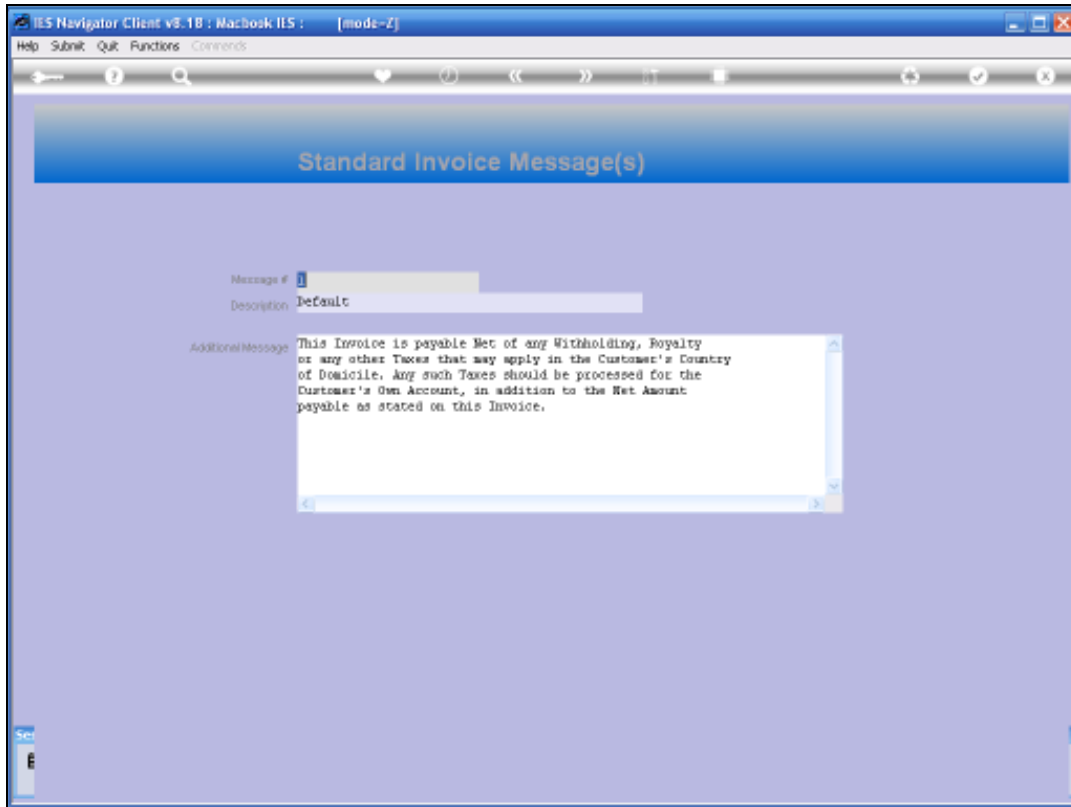




Slide 1

Slide notes: In this tutorial we look at Invoice Terms and Messages, and we start with Standard Messages.



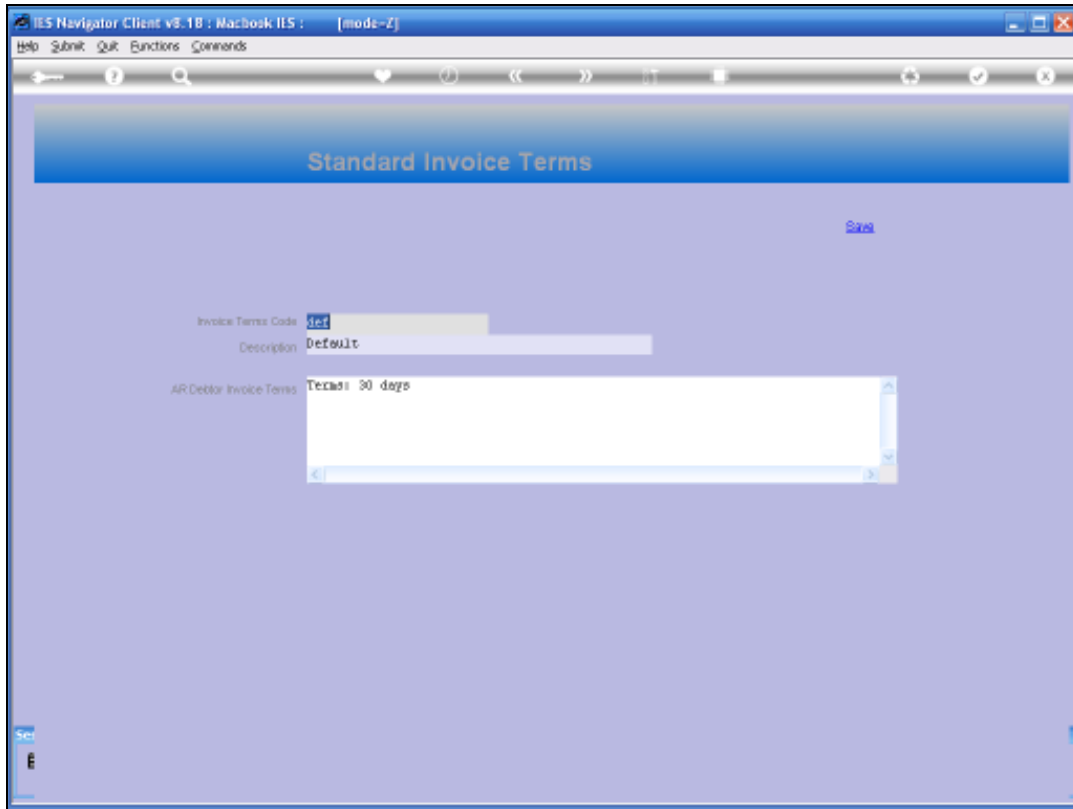
Slide 2

Slide notes: These standard messages are optional to use, but when defined can easily be included on Invoice prints. So we can define any number of these, and when we perform direct Invoicing or Invoice re-prints, then we can select a standard message to include with the Invoice when appropriate.



Slide 3

Slide notes: Next we look at Standard Terms.



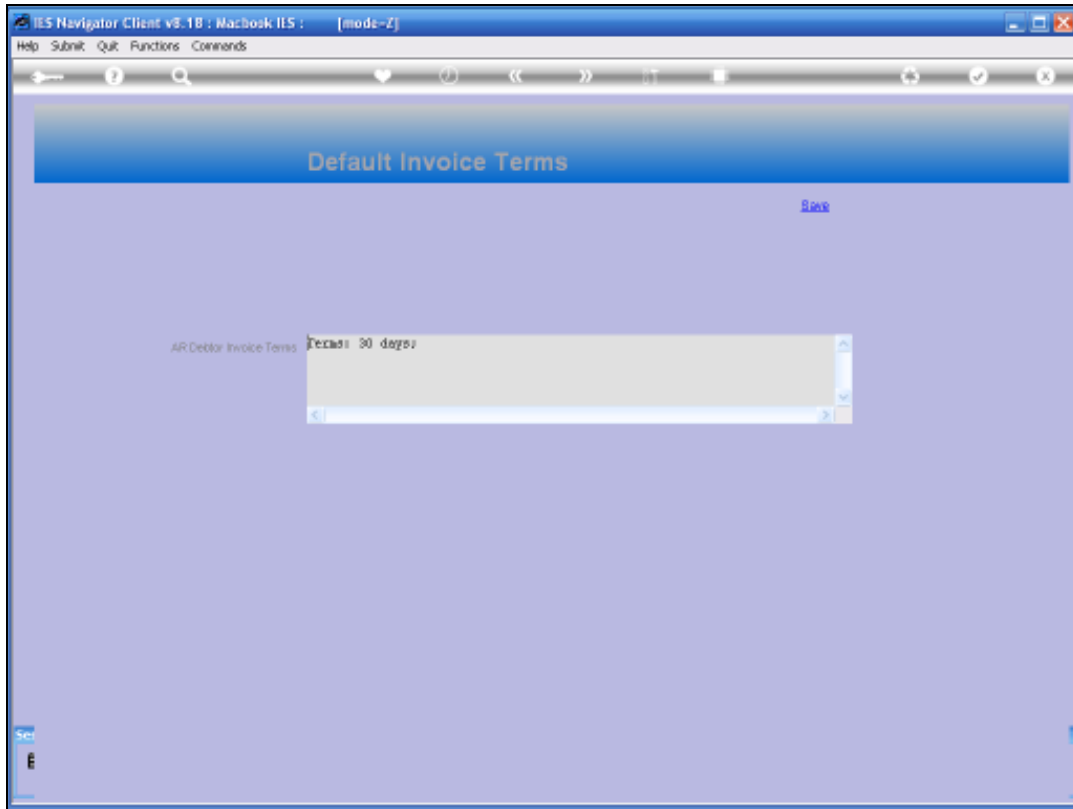
Slide 4

Slide notes: The standard Terms are similar to the Standard Messages, but usually relate to the expected terms for payment of the Invoice.



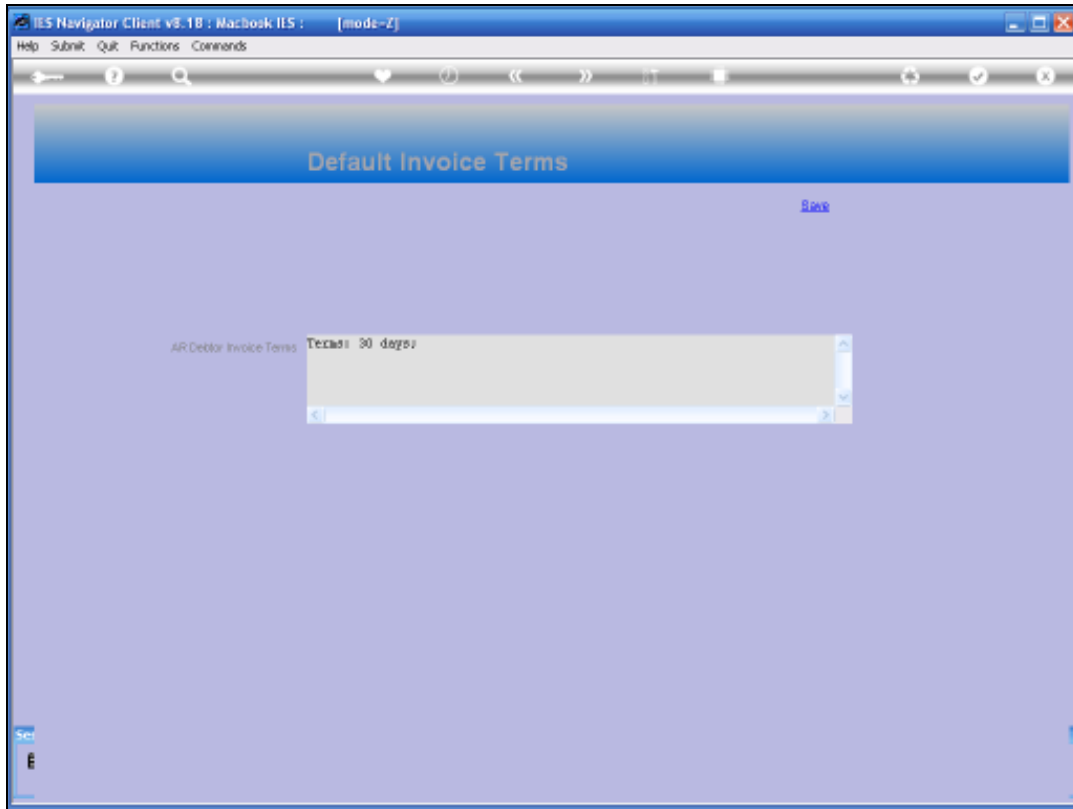
Slide 5

Slide notes: And we also have the Default Terms.



Slide 6

Slide notes: The default Payment Terms, if specified, will automatically be included on Direct AR Invoices.



Slide 7

Slide notes:

IES Navigator Client v8.18 : Macbook IES : [mode-Z]

Help Submit Quit Functions Commands

Re-Print Invoice or Credit Note

Invoice Number: 000000

Doc Type: Invoice

AR Debtor Account: 07006 GRUBINSKI, THERESA

Currency: R

*Period: Dec 2008 (F 55)

Invoice Date: 04/01/2009

Copy?

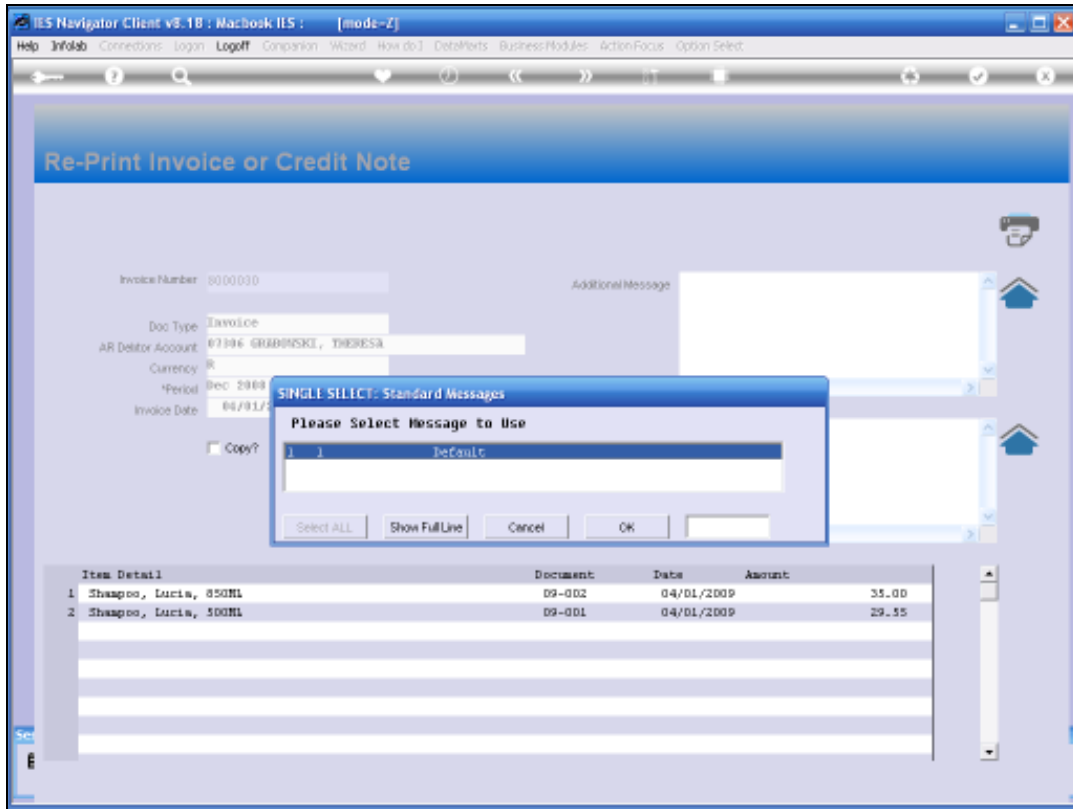
Additional Message: [Text Area]

Payment Terms: [Dropdown]

Item Detail	Document	Date	Amount
1 Shampoo, Lucia, 850ML	D9-002	04/01/2009	35.00
2 Shampoo, Lucia, 500ML	D9-001	04/01/2009	29.55

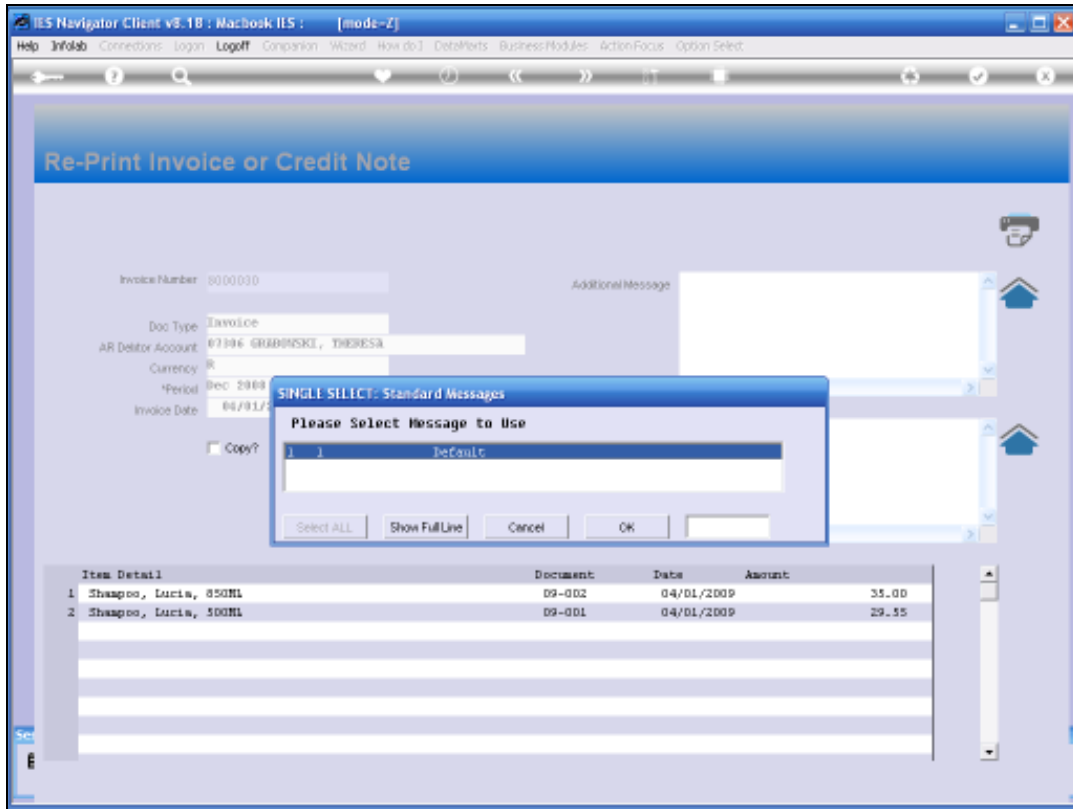
Slide 8

Slide notes: Now we show an example of a Direct Invoice print or re-print. We can actually record any message here for inclusion on the Invoice, i.e. by typing, but if we have some standard messages already defined for re-use, then we can simply select from the lookup and then there is no need for typing.



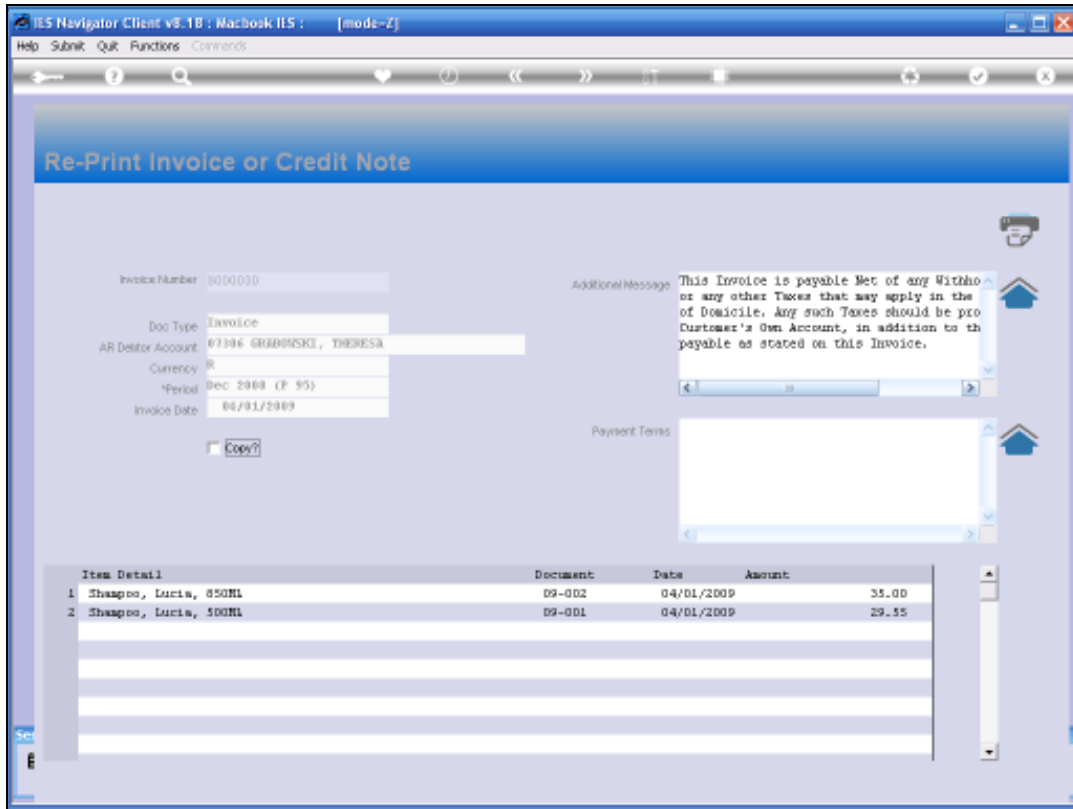
Slide 9

Slide notes:



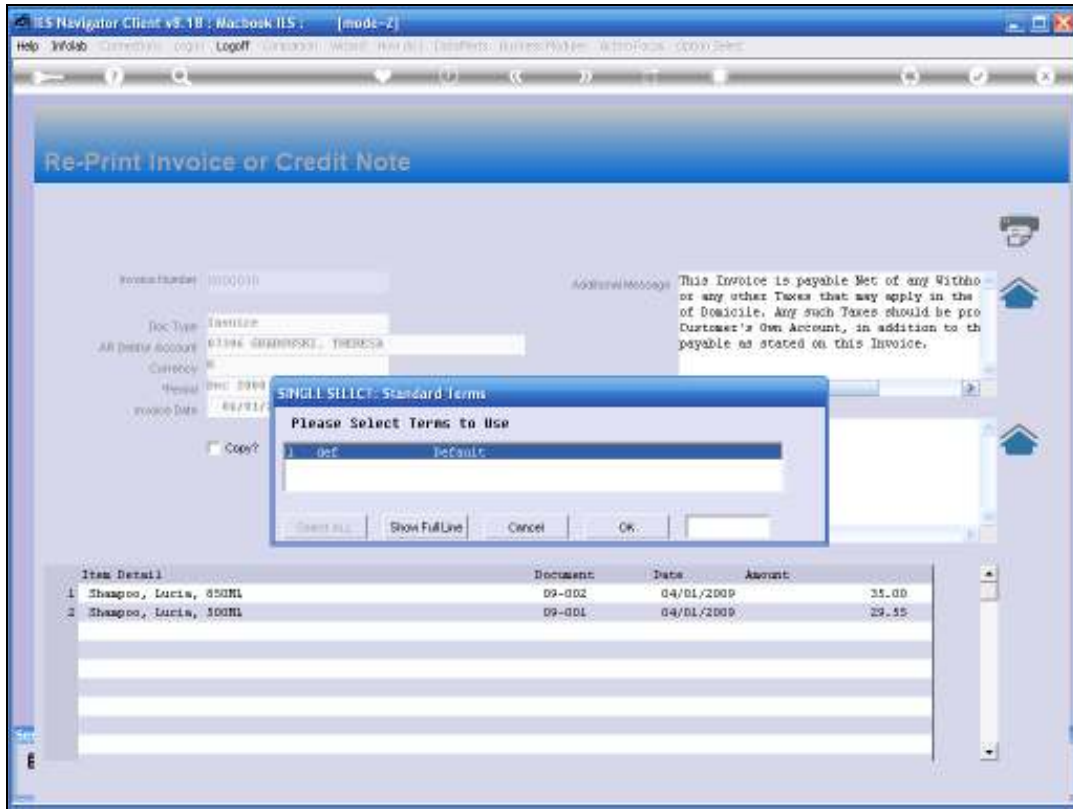
Slide 10

Slide notes: Just select the appropriate standard message from the list.



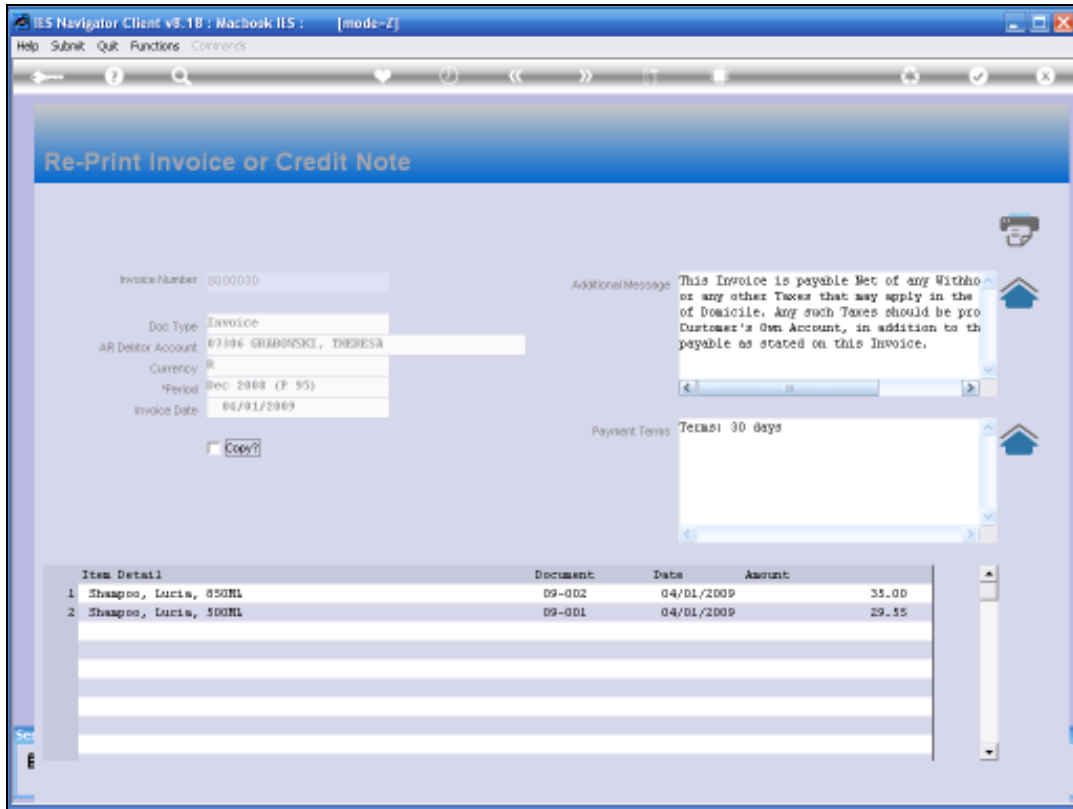
Slide 11

Slide notes: And then it is automatically included on the Invoice.



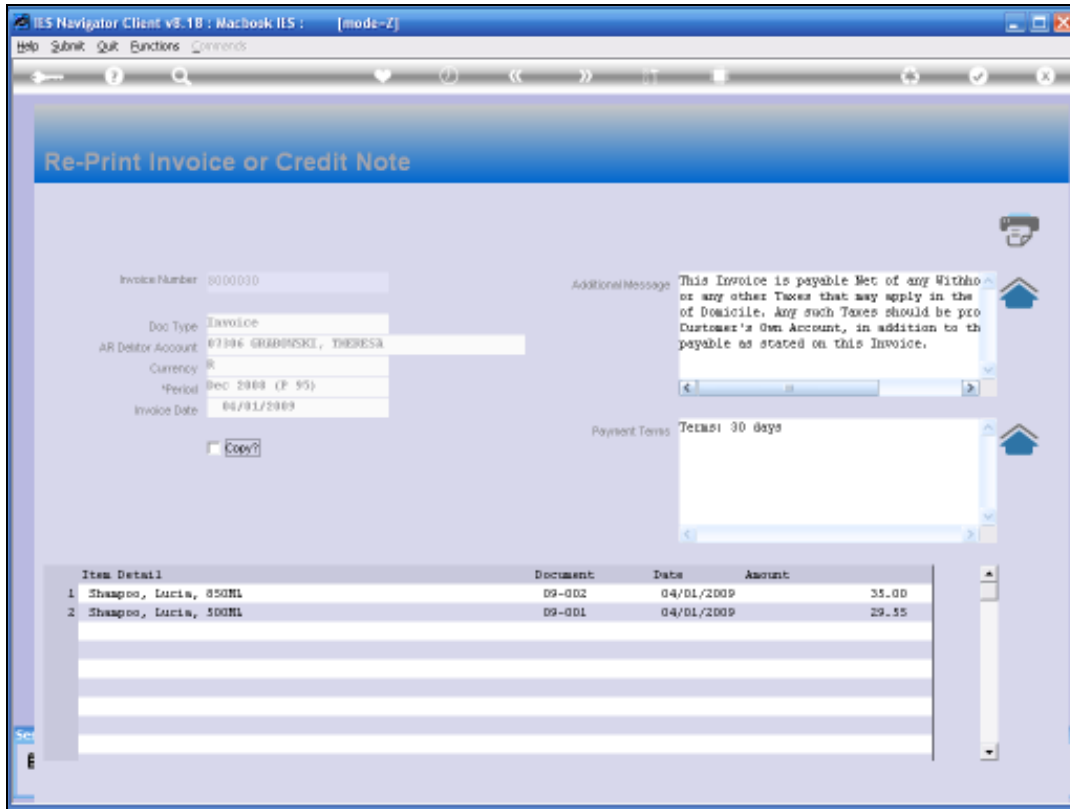
Slide 12

Slide notes: And likewise with the Payment terms, of which there may be multiples available, and we just select the option to use with this Invoice.



Slide 14

Slide notes: Then it is included.



Slide 15

Slide notes: