

Bill a Single Sales Order

Tailored, **Role-Based** curriculum to reflect your user community's tasks and processes.



Billing a Sales Order indicates you have already fulfilled the items purchased by your customers and creates an Invoice that posts to Accounts Receivable. You can turn the Sales Order into an Invoice without re-keying any data.

At the beginning of each day, review the daily sales orders to bill. All customer orders are shipped at midnight and need to be billed the next day. Review the details on each bill listed prior to billing the sales order.

Steps

1 From the **Reminders Portlet** and select **Sales Orders to Invoice**.

2 Select a **Customer** ▾.

3 Select **MID2 id Billing Department Code** ▾.

4 Navigate to the **Orders** subtab.

Tailored references to **Fields** and **Values** that mirror your application.

5 Locate the sales order and click **Invoice**.

6 Verify the **Invoice #**.

7 Verify the **Date**, **Posting Period** and **Due Date**; modify as needed.

8 Enter the customer's **PO #** to help them to locate this

Documented **Business Processes** to ensure data integrity and employee performance accuracy.

Enter a descriptive **Memo**.

9 **NOTE:**

- This will appear on the second line on the Accounts Receivable register.

10 Navigate to the **Sales Information** section.

11 Review the sales information; modify as needed.

12 Review the **Classification** section.

Select the **Location** ▾

13 **NOTE:**

- The system will assume that inventory items will be fulfilled from this location.

14 Navigate to the **Items** subtab.

15 Navigate to the **Items > Items** subtab.

16 Select the **Item** ▾.

17 Enter the **Quantity** and **Units** for the item.

18 Review the **Rate**. To enter a new rate, select **Custom** from the **Price Level** ▾ drop-down menu.

19 The **Amount** is calculated automatically, based on the stated (**Quantity * Rate**).

20 Review the revenue recognition information that defaults from the item record; modify as needed:

- **Rev. Rec. Schedule**

- **Rev. Rec. Start Date**
- **Rev. Rec. End Date**

- 21 Click and repeat for each item.
- 22 Navigate to the **Shipping** subtab.
- 23 Review the **Shipping Information**.
- 24 Navigate to the **Billing** subtab.
- 25 Review the **Billing Information** and **Billing Address** sections
- 26 Confirm the **Terms** for this invoice; modify as needed.
NOTE:
 - The **Terms** will affect the **Due Date** specified in this invoice.
- 27 Navigate to **Accounting** subtab.
- 28 Review the **Account Information**, **Revenue** and **Gross Profit** sections.
- 29 Verify the Accounts Receivable **Account** ; modify as needed.
- 30 Verify the **Currency** and **Exchange Rate** for this invoice; modify as needed.
- 31 Click , or click to print the invoice.