

# Invoice Application
## Agency User Guide

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# Introduction

## Overview

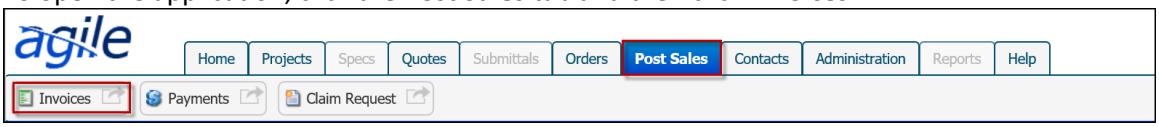
The Invoices application allows you to create a non-ABL invoice from an order in Agile Order Management. These invoice records are available to associate commission payments received in the Payment application.

## Getting Help

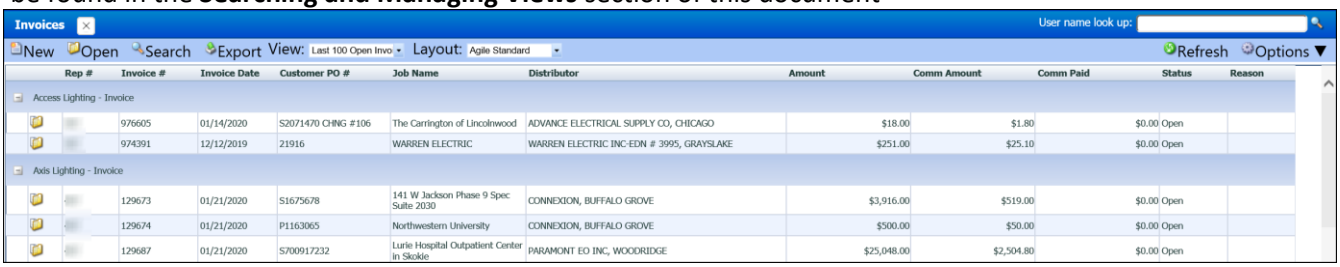
This User Guide will be your first source for How To information. For additional questions and concerns please contact the Agency Support at 1-800-241-3638 or via email at agencysupport@acuitybrands.com .

## Opening the Application

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

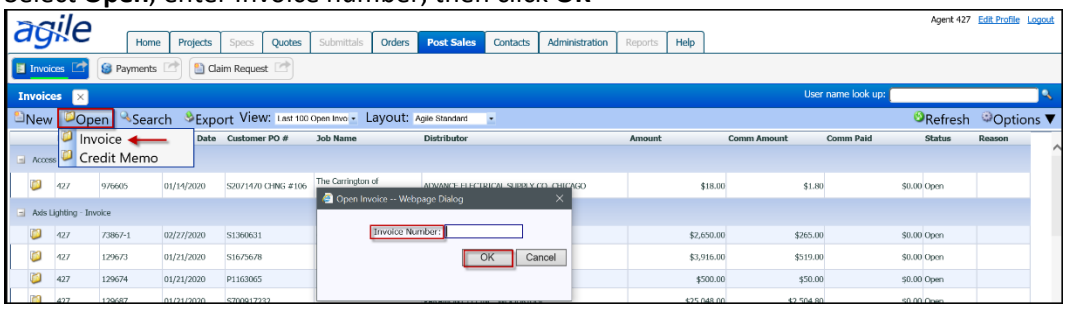



The dashboard will display all open invoices by default. Instructions on changing your default view can be found in the **Searching and Managing Views** section of this document




## Opening an Invoice

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




## Creating an Invoice

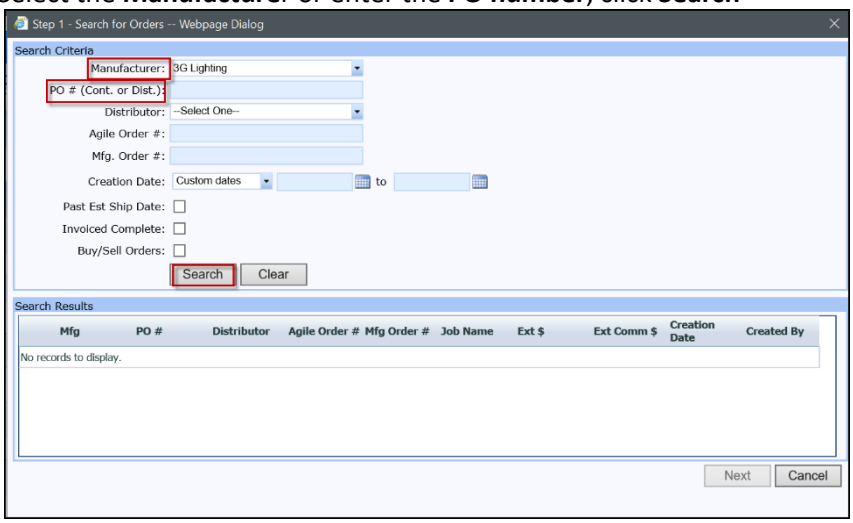
To create a new Invoice, click **New Invoice** on the task bar.

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.

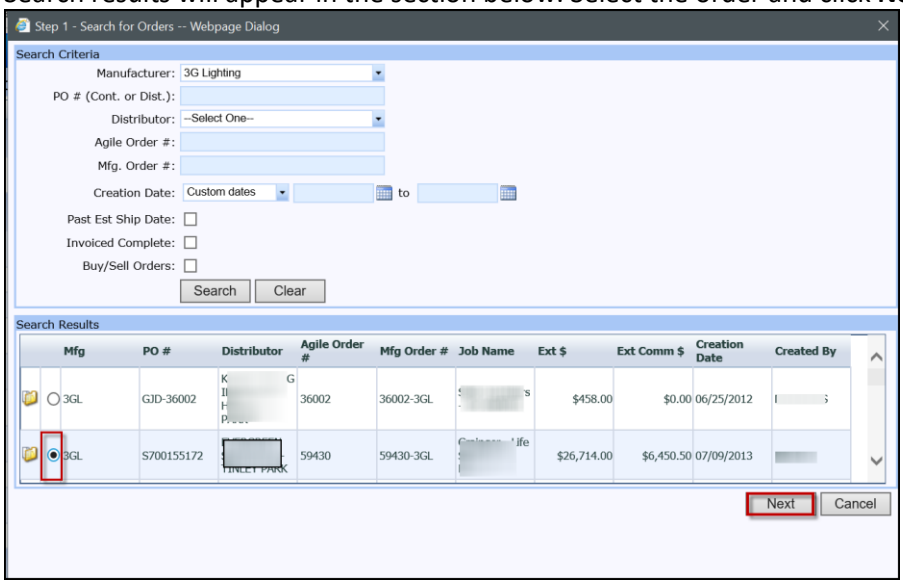


## Creating an Invoice with lines

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

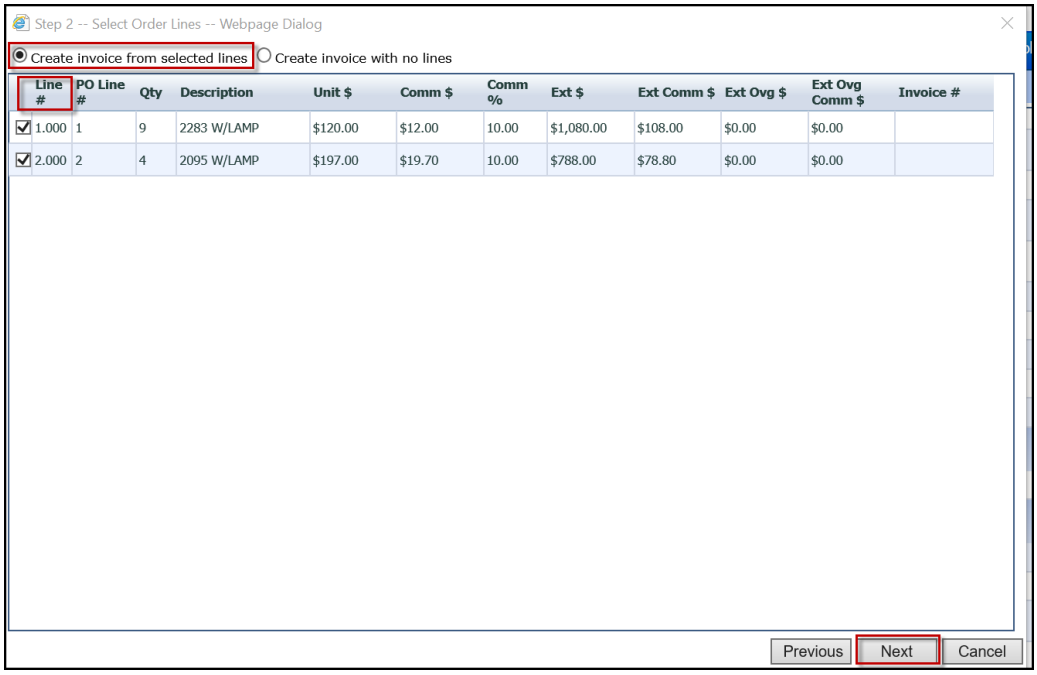



Search results will appear in the section below. Select the order and click **Next**

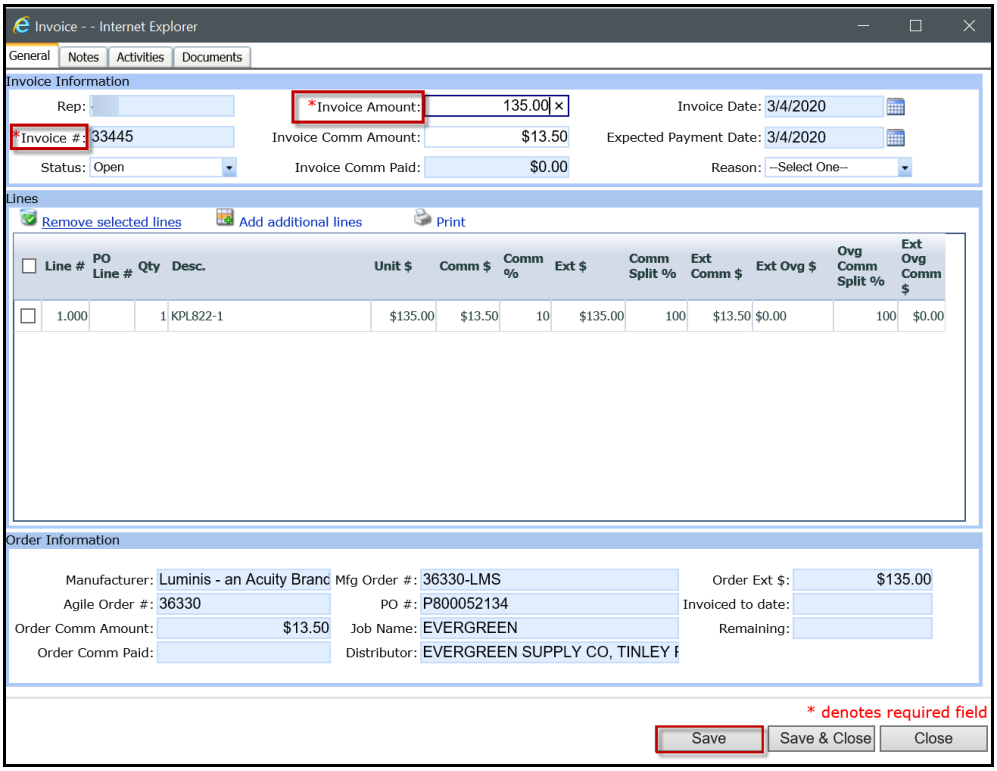


When a complete order line has been shipped and invoiced, an invoice with lines can be created.

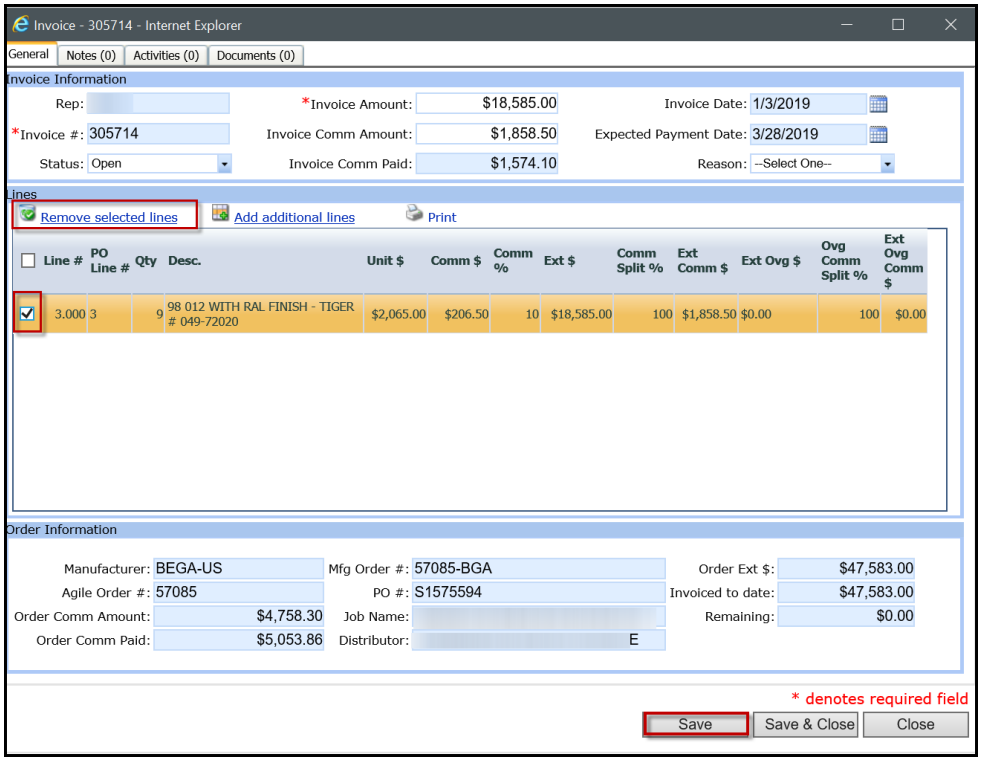
All lines will be checked by default to create an invoice. Ensure all lines to be invoiced are checked and click **Next**



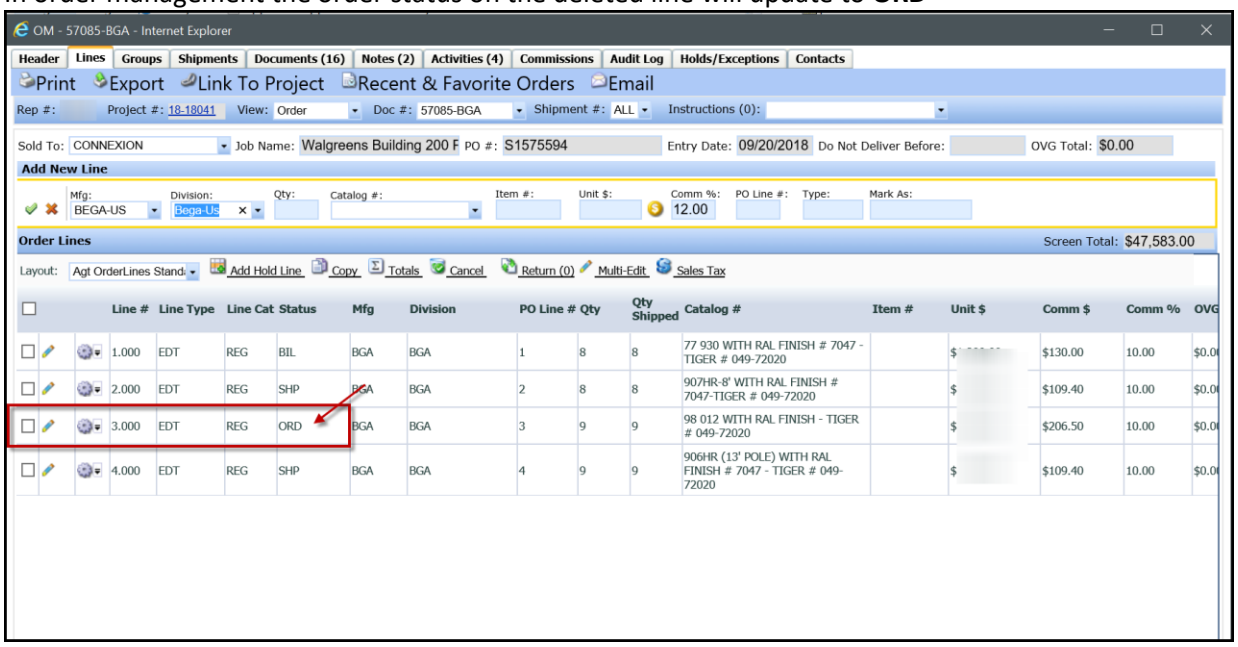

Enter an **Invoice Number. The** Invoice Amount and Invoice Commission Amount will update based on the order line amounts. Click **Save**



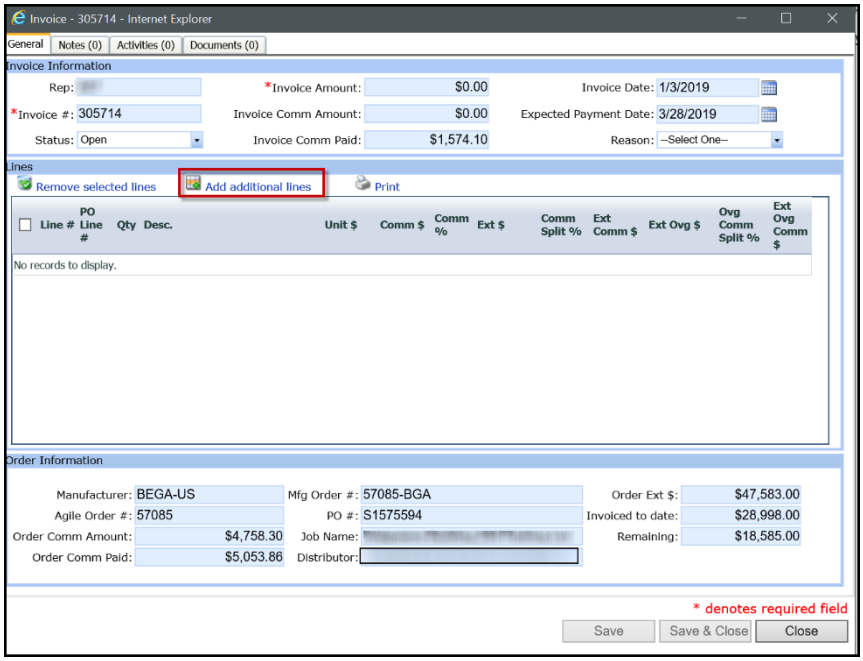
If an order line needs to be removed from the invoice record, select the order line you want to remove and click **Remove Selected Line** then click **Save**



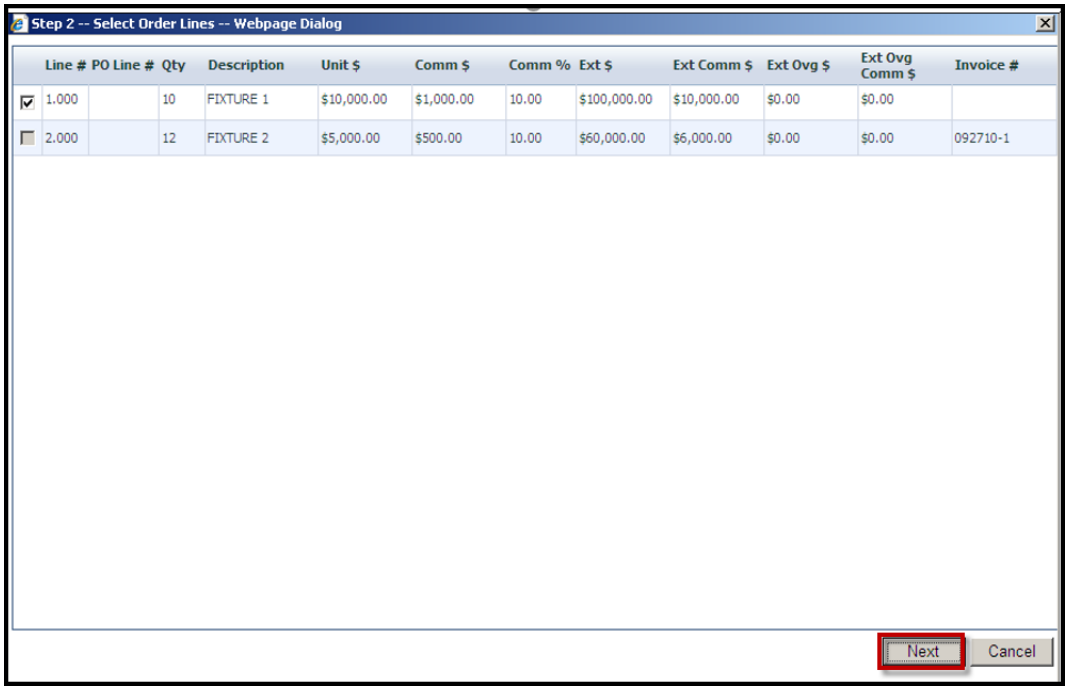

In order management the order status on the deleted line will update to **ORD**



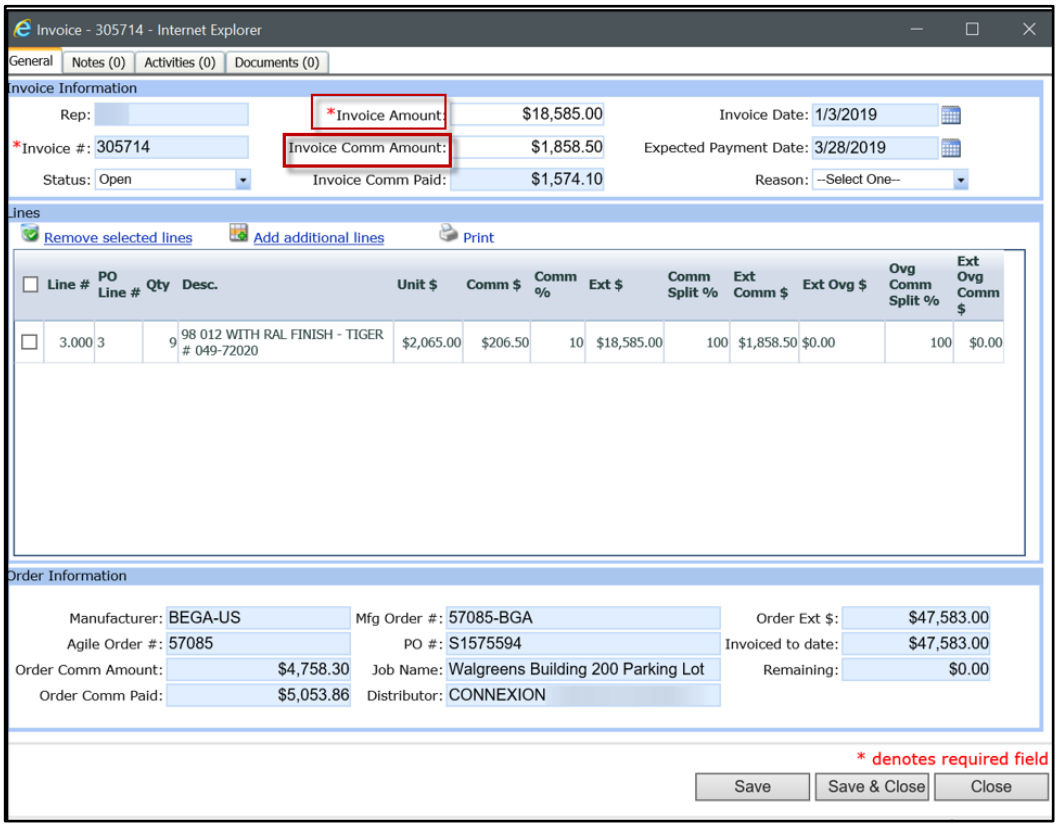
If an order line needs to be added to an invoice record, click **Add additional li**nes and you will be returned to a box with available orders lines selected.




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



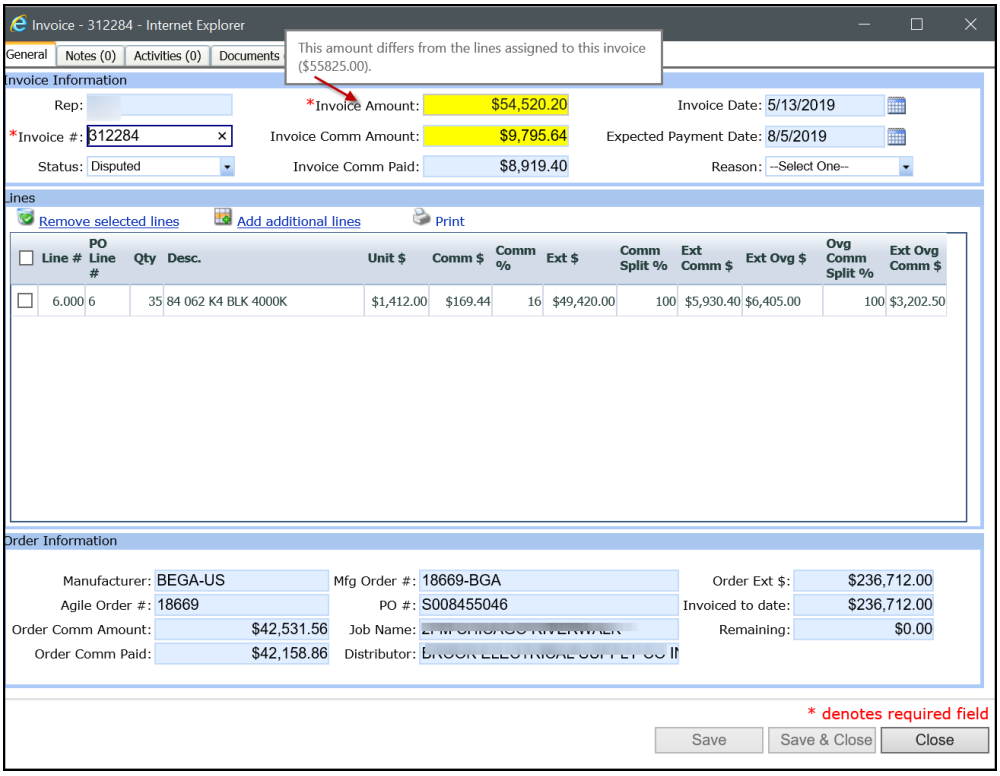
Based on the order lines selected, the Invoice Amount and Invoice Commission Amount will be calculated and displayed on the Invoice record.




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.



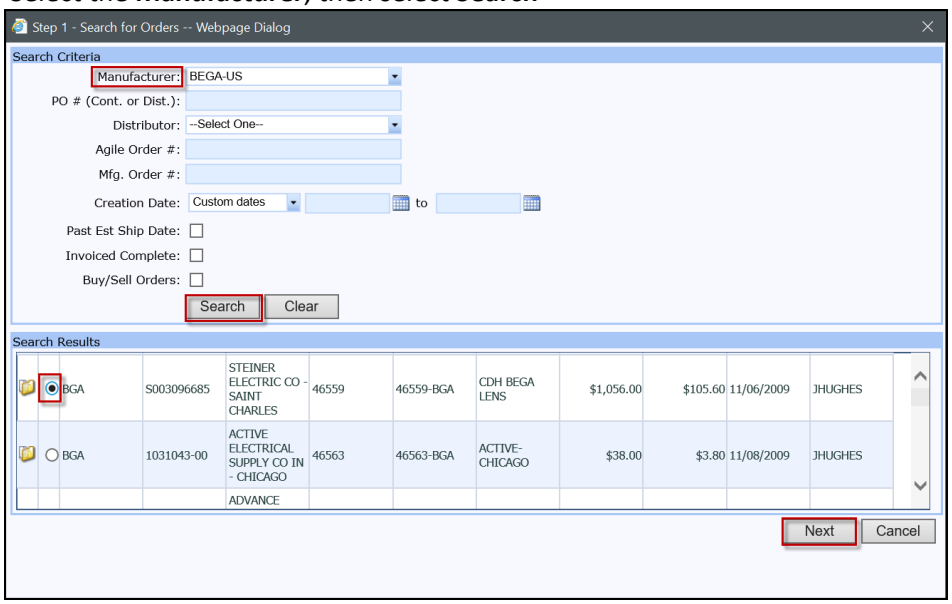

***Note***: you can also update the order DSP and Commission in Order Management to have the invoice amount match the order.

## Creating an Invoice with No Lines

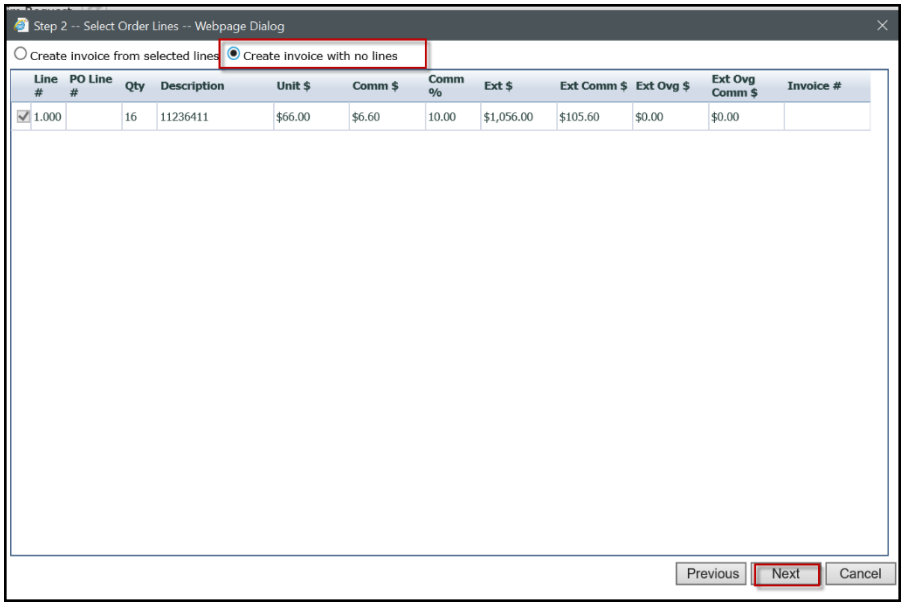
Creating an invoice with no lines is used when components or partial quantity of a line are shipped and there is not an individual line created

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**

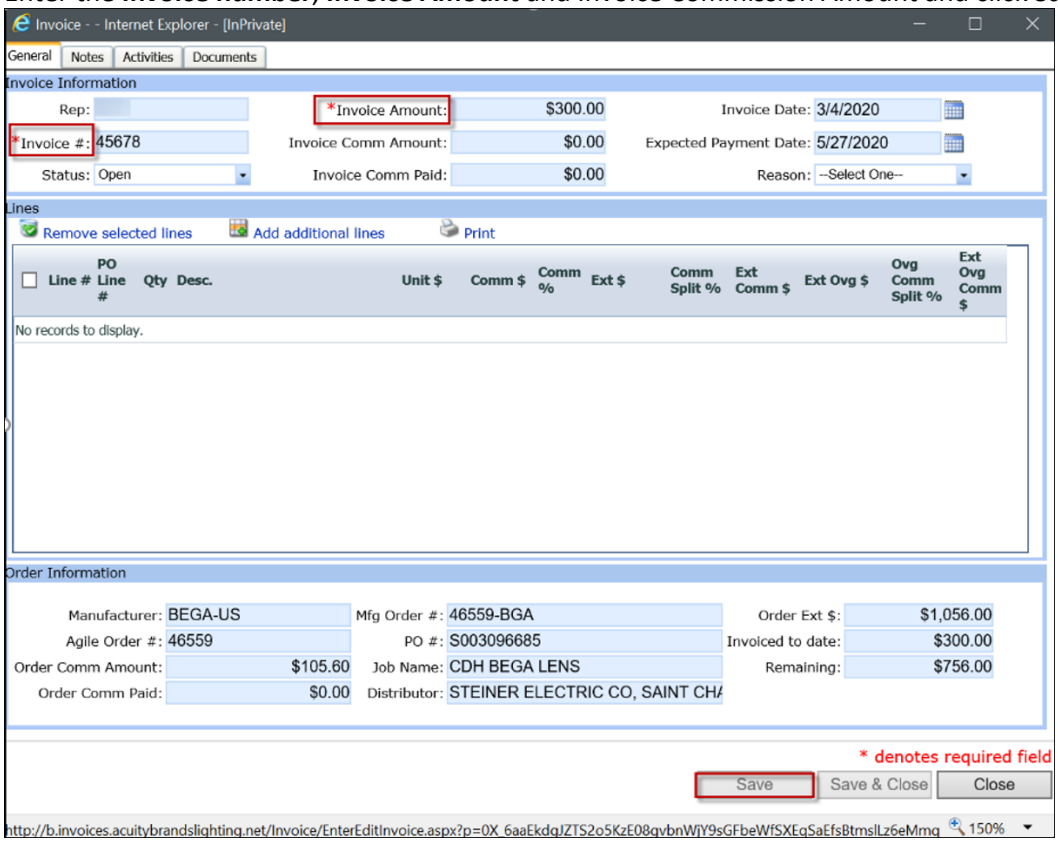



Select **Create invoice with no lines**, the lines will gray out on the order lines.
Click **Next**

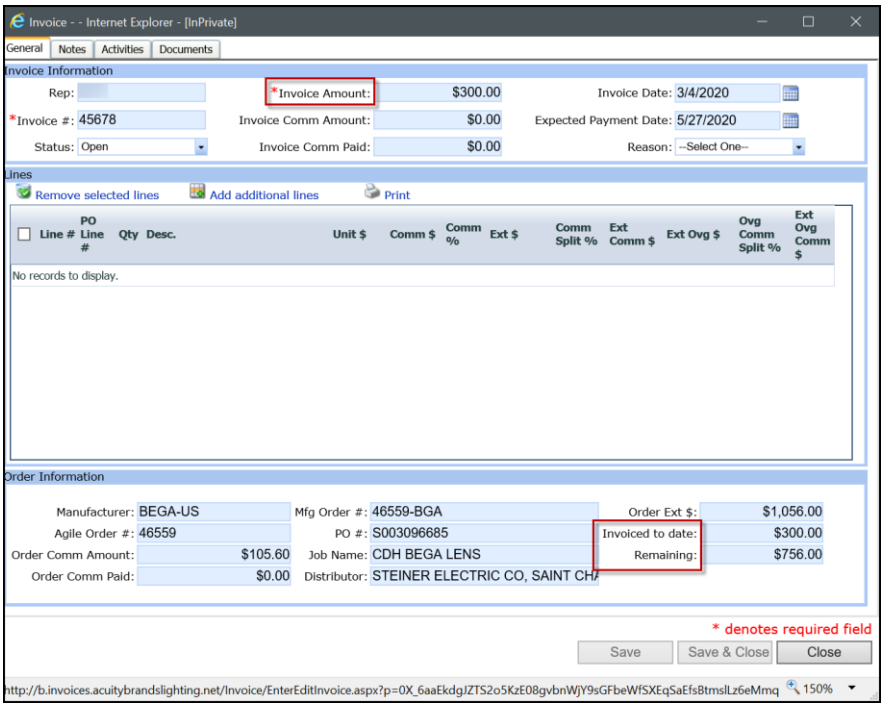


The Invoice Amount and Invoice Commission Amount will be blank since there are no lines to calculate

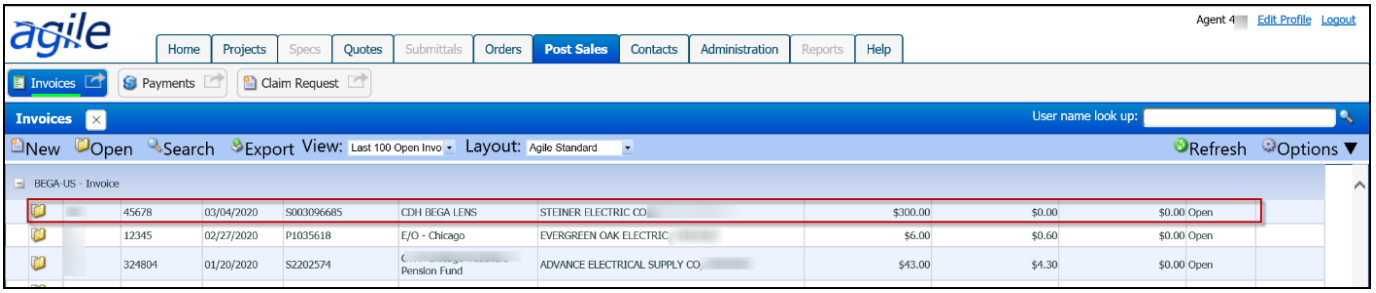
Enter the **Invoice number**, **Invoice Amount** and Invoice Commission Amount and click **Save**.



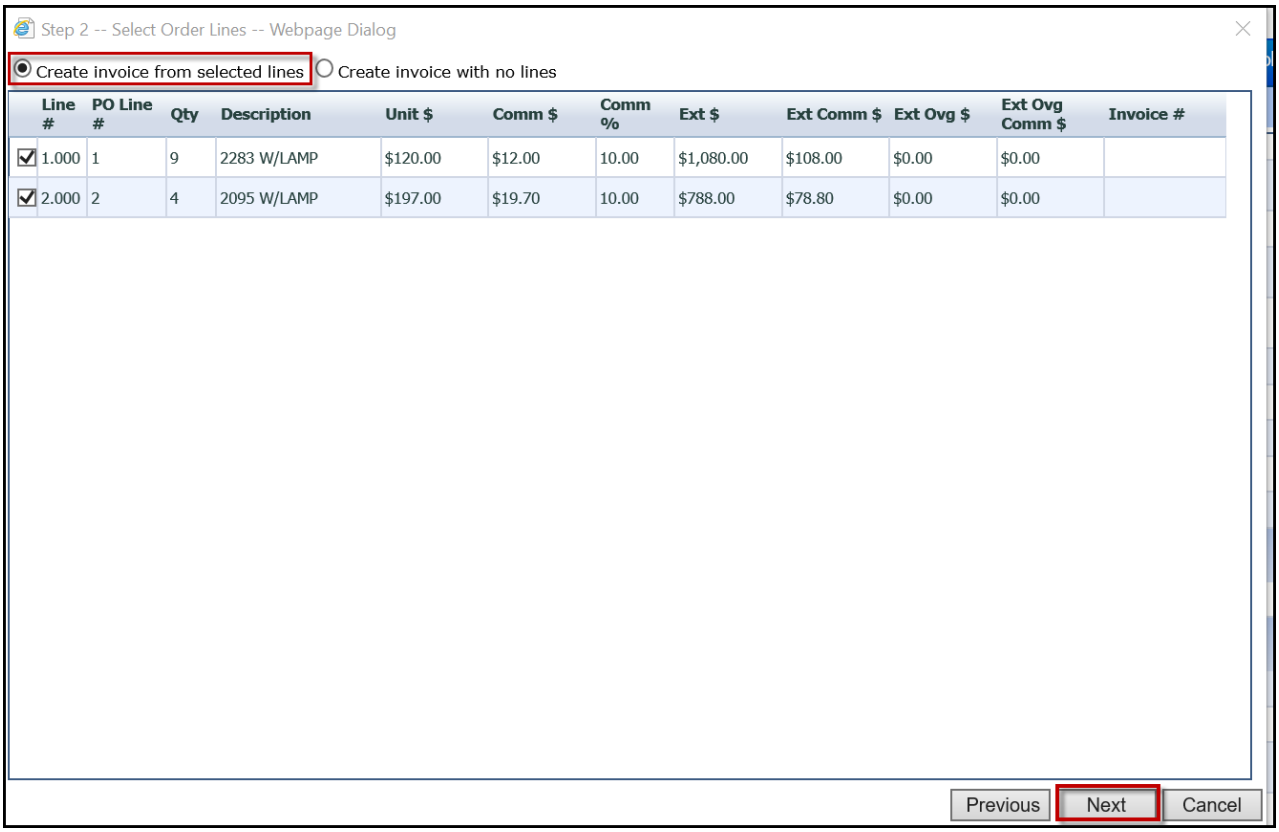

The invoiced amount will appear in the Invoiced to date field and the balance of the invoice will appear in the Remaining field.



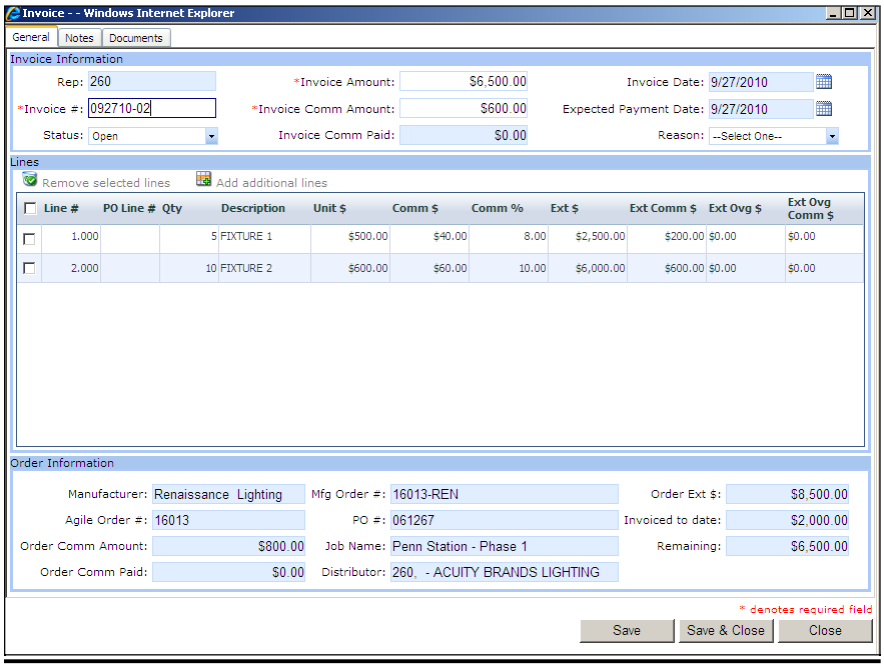

The Invoice dashboard will show the invoice created and commission amount due.




When the order lines have shipped complete, **create an invoice from selected line**s to close out the lines in Order Management. Then select Next




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

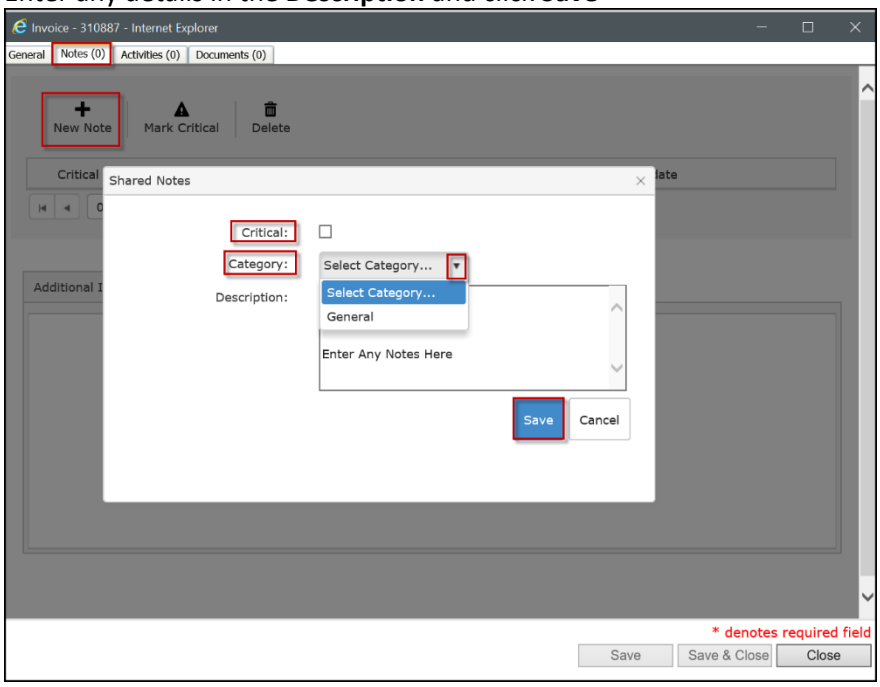
Invoice reasons allow you the ability to categorize invoice discrepancies for future reporting or review. For example, you expected to receive 10% commission on a non-ABL order line but received 8%, there would be a difference in the commission paid.

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

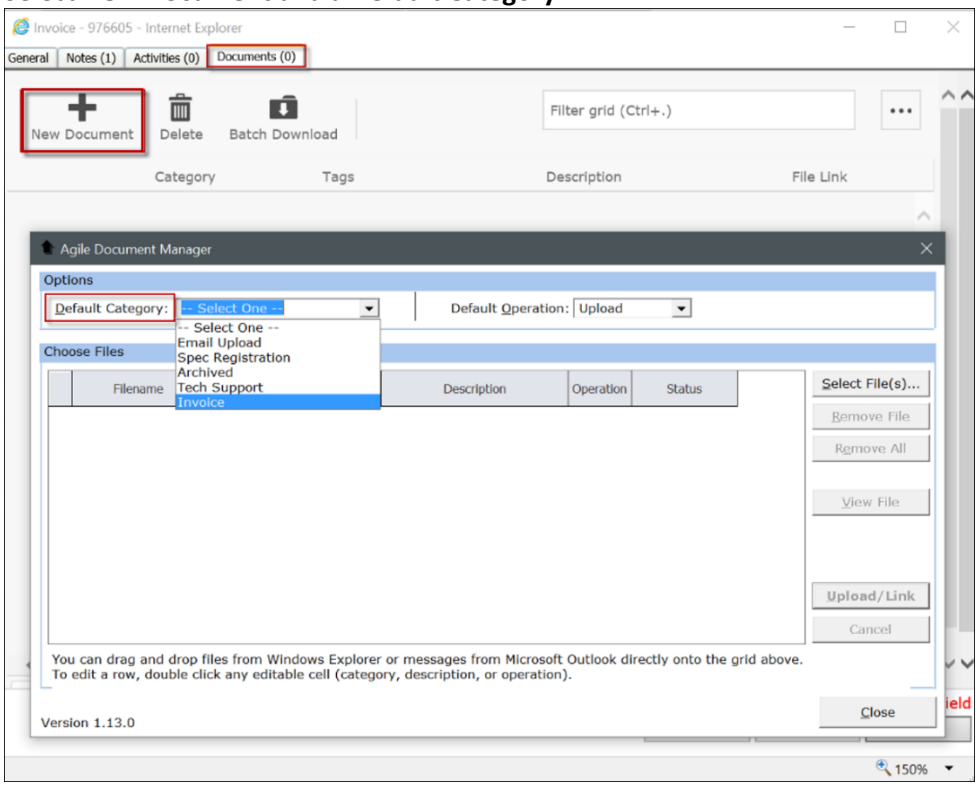
The Notes tab is used to add notes to an invoice

Select **New Note**
Choose a **Category** and mark the note **Critical** if needed
Enter any details in the **Description** and click **Save**

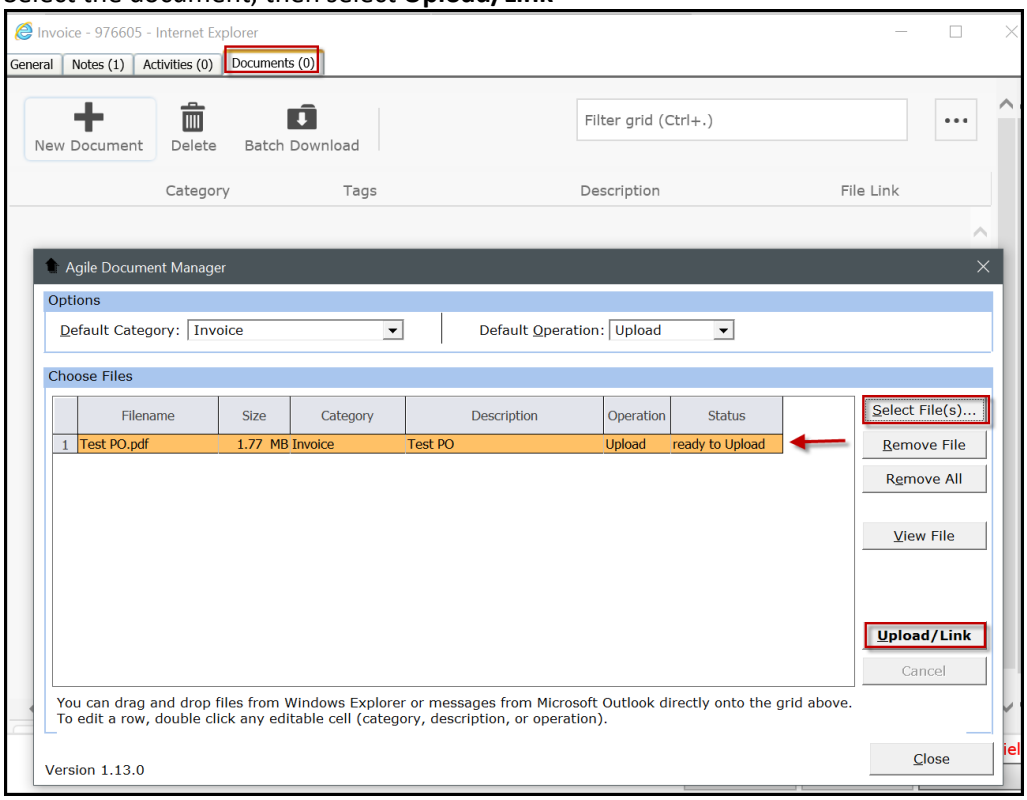


# Documents

Select **New Document** and a **Default Category**




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



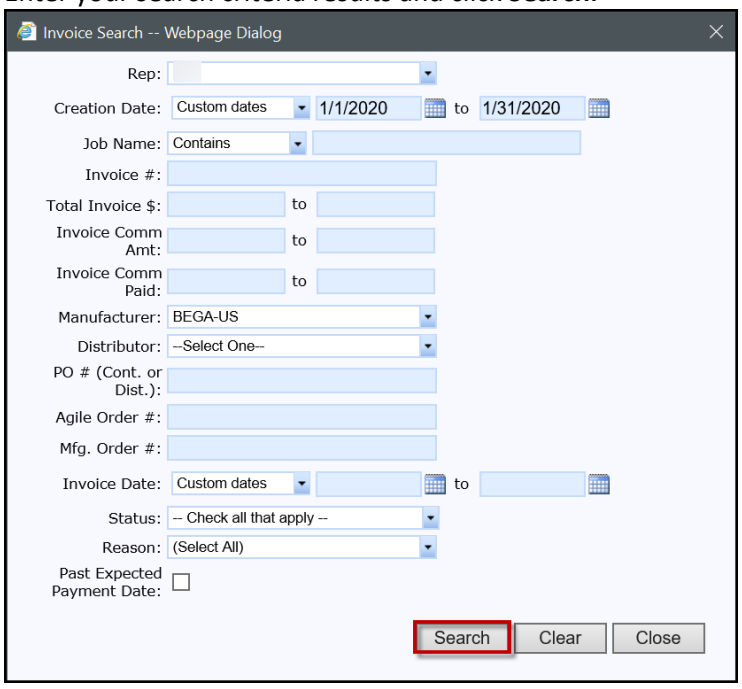
# Searching and Managing Views/Layouts

## Searching

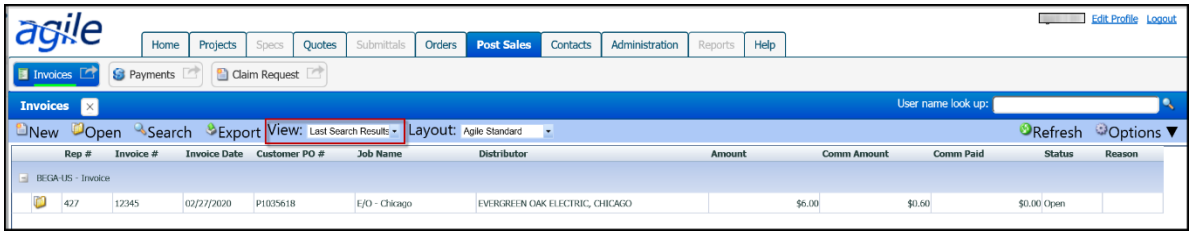
Select **Search**



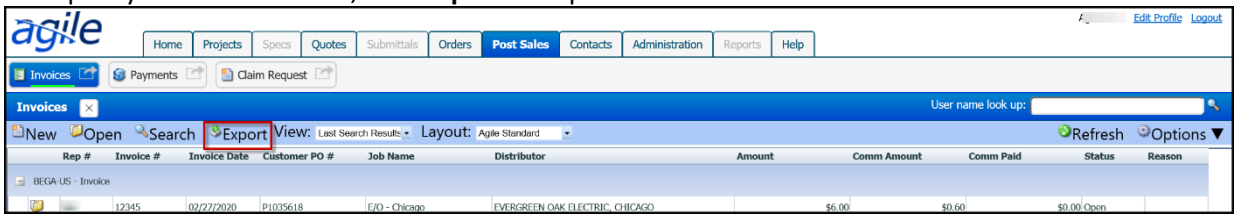

Enter your search criteria results and click **Search.**




The search results will appear in the dashboard. The view dropdown will be filtered to **Last Search Results**

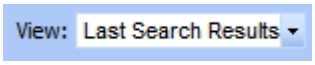



To Export your search results, click **Export** to export data to an excel file



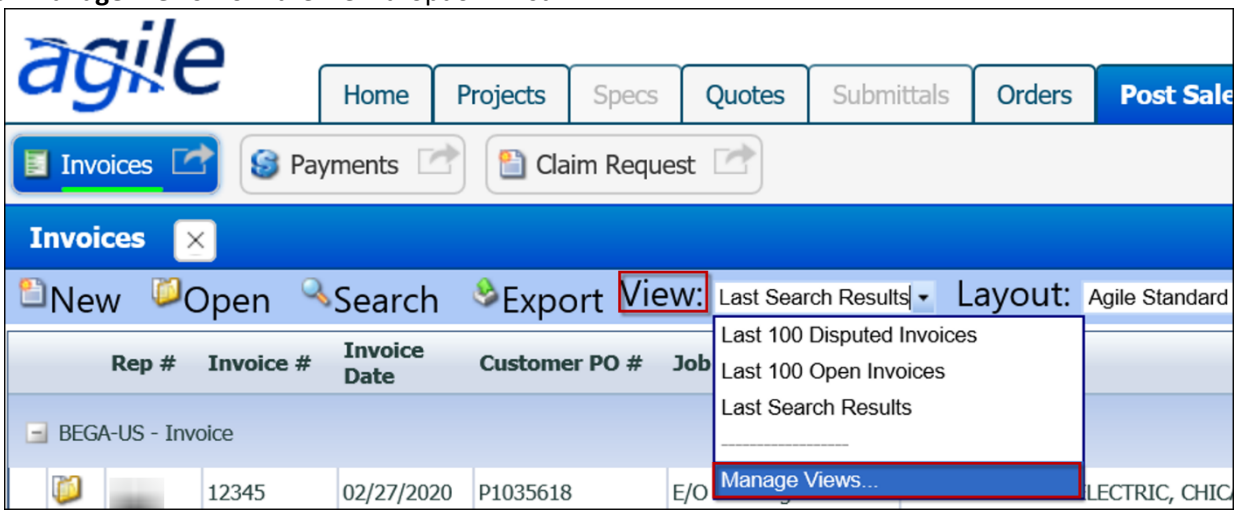
## Managing Views

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



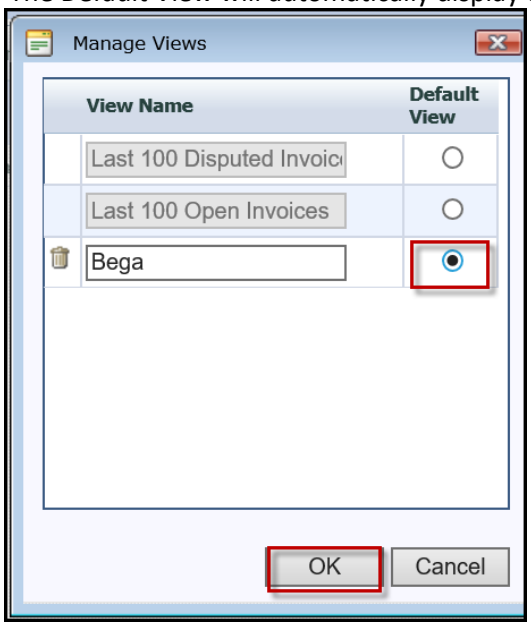

Follow the steps below to save the last search results as a custom view.

Click **Manage Views** from the view dropdown list.

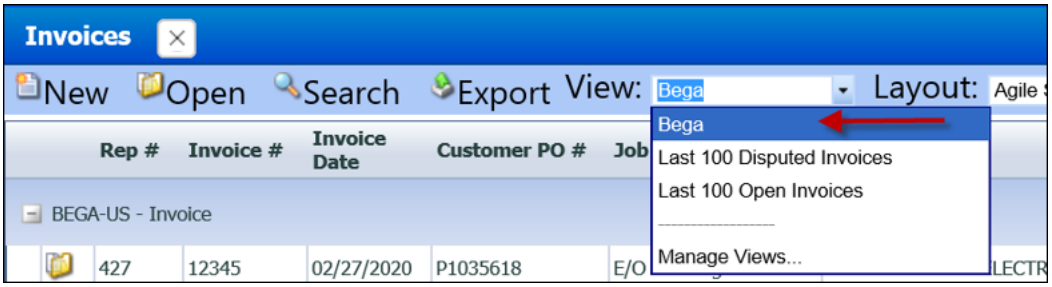



Locate Last Search Results and rename it. To set the search as your default view, click the radio button in the Default View column and click **OK**

The Default View will automatically display on the application grid view.



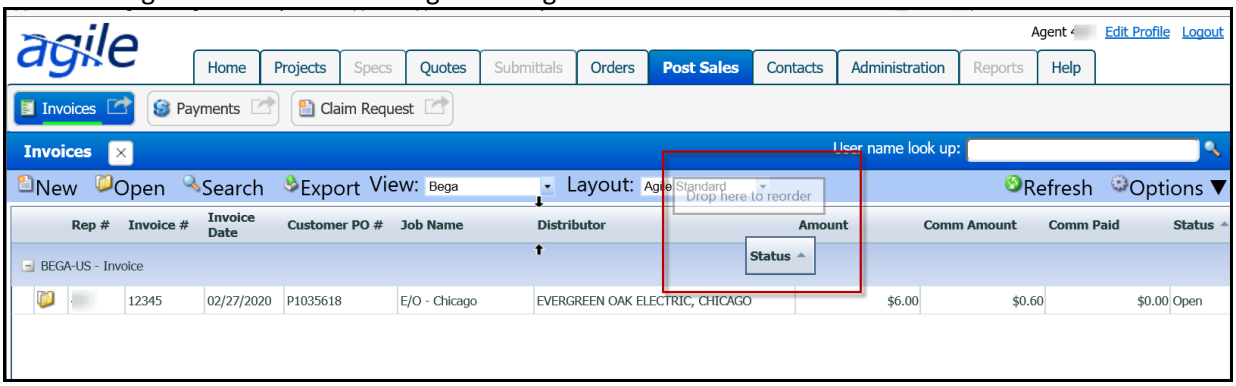
The custom view will now appear in the View dropdown.



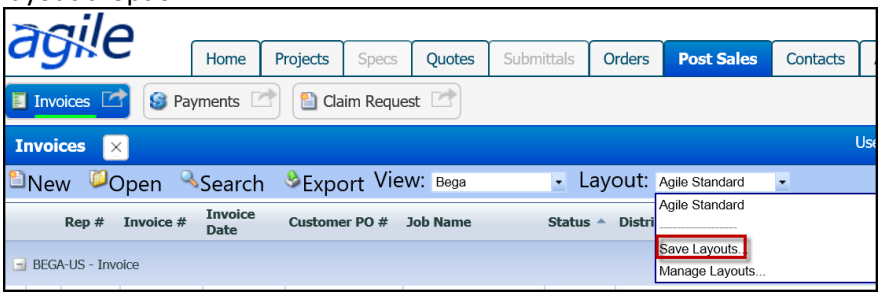

## Managing Layouts

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.

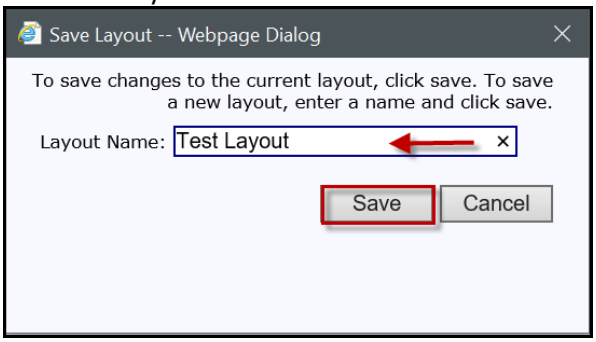
Click a column header, drag it to the desired location and let it go.
Click the edges of a column and drag left or right to resize.



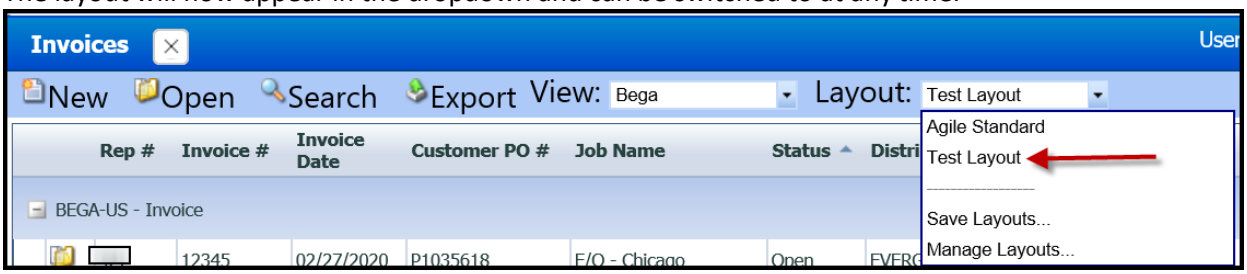

Once all columns are in the desired locations at the correct size, click **Save Layouts** from the layout dropdown.



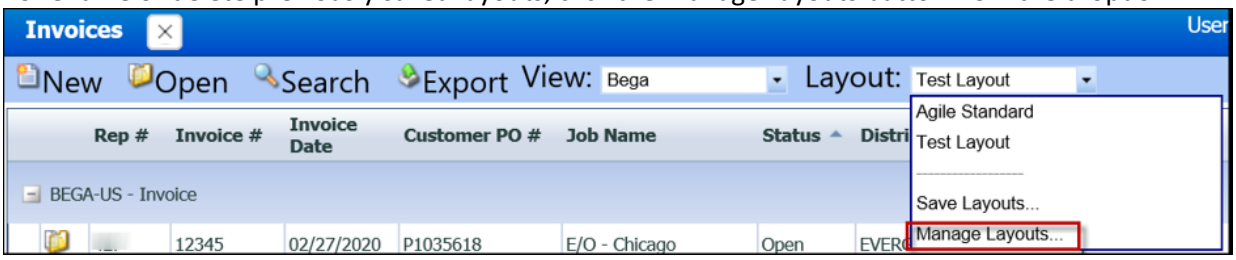

Name the layout and click **Save**.



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

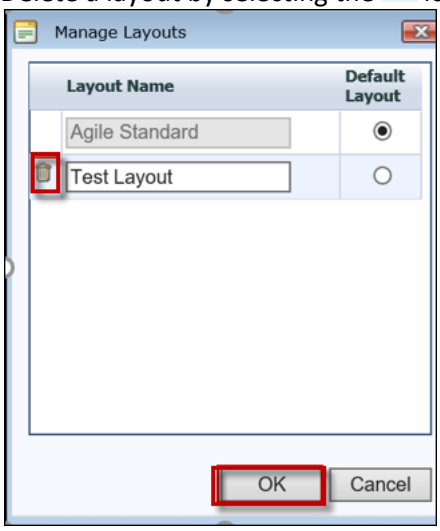



To rename or delete previously saved layouts, click the Manage Layouts button from the dropdown.




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

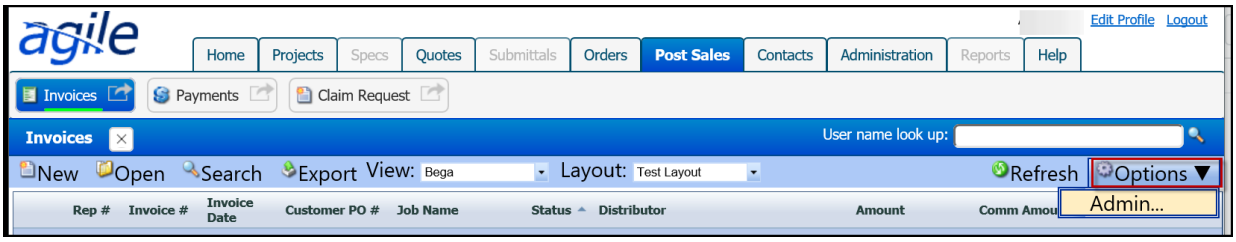
Delete a layout by selecting the  icon then **OK**



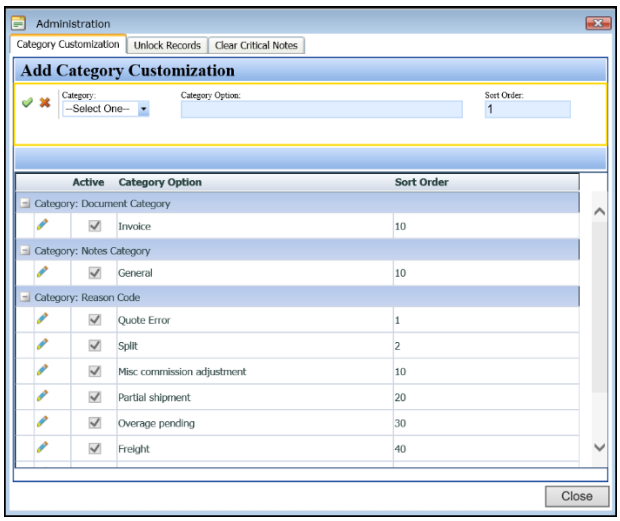
# Administration

The Admin feature allows you to customize the dropdown options in the Notes Category, Documents Category and Reason Code.

Click the **Admin** button from the Options menu in the upper right corner of the dashboard. 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.*



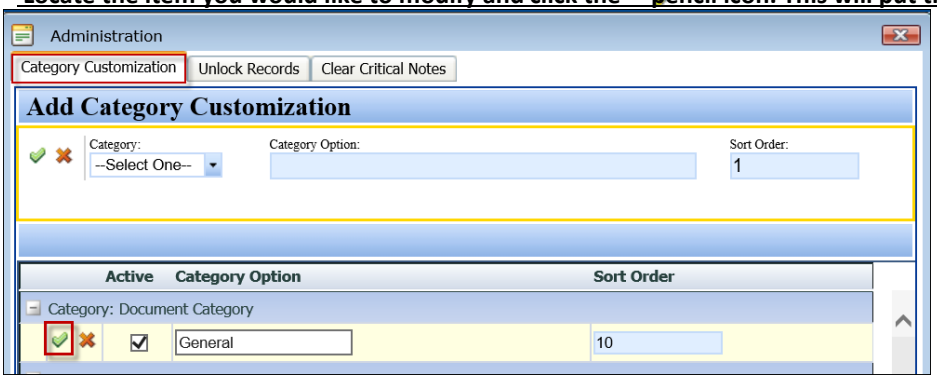
## Customizing Dropdown Lists

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 pencil icon. This will put the line in edit mode.**

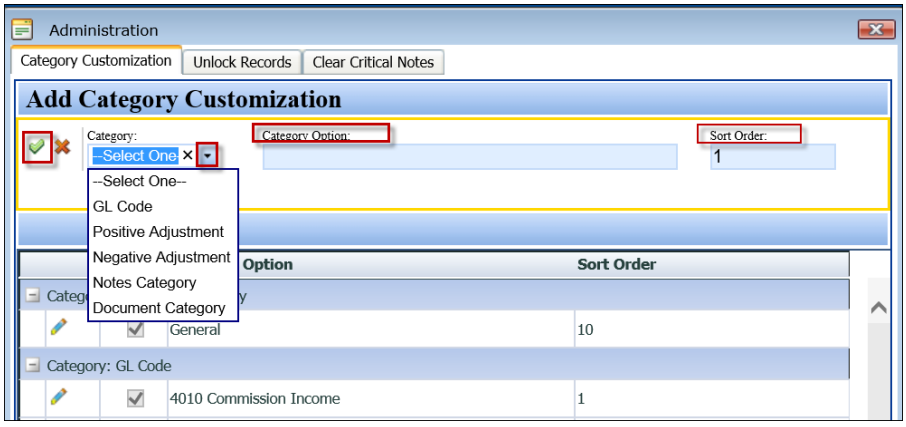



Change the category option and/or sort order
Select the **green check** to save your changes

**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.

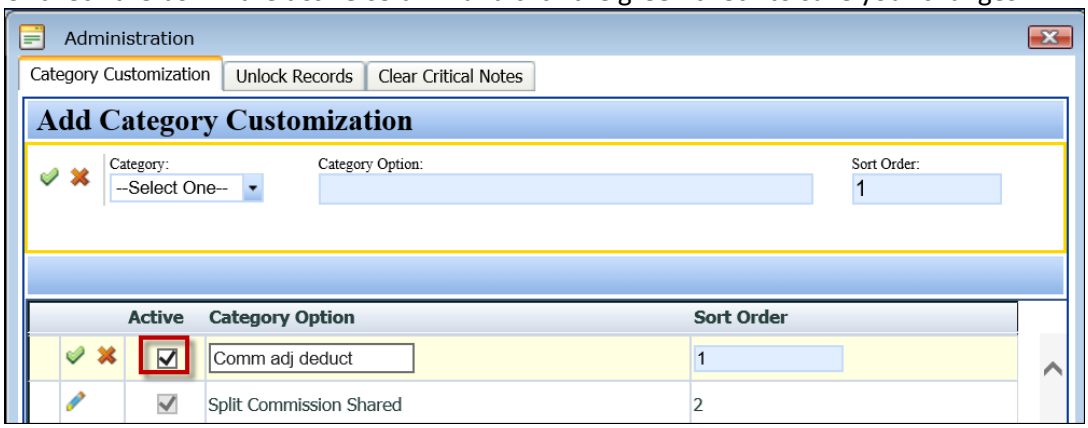
## Adding New Items

Choose a category
Enter the Category Option (what you want to appear in the dropdown)
Optional – enter a sort order (items will appear in the dropdown in numerical order)
Click the green check to update



## Inactivating Existing Items

Locate the item you would like to inactivate and click the pencil icon. This will put the line in edit mode.
Uncheck the box in the **active column** and click the green check to save your changes.



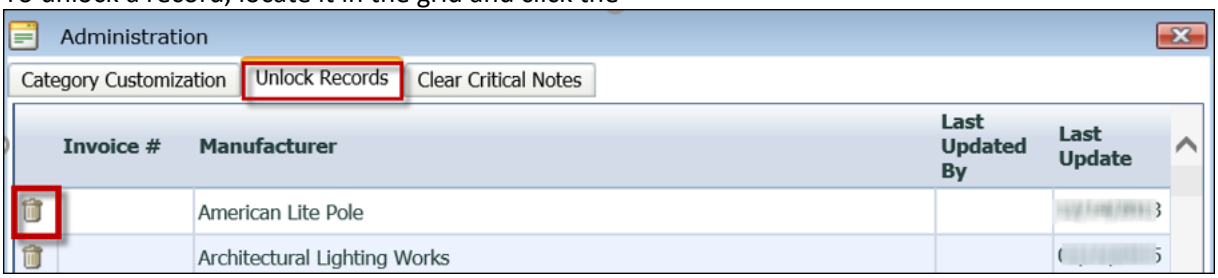

**Note:** Inactive items will still appear in the dropdown. It is recommended that you change the names of existing items instead of inactivating old items and adding new.

## Unlocking Records

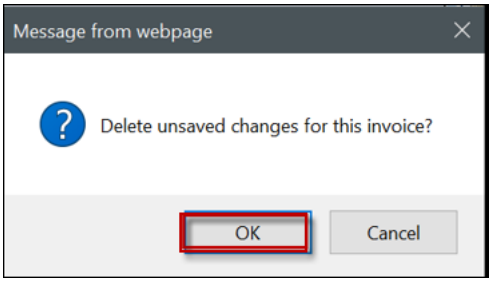
If another user has the invoice open at the time you will receive a message that the Invoice is opened by another user and it will be opened in Read Only mode.

If you are an agile administrator, you can unlock records that are locked by other users on the Unlock Records Tab.

To unlock a record, locate it in the grid and click the




The following message will be displayed. Click **OK** if you wish to delete the unsaved changes for this invoice

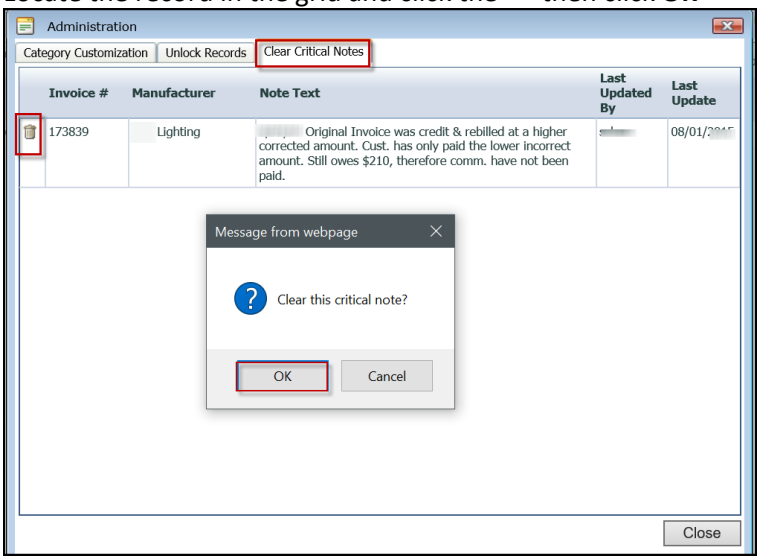


## Clearing Critical Notes

Notes can only be edited or deleted by the user that created them or a person with Admin rights

Click **Clear Critical Notes** tab in the Administration screen.

Locate the record in the grid and click the  then click **OK**




***Note:*** *Clearing a critical note will* ***not*** *delete the note. It will only mark the note as not critical.*