

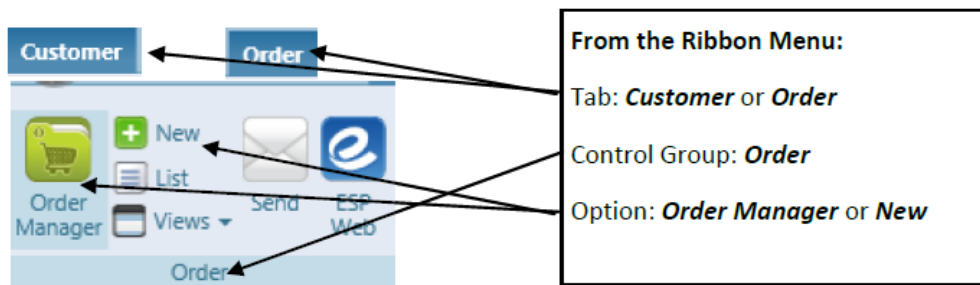
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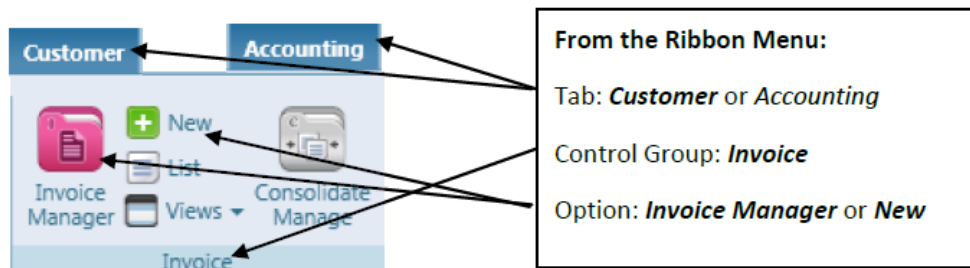
How Do You Enter an Order vs “Invoice Only”?

Tammy Mason - 2022-07-20 - in Quotes, Orders & Invoices

How Do You Enter an Order vs “Invoice Only”?



If order paperwork will be necessary such as an acknowledgement or purchase order, the order will need to be entered through Order Manager or Order New.



Explanation: If the only desired paperwork is an **invoice**, enter the information through Invoice Manager. The order screen is divided into several sections or expanders. Each section expands to allow the opportunity to enter information. Some sections or expanders may not be necessary for every business.

NOTE: If you are expecting a bill from a Vendor, you must enter as an Order first and create an Invoice from this Order. This way you will be able to **Bill-Apply** the Vendor’s bill to this order. “**Invoice Only**” does not allow Bill-Apply. Example of “Invoice Only”: Maybe your company did artwork for the

customer. This would be a straight billing to them, no vendor involved.

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New Order ✕

New Copy Import Save Delete Cancel Close Views Edit ▾

3 Validations. Cannot save record if validations exist. View Validations

Quote (Select) Edit Program (S) (Select) Edit **+ New Customer** **+ New Quote**

Order 1742 Customer (S) (Select) Edit Status **Open** Hold

Salesperson

Order

Addresses

Products (0) Manage

Code	Description	Ordered	Unit	IPC	Price	Price Total	Cost	Cost Total
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+ Add Product

Totals

Salespersons (0) Manage

Taxes (0) Manage

Instructions (2) Manage

User Defined Fields Manage

(Select)

Field Name	Field Value
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+ Add User Defined Field