

Overall Balance on Invoice

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Setup

On the *Invoice Printout* tab at *Accounting / Setup / Location Preferences*, select the *Print Overall Balance* option and choose *Save*.

The screenshot shows the 'Setup Accounting Location Preferences' window with the 'Invoice Printout' tab selected. The 'Invoice Printing Options' section contains various checkboxes. The 'Print Overall Balance' checkbox is checked and highlighted with a red box. Other options include 'Print Terms Description', 'Print Company Heading', 'Print Company Heading on Load Sheet', 'Print Analysis on Invoice', 'Print on Multi Color Collated Forms', 'Print Ship Via', 'Print EPA#', 'Print Lot#', 'Print SalesPerson', 'Print Tech Lic#', 'Print Tax Exempt ID', 'Print Control Number', 'Print Comm Code', 'Print Container ID', 'Print Share Quantity on Split Invoices', 'Print GST/PST Taxes', 'Do Not Print Zero % Line Items', 'Print 'Recommendation Was Made' message', 'Print Grain Bank Balances', 'Print Invoice Total Weight', 'Print Multiple Applicator Information', 'Print Field Info', 'Print Farm Info', 'Custom Applied Default', 'Print Sales Tax Exemption Message', 'Print list price on any invoice line item where the price does not match the list price', 'Print Payment Detail on Single Customer Invoices', 'Print Additional Info County', and 'Suppress Analysis for VRT Invoices'. The 'Load Sheet Format' is set to 'Invoice'.

When the option is selected, the customer's Overall Balance at the time the Invoice is printed will print at the bottom of the Invoice document.

Overall Balance = Total Regular - Total Prepay - Unapplied Cash

Barry Anderson Overall Balance \$13,160.07

Pesticide # Barry Anderson | 45678900 Exp. Date 12/31/2025

If an Invoice is reprinted, the Overall Balance will be recalculated at the time so it may be different than the original printout if there has been account activity.