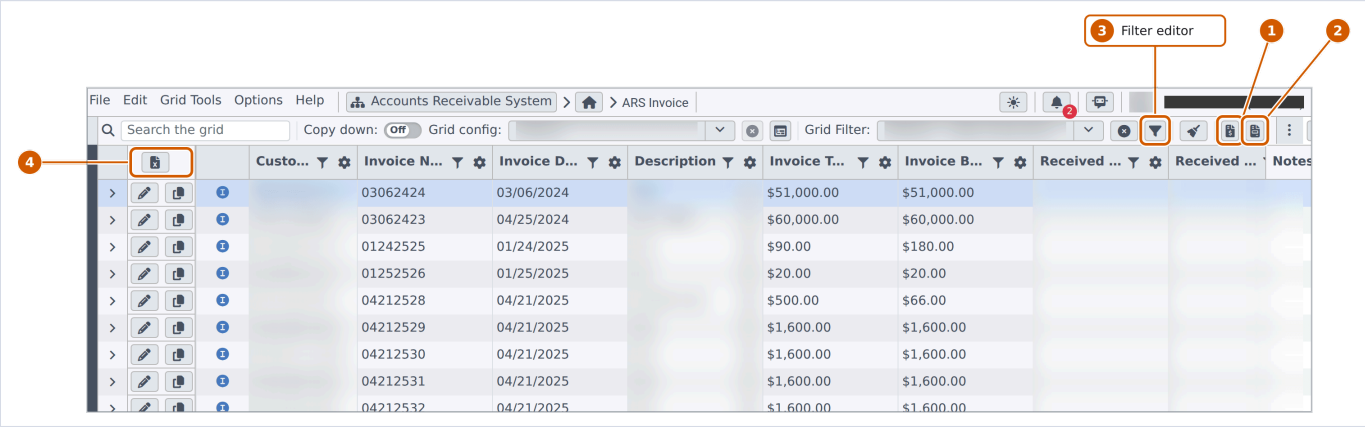
Issued invoices: print, reinstate, delete and assign budgets

Overview

The issued invoices screen lists invoices that you have issued from Invoice entry: approve and issue. The grid lets you select several rows at once. Expand an invoice row to see its invoice detail lines in a child grid.

The **Current**, **Reinstated** and **Deleted** buttons in the screen header switch the invoices the grid shows. The toolbar and the **Options** menu hold the actions on this screen: print an invoice, print a summary invoice, reinstate invoices, delete invoices and assign a budget. An invoice type legend identifies the invoice types.



The issued invoices screen, with the print buttons on the toolbar and the invoice grid below.

1. **Print invoice**
2. **Print summary invoice**
3. **Filter editor**: the shared grid filter. Switching between **Current**, **Reinstated** and **Deleted** clears it.
4. **Grid columns**

Before you begin

- Sign in to IRIS10.
- Make sure you have access to **Accounts Receivable > Invoice**. The print, reinstate, delete and **Assign Budget** actions require access level 4. For details, see Security Administration: access levels by user.
- Issue the invoices from Invoice entry: approve and issue first.
- Know how to select rows, use filters and use configurations in the shared data grid. For details, see Data grid overview and basics.

Procedure

Choose which invoices to view

1. Open the issued invoices screen in the Accounts Receivable portal. The invoice grid opens. You can select several rows at once.
2. In the screen header, click **Current** to see open invoices. Any filter already on the grid is cleared. The grid shows invoices that are not payment complete, not canceled and not deleted.
3. Click **Reinstated** to see invoices that have been reinstated. Any filter already on the grid is cleared. The grid shows invoices marked Canceled.
4. Click **Deleted** to see invoices marked deleted. Any filter already on the grid is cleared. The grid shows invoices marked Deleted.
5. Expand an invoice row to see its invoice detail lines. A child grid lists the invoice's detail lines.

Print an invoice or summary invoice

1. Select the invoice you want to print. If no invoice is selected when you print, the message `Please select an invoice to print.` appears.
2. Click **Print invoice** on the toolbar, or choose **Options > Print Invoice**. The Invoice Detail Report is produced for the selected invoice.

   > **Note:** This action requires access level 4. Polk County uses its own version of the Invoice Detail Report.

3. To print a summary instead, click **Print summary invoice** on the toolbar, or choose **Options > Print Summary Invoice**. The ARS Invoice Summary report is produced for the selected invoice.

   > **Note:** This action requires access level 4.

4. If the message `Unable to print the current invoice. An email has been sent to support.` appears, the report came back empty. IRIS10 has already notified support.

Assign a budget to invoice lines

1. Select one or more invoices in the grid. If nothing is selected when you continue, the message `Please select at least one invoice to assign a budget.` appears.
2. Click **Assign Budget** on the toolbar. There is no **Options** menu item for this action. The **Assign Budget** window opens. It has a **Select Budget:** list (showing `Select a budget...`) and **Assign** and **Cancel** buttons.

   > **Note:** This action requires access level 4.

3. In the **Select Budget:** list, choose a revenue budget. For details on revenue budgets, see Revenue budgets.
4. Click **Assign**. The budget is applied right away to every line of all selected invoices. No further confirmation is asked. The message `Budget assigned successfully to all invoice detail records.` appears and the grid refreshes. If you did not choose a budget, `Please select a budget.` appears instead.
5. If an error says the budget is not active, choose an active budget in the **Select Budget:** list. You can assign only active budgets.
6. Click **Assign** again.

Reinstate an issued invoice

1. Click **Current**. The grid shows current invoices.
2. Select the invoice or invoices to reinstate. Make sure none of them have payments. If nothing is selected when you continue, the message `Please select at least one item to reinstate.` appears.
3. Click **Reinstate selected item(s)** on the toolbar, or choose **Options > Reinstate Selected Item(s)**. A confirmation appears: `Are you sure you want to reinstate the selected invoice(s)?` with **Yes** and **No**.

   > **Note:** This action requires access level 4.

4. Click **Yes** to continue. To cancel instead, click **No**. The issued invoice is marked Canceled and its lines go back to Invoice Entry as new unapproved lines. The grid refreshes and no success message is shown. The invoice now appears under **Reinstated**.
5. If a message lists invoices that have payments (`Could not reinstate records because the following invoices have payments:`), remove those invoices from your selection.
6. Click **Reinstate selected item(s)** again.
7. Open Invoice Entry to correct and reissue the returned lines. The lines keep their customer, organization, invoice number, activity, project, budget, contract, date of service, description, quantity, bill rate, unit of measure and comments.

Delete invoices issued in error

1. Select the invoices to delete. Make sure none of them have payments. If nothing is selected when you continue, the message `Please select at least one item to delete.` appears.
2. Click **Delete selected item(s)** on the toolbar, or choose **Options > Delete Selected Item(s)**. A confirmation appears: `This action cannot be reversed. Are you sure you want to delete the selected invoice(s)?` with **Yes** and **No**.

   > **Note:** This action requires access level 4.

3. Click **Yes** to continue. To cancel instead, click **No**. Delete removes the selected invoices (invoice, credit memo and counter sale invoices), and the grid refreshes.

4. If a message starting `Could not delete records because the following invoices have payments.` appears, remove the invoices it lists from your selection.
5. Click **Delete selected item(s)** again.

Reference

Toolbar buttons and Options menu items

All actions in this table require access level 4.

TOOLBAR LABEL	TOOLTIP	OPTIONS MENU ITEM	WHAT IT DOES
Print invoice	Click to print invoice	**Print Invoice**	Produces the Invoice Detail Report for the selected invoice.
Print summary invoice	Click to print summary invoice	**Print Summary Invoice**	Produces the ARS Invoice Summary report for the selected invoice.
Reinstate selected item(s)	Click to reinstate the selected invoice items	**Reinstate Selected Item(s)**	Cancels the selected invoices and returns their lines to Invoice Entry as unapproved lines. Refused for invoices that have payments.
Delete selected item(s)	Click to delete the selected invoice items	**Delete Selected Item(s)**	Removes the selected invoices (invoice, credit memo and counter sale invoices). Refused for invoices that have payments.
Assign Budget	Click to assign a budget to all child records	(none)	Sets one budget on every line of the selected invoices.

View buttons

BUTTON	TOOLTIP	SHOWS
Current	Display current invoices.	Invoices that are not payment complete, not canceled and not deleted
Reinstated	Display reinstated invoices.	Invoices marked Canceled
Deleted	Display deleted invoices.	Invoices marked Deleted

Grid columns

COLUMN	NOTES
(untitled first column)	No heading shown on screen
Customer	
Invoice Number	
Invoice Date	Shown as MM/dd/yyyy

COLUMN	NOTES
Description	
Invoice Total	Shown as currency
Invoice Balance	Amount still owed on the invoice, shown as currency
Received From	
Received By	
Payment Complete	
Payment Type	
Counter Sale Chk #	
Canceled	Set when an invoice is reinstated. Its lines go back to Invoice Entry.
Deleted	
Organization	
Created Date	
Created By	
Last Updated Date	
Updated By	
Notes	
Documents	

Invoice type legend

LEGEND ENTRY
Invoice
Payments
Refunds
Counter sale
Credit

Messages

MESSAGE	WHEN IT APPEARS	WHAT TO DO
`Please select an invoice to print.`	**Print invoice** or **Print summary invoice** with no invoice selected	Select an invoice first.
`Unable to print the current invoice. An email has been sent to support.`	The report came back empty	IRIS10 has notified support. Try again later or contact support.

MESSAGE	WHEN IT APPEARS	WHAT TO DO
`Please select at least one invoice to assign a budget.`	**Assign Budget** with no invoice selected	Select one or more invoices.
`Please select a budget.`	**Assign** clicked without choosing a budget	Choose a budget in **Select Budget:**.
`Budget assigned successfully to all invoice detail records.`	**Assign Budget** succeeded	None.
`Specified … is not active and may not be assigned.`	The chosen budget is inactive	Choose an active budget.
`Please select at least one item to reinstate.`	Reinstate with no invoice selected	Select one or more invoices.
`Are you sure you want to reinstate the selected invoice(s)?`	Reinstate confirmation	Click **Yes** or **No**.
`Could not reinstate records because the following invoices have payments:`	A selected invoice has payments	Remove the listed invoices from your selection.
`Please select at least one item to delete.`	Delete with no invoice selected	Select one or more invoices.
`This action cannot be reversed. Are you sure you want to delete the selected invoice(s)?`	Delete confirmation	Click **Yes** or **No**.
`Could not delete records because the following invoices have payments. Please remove them from your selection and try again:`	A selected invoice has payments	Remove the listed invoices from your selection.

Tips and notes

Important: You can't reinstate or delete an invoice that has payments. Remove or correct the payments first (see Cancelling payments, refunds and credit memos), or leave those invoices out of your selection.

Important: Assign Budget applies to every line of every selected invoice as soon as you click **Assign**. Nothing asks you to confirm, so check your selection first.

Note: Deleting a counter sale invoice also removes its counter sale payment records. Deleting a credit memo also removes its credit payment records if they haven't been applied to a payment.

Tip: Use Reinstate, not Delete, when an issued invoice only needs correcting. Reinstate sends the lines back to Invoice Entry so you can fix them and issue them again.

Note: Clicking **Current**, **Reinstated** or **Deleted** clears any filter already on the grid. Apply your filter again after you switch views. For details, see Grid filters.

Note: The print buttons print one invoice at a time. Select only the invoice you want before you click **Print invoice** or **Print summary invoice**.

Related topics

- Invoice entry: approve and issue
- Cancelling payments, refunds and credit memos
- Receiving payments
- Revenue budgets
- Data grid overview and basics
- Grid filters
- Security Administration: access levels by user