

Invoices with an Asterisk – Mock Invoice in SedonaOffice

01/04/2024 10:36 am EST

Invoices with an Asterisk – Mock Invoice

SedonaOffice has the ability to create mock invoices that can be printed and sent to customer, but do not affect the General Ledger. These invoices are most often used to collect Advanced Deposits for jobs that are not yet ready to be invoiced. The mock invoices can then be deleted after the Advanced Deposit is received. If the occasion calls for it, these mock invoices can also be turned into real invoices if needed.

Customer Account

In the Customer Account right click on “Invoices” to create a New Invoice.

□

When the Invoice Screen opens up add the required information and then uncheck the “Complete” box in the bottom left corner.

Invoice

Customer ID: 48977 Category: Admin G & A A/R Account: 110120 Tax Group: AL State

Invoice # 475017

Elizabeth Arrington
2345 Sunny Lane
Daphne, AL 36526

Site Address: Elizabeth Arrington
2345 Sunny Lane
Daphne, AL 36526

Invoice Date: 4/7/2023 Aging Date: 4/7/2023

Branch: Alabama E.O. Number:

Warehouse: *Main-MI Term: Due On Receipt

Invoice Type: Miscellaneous Job #:

Salesperson: Amy B Posting Date: 4/7/2023

Item	Description	Exempt	Qty	Rate	Amount	Memo
*		☐				

Description: Contact: Memo:

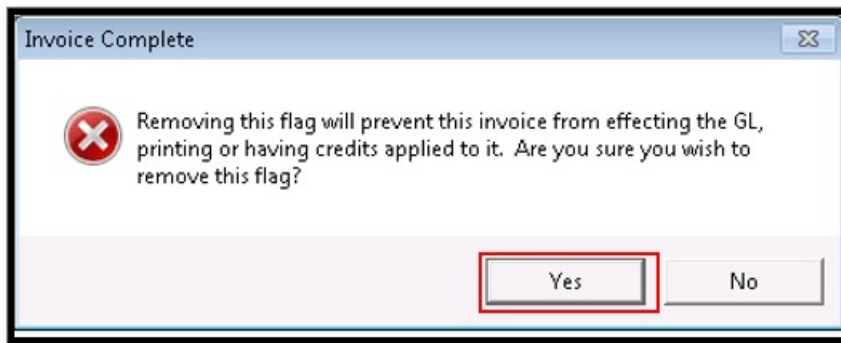
☒ Complete

☐ Add to Print Queue ☐ Add to Email Queue

Sub Total Tax Total Balance Due

Save Close

When unchecking the box, a box will pop up letting you know that by removing the check from the box will prevent the Invoice from affecting the GL, printing, or having credits applied to it. Select Yes.



When finished entering the information select Save.

Now the “Mock” Invoice will be listed under Open Invoices and will have an (*) Asterisk in front of it and will show “Pending” for the Amount. If the mock invoice is later turned into a real invoice, the pending amount will update to reflect the actual amount of the invoice.

Open Invoices		\$842.52				
Invoice #	Site Name	Description	Date	Amount	Net Due	Late Fee
474946	Elizabeth Arrington B...	Installation Services	3/22/2023	\$764.51	\$259.77	\$0.00
474949	Elizabeth Arrington	Equipment Sales	3/22/2023	\$525.00	\$525.00	\$0.00
474971	Elizabeth Arrington B...	Service Call	3/23/2023	\$57.75	\$57.75	\$0.00
*475017	Elizabeth Arrington	Equipment Sales	4/7/2023	Pending		

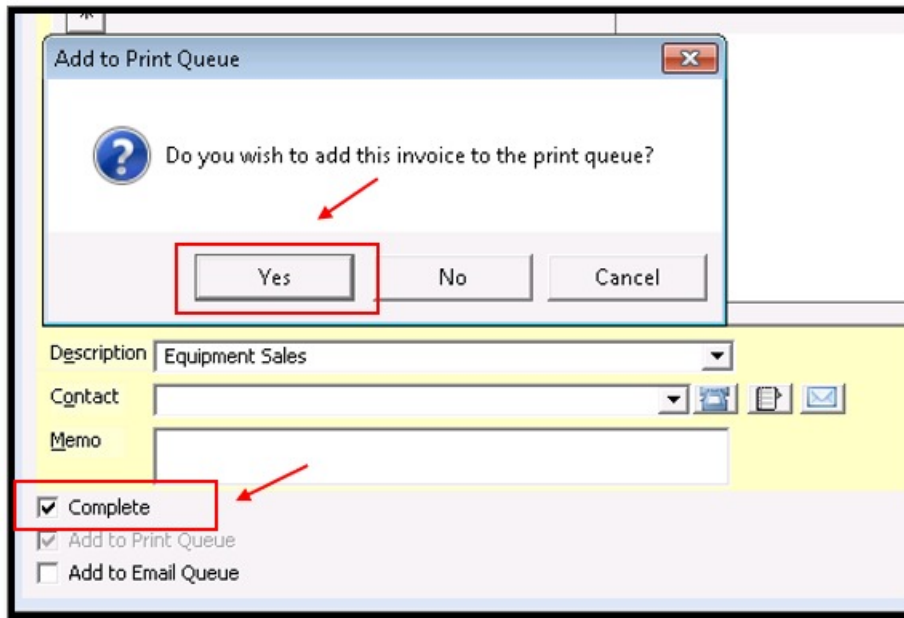
Note - If an invoice is created and Saved and the “Complete” box is not unchecked, you can no longer uncheck the box. A new “Mock” Invoice will need to be created.

Turning a Mock Invoice into a True Invoice

To turn a mock invoice into a real invoice edit the invoice either by double-clicking on it or right-clicking on it and select Edit.

When the Invoice opens up check the box next to Complete.

A box will pop up asking if you want to add this invoice to the Print Queue. Select Yes.



Another box will pop up letting you know the invoice has been added to the Print Queue. Select Ok. Save.

Now the (*) Asterisk has been removed from the Invoice and the Pending has been removed and the amount of the invoice is now showing.

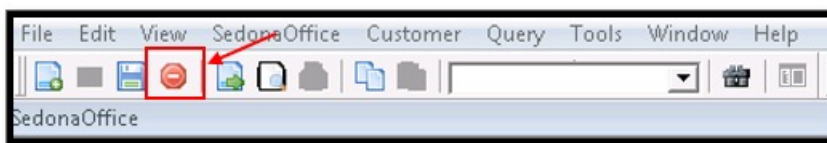
Open Invoices							
		\$947.52					
Invoice #	Site Name	Description	Date	Amount	Net Due	Late Fee	
474946	Elizabeth Arrington Beach House	Installation Services	3/22/2023	\$764.51	\$259.77	\$0.00	
474949	Elizabeth Arrington	Equipment Sales	3/22/2023	\$525.00	\$525.00	\$0.00	
474971	Elizabeth Arrington Beach House	Service Call	3/23/2023	\$57.75	\$57.75	\$0.00	
475017	Elizabeth Arrington	Equipment Sales	4/7/2023	\$105.00	\$105.00	\$0.00	

Removing a Mock Invoice that is No Longer Needed

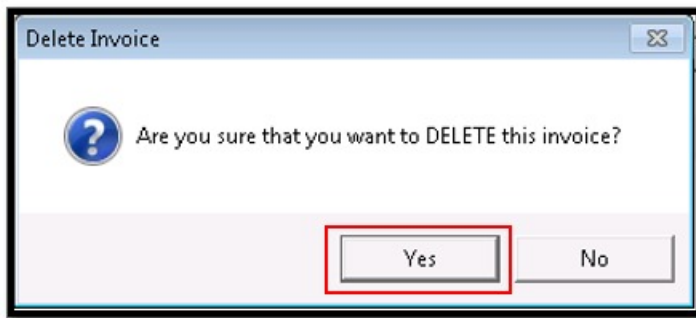
The mock invoice can be deleted when it is no longer needed. For example, it can be deleted if the advanced deposit has been received and normal billing will be processed through the job.

To delete the most invoice open the invoice either by Double-clicking on it or Right-clicking on it.

When Invoice opens, then click the Red "Delete" icon on the top left of the Sedona Tool Bar.



A box will pop up asking if you want to Delete this Invoice. Select Yes.



The Sedona Event Log box will open. Enter any required information and Save.

The Invoice has now been deleted.