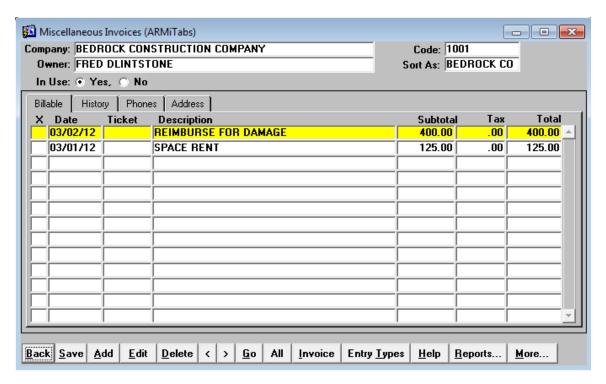# Miscellaneous Invoices
ARMiTabs

General Information

The miscellaneous invoices screen is used to create invoices for anything where there is not a corresponding payment to an employee driver or outsider (Subhauler or Independent Contractor). This screen is generally used for invoicing materials or dump fees.
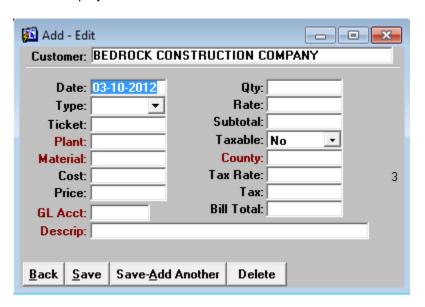
When the screen is entered, the first customer alphabetically appears. The screen has four tabs. Billable displays any items that have been entered but not yet invoiced. If a miscellaneous invoice was created and then the invoice subsequently deleted, the items appear on the billable tab. Once the items are invoiced, they are them moved to the History tab. The Phones and Address tab contain contact information.

Use the **[Back]** button to exit the screen. Click on **[Save]** to commit any pending changes. The **[Help]** button produces this document in PDF format.

Billable items can be entered and invoiced right away or entered as you go along and then Invoice them at will. To create invoices, bring the customer up on the screen. Click in the left column to X the items to invoice and then choose the **[Invoice]** button.

The **[Add]** button is used to add new billable items. The Add and Edit screens are actually one in the same and displayed as shown.

The *Date* field is the date of the transaction. The *Type* field is for Material Sales, Material Resale or Other. Ticket can be used for freight bills or the more lengthy material tickets. The *Plant* and *Material* fields are rust colored to indicate that a list of values is available here. This screen is ideal for users that have counter sales for materials. Enter the *Cost* and *Price* in order to get material profit reports. The fields on the right side are explanatory.