


Cash receipt and Internal invoice



This document is only used during training in MONITOR G5. The work flow described here might not coincide precisely with the work flow procedures in your company, so you need to take notes that will later on be used in your company's internal work flow descriptions. For detailed information regarding different terms and areas described during the training you can read the online help function for the procedures in question. You access the online help function using the button  on the toolbar or by pressing the keys Shift + F1 in the procedure. You can also open the online help function for a certain section or for example a box by pressing F1 in the procedure.

Cash receipt

You use cash receipt when making sales where you receive cash payment (in actual cash or via card payment) in connection to when you approve and print the invoice, for example when selling in a store. Cash receipt can also be selected when you register customer orders.

The cash receipt will automatically become paid in the accounts receivable when it is invoiced. Posting of the cash receipt is recorded in the customer invoice journal. No incoming payment journal will be printed for this invoice type (even though it automatically becomes set as paid).

On invoices of the type cash receipt, no payment terms are shown.

Cash receipt has a separate document template and can also have a separate invoice number series (optional).

Internal invoice

Internal invoices are for internal use to handle sales of internal customer orders, for example when withdrawing goods for a trade fair, etc. Then you wish to register the withdrawal from stock and to get a delivery note for the withdrawal, but the invoice should only be recorded as internal sales and not to be sent to customer. Here you often use an internal customer number on the order (referring to the own company or sometimes departments in the company). You might also use it when dealing with internal invoicing between group companies.

Posting of the internal invoice is recorded in the customer invoice journal.

Internal invoice has a separate document template and can also have a separate invoice number series (optional).

Determining invoice type on order and invoice

Order type

On order types for customer orders and on payment terms you determine which *Invoice type* should be used on order and invoice. For order types you either choose *According to customer's pmt terms*, *Internal* (invoice), or *Cash receipt*. For a new order type it will by default be *According to customer's* payment terms, but it is possible to change.

No.	Prefix	Name	Tr.	Basic type	Price strategy	Price list	Posting group	Purchase order's address	Apply delivery planning	Invoice type	Payment terms
1		New sales	>>	New sales	According to customer		Standard	Company address	<input checked="" type="checkbox"/>	According to customer's...	
2		Stock order	>>	Stock order	Standard price			Company address	<input checked="" type="checkbox"/>	According to customer's pmt t...	

Payment terms

If you choose *Internal* or *Cash receipt* for the order type you must also select a *Payment term*. A payment term determines how the order should be invoiced, that is, the invoice type of the term. All payment terms where you enter a credit time of one or several days will always get the invoice type *Invoice* and cannot be changed. For payment terms without credit time, that is, which have zero (0) set as number of credit days, it is also possible to select cash receipt or internal invoice as invoice type. A new payment term will by default be given the invoice type *Invoice*.

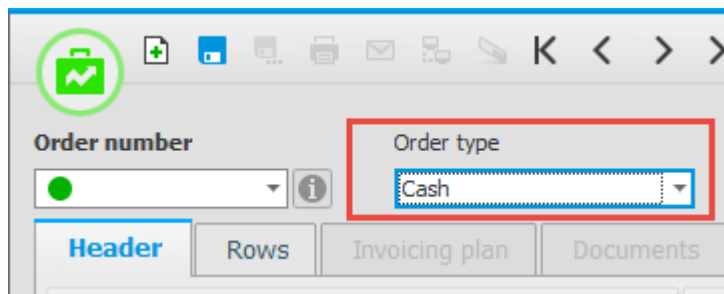
You need to configure your payment terms for cash receipt and internal invoice, depending on which you wish to use. This is done in the *Terms* procedure. For these payment terms you enter zero (0) as number of credit days. In the column *Invoice type* you select *Cash receipt* or *Internal*. For cash receipt you must also select a *Payment method*.

When invoicing cash receipt and internal invoice, these will automatically be set as paid. For cash receipt the payment method affects which cash account the invoice will be recorded against. That is why there is a default payment method for that payment term in the procedure. For internal invoice the payment method is not really important, since the posting is loaded from a standard account and not from the account of the payment method. For that payment term you do not select a payment method.

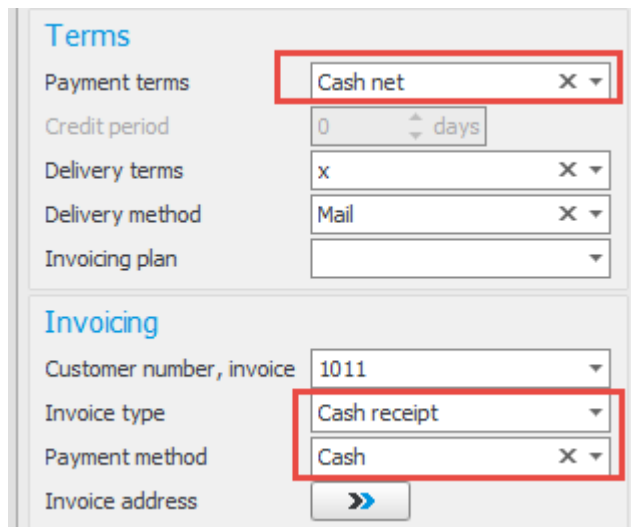
Default	No.	Name	Tr.	Number of days	Cash discount	Free del. month	Invoice type	Payment method
<input checked="" type="radio"/>	1	30 days net	>>	30	>>	<input type="checkbox"/>	Invoice	
<input type="radio"/>	2	10 days net	>>	10	>>	<input type="checkbox"/>	Invoice	
<input type="radio"/>	3	20 days net	>>	20	>>	<input type="checkbox"/>	Invoice	
<input type="radio"/>	4	60 days net	>>	60	>>	<input type="checkbox"/>	Invoice	
<input type="radio"/>	5	Cash net	>>	0		<input type="checkbox"/>	Cash receipt	Cash
<input type="radio"/>	6	15 days net	>>	15	>>	<input type="checkbox"/>	Invoice	

Register customer order

In this procedure you find the field *Invoice type* in the *Invoicing* box. According to above, it is the order type or the payment term which determines the invoice type used on the order. It is also possible to manually change order type, change payment term or invoice type of the order in this procedure, as long as the order has not been invoiced. When the order is invoiced it will get the invoice type you selected.



The screenshot shows the top part of the Monitor G5 interface. At the top left is a green circular icon with a white 'M'. To its right is a toolbar with various icons: a green plus, a blue square, a printer, an envelope, a speech bubble, a document, and navigation arrows. Below the toolbar, the 'Order number' field is on the left, and the 'Order type' dropdown menu is on the right, highlighted with a red rectangle. The 'Order type' menu is open, showing 'Cash' as the selected option. Below these fields are four tabs: 'Header' (selected), 'Rows', 'Invoicing plan', and 'Documents'.



The screenshot shows the 'Terms' and 'Invoicing' sections of the Monitor G5 interface. The 'Terms' section has five fields: 'Payment terms' (set to 'Cash net', highlighted with a red rectangle), 'Credit period' (set to '0 days'), 'Delivery terms' (set to 'x'), 'Delivery method' (set to 'Mail'), and 'Invoicing plan' (empty). The 'Invoicing' section has four fields: 'Customer number, invoice' (set to '1011'), 'Invoice type' (set to 'Cash receipt', highlighted with a red rectangle), 'Payment method' (set to 'Cash'), and 'Invoice address' (with a right arrow button). The 'Payment method' field is also highlighted with a red rectangle.

Register invoice directly

Regarding order type, payment terms, and invoice type, this procedure works in the same way as the *Register customer order* procedure. But here you can also change the invoice type to interest invoice. It is also possible to credit a cash receipt and internal invoice in this procedure.