

# AGRIMASTER® HELP NOTE



## Creating Groups and Items in Enhanced Invoicing

To create Groups & Items in Enhanced Invoicing:

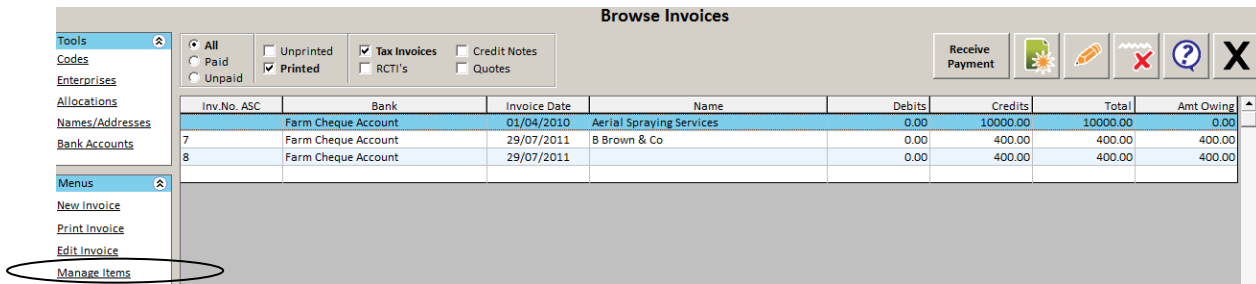
1. Start at the **HOMEPAGE** 

2. Select **CASHBOOK** 

3. Click **ENHANCED INVOICING, ACC/REC** 

4. The **BROWSE INVOICES** screen will appear

5. Select **MANAGE ITEMS** from the menu on the left hand side



The screenshot shows the 'Browse Invoices' interface. On the left, there is a menu with options: Tools, Codes, Enterprises, Allocations, Names/Addresses, Bank Accounts, and a 'Menus' section containing 'New Invoice', 'Print Invoice', 'Edit Invoice', and 'Manage Items' (which is circled in red). The main area displays a table of invoices with columns for Inv.No., ASC, Bank, Invoice Date, Name, Debits, Credits, Total, and Amt Owing. The table contains three rows of data.

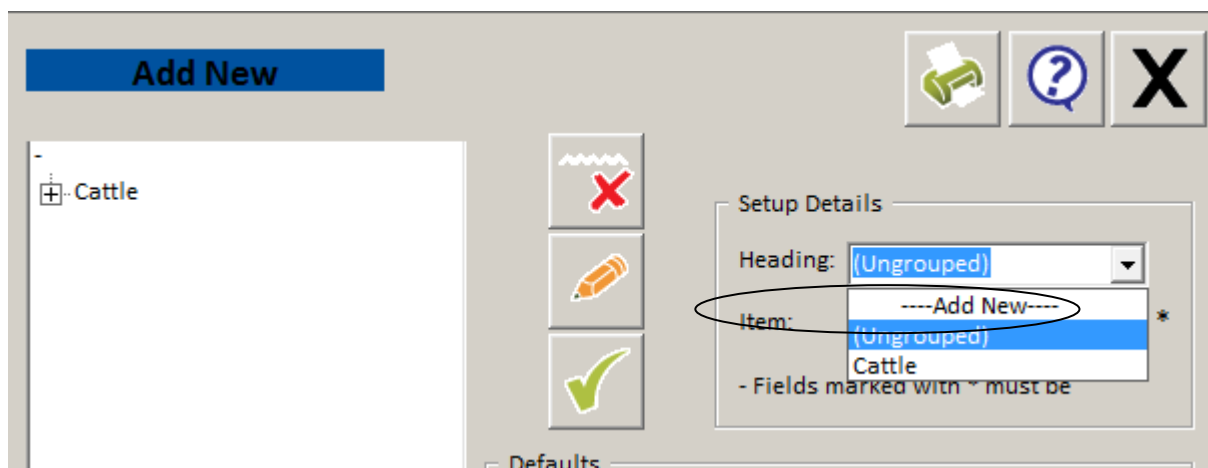
Inv.No.	ASC	Bank	Invoice Date	Name	Debits	Credits	Total	Amt Owing
		Farm Cheque Account	01/04/2010	Aerial Spraying Services	0.00	10000.00	10000.00	0.00
7		Farm Cheque Account	29/07/2011	B Brown & Co	0.00	400.00	400.00	400.00
8		Farm Cheque Account	29/07/2011		0.00	400.00	400.00	400.00

### To create a Group

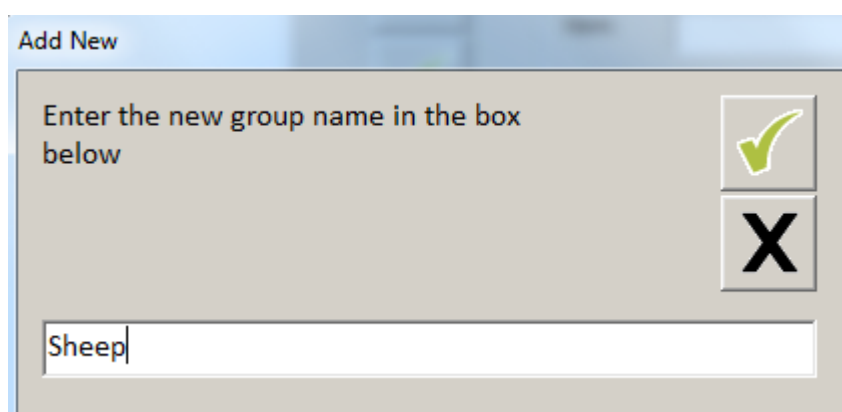
1. From the **HEADING NAME** dropdown box, select **---Add New---**

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2. Enter a new **GROUP NAME** in the pop-up box



3. Click the Green Tick





### To create an item

1. Click on add new 
2. Select the Group you want the item to belong to (Optional) in Heading
3. Give your item a name
4. Select a default **CODE, ENTERPRISE** and **ALLOCATION**. These will populate on your invoice/s each time you use that particular Item.
5. Select a **UNIT** of measure from the dropdown list.
6. **NB:** If the unit you require is not in the dropdown list, select the **---ADD NEW---** option and type in your required unit of measure in the pop-up box.
7. Enter the **UNIT PRICE** of the item in dollars

8. Enter a **SHORT** and/or **LONG DESCRIPTION**. These will populate on your invoice/s each time you use that particular Item. You will be given the opportunity to change or add to these when creating an invoice.

9. Select the GST type Inclusive or Exclusive.

10. Click  or press F10

11. The created Group ( if used) and Item will now appear in the left hand side box. Click on the  box to expand the Group to display the linked Items and click on the  box collapse back to Group names only.

12. Repeat for all other items required