

Billing Screen (Associate Accounts)

2024-09-19

Menu: Billing → Associate Accts

This screen shows billing Information for a single customer account.

Lookup account by customer name or by invoice number.

Account Lookup

By Invoice

OR

By Associate:

Type: ; 3 - Example Seed Co.

999 Fake St Suite 888 St. Paul MN 55117

Total Samples 15 Samples With Charges 1

of Invoices 1 Last Invoice: L1001 (11/27/19)

Open Charges

Invoices

Payments

Review Transactions

Account History

Account Aging

Billing Detail (Type: L)

EX01 - Example Seed Co. (3)

Showing Charges/Credits not on any invoice. [\[Create Invoice\]](#)

Last Refreshed @ 2024-09-19 18:49:22[\[Refresh\]](#)

Date	Acct	Reference	Description	Qty	Debit	Credit
<div><div>Notice:</div><div>There are no Un-invoiced Charges, Credits, or Payments from this associate.</div></div>						
<input checked="" type="checkbox"/> 2024-09-19	<input type="text" value="v"/>	15-1234	Corn: Purity	1	10	
<div><div>Add Row</div><div>Save</div></div>						

Open Charges (and Credits)

To add a single charge or credit, from Left Menu / Billing / Associate Accounts /[Open Charges]. Then press [Add Row].

You may have the Acct column shown, based on your setup. For the Reference, provide something meaningful, such as check number. If you want PH to add the Reference, you need to bill from the Samples Screen. Adding a row here does not attach it to a specific field or sample.

Invoices

Open ChargesInvoicesPaymentsReview TransactionsAccount HistoryAccount Aging

List Invoices (L)

[Help]

EX01 - Example Seed Co.

Last Refreshed @ 2024-09-19 19:16:34[Refresh]

☐ Show Invoices with no activity (created by the old system)

☐ Show Invoices created before 2015

Invoice	Date	Due	Prev Balance	Credits	Debits	This Invoice	Invoice Amount	Amount Paid	Printed	Emailed
L1001	11/27/19	12/27/19	0.00	0.00	125.00	125.00	125.00		[11/27/19]	12/06/19

Invoice Detail - L1001



[Help]

Invoice Date	Due Date	Invoice Amount	Printed	Emailed	PDF
11/27/19	12/27/19	125.00	11/27/19	12/06/19	[PDF 

[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) 07/22/19	Dummy	Fake	1	100.00	
2) 11/20/19	DEMO_TEST	Wheat: Germination	1	10.00	
3) 11/20/19	DEMO_TEST	Wheat: Purity	1	0.00	
4) 11/20/19	DEMO_TEST	Wheatgrass: Germination	1	15.00	
5) 11/20/19	DEMO_TEST	Wheatgrass: Moisture	1	0.00	
6) 11/20/19	DEMO_TEST	Wheatgrass: Purity	1	0.00	
Totals				125.00	0.00

Payments On Invoice

#	Date	Reference	Description	Amount
<div><div> Notice:</div><div>No rows found</div><div></div></div>				

Lists all the invoices that have been created for this customer. Invoice detail can be viewed by clicking on the Invoice Number (left column)

The Invoice itself (PDF with form for emailing) can be viewed by clicking the [Print Now] link (Note: If invoice has already been generated to PDF, Link text will show the print date [04/01/16] instead of [Print Now].)

“This Invoice” indicates the total of the billed items on the invoice. “Invoice Amount” is the amount on the invoice that also includes a previous balance, if any.

Invoice PDF

After clicking the [Print Now] link (or the link with the Print Date if the invoice has already been generated, the tab will be replaced with a view of the invoice, as well as an “Email” form prefilled with any/all “Invoice” type emails defined for that customer. You can use this form to immediately send the invoice to the emails listed.

Review Transactions

Open Charges

Invoices

Payments

Review Transactions

Account History

Account Aging

View all transactions on account between dates

Date not required, blank dates will be treated as begining/end of time(no cutoff)

Date Range

Last Year

From:

2023-01-01

Thru:

2023-12-31

Apply

#	Date	Invoice	Reference	Acct	Description	Amount	Cumulative
1	12/31/22		Summary		Total of transactions as of 12/31/22	125.00	125.00
2	01/01/24		Summary		Total transactions on or after 01/01/24		125.00

List all the charges/credits/payments applied to the account, for any date range.

The first and last rows show the Sum of all charges/credits/payments that occurred outside the date range.

Account History

A table which lists every invoice & payment for this customer, ordered by date.

Open Charges	Invoices	Payments	Review Transactions	Account History	Account Aging
Date	Reference	Charges	Credits	Balance Due	
11/30/21	Invoice L2579	500.00		2403.00	
10/29/21	Invoice L2512	500.00		2903.00	
04/30/21	Invoice L2035	196.00		3099.00	
12/30/20	Invoice L1706	152.00		3251.00	
11/30/20	Invoice L1638	223.00		3474.00	
10/30/20	Invoice L1554	761.00		4235.00	
06/30/20	Invoice L1144	71.00		4306.00	

Account Aging

This tab lists any invoices that have gone unpaid for more than 30 days.

See also Account Aging export.