

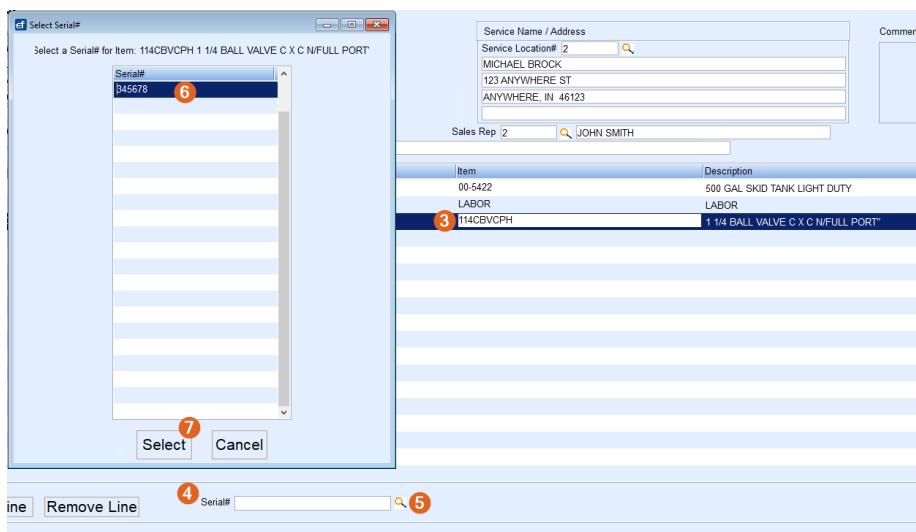
Serialized Inventory Invoices

Last Modified on 02/02/2026 5:02 pm EST

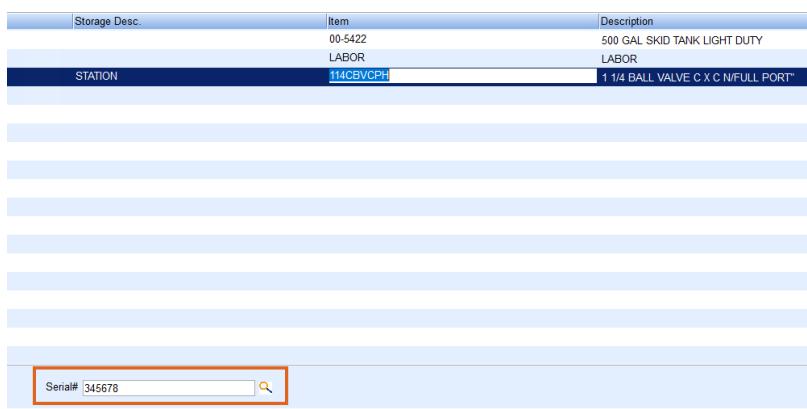
When a serialized inventory item is sold, the salesperson will be required to select the serial number prior to posting the invoice.

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.

Invoice																	
ABC PROPANE COMPANY 6250 US HWY 36 SUITE 100 AVON, IN 46123 Phone (317)45-6560 FAX (317)250-1234	Date 02/02/2026	Invoice # 535															
<table border="1" style="width: 100%;"><thead><tr><th style="width: 50%;">Name / Address</th><th style="width: 50%;">Service Address</th></tr></thead><tbody><tr><td>Customer# 100005 MICHAEL BROCK 123 ANYWHERE ST PENSACOLA, FL 32501</td><td>Location# 2 MICHAEL BROCK 123 ANYWHERE ST ANYWHERE, IN 46123</td></tr></tbody></table>	Name / Address	Service Address	Customer# 100005 MICHAEL BROCK 123 ANYWHERE ST PENSACOLA, FL 32501	Location# 2 MICHAEL BROCK 123 ANYWHERE ST ANYWHERE, IN 46123													
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