AR 03: Create a manual invoice to a single customer, in Canadian dollars, no HST

Created on 3/2/2018

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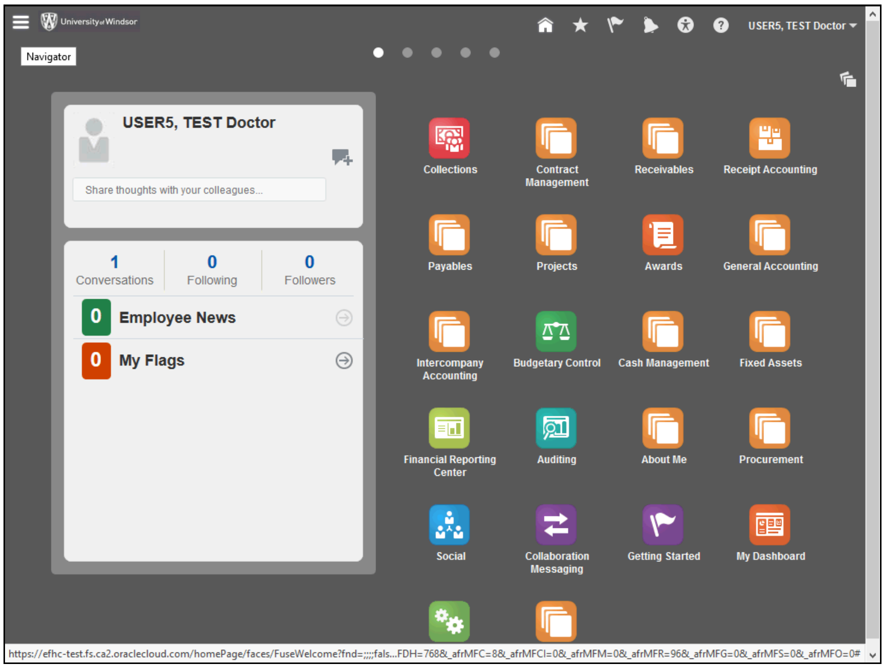
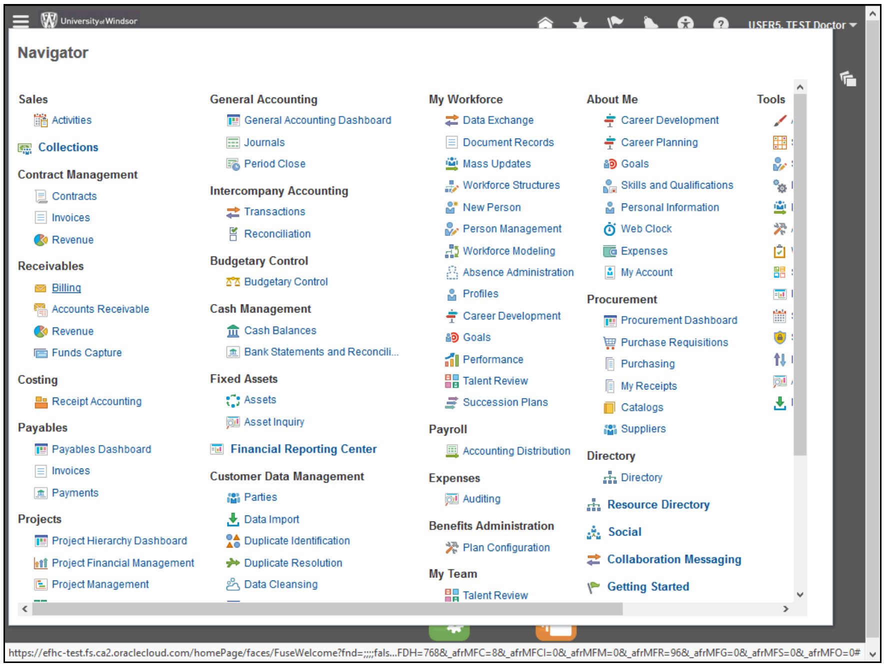
Procedure

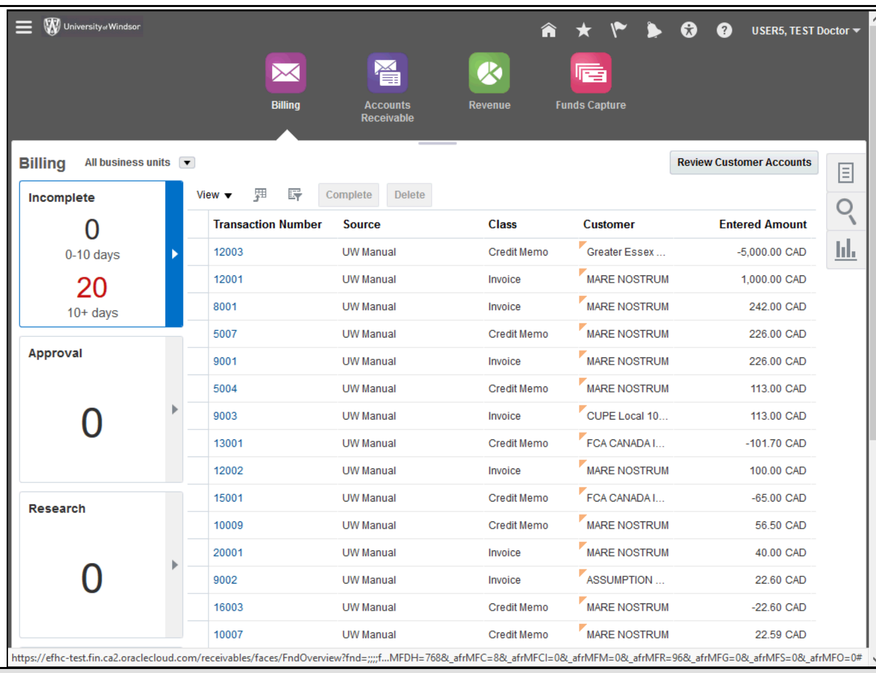
This User Guide outlines the steps required to create a manual invoice to a single customer, in Canadian dollars, no HST.



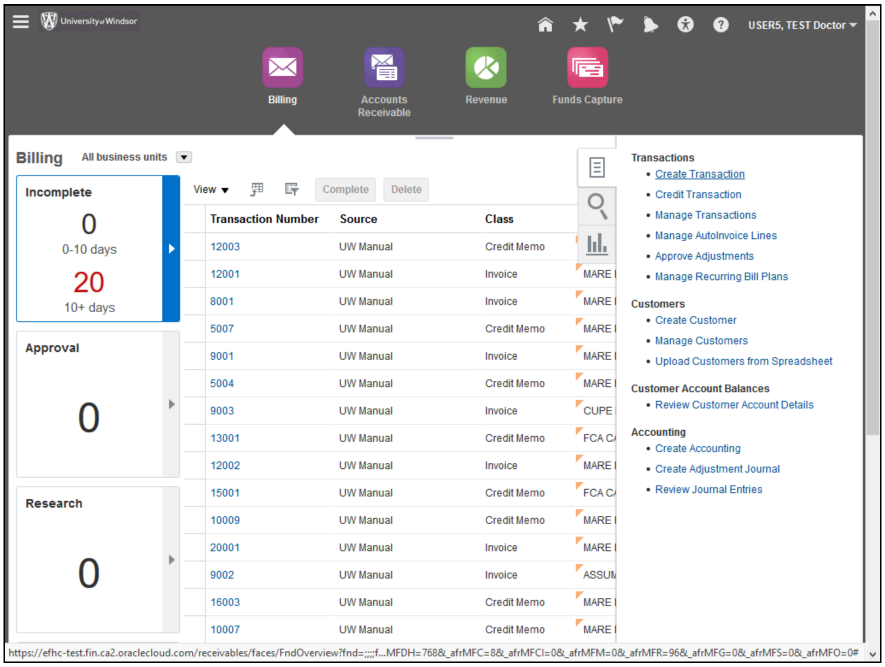
Step	Action
1.	Click the **Navigator** button. 



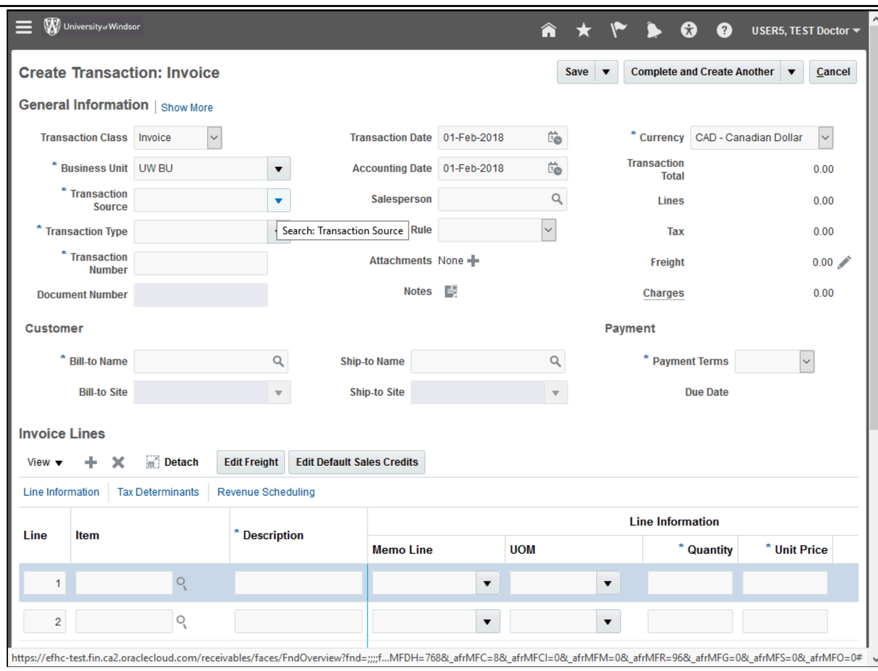
Step	Action
2.	Click the **Billing** link. Billing



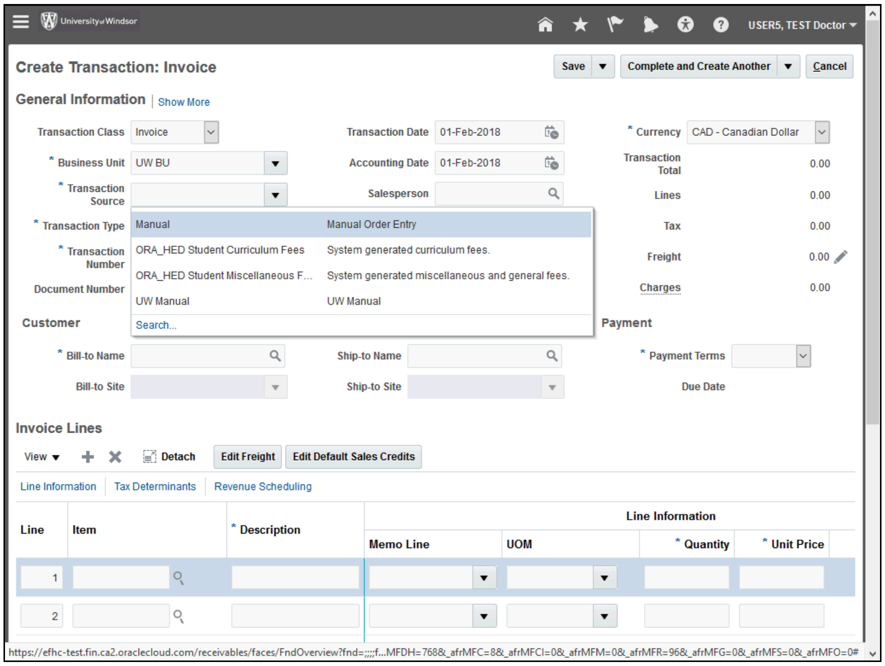
Step	Action
3.	Click the **Tasks** button. ☰



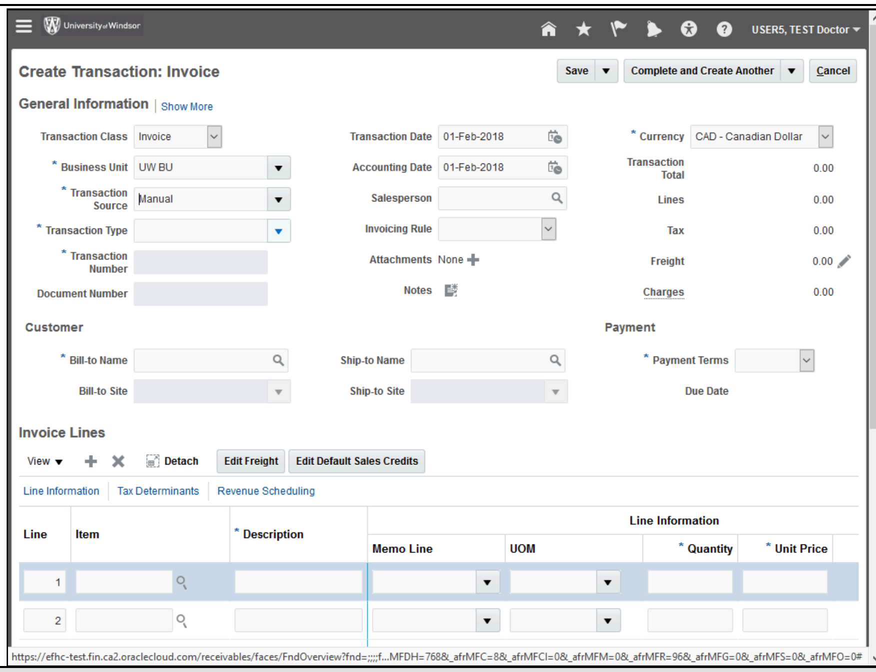
Step	Action
4.	Click the **Create Transaction** link. Create Transaction



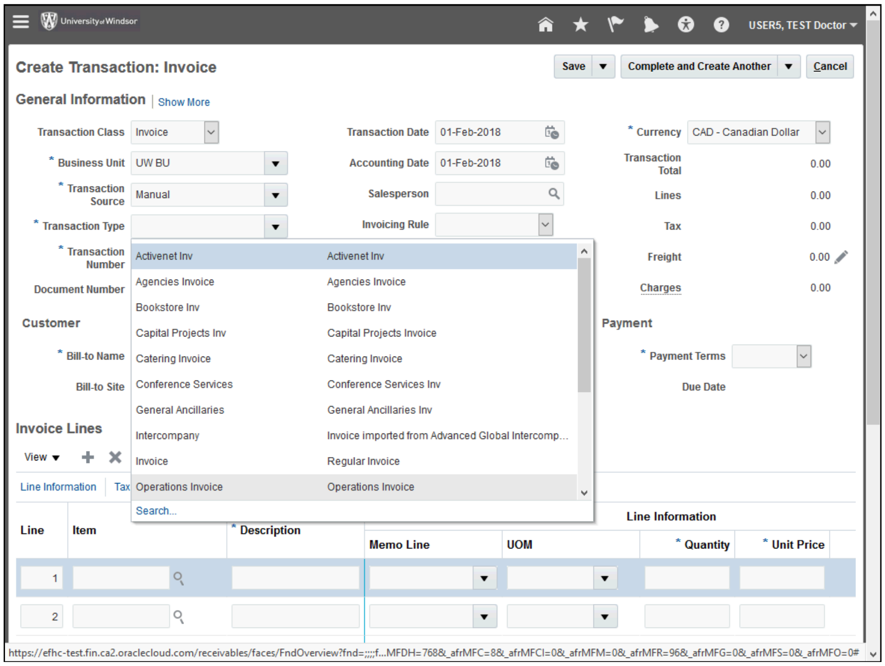
Step	Action
5.	Click the **Transaction Source** drop-down button.



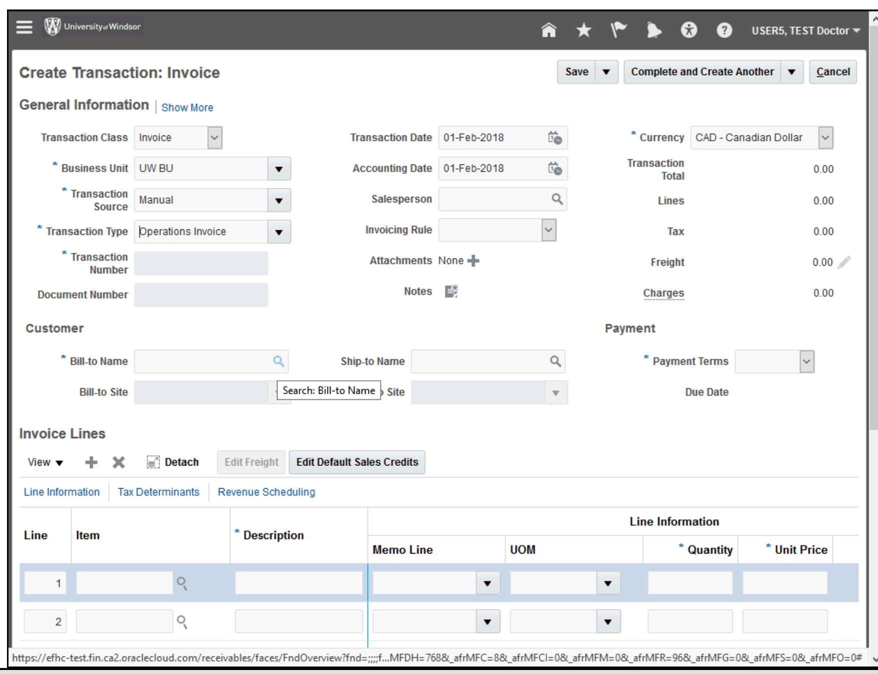
Step	Action
6.	Select the **Manual** option from the drop-down list.



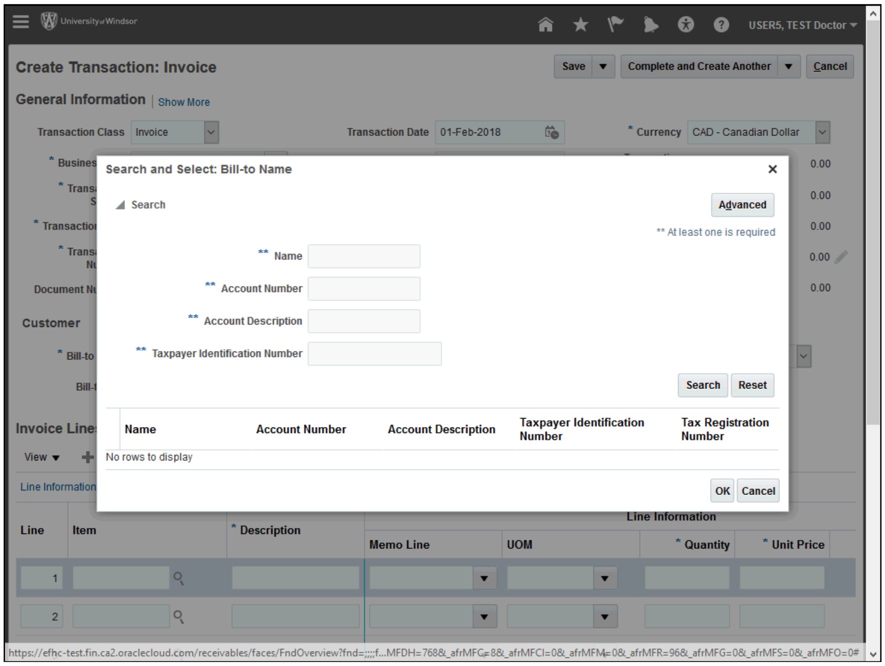
Step	Action
7.	Click the **Transaction Type** drop-down button. 



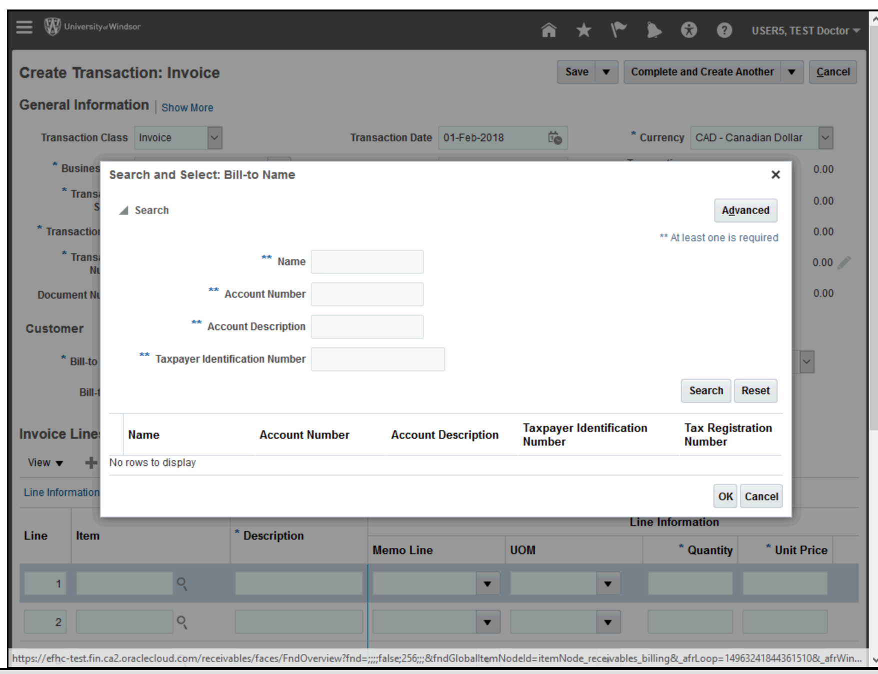
Step	Action
8.	Select the required option from the drop-down list.



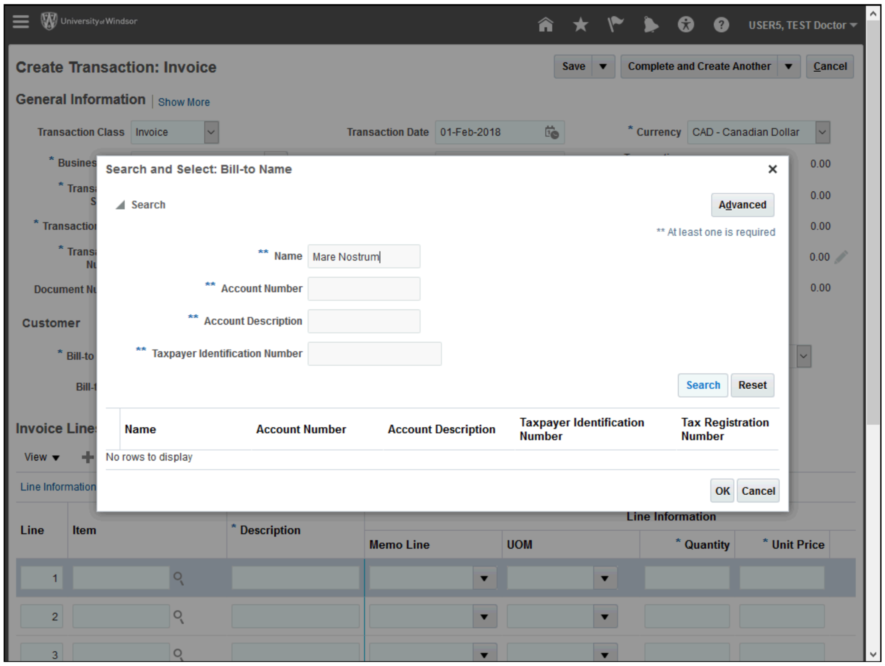
Step	Action
9.	Click the **Search Help** button next to the **Bill-to Name** field. 



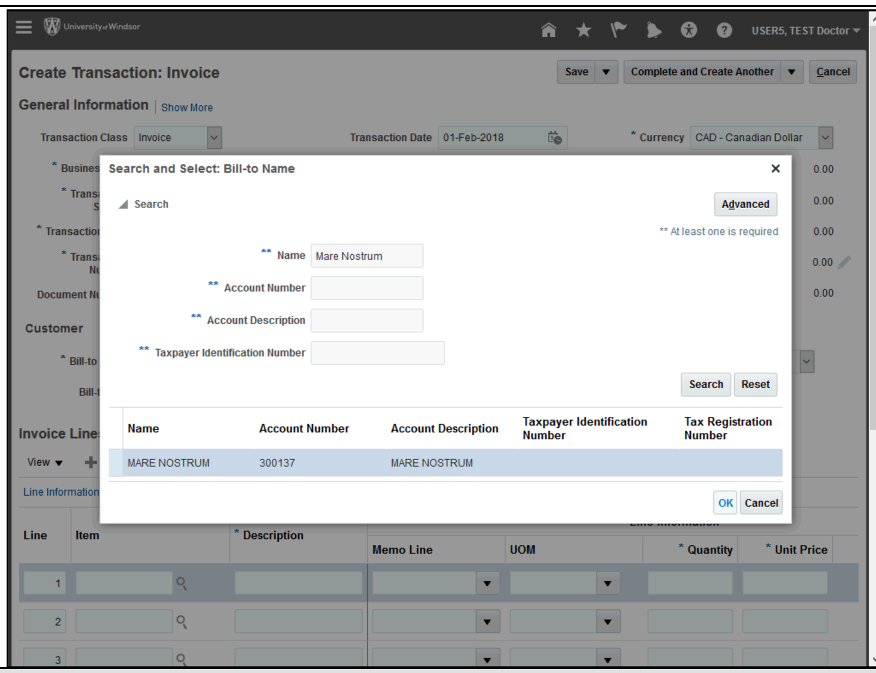
Step	Action
10.	Click in the **Name** field.



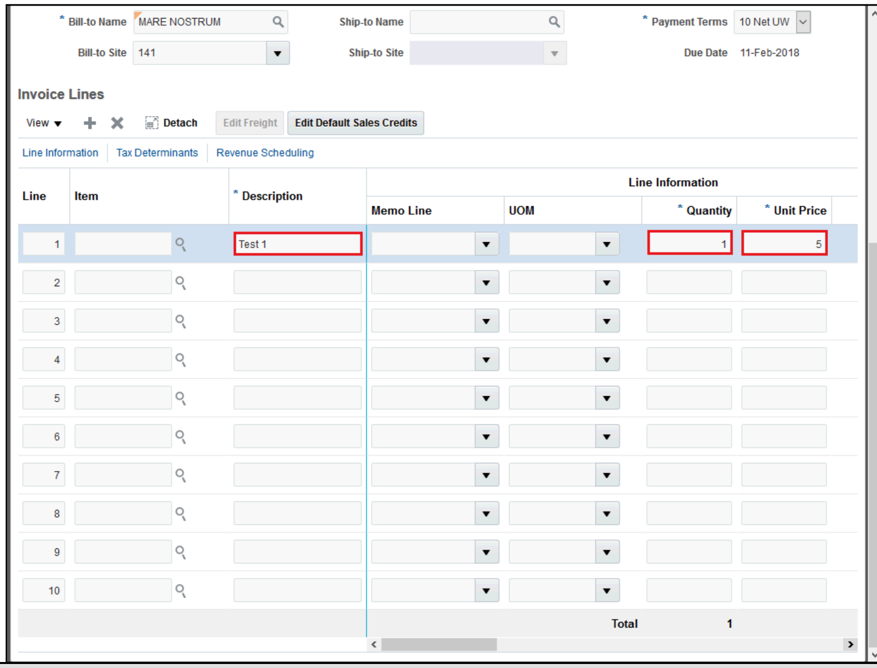
Step	Action
11.	Enter the required name in the **Name** field.



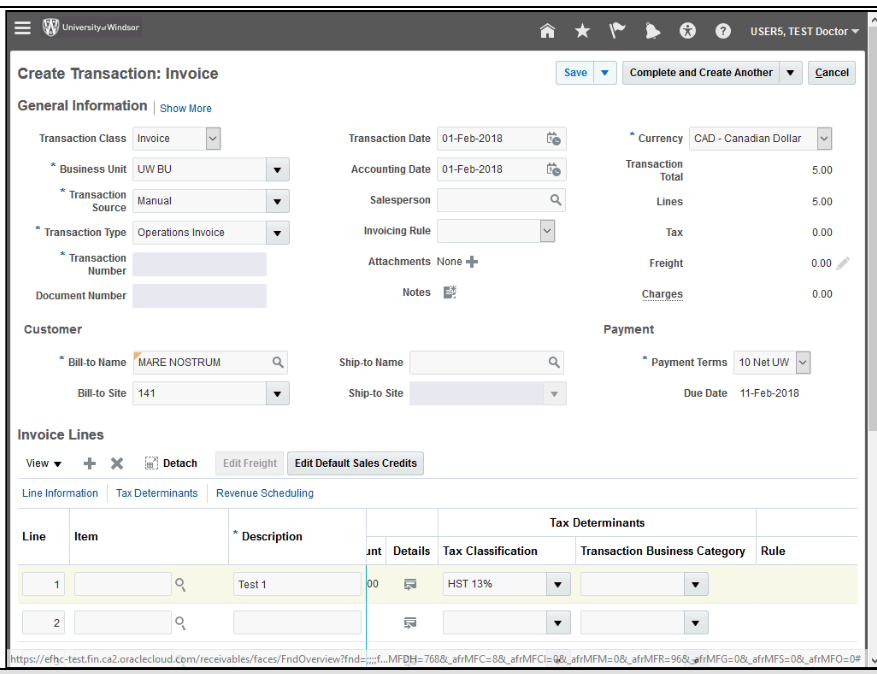
Step	Action
12.	Click the **Search** button. Search



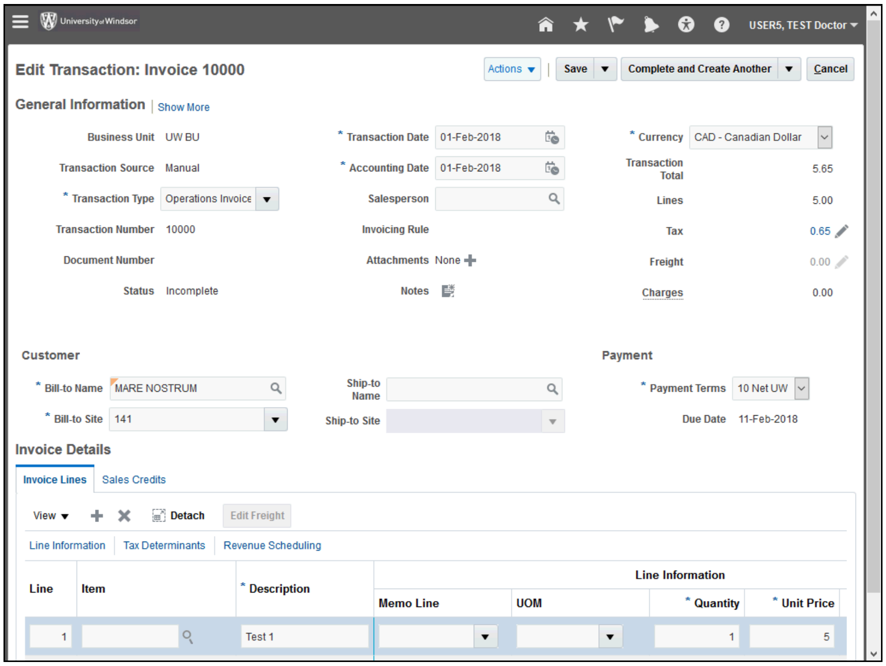
Step	Action
13.	Click the **OK** button. OK



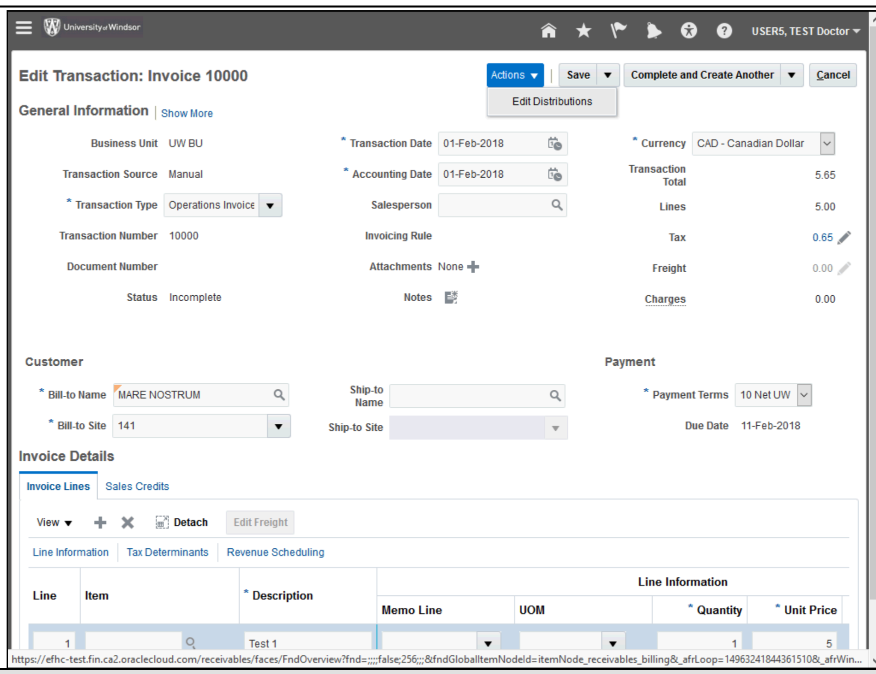
Step	Action
14.	Enter the required information in the following cells: **- *Description** **- *Quantity** **- *Unit Price**



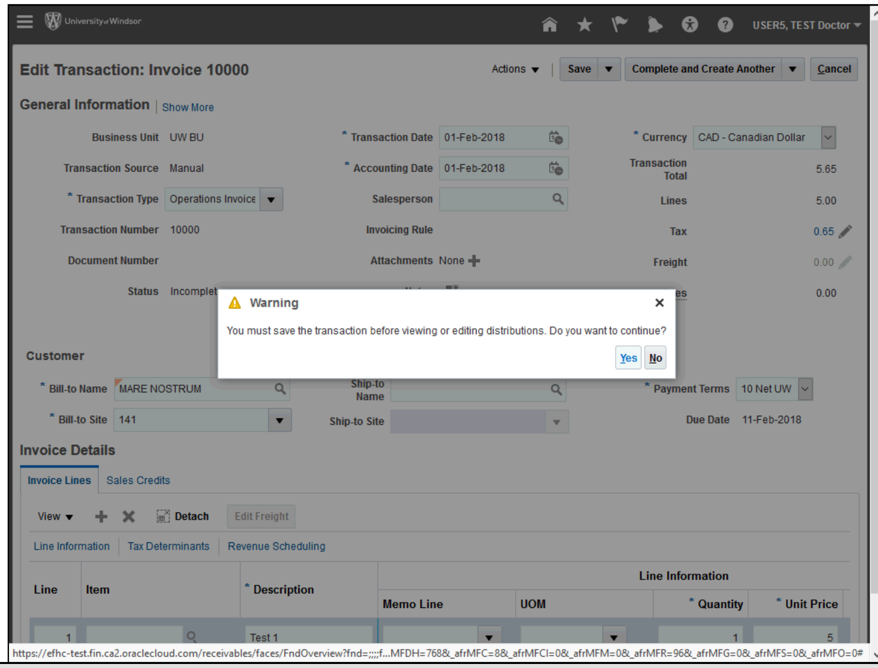
Step	Action
15.	Click the **Save** button. Save



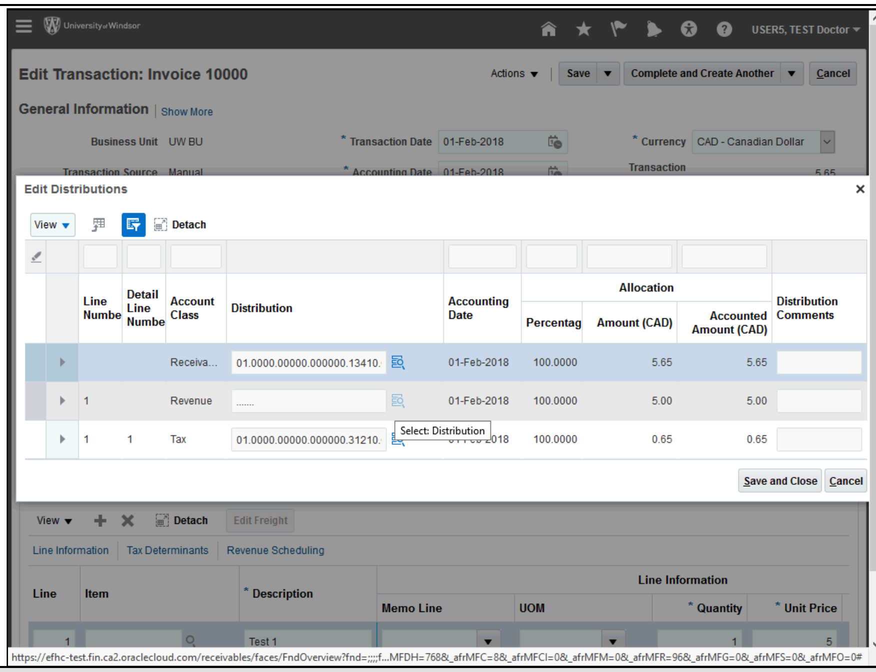
Step	Action
16.	Click the **Actions** drop-down button.



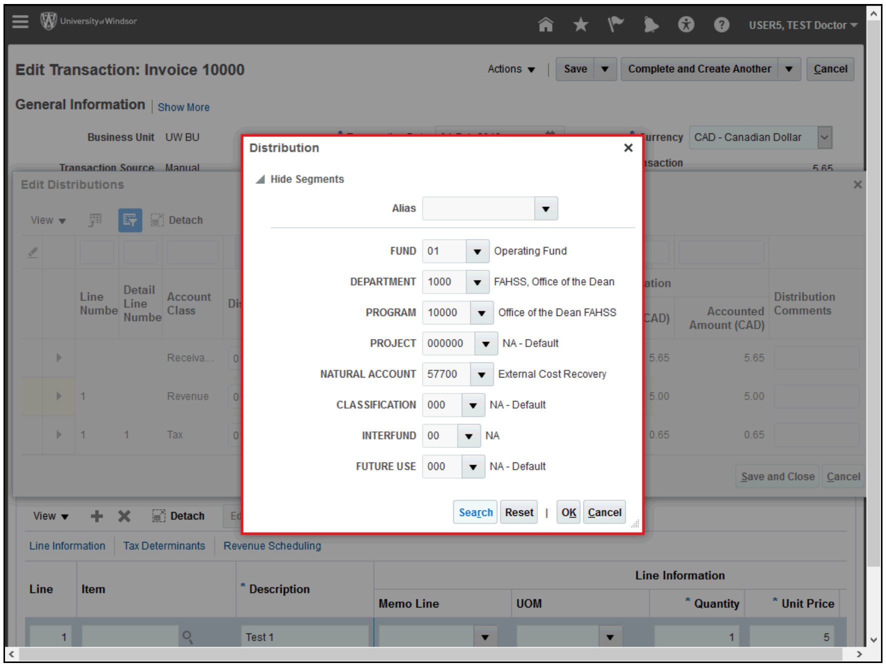
Step	Action
17.	Select **Edit Distribution** from the drop-down list.



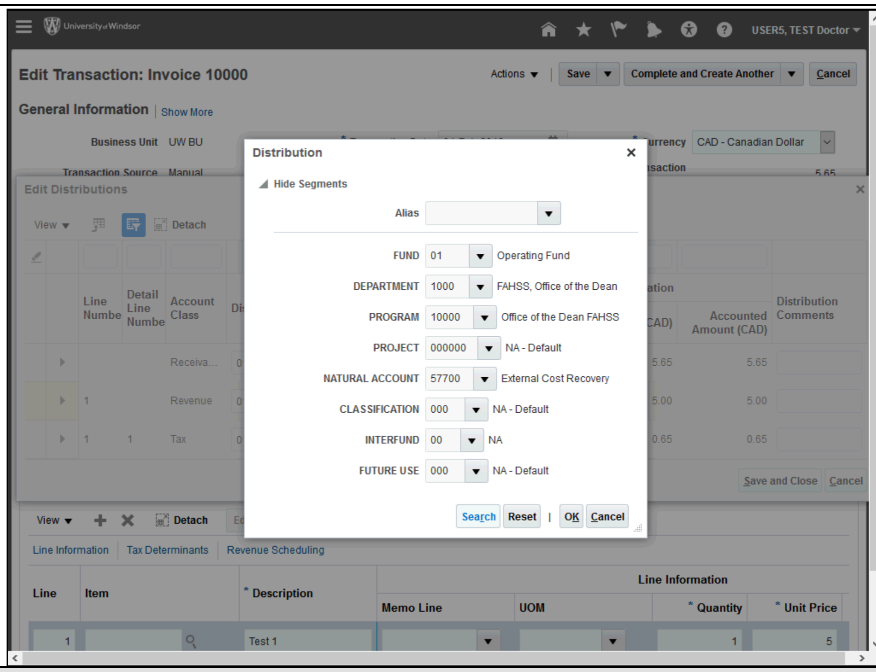
Step	Action
18.	Review the information. Click the **Yes** button. Yes



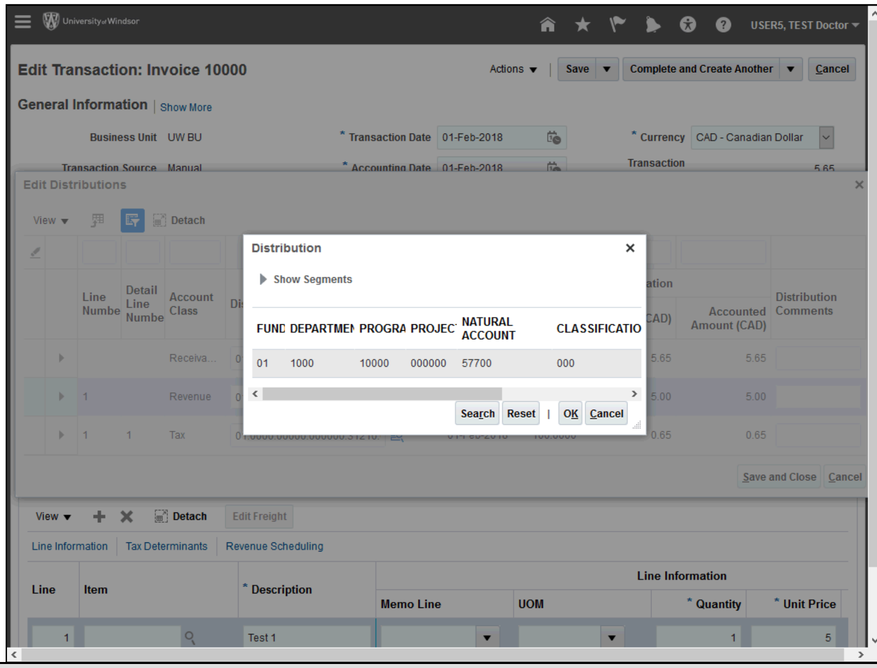
Step	Action
19.	Click the **Revenue Distribution** button. 



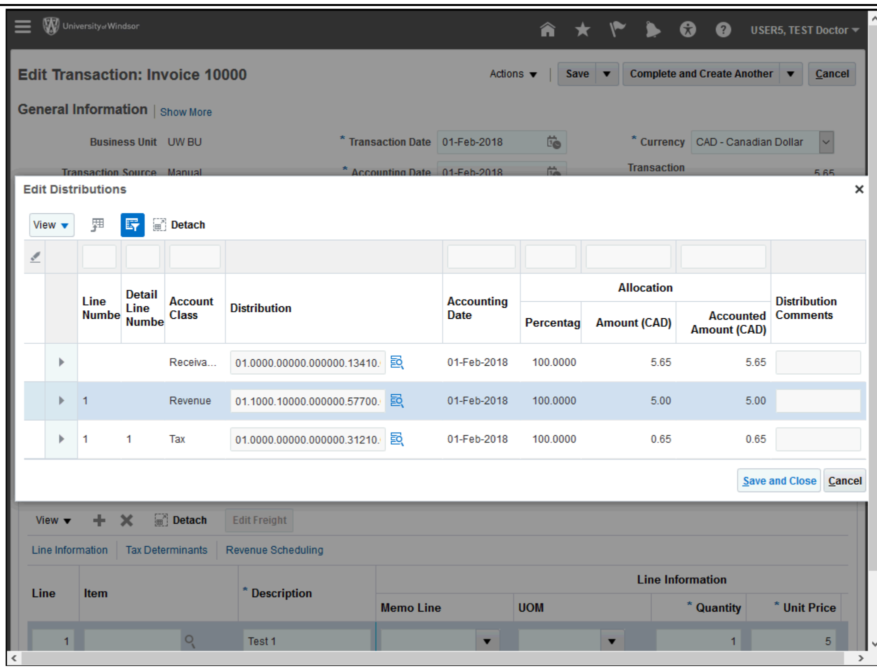
Step	Action
20.	Enter the required information in the **Distribution** window:



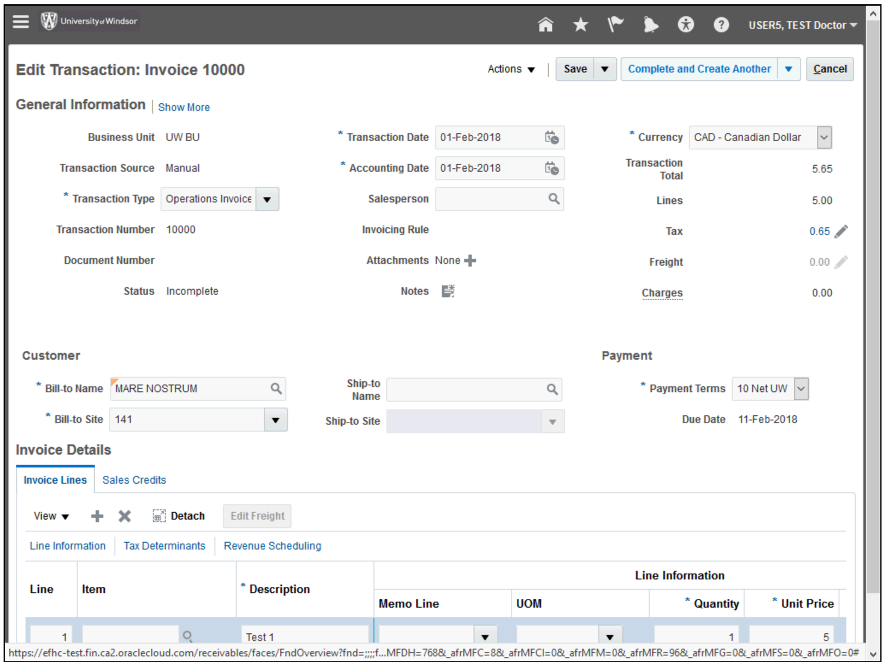
Step	Action
21.	Click the **Search** button. Search



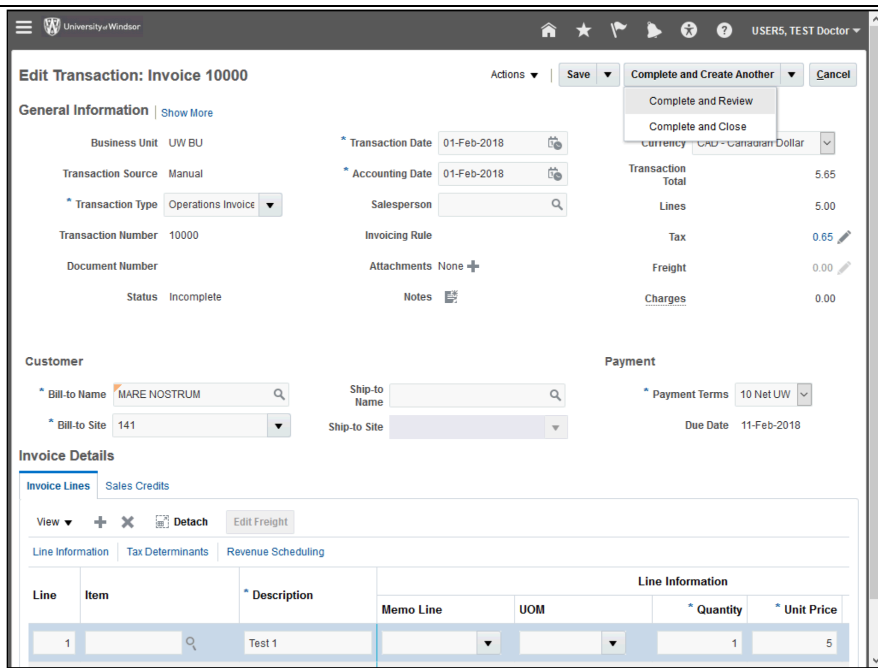
Step	Action
22.	Click the **OK** button. OK



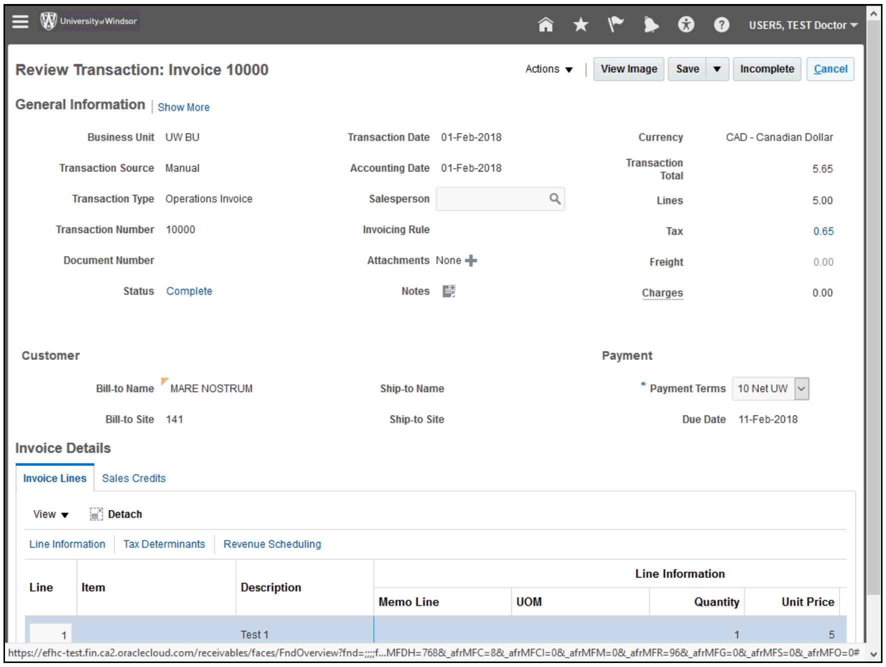
Step	Action
23.	Click the **Save and Close** button. Save and Close



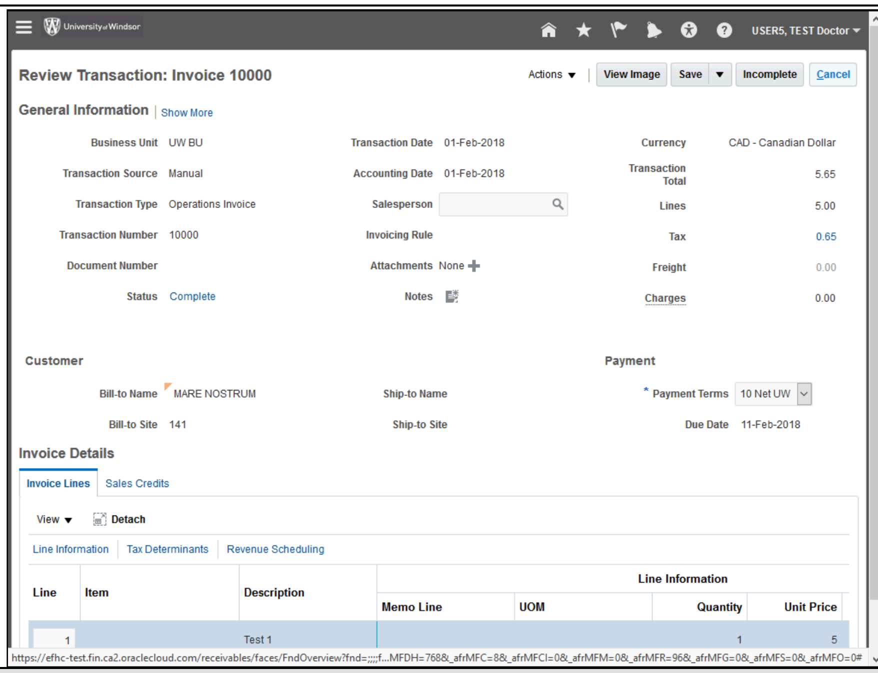
Step	Action
24.	Click the **Complete and Create Another** drop-down button.



Step	Action
25.	Select the required option from the drop-down list.



Step	Action
26.	Click the **Cancel** button. Cancel



Step	Action
27.	**End of Procedure.**