

# Entering Legacy Invoices



When people switch to PestaRoo from other software packages, they often want to enter some of their legacy invoice data. Typically, this is for those invoices still 'Open'. This support document gives a simple overview of this process.

## Overview and Options

What are Legacy Invoices? They are invoices from a different software package or from a manual system. They may be Open (unpaid) or Paid in full. You will probably want to at least bring in the Open Invoices the day you start using PestaRoo so that you don't have to straddle two different software systems. Once they are brought in you will be able to apply payments and make deposits based upon their values. Bringing in these invoices, one at a time, is the focus of this support document. You can bring in Open or Paid invoices. You can easily input 100 invoices in a couple hours.

Some companies choose to bring in all invoices, Open and Paid to take advantage of PestaRoo's extremely powerful and easy to use data mining abilities.

Should you have substantially more than 100 invoices to bring in, you may want to have us do it for you. We can bring them in for you, using some of our own tools for data migration.

## Before you Begin

We are assuming you have the following things already in your PestaRoo:

- Customers, with corresponding locations.
- Technicians
- Service Types

Also, be sure your copy of PestaRoo is version 4.0 or later. If you need a free updater, just let us know!

## Short Instructions

For people who don't like instructions, here is the abbreviated form:

Go to Home Page >> **Preferences** and click the '**Legacy Inputting**' field to 'Yes'. Find each successive customer and create an invoice from Customer Choose Name. Fill in the fields marked with blue asterisks (\*). You can skip the Treatment List and Pest List. On the More... layout, type in the amount of their balance due in, '**Legacy Invoice Bal Due**'. Click button to 'Post Only'. Repeat with each additional invoice. Return to Home Page and change value of '**Legacy Inputting**' field to 'No'.

You may have one or more persons entering Legacy Invoices, while others are using PestaRoo's normal functions at the same time.

## Full Instructions and More Details

Go to Home Page go to **Set Preferences** and set the '**Legacy Inputting**' field to 'Yes'. This setting will change PestaRoo's behavior to speed the Legacy Inputting. This field also causes a red warning field to show up reminding you that you are in a special mode. The field '**Legacy Inputting**' automatically empties itself when you close PestaRoo on your computer.

Find each Customer (on Customer Choose Name), and click 'Invoice' next to the large "+" sign. You will land on a new blank invoice. Notice that the Customer name has already been brought in, but not the Location. Pick the Location. (Remember that a customer can have more than one location. But, when you are starting, most customers will only have one location.)

Fill in each of the 'blue asterisk' (\*) fields, (except for Treatment List and Pest list.) You will be entering about 6 pieces of data. '**Amt of Charge**' is assumed to be the pretax amount. Next, on the 'More...' layout, enter the '**Legacy Invoice Bal Due**'. This field is absolutely required. Most of the time this will be '0'. But you'll type in the exact amount if they have a balance. Lastly, click the button, **Post Only**.

As the invoice is posted, PestaRoo automatically updates all the Customer Statistics and Monthly Stats.

What about Sales Tax? If you have set your Sales Tax Rate (Home Page >> Set Preferences), or have set up your taxing Jurisdictions, then PestaRoo will automatically bring the proper amount. If the tax rate has changed, you can enter the '**Override Charge Sales Tax Amt**' on the Options tab.

Note that the **Posting Date** is automatically set to the same as the **Service Date** when inputting Legacy invoices.

## Conclusion

Entering your legacy invoices is a great way to make the transition to PestaRoo. Those with Balance Due will be in PestaRoo's Accounts Receivable (A/R) system, and all entered invoices will be in the full stat system ready for your work in data mining! Have fun!