

Free Text Invoice

Accounts receivable > Common > Free text invoices > All free text invoices

Summary Free text invoices are simple invoices that do not require Sales orders or Project accounting. The balance posted to the Customer account is offset against a Main account.

Steps

1. Create a Free text invoice
2. Post the Free text invoice

Tips

- Use free text invoices for non-revenue related customer invoicing; for example, sale of a fixed asset

Create a Free text invoice

- Click the New **Free text invoice** button.
- Select a **Customer account**.
- Change the **Date**.
- **Add** an Invoice line.
- Give the line a **Description**.
- Choose the **Main account**.
- Type the **Quantity** and **Unit price**.
- Click **Post**.

Free text invoice (1 - ceu) - Invoice account: 1000

File Invoice

Edit Delete Free text invoice Payment journal Header view Line view Post Post Distribute amounts View distributions Subledger journal Totals Charges Related information Cancel Print manage... Attachme...

1000 - Pear, Inc.

Free text invoice header

Customer
 Customer account: 1000
 Name: Pear, Inc.
 Invoice account: 1000
 Name: Pear, Inc.
 One-time customer: ☐
 Address: 1 Pear Way
 Cupertino, CA 95014
 USA

Invoice
 Date: 2/3/2012
 Invoice:
 Currency: USD

Contact
 Contact for:
 Telephone:
 E-mail:
 Web site:

Recent activity
Statistics

Invoice lines

Add line Remove Distribute amounts

| Description | Main account | Sales tax group | Item sales tax group | Quantity | Unit price | Amount |
|---------------|--------------|-----------------|----------------------|----------|------------|----------|
| Sale of Asset | 601300 | | ALL | 1.00 | 1,000.00 | 1,000.00 |

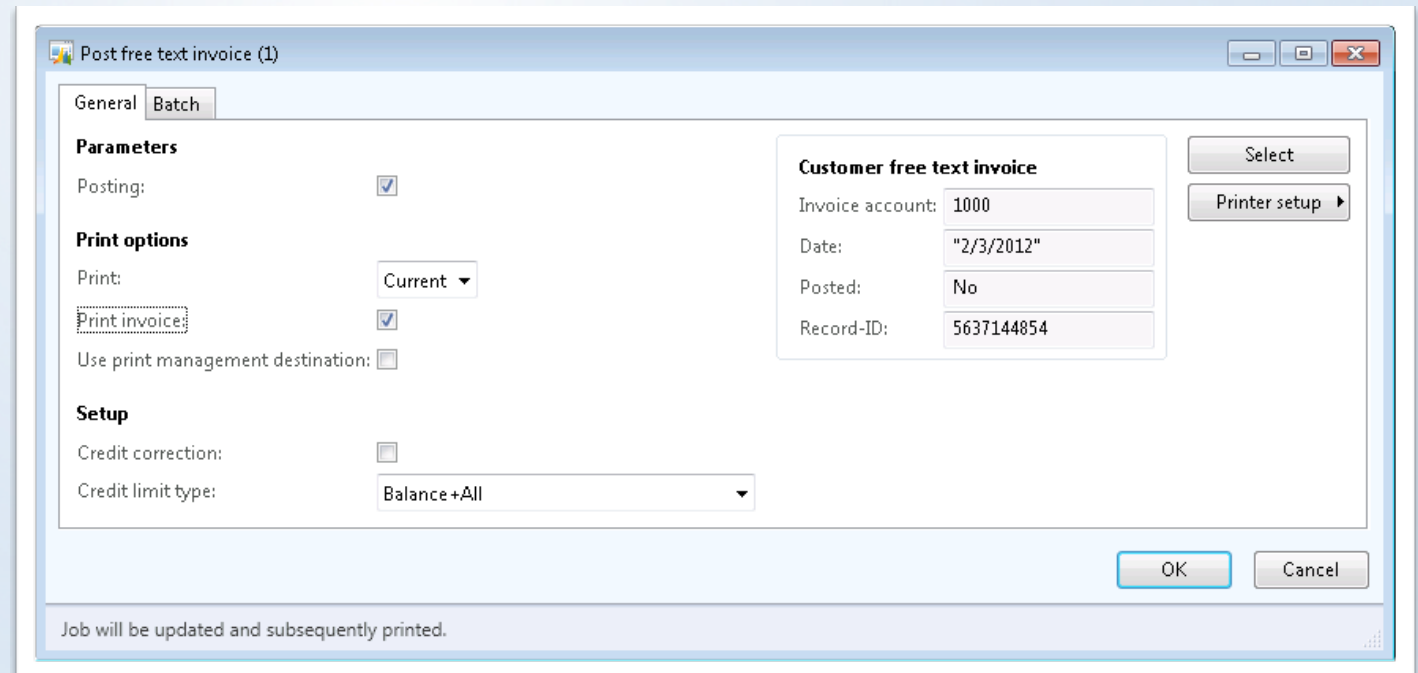
Line details

Describe the current invoice line

USD ceu Close

Post the Free text invoice

- Check **Posting** and **Print invoice**.
- Click **OK**.



Post free text invoice (1)

General Batch

Parameters

Posting: ☒

Print options

Print: Current ▾

Print invoice: ☒

Use print management destination: ☐

Setup

Credit correction: ☐

Credit limit type: Balance+All ▾

Customer free text invoice

Invoice account: 1000

Date: "2/3/2012"

Posted: No

Record-ID: 5637144854

Select

Printer setup ▶

OK Cancel

Job will be updated and subsequently printed.

Interactive 3.2 Free Text Invoice

Free text invoice (1 - ceu) - Invoice account: 1000

File **Invoice**

Edit
 Delete
 Free text invoice
 Payment journal
 Header view
 Line view
 Post
 Distribute amounts
 View distributions
 Subledger journal
 Totals
 Charges
 Related information...
 Cancel
 Print management...
 Attachments...

1000 - Pear, Inc.

Free text invoice header

Customer

Customer account: 1000

Name: Pear, Inc.

Invoice account: 1000

Name: Pear, Inc.

One-time customer: ☐

Address: 1 Pear Way
Cupertino, CA 95014
USA

Invoice

Date: 2/3/2012

Invoice:

Currency: USD

Contact

Contact for:

Telephone:

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| Sale of Asset | 601300 | | ALL | 1.00 | 1,000.00 | 1,000.00 |

Line details

Describe the current invoice line

USD | ceu

Close



1

2

3

4



Movie 3.2 Free Text Invoice

Free text invoice (1 - ceu) - Invoice account: 1000

File Invoice

Edit
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Maintain New Show Post Accounting Details

1000 - Pear, Inc.

Free text invoice header

Customer

Customer account: 1000
 Name: Pear, Inc.
 Invoice account: 1000
 Name: Pear, Inc.
 One-time customer: ☐
 Address: 1 Pear Way
 Cupertino, CA 95014
 USA

Invoice

Date: 2/11/2012
 Invoice:
 Currency: USD

Contact

Contact for:
 Telephone:
 E-mail:
 Web site:

Recent activity

Statistics

Invoice lines

Add line
 Remove
 Distribute amounts

| Description | Main account | Sales tax group | Item sales tax group | Quantity | Unit price | Amount |
|--------------|--------------|-----------------|----------------------|----------|------------|----------|
| Misc. income | 618900 | | ALL | 1.00 | 1,000.00 | 1,000.00 |

Invoice line amount, excl. sales tax in invoice currency

USD | ceu | Close