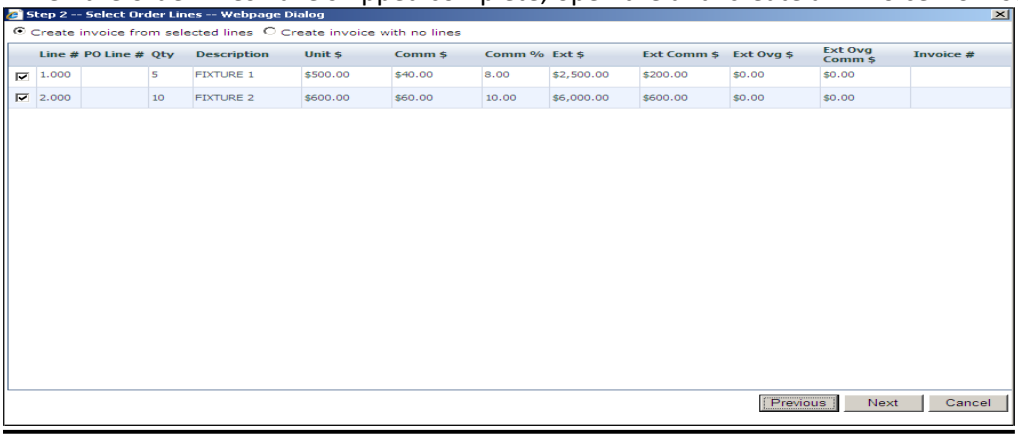
The invoiced amount will appear in the Invoiced to date field and the balance of the invoice will appear in the Remaining field.



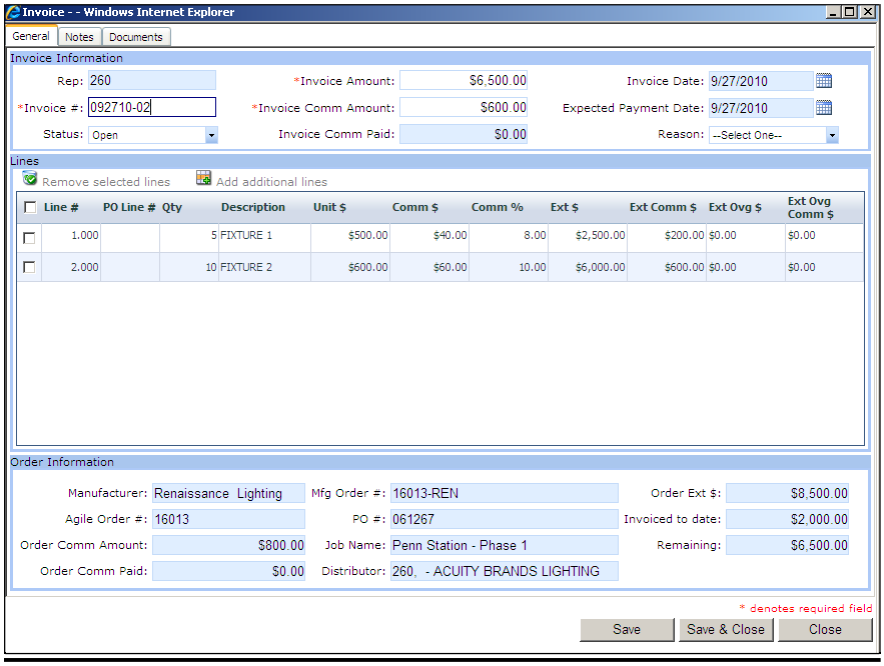
The Invoice dashboard will show the invoice created and commission amount due.



When the order lines have shipped complete, open the and create an invoice from selected lines.



Update the Invoice Amount and Invoice Commission Amount to the balance remaining and click Save.



Invoice Status

Open – invoices will be defaulted to open. All open and partial invoices will appear on the dashboard

Closed – an invoice will be automatically updated to Closed when a payment is made to complete this invoice. The payment can either be for the exact invoice amount or an amount within agency specified variance.

Disputed – an invoice can be set to Disputed if the amount the manufacture has documented or paid is different from what is expected.

Inactive – an invoice can be set to inactive if it was incorrectly created. Inactive invoices will not appear on the dashboard but can be searched for when selecting it under the Status option.

Partial – an invoice can be set to partial to designate that a partial on an order has been invoiced.

Invoice Reason

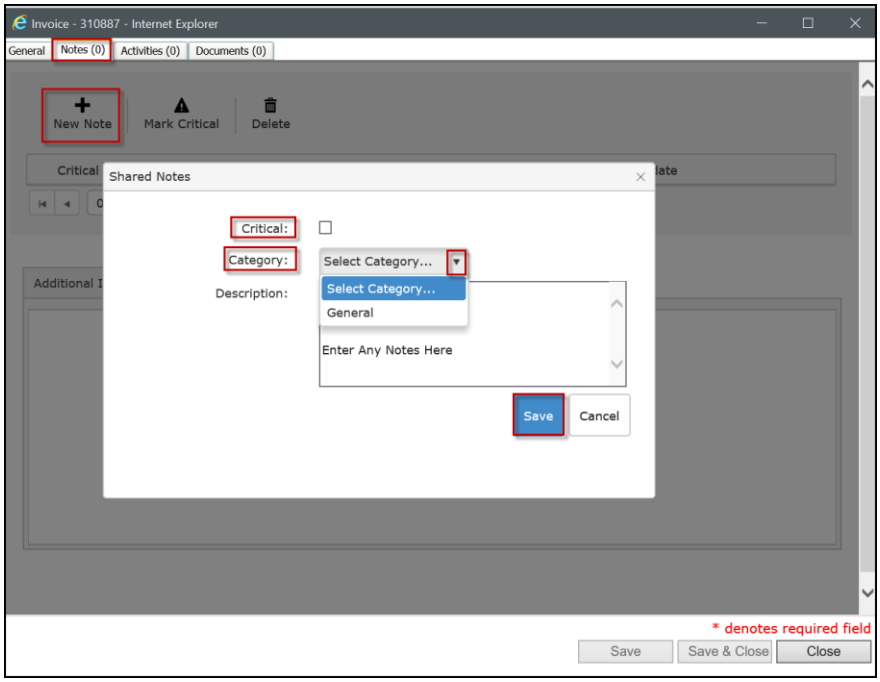
Invoice reasons allow you the ability to categorize invoice discrepancies for future reporting or review. For example, you expected to receive 10% commission on a non-ABL order line but received 8%, there would be a difference in the commission paid. This could be due to quoting and ordering using an old price sheet. If you wanted to capture that difference you could create reasons to add to the invoice record.

Several invoice reasons have been added for you use. These can be modified, or new ones added. For directions, please refer to Customizing Dropdowns in the Administration section.

Notes

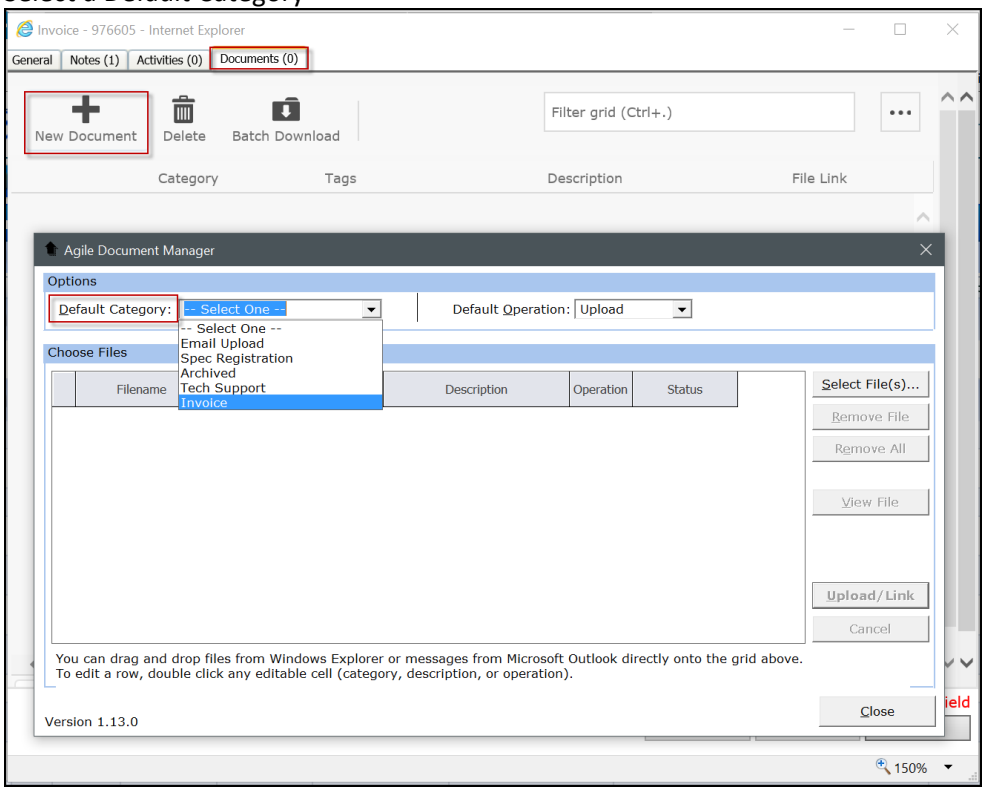
The Notes tab is used to add notes to an invoice

Select **New Note**
Choose a **Category**
Select Critical if the note is critical.
Note: *A critical note will display each time the invoice is opened*
Enter any details in the **Description**
Select **Save**

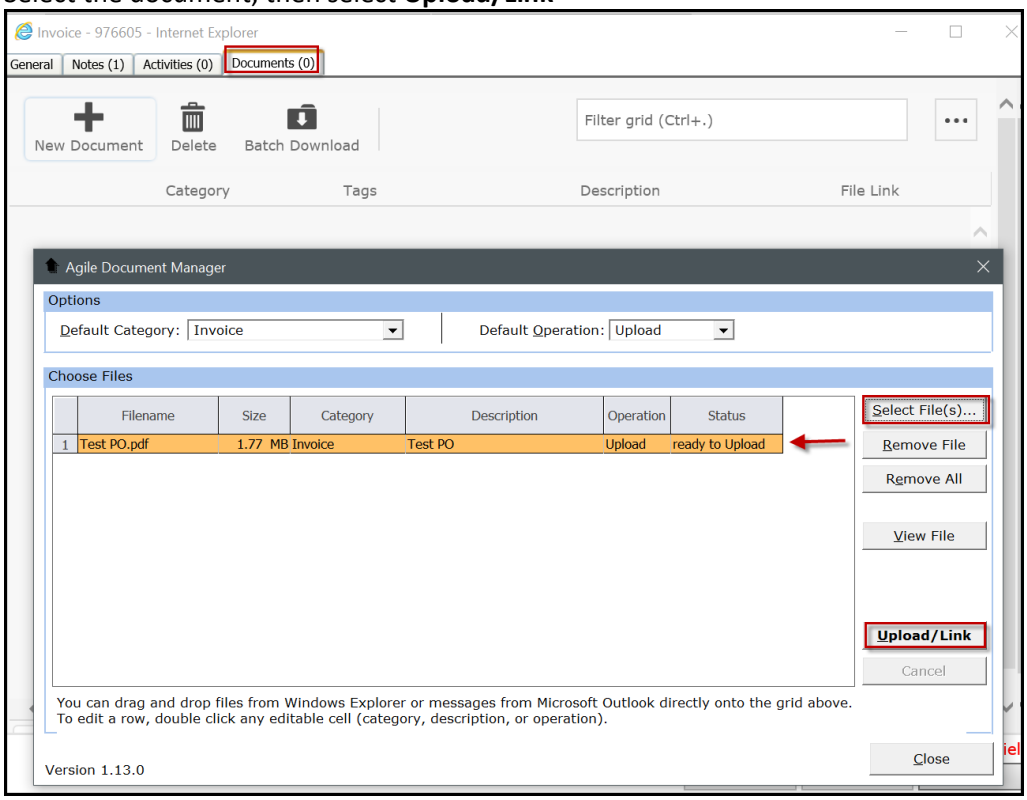


Documents

Select **New Document**
Select a Default Category



Select the document, then select **Upload/Link**

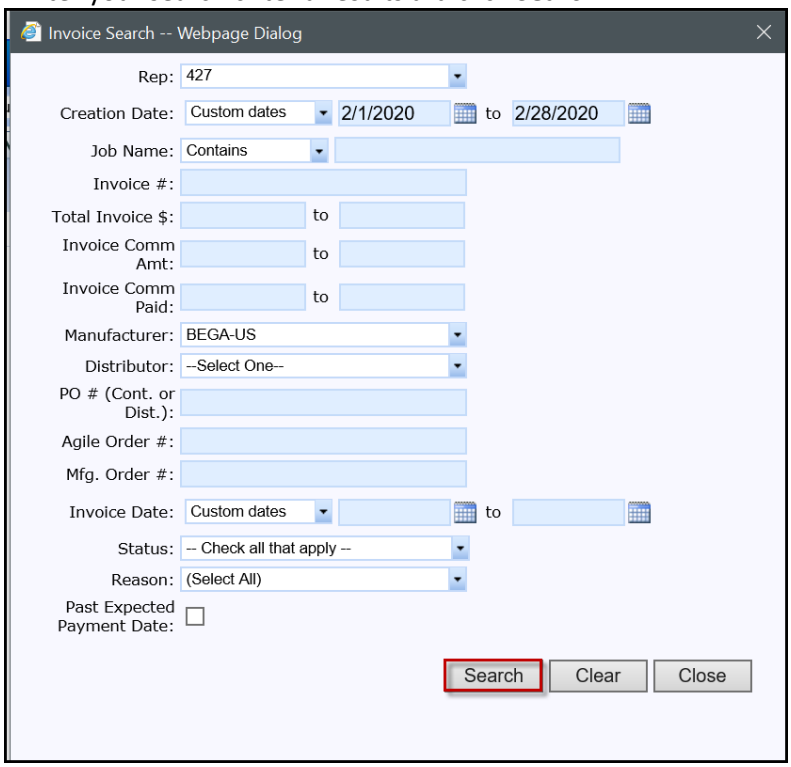


Searching and Managing Views/Layouts

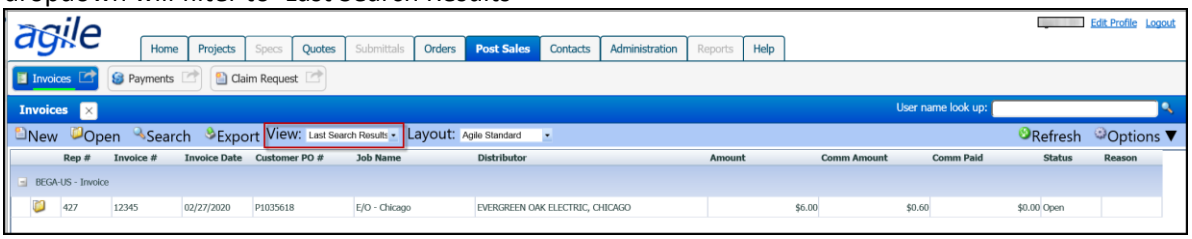
Searching



Enter your search criteria results ard click **Search.**



The search results will appear in the dashboard. To save the results, click the View dropdown will filter to 'Last Search Results'



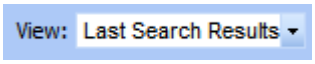
1. To Export your search results to Excel, click the Export button.
2. To save your search results as a custom view, see the **Managing Views** portion of this section.

3. Custom views can be filtered to by changing the current view dropdown at the top of the

dashboard.

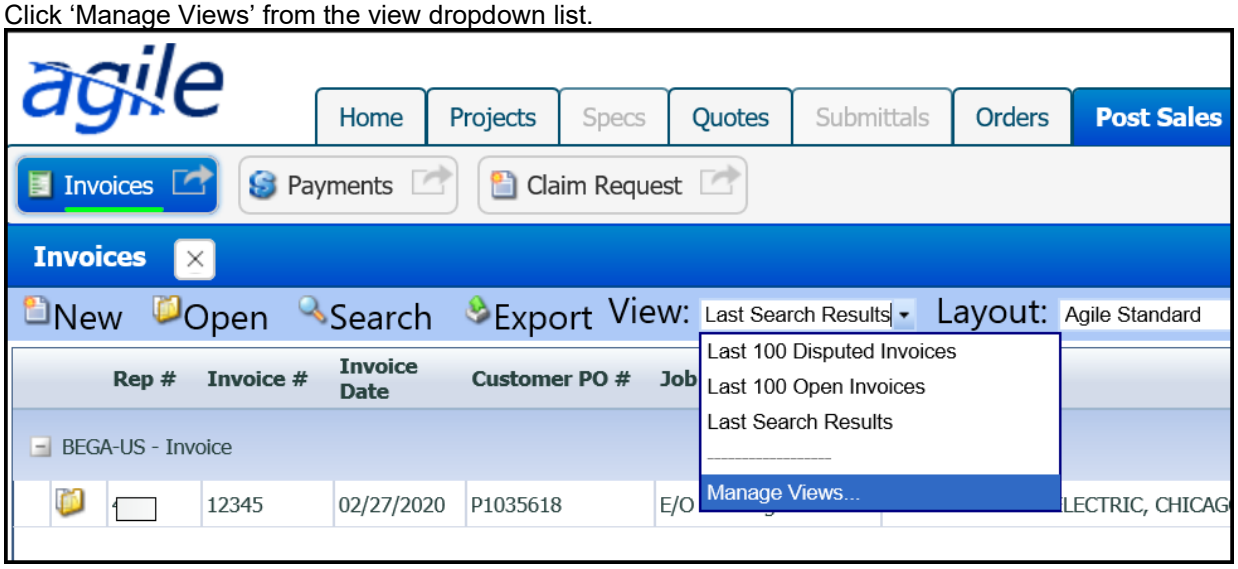
Managing Views Remove section

Each time a search is performed, the criteria for that search are saved as 'Last Search Results' in the Current View dropdown list.

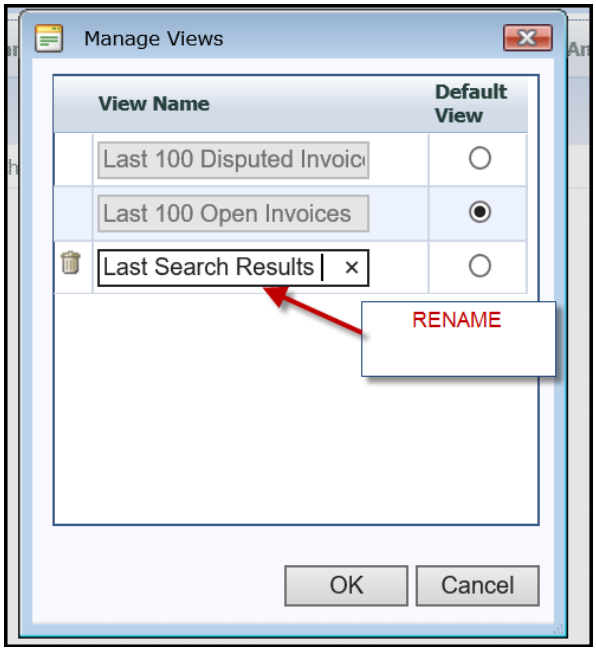


Follow the steps below to save the last search results as a custom view.

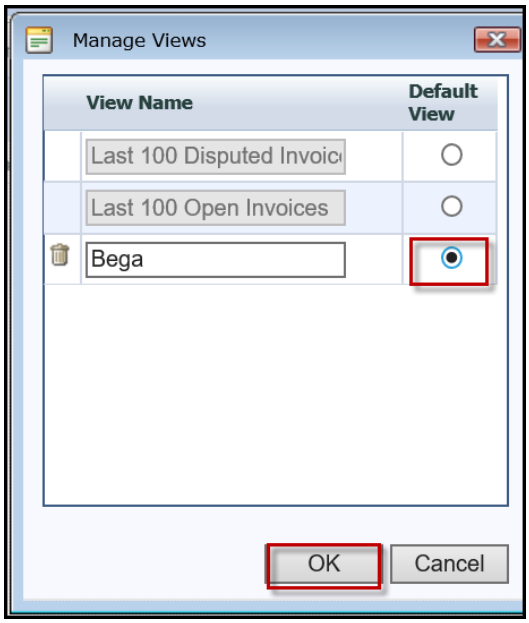
1. Click 'Manage Views' from the view dropdown list.



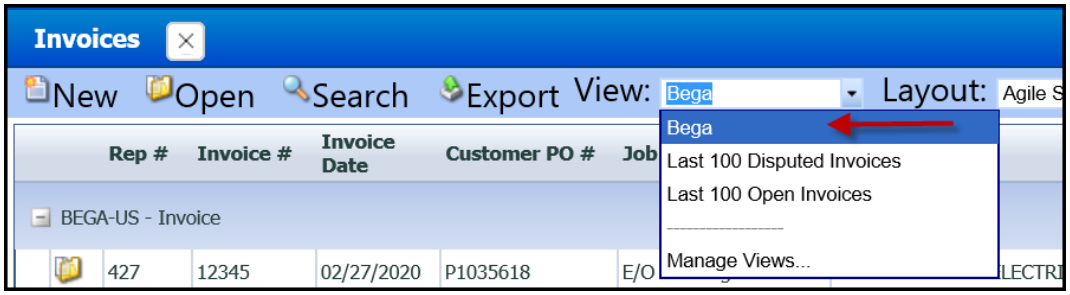
2. Locate 'Last Search Results' and rename it. To set the search as your default view, click the circle in the Default View column. The Default View will automatically display whenever Invoices is opened.



3. Click OK



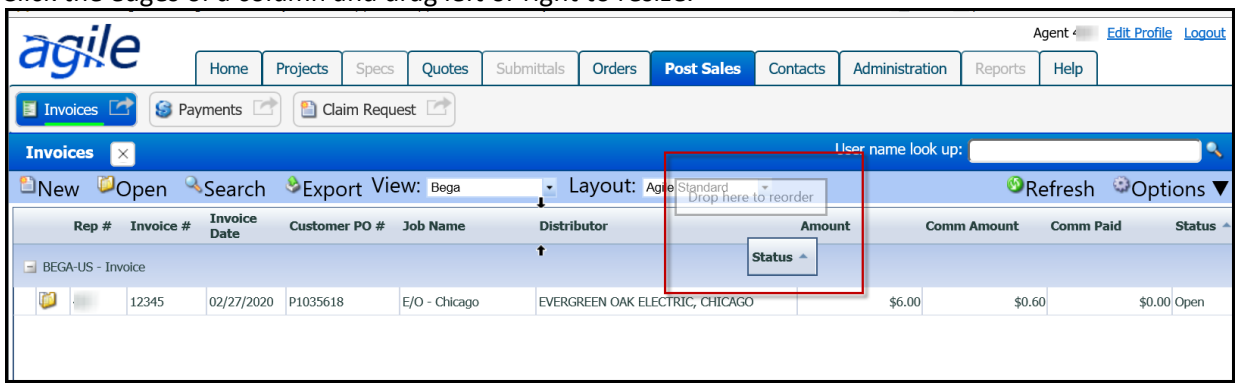
4. The custom view will now appear in the Current View dropdown.



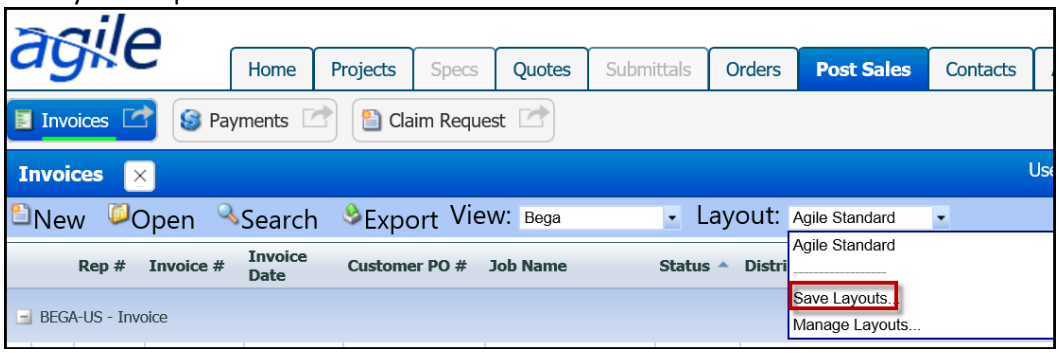
Managing Layouts

The columns on the dashboard can be rearranged and resized. The results can be saved as a custom layout. You can save multiple custom layouts by following the steps below.

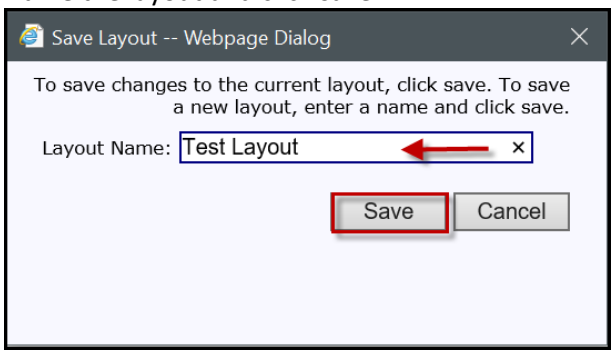
1. Click a column header, drag it to the desired location and let it go.
2. Click the edges of a column and drag left or right to resize.



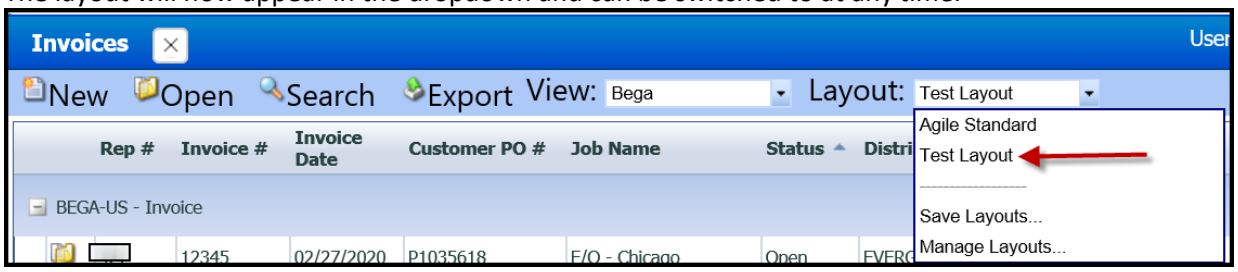
3. Once all columns are in the desired locations at the correct size, click 'Save Layouts…' from the layout dropdown.



4. Name the layout and click save.



5. The layout will now appear in the dropdown and can be switched to at any time.

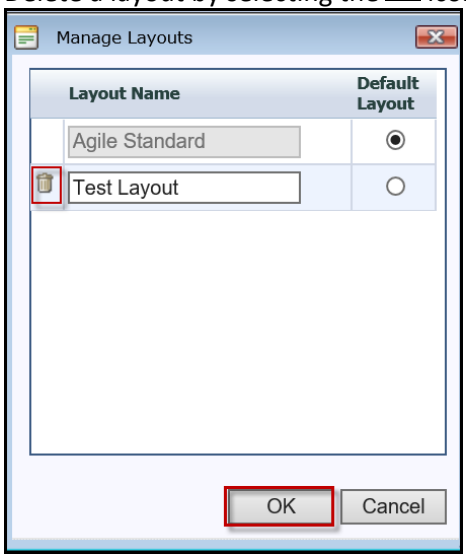


6. To rename or delete previously saved layouts, click the Manage Layouts button from the dropdown.



7. A Manage Layouts window will open where you can rename or delete layouts.

8. Delete a layout by selecting the icon then **OK**



Exporting

1. You can export the dashboard to an Excel format to sort data. Click the Export button and a file will be generated.

2. You can execute a search and export the results returned in the dashboard as well.

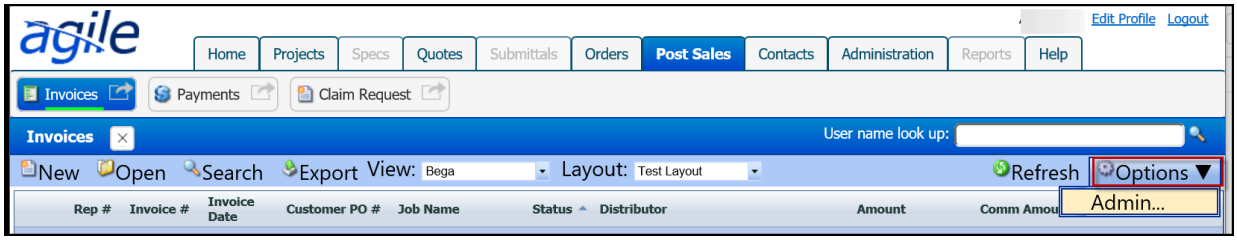


Administration

To open the Administration screen, click the Admin button from the options menu in the upper right corner of the dashboard.

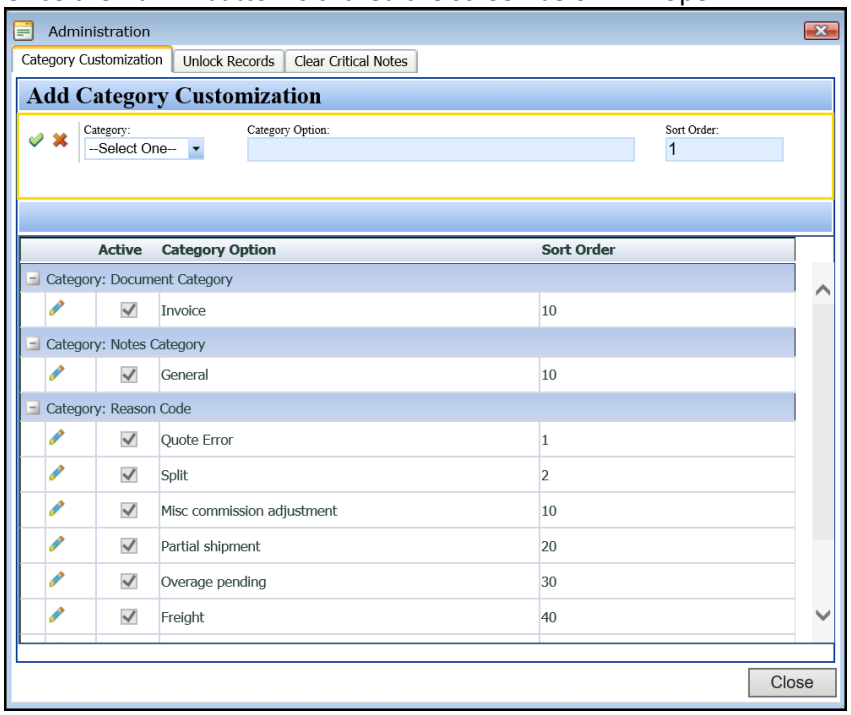
This screen allows you to customize the following dropdown lists: Notes Category, Documents Category and Reason Code.

The Administration screen also allows you to unlock records that are locked by other users and clear critical notes from invoices.



Note*:* You will only see the Admin button if your agency administrator has given your account the role of Invoice Administrator.

Once the Admin button is clicked the screen below will open.

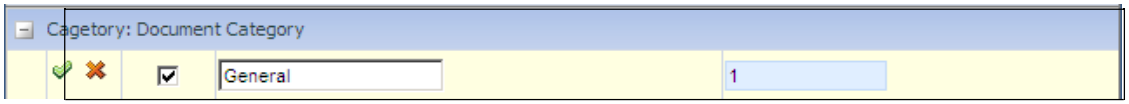


Invoice application was released with a standard set of items in each dropdown. Existing items can be changed, and new items can be added at your discretion.

Note: Items that are inactivated will still appear in the dropdown list with an ***inactive*** notation at the end. For this reason, it is recommended that, whenever possible, you modify the names of existing items instead of adding new items. Instructions on editing existing items can be found later in this section.

Editing Existing Items

Locate the item you would like to modify and click the icon. This will put the line in edit mode.

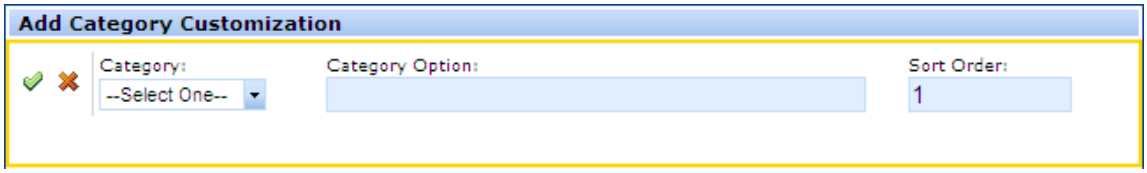


Change the category option and/or sort order.
Click to save your changes.

Note: Once you update an existing category name, any record with the previous label will be automatically updated to the new category name. If you want to keep a record of the initial category option, you should add a new record and inactivate the first.

Adding New Items

1. Choose a category
2. Enter the Category Option (what you want to appear in the dropdown)
3. Optional – enter a sort order (items will appear in the dropdown in numerical order)
4. Click
5. Repeat the steps above to add additional items



Inactivating Existing Items

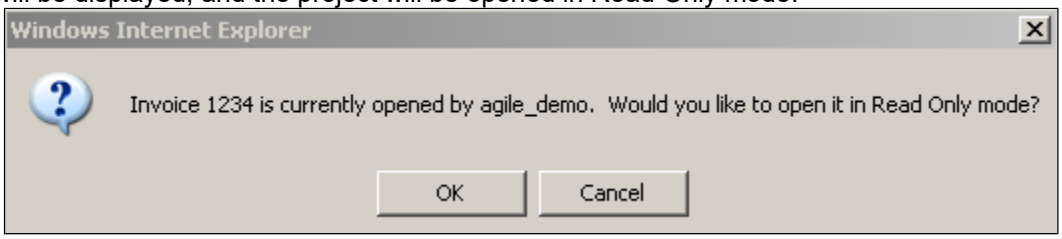
1. Locate the item you would like to inactivate and click the icon. This will put the line in edit mode.

2. Uncheck the box in the active column and click to save your changes. Follow the same steps to activate an item that was previously inactivated.

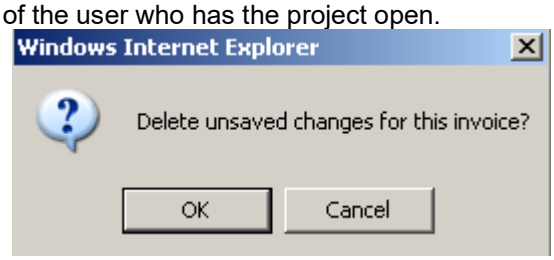
   Note: As stated at the beginning of this section, Inactive items will still appear in the dropdown. It is recommended that you change the names of existing items instead of inactivating old items and adding new.

Unlocking Records

1. If another user has the invoice open at the time you try and open it the following message will be displayed, and the project will be opened in Read Only mode.



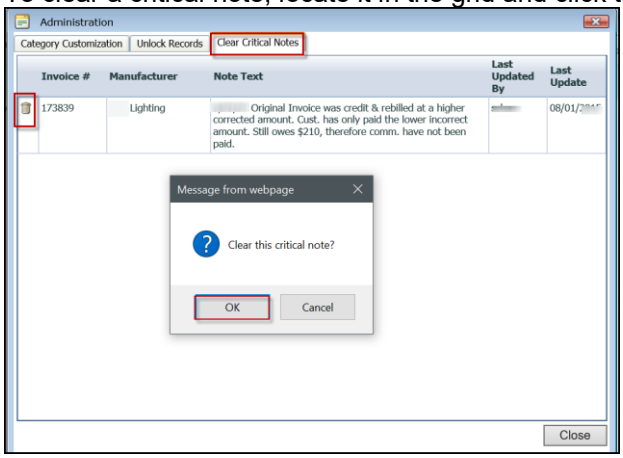
2. If you are an administrator, you have the ability to unlock records that are locked by other users. This can be done on the Unlock Records tab in the Administration screen.
3. unlock a record, locate it in the grid and click the .
4. The following message will be displayed. Click OK if you wish to delete the unsaved changes of the user who has the project open.



Clearing Critical Notes

1. Notes can only be edited or deleted by the user that created them or if you have Admin rights

2. This can be done on the Clear Critical Notes tab in the Administration screen.
3. To clear a critical note, locate it in the grid and click the .



The following message will be displayed. Click OK to mark the note as not critical.
Note: Clearing a critical note will ***not*** delete the note. It will only mark the note as not critical.