



Overview & Objective – The purpose of this I M & U is to catalog sample Order Entry and Purchasing print templates. Links to the templates are available by clicking on the document titles, with merge field changes enabled by access to the Intacct Custom Document Toolbar for MS Word.

Order Entry Templates: Sales Invoice

[Sales Invoice Sample 1](#)

- **Header Columns:** PO Number, Comments Or Special Instructions, Terms, Due Date
- **Body Columns:** Entry Date, Task, Employee, Qty, Unit Price, Line Total

[Sales Invoice Sample 2](#)

- **Header Columns:** Shipping Method, Payment Terms, Due Date, Reference
- **Body Columns:** Item #, Description, Qty, UOM, Unit Price, Line Total

[Sales Invoice Sample 3](#)

- **Header Columns:** Shipping Method, Payment Terms, Due Date, Reference
- **Body Columns:** Item, Description, Qty, Unit, Unit Price, Line Total

[Sales Invoice Sample 4](#)

- **Header Columns:** Shipping Method, Payment Terms, Due Date, Reference
- **Body Columns:** Item #, Description #, Qty, Unit, Unit Price, Line Total

[Sales Invoice Sample 5](#)

- **Header Columns:** Purchase Order #, Shipping Method, Payment Terms, Due Date
- **Body Columns:** Project, Task, Employee, Qty, Unit Price, Line Total

[Sales Invoice Sample 6](#)

- **Header Columns:** Purchase Order #, Shipping Method, Payment Terms, Due Date
- **Body Columns:** Project, Task, Employee, Qty, Unit Price, Line Total

[Sales Invoice Sample 7](#)

- **Header Columns:** Purchase Order #, Shipping Method, Payment Terms, Due Date
- **Body Columns:** Project, Task, Employee, Qty, Unit Price, Line Total

[Sales Invoice Sample 8](#)

- **Header Columns:** Purchase Order #, Shipping Method, Payment Terms, Due Date
- **Body Columns:** Project, Task, Employee, Qty, Unit Price, Line Total

[Sales Invoice Sample 9](#)

- **Header Columns:** PO Number, Shipping Method, Terms, Due Date
- **Body Columns:** Item, Description, Memo, Unit, Qty, Unit Price, Total

Sales Invoice Sample 10

- **Header Columns:** PO Number, Message, Payment Terms, Due Date
- **Body Columns:** Item, Description, Qty, Unit Price, Line Total

Sales Invoice

- **Header Columns:** Reference #, Shipping Method, Payment Terms, Due Date
- **Body Columns:** Item #, Description, Unit, Qty, Unit Price, Amount

Sales Invoice MCP

- **Header Columns:** Reference #, Shipping Method, Payment Terms, Due Date
- **Body Columns:** Item #, Description, Unit, Qty, Unit Price, Amount

Sales Invoice Template

- **Header Columns:** Reference#, Terms
- **Body Columns:** Item, Description, Unit, Quantity, Unit Price, Amount

Sales Invoice Template – MCP

- **Header Columns:** Reference#, Terms
- **Body Columns:** Item, Description, Unit, Quantity, Unit Price, Amount

Sales Invoice Parent Project

- **Header Columns:** Purchase Order #, [Message], Payment Terms, Due Date
- **Body Columns:** Project, Task, Date, Employee, Qty, Line Total

Further Instruction & Use – For further information regarding Order Entry and Purchasing Print Templates contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.