Create An Invoice In Account Receivable In Finex

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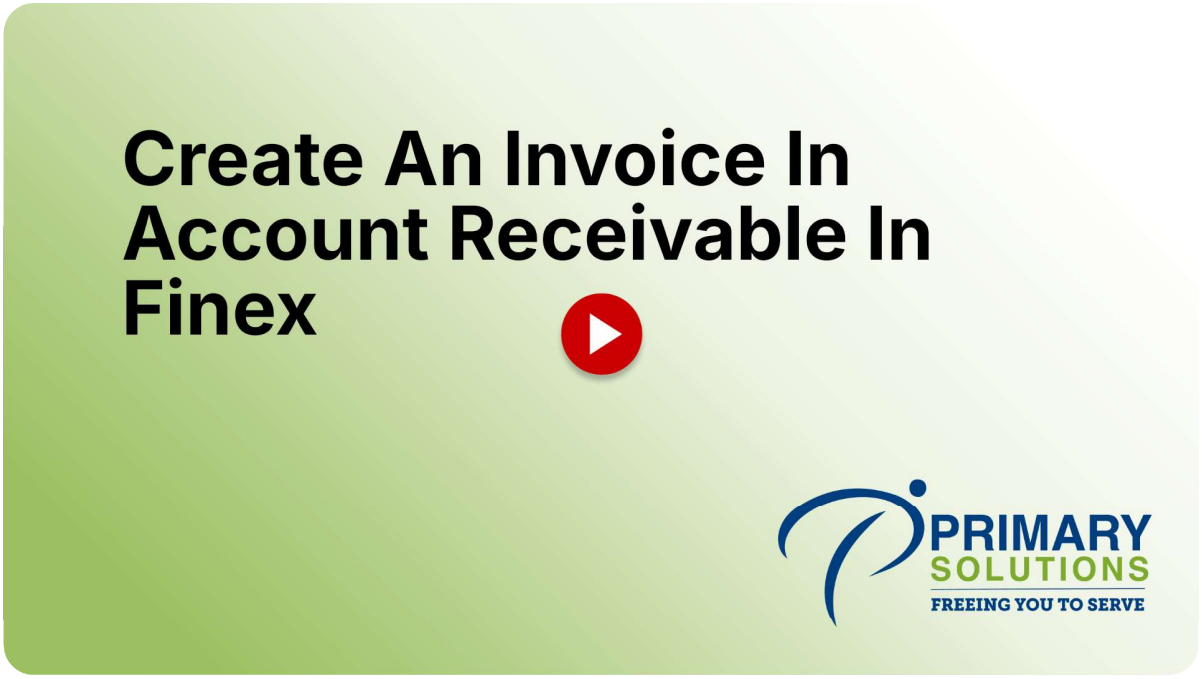
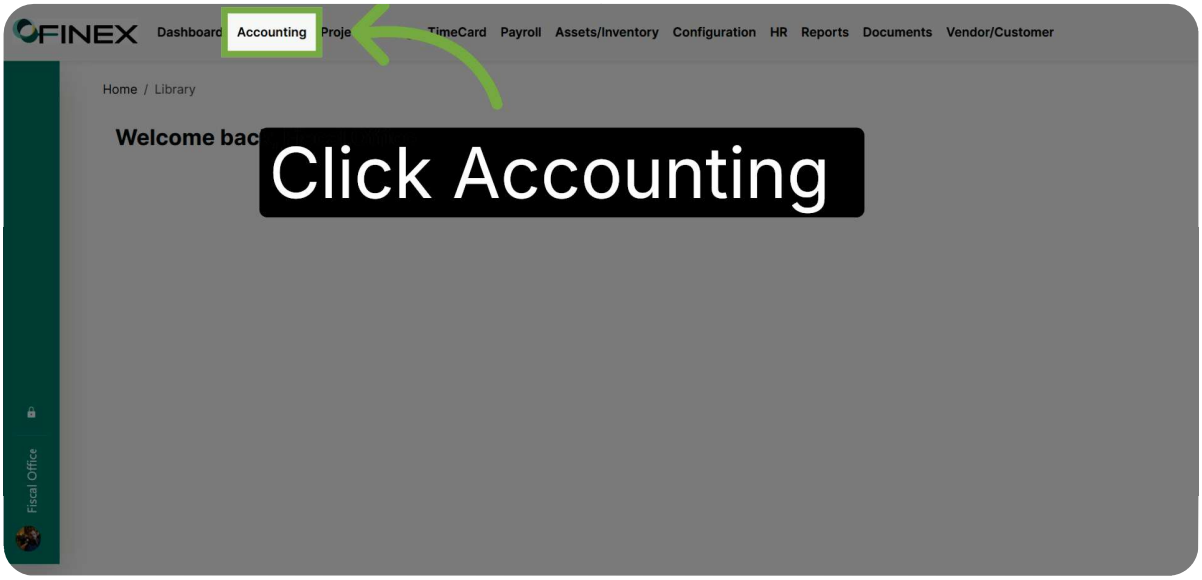


This tutorial guides you through creating an Invoice in Account Receivable in Finex.

Go to www.finexweb.com

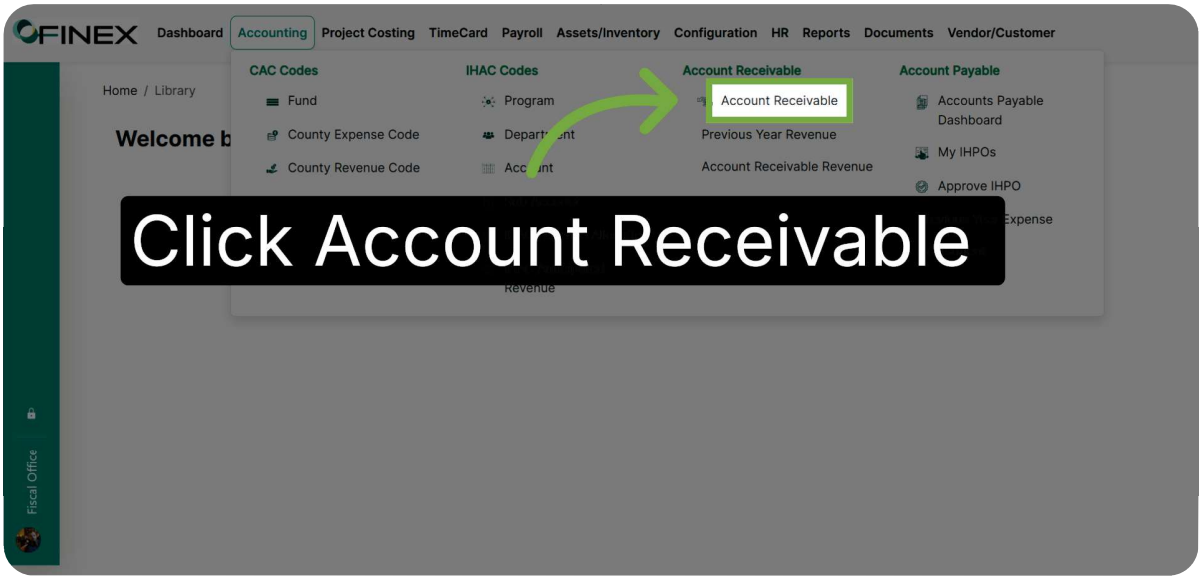
01 Access Accounting Section

Click Accounting to access the financial section of Finex.



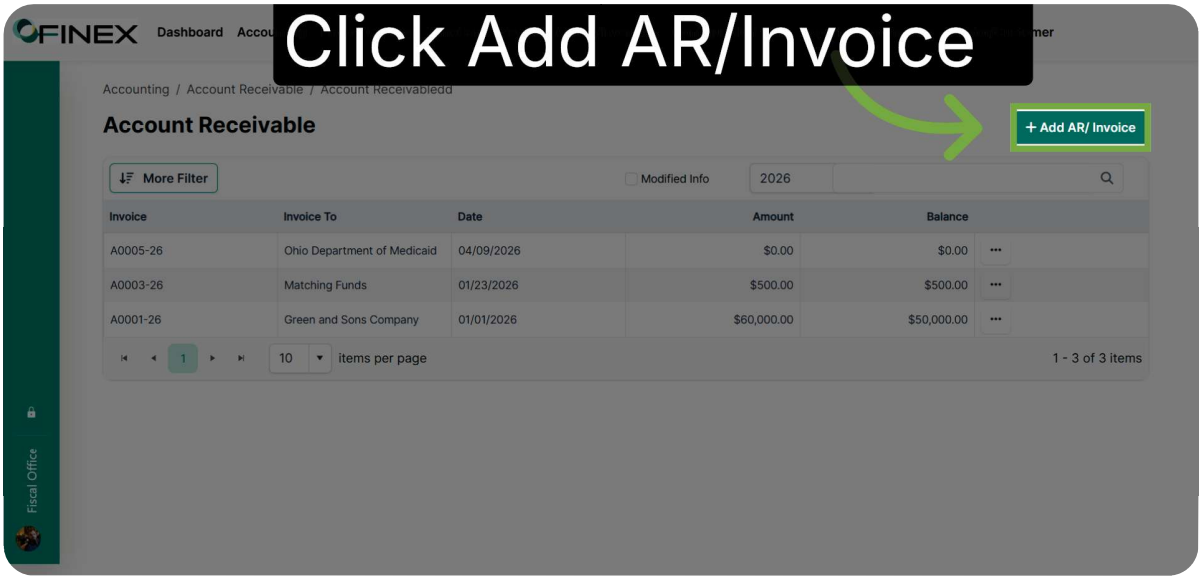
02 Open Account Receivable

Click Account Receivable to access where you can manage Invoices in Finex.



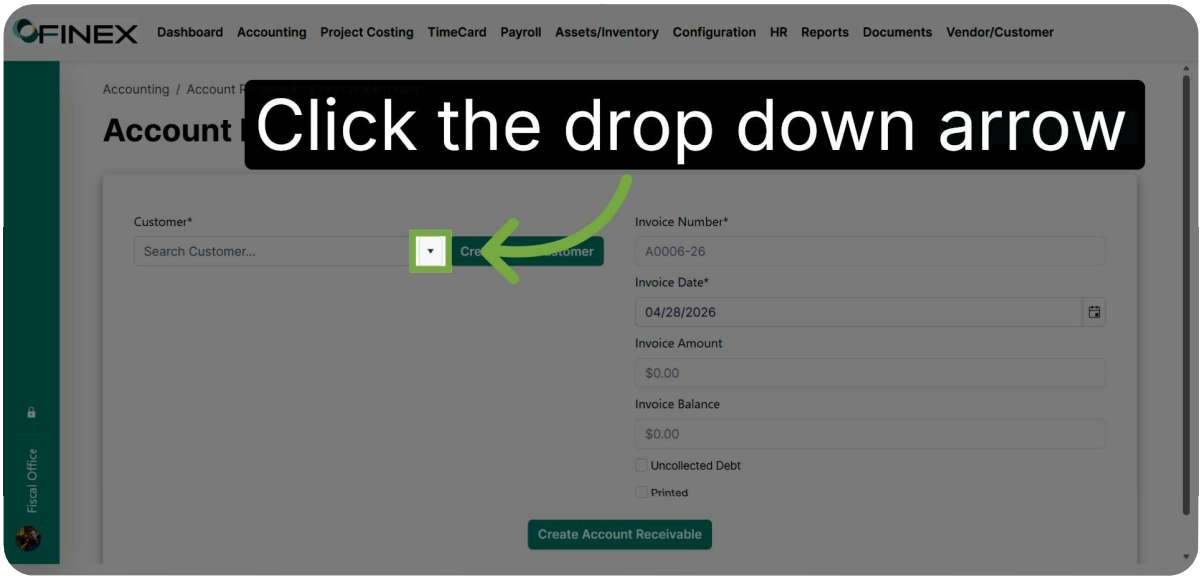
03 Select Add AR/Invoice

Click AR/Invoice to start the process of creating an Invoice.



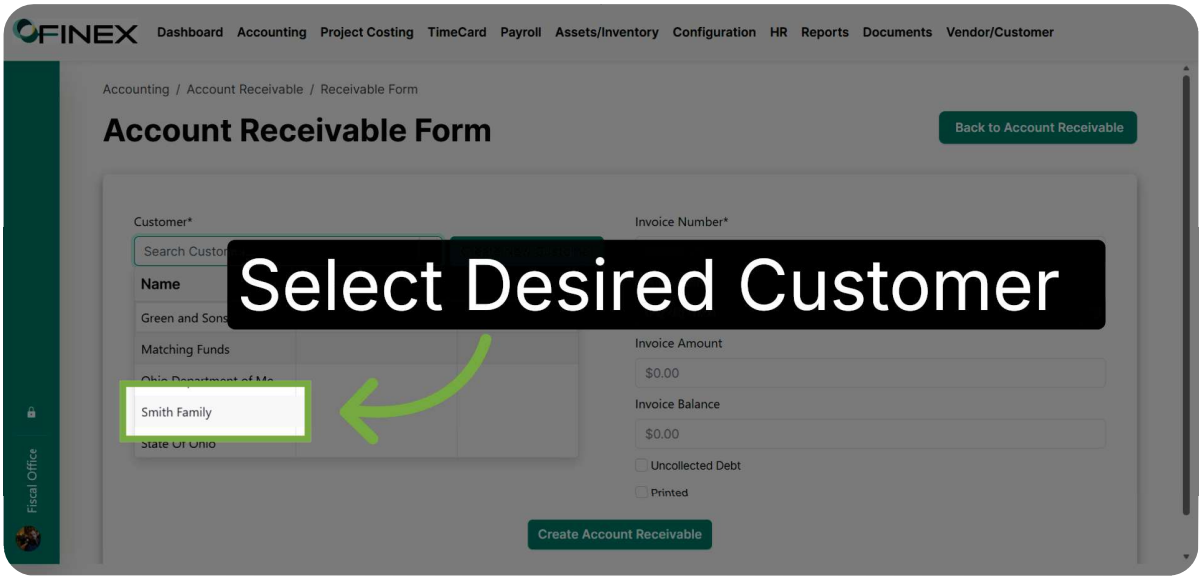
04 View List Of Available Customers

Click the drop-down arrow to view the list of available customers.



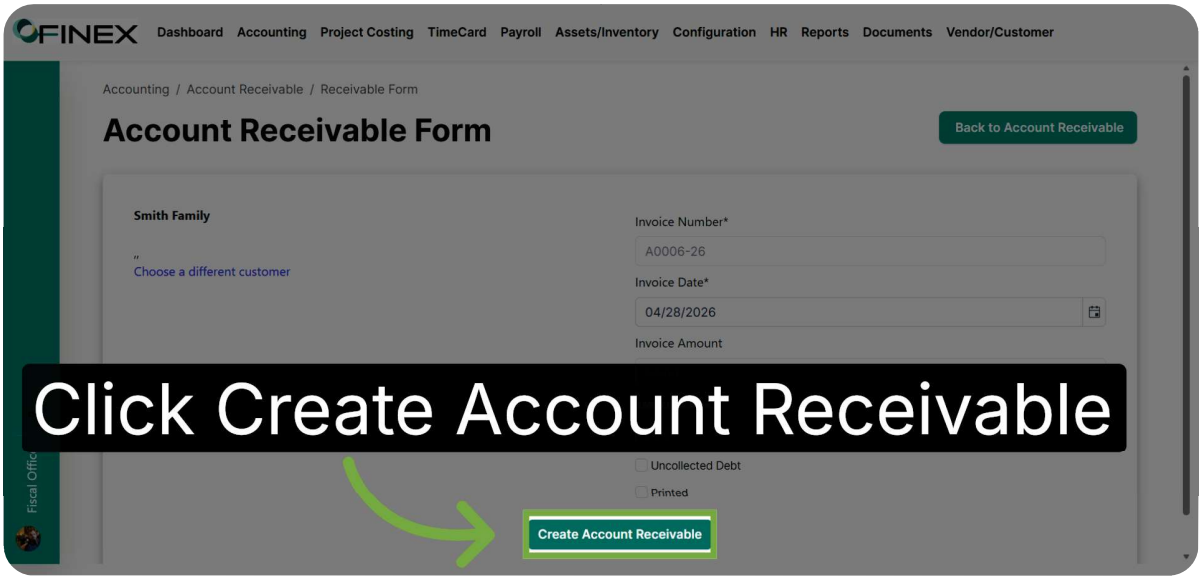
05 Select Customer Account

Select your desired customer from the drop-down list.



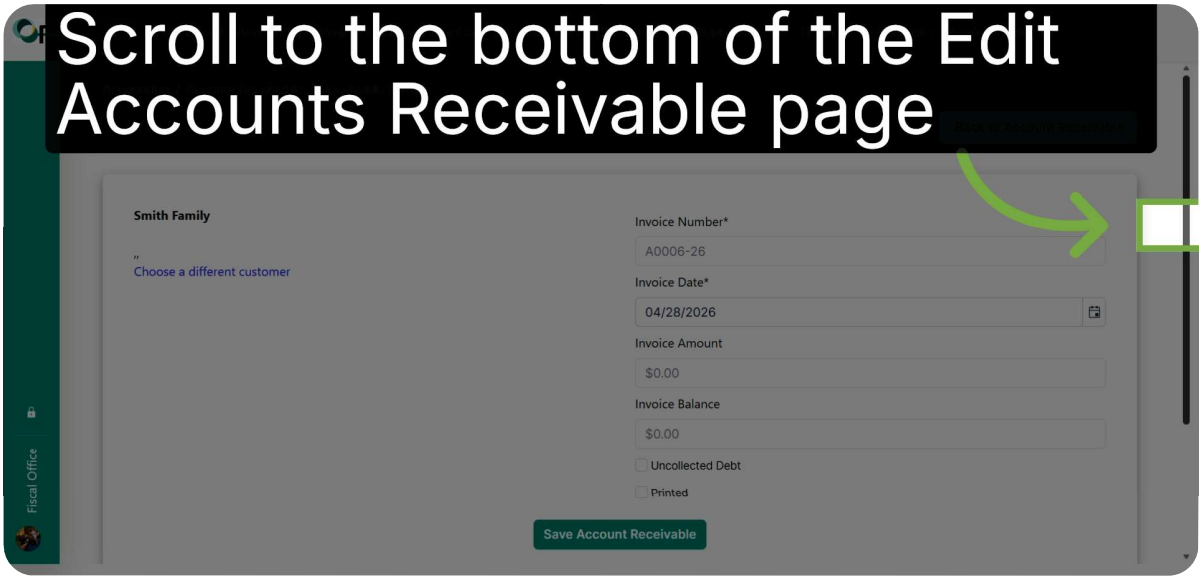
06 Create Account Receivable

Click Create Account Receivable to continue the process of creating the Invoice.



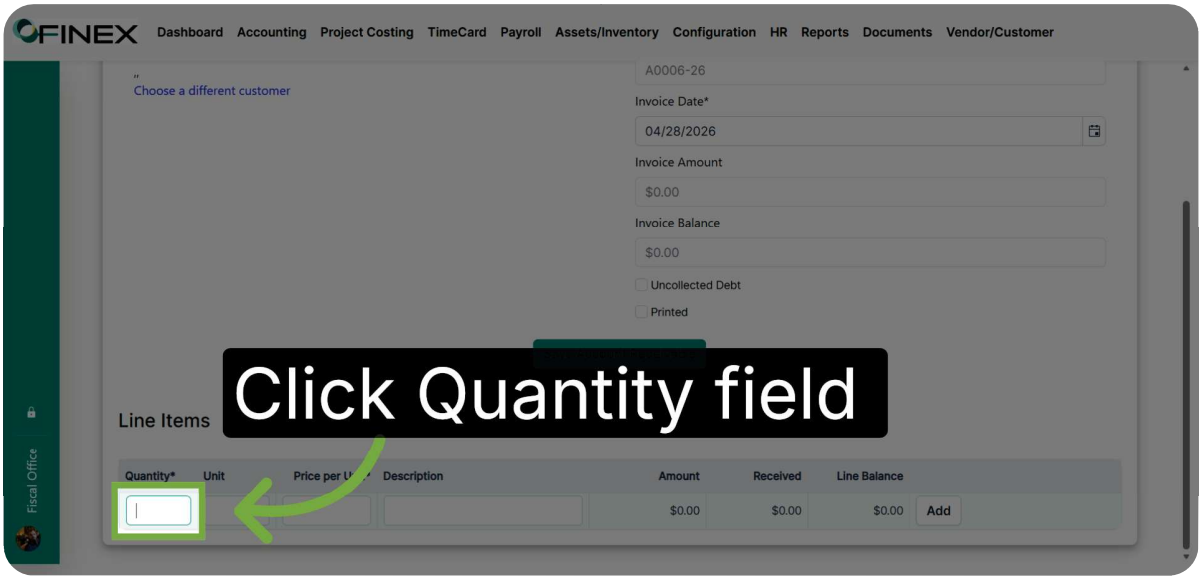
07 View Invoice Details

Scroll to the bottom of the Edit Account Receivable page.



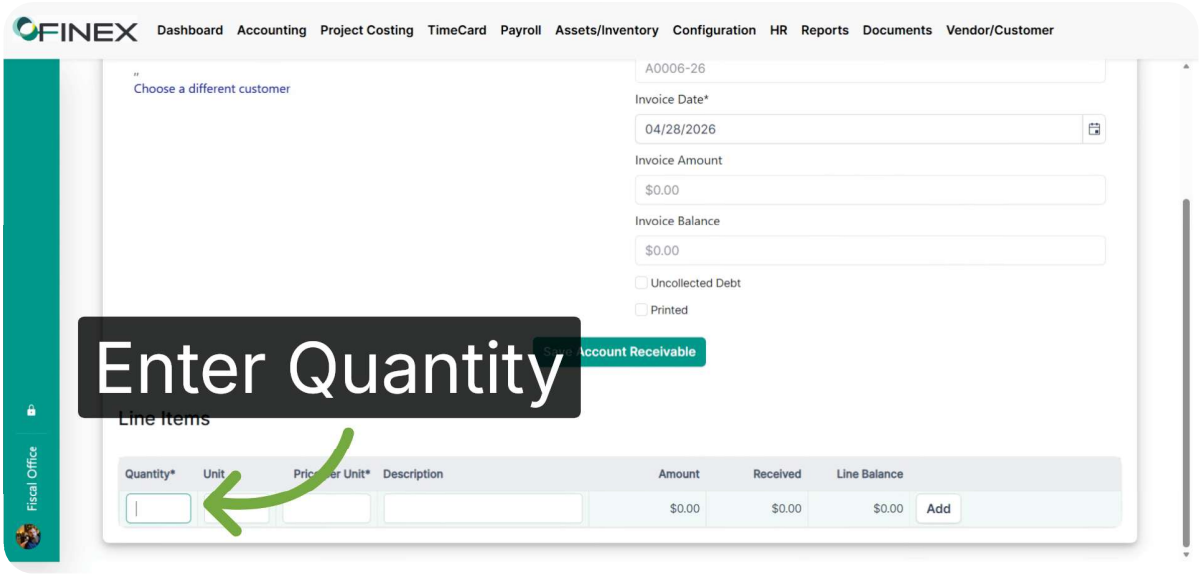
08 Select Quantity Field

Click in the Quantity field.



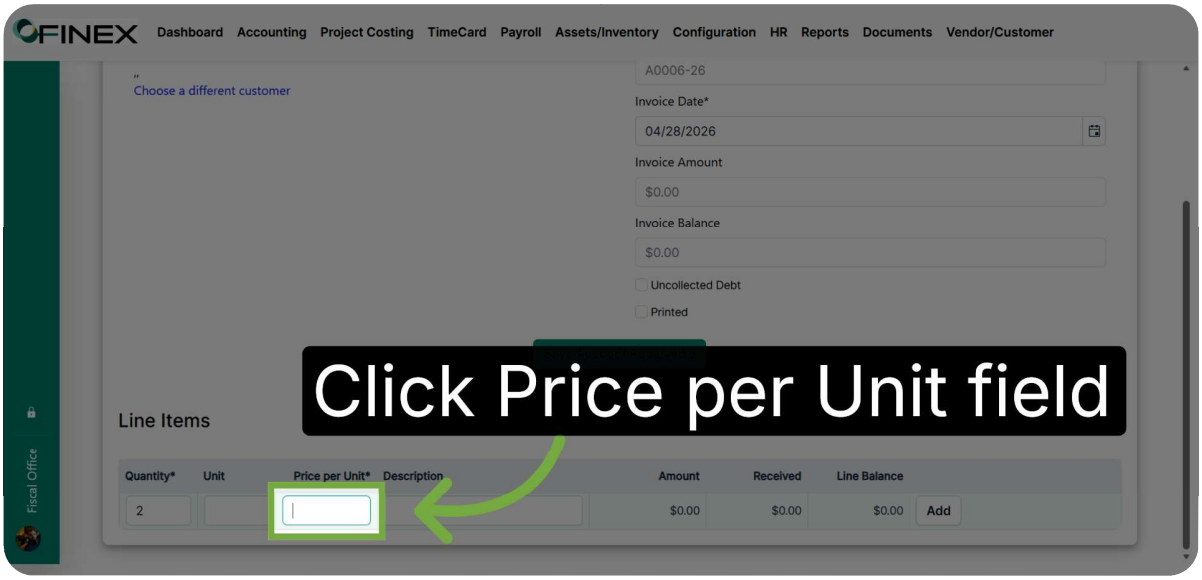
09 Enter Quantity

Enter the quantity for your Invoice Line Item.



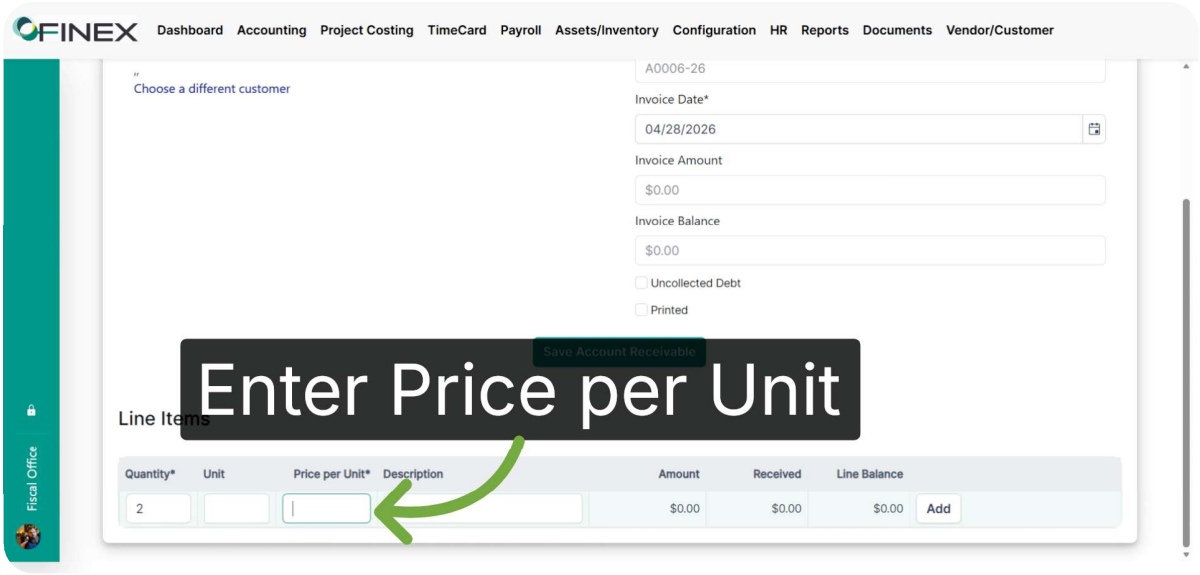
10 Select Price per Unit Field

Click in the Price per Unit field.



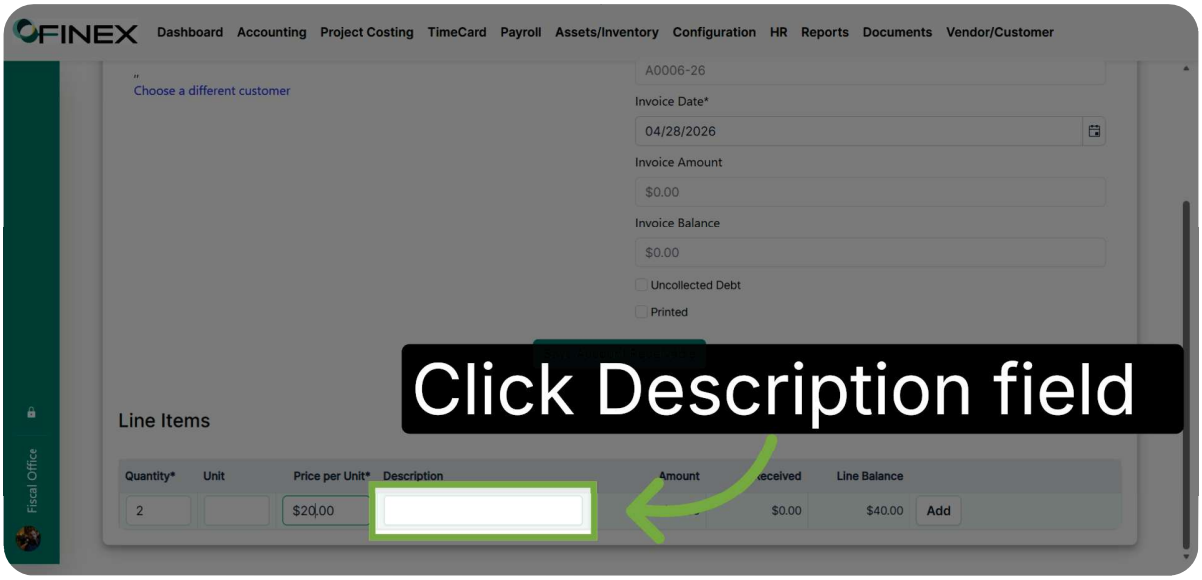
11 Enter Price per Unit

Enter the Price per Unit.



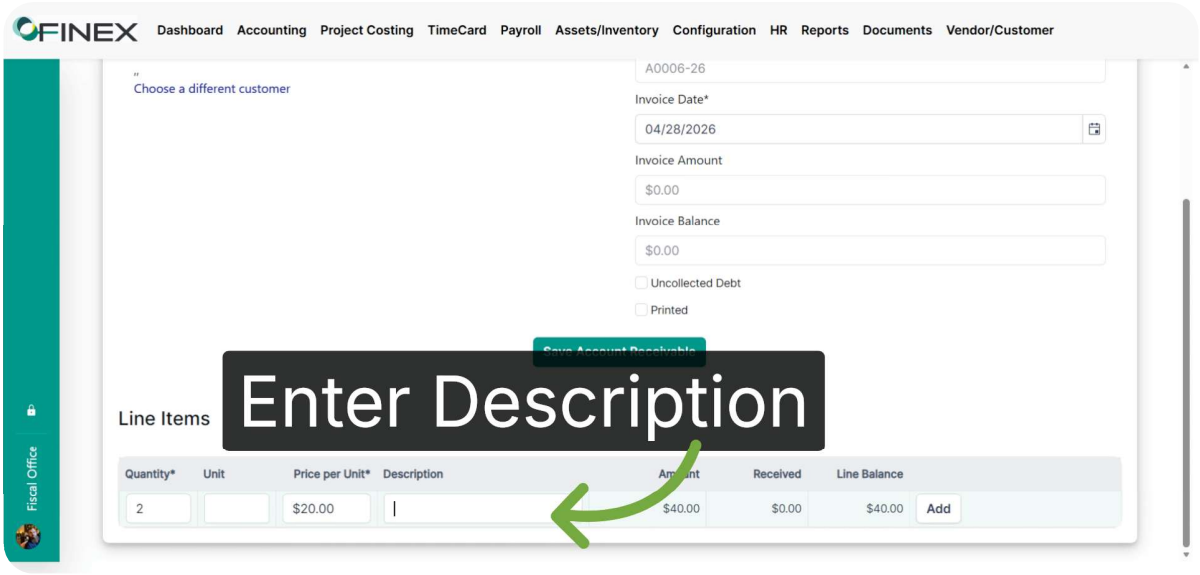
12 Select Description Field

Click the Description field.



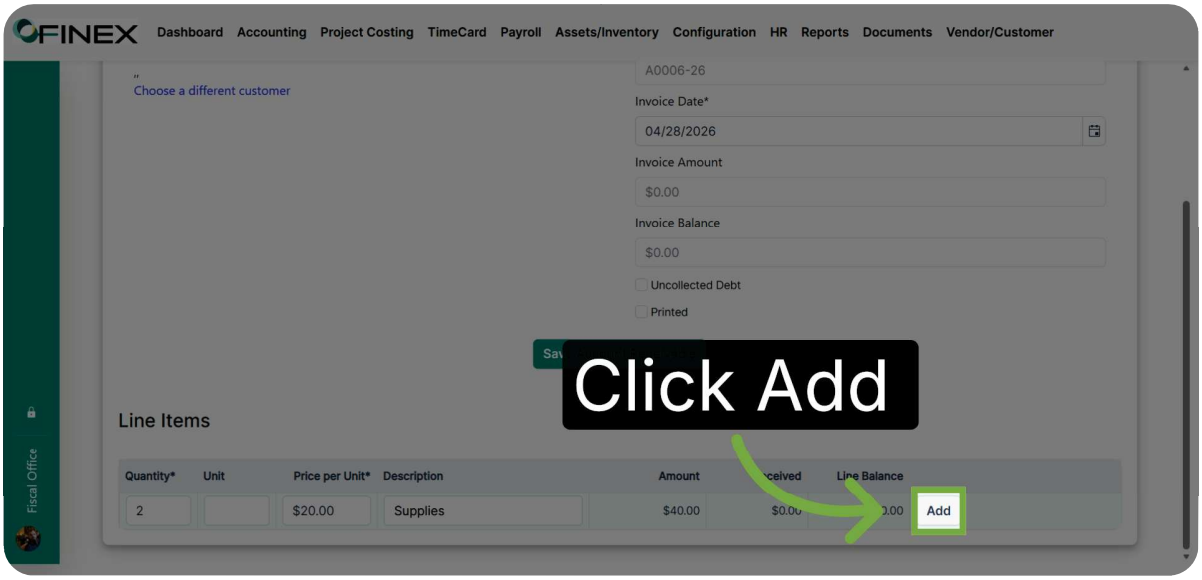
13 Enter Description

Enter the Description of the unit for your Invoice.



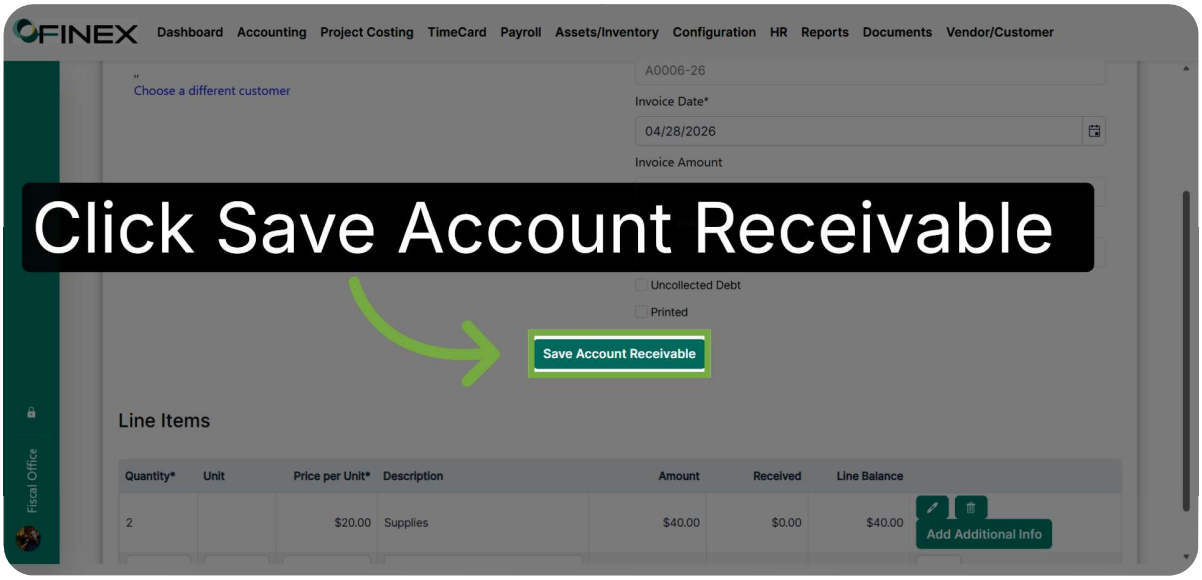
14 Complete Line Item

Click Add to complete and save your Line Item.



15 Save Account Receivable

You can add additional Line Items if needed. Click Save Account Receivable to complete the Invoice.



You have now successfully created an Invoice in Finex.

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