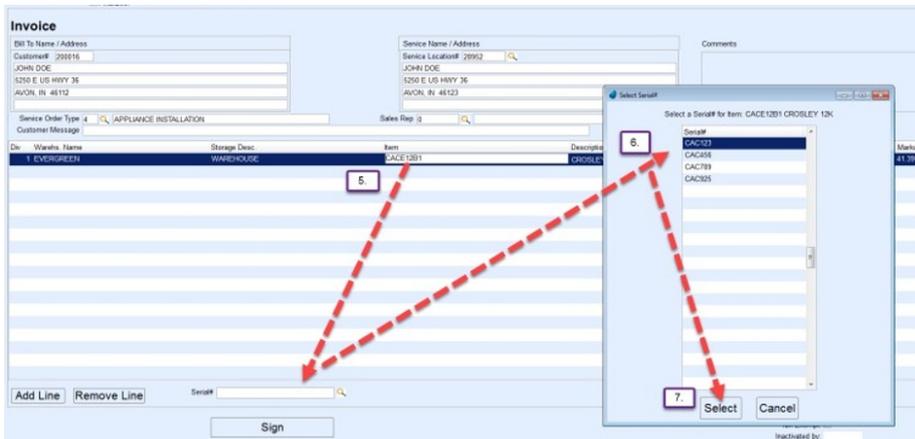# Serialized Inventory Invoices
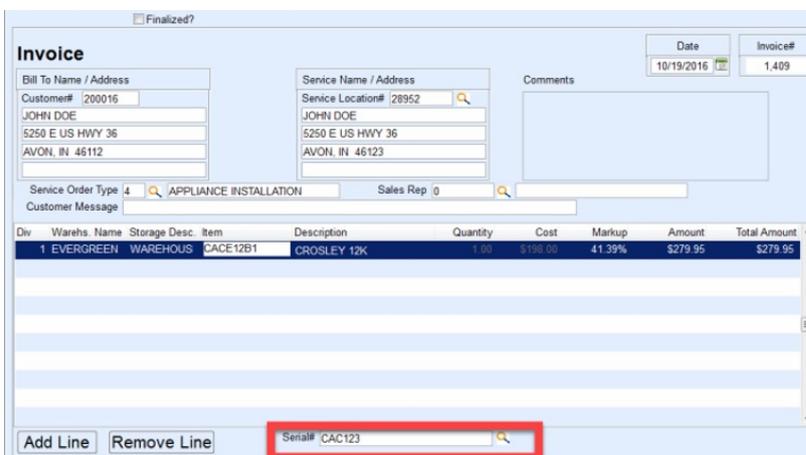
Last Modified on 06/08/2022 12:13 pm EDT

When a serialized inventory item is sold, the salesperson will be required to select the serial number prior to posting the invoice.

Note: If a serialized inventory item is selected when creating an invoice but not posted, the *Status* of the Inventory Item changes from *In* to *Sold*. This prevents others from selecting the item for sale. Once posted, the inventory item *Status* changes to *Out* and is no longer available in the system.

1. Navigate to *Customer Menu / Customer Maintenance* and select customer to be invoiced.

2. Choose **Invoices**. Select **Create** and enter the *Service Location #*, *Service Order Type*, and *Sales Rep* (optional).

3. Enter the *Item* number. If the item number is unknown, press **F5** to select from a list.

4. When a serialized item is selected, a *Serial#* field will appear on the *Invoice* screen. The quantity will automatically default to *1.0* and cannot be modified.

5. Select the *Serial#* **Search** button. A *Select Serial#* screen will appear.

6. Select the *Serial#*.

7. Choose **Select**. The *Select Serial#* window will close, returning to the *Invoice* screen. The serial number associated to the inventory item will now display.

Note: The serialized item selected will change from being considered *In* inventory to *Sold*. This serial number will no longer appear in the *Select Serial#* list. Once the Invoice is posted, the inventory *Status* will change to *Out*.

8. Continue to add Inventory Items as necessary. Review the Invoice for accuracy and select **Post**.

9. Choose the number of invoices to print. The customer will be billed for the Inventory Item(s) and inventory quantities will be reduced. The printed Invoice will display the serial number sold.

Name / Address	Service Address
Customer# 200016 JOHN DOE 5250 E US HWY 36 AVON, IN 46112	Location# 28952 JOHN DOE 5250 E US HWY 36 AVON, IN 46123

Item	Description	Qty	Amount	Total
CACE12B1	CROSLEY 12K Serial#: CAC123	1.00	$279.95	$279.95

Subtotal	$279.95
Sales Tax	$19.60
Total	$299.55