

# Guide to Invoices

This guide will explain how to create and send invoices in Pure Harvest. For help about the Invoice PDF sections and meaning, see the Invoice to your Customers page.

In Pure Harvest, Charges can be created at any time against a particular sample, seed lot, field or associate. When it is time to create an invoice, existing charges are assigned to an invoice number, then the invoice is created.

## Step 1 - Create the charges

Charges and/or credits can be created and applied to customers accounts in different ways. You can manually add any charges/credits to an associates account from the Billing -Associate Accounts screen.

You can also create charges on a sample, which will be applied to the “Bill To” Associate as defined for that sample. Charges on a sample can be created manually, or by using the Bill Sample function as provided by PH. See Sample Billing for more.

## Step 2 - Create the invoice

Invoices can be created in one of two ways: either individually by customer or in a batch by date range. This section will cover both.

### By Customer

From the **Billing** → **Associate Accts** on the Open Charges tab is [Create Invoice] Link, this will bring up the charges which you can select to include on the invoice. Once you have created the invoice, you can open a link to view the PDF, or if you've made any mistakes, you can remove the invoice, and the charges will be set to “Open”.

1.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Open Charges, Invoices, Payments, Review Transactions, Account History, and Account Aging. Below the tabs, the main content area is titled "Billing Detail (Type: L)" with a "[Help]" link. Underneath, it says "Example Seed Company (3944)" and "Showing Charges/Credits not on any invoice. [Create Invoice]". A timestamp "Last Refreshed @ 2016-07-14 12:10:04" is followed by a "[Refresh]" link. An orange arrow points from the "Invoices" tab to the "[Create Invoice]" link. Below this is a table with columns: Date, Reference, Description, Qty, Debit, and Credit. The table contains four rows of data. At the bottom left of the table area are "Add Row" and "Save" buttons.

	Date	Reference	Description	Qty	Debit	Credit
[X]	2016-07-14	LOT_NUMBER1	Wheat: Germination	1	20.00	
[X]	2016-07-14	LOT_NUMBER1	Wheat: Purity	1	20.00	
[X]	2016-07-14	LOT_NUMBER2	Corn: Germination	1	20.00	
[X]	2016-07-14	LOT_NUMBER2	Corn: Purity	1	20.00	

2.

[Open Charges](#) [Invoices](#) [Payments](#) [Review Transactions](#) [Account History](#) [Account Aging](#)

**Show only charges on or before date**  
 Leave blank to show all open charges  
 Thru Date:

**Charges To Invoice (L)** [\[Help\]](#)  
**Example Seed Company (3944)**  
 Last Refreshed @ 2016-07-14 12:11:20 [\[Refresh\]](#)  
[\[Create or Edit Charges\]](#)

<input checked="" type="checkbox"/>	Date	Reference	Description	Qty	Debit	Credit
Mark the charges to invoice, then press the "Create Invoice" button						
<input checked="" type="checkbox"/>	07/14/16	LOT_NUMBER1	Wheat: Germination	1	20.00	
<input checked="" type="checkbox"/>	07/14/16	LOT_NUMBER1	Wheat: Purity	1	20.00	
<input checked="" type="checkbox"/>	07/14/16	LOT_NUMBER2	Corn: Germination	1	20.00	
<input checked="" type="checkbox"/>	07/14/16	LOT_NUMBER2	Corn: Purity	1	20.00	

**OK:**  
 Created Invoice L1009 with 4 items [\[View PDF\]](#) [\[Help\]](#)

**Invoice Detail - L1009**

Invoice Date	Due Date	Invoice Amount	Printed	Emailed	PDF
07/14/16	08/13/16	80.00			

[\[Click Here\]](#) to remove this invoice. (charges will be set to "open" and can be edited)

Date	Reference	Description	Qty	Debit	Credit
Balance Forward			1	0.00	
1) 07/14/16	LOT_NUMBER1	Wheat: Germination	1	20.00	
2) 07/14/16	LOT_NUMBER1	Wheat: Purity	1	20.00	
3) 07/14/16	LOT_NUMBER2	Corn: Germination	1	20.00	
4) 07/14/16	LOT_NUMBER2	Corn: Purity	1	20.00	
Totals				80.00	0.00

By Date

Using the **Billing** → **Billing Periods** Screen, you can enter a close date & a due date, and the system will find every customer that has charges on or before the close date that have not already been invoiced. As it goes through each customer, an invoice will be created which will include all of the open charges/credits and apply them to the invoice. After it is done, the screen will list all of the newly created invoices which can be selected and printed to file. If a mistake is made, you can use the [\[Rollback Invoices\]](#) period which will find all the invoices with the most recent invoice date, and remove them, setting the charges back to "Open".

**Print Invoices for: 2016-01-31**

[\[Help\]](#)

Use filter to include/exclude invoices to print

Options:  Show Printed  Show \$0 invoice  Show Credit invoices  Show Past Due

<input type="checkbox"/>	Associate	Invoice	Invoice Date	Balance Forward	Credits	Debits	Invoice Amount	Printed	Emailed
Print Selected (opens pdf in new window)									
<input type="checkbox"/>	A	L35007	01/31/16	0.00	0.00	343.00	343.00	02/02/16	
<input type="checkbox"/>	A	L35008	01/31/16	1639.00	950.00	597.00	1286.00	02/02/16	
<input type="checkbox"/>	A	L35009	01/31/16	153.00	153.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	B	L35010	01/31/16	108.00	0.00	637.00	745.00	02/02/16	
<input type="checkbox"/>	B	L35011	01/31/16	121.00	121.00	74.00	74.00	02/02/16	
<input type="checkbox"/>	B	L35012	01/31/16	124.00	124.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	B	L35013	01/31/16	0.00	0.00	46.00	46.00	02/02/16	
<input type="checkbox"/>	C	L35014	01/31/16	19.00	0.00	38.00	57.00	02/02/16	
<input type="checkbox"/>	C	L35015	01/31/16	2421.00	2421.00	165.00	165.00	02/02/16	
<input type="checkbox"/>	C	L35016	01/31/16	76.00	76.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	C	L35017	01/31/16	503.00	503.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	C	L35018	01/31/16	0.00	0.00	235.00	235.00	02/02/16	
<input type="checkbox"/>	C	L35019	01/31/16	221.00	221.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	D	L35020	01/31/16	936.00	936.00	134.00	134.00	02/02/16	
<input type="checkbox"/>	E	L35021	01/31/16	167.00	167.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	E	L35022	01/31/16	704.00	704.00	682.00	682.00	02/02/16	
<input type="checkbox"/>	G	L35023	01/31/16	142.00	142.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	G	L35024	01/31/16	845.00	845.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	Id	L35025	01/31/16	0.00	0.00	78.00	78.00	02/02/16	
<input type="checkbox"/>	In	L35026	01/31/16	114.00	114.00	0.00	0.00	02/02/16	
<input type="checkbox"/>	K	L35027	01/31/16	0.00	0.00	114.00	114.00	02/02/16	
<input type="checkbox"/>	L	L35028	01/31/16	-170.00	0.00	232.00	62.00	02/02/16	

**Step 4 - Email Invoices**

Once you have created your invoice/invoices you can go to the **Billing** → **Invoices** screen, and on the Email Invoices tab, you can select the invoices you wish to email.

You may need to change the filter to see your invoices, and only the customers who have an Email address defined with type "Invoice PDF" will be shown on this tab. Invoices can be selected and sent out for those customers.

<input type="checkbox"/>	Associate	Invoice	Date Of	Printed	Emailed	Emails
<input type="checkbox"/>	C	L34598 [PDF] 106.00, New Balance:259.00	01/31/15	02/02/15		j:_____r@s_____
<input type="checkbox"/>	K	L34607 [PDF] 108.00, New Balance:108.00	01/31/15	02/02/15		r:_____@k_____
<input type="checkbox"/>	M	L34756 [PDF] 35.00, New Balance:35.00	05/31/15	06/04/15		w:_____@t_____
<input type="checkbox"/>	P	L34840 [PDF] 77.00, New Balance:77.00	08/31/15	09/01/15		r:_____:@p_____

**Step 5 - Enter Payments**

See the **Billing** → **Payments** screen help page for more information.

After you have sent out invoices, and payments have started coming in you can enter those from the Payments screen.

Most commonly the customer will be sending a payment for a single invoice, for that you can use the Quick Pay tab. Enter the invoice number the customer is paying off, and the form will automatically fill in the Associate information, and the amount from the invoice. If the amount suggested on the form matches the amount of the check/payment, then just enter the Check # as the reference (or some other identifier if it was paid in other means). If the amount on the check does not match the amount on the form, you can manually enter a different amount before applying the payment.

Some customers may have multiple accounts in your system (i.e. for the various city branches of the company) and one branch will send a single check that pays off invoices for multiple accounts. For that you would use the Advanced tab, which would allow you to split the payment and apply it to various invoices across multiple accounts. See the Payments page for more details on splitting a payment.