

Invoicing

Preface

The Invoicing option allows you to develop an invoice for a shipment (sales order and release).

For definitions and abbreviations, see the [Order Entry Glossary](#).

Field Reference

SALES ORDER	Parker's Sales Order Number from the order entry header.
RELEASE	A unique number used to identify a specific release of a shipment or purchase order (blanket order).
SHIP TO	The ship-to customer number is an alpha-numeric number for the customer that denotes where the shipment will be shipped.
DATE INVOICED	The day the order was invoiced. FORMAT: MM/DD/YY EXAMPLE: 11/15/92 = November 15, 1992
DATE SHIPPED	The day the order was shipped. FORMAT: MM/DD/YY EXAMPLE: 11/15/92 = November 15, 1992
BILL OF LADING	<p>The number assigned to the freight carrier's contract that acknowledges that your location's goods have been loaded for delivery, and released to the carrier to deliver to a designated person</p> <p>If your location uses Kewill integration, MSS automatically populates the Bill of Lading field with the Kewill shipment tracking number for the first package. The tracking numbers for any additional packages appear in the Comments section on the Shipment Inquiry screen.</p>
SKIDS	Identifies the number of skids in the shipment.
TRANSPORTATION CHARGES	Identifies the cost of transporting the goods. If your location uses PTM Carrier Assignment, MSS may automatically pull the value for this field from the Carrier Assignment screen (depending on the freight code). If you are not billing the customer for freight, no value appears in this field.
PRO NO	<p>A fifteen-character shipment truck number the carrier uses as a reference to identify the shipment truck for the LTL (less than truckload) and truckload shipments. The customer can use the shipment truck number to track the shipment.</p> <p>If your location uses Kewill integration for parcel shipments, MSS automatically populates the Pro No field with the Kewill shipment tracking number for the first package. The tracking number for any additional packages appear in the Comments section on the Shipment Inquiry screen.</p>
GROSS WEIGHT	<p>Identifies the total weight for this shipment, relating to the unit of measure.</p> <p>For divisions not using PTM, the Gross Weight and Unit of Measure fields may populate from the Allocation by Sales Order or Manual Picklist Consolidation screens.</p> <p>For all PTM-eligible shipments that have been rated, MSS automatically pulls the value for this field from the Carrier Assignment screen. To change the value in this field, press <F21> (<Shift> + <F9>) to return to the Carrier Assignment screen.</p> <p>For divisions using Kewill integration, MSS automatically pulls this</p>

	information from Kewill to populate (or override) this field.
UOM (Weight Unit of Measure)	<p>Identifies the unit of measure for the shipment's gross weight. Valid entries are: LB (pounds), KG (kilograms), and TON (tons).</p> <p>For divisions not using PTM, the Gross Weight and Unit of Measure fields may populate from the Allocation by Sales Order or Manual Picklist Consolidation screens.</p> <p>For all PTM-eligible shipments that have been rated, MSS automatically pulls the value for this field from the Carrier Assignment screen. To change the value in this field, press <F21> (<Shift> + <F9>) to return to the Carrier Assignment screen.</p> <p>For divisions using Kewill integration, MSS automatically pulls this information from Kewill to populate (or override) this field.</p>
INSURANCE	Identifies the insurance number for the package (if applicable).
NUMBER OF BOXES	Identifies the number of boxes or cartons shipped.
NET WEIGHT	Weight of total quantity for this part, less packaging, relating to the unit of measure.
SHIP VIA	<p>Identifies the abbreviated carrier code for the shipment. Since this is a free-form field, you can use the abbreviations identified in the examples below, or use your own carrier abbreviations.</p> <p>Examples of valid entries:</p> <p>UPS: United Parcel Service EMY: Emery RDWY: Roadway</p> <p>For all PTM-eligible shipments that have been rated, MSS automatically pulls the value for this field from the Carrier Assignment screen. To change the value in this field, press <F21> (<Shift> + <F9>) to return to the Carrier Assignment screen.</p> <p>For divisions using Kewill integration, MSS automatically pulls this information from Kewill to populate (or override) this field.</p>
ORDER TYPE	Indicates the nature of the order: Allocate and Print, Customer Return, Cash Sale, Invoice as Entered, Requisition.
TAX	Defaults the USE TAX CODE using a divisional edit.
AUTO TAX	A Y in this field will cause sales/use tax (U.S. tax or Canadian provincial tax) to be calculated for any shipments against this order (where applicable).
CND FED TAX	A Y in this field will cause Canadian Federal Tax to be calculated for any shipments against this order (where applicable).
FREIGHT CODE	Identifies how freight for the order will be processed.
TAX NO (Tax Exempt Reference)	This field allows for a reference to be entered denoting tax exempt status for all shipments against this order. Any value in the field will trigger the tax exempt status, thereby skipping all automatic tax calculation.
DD250	Document Charge. Not used at this time.
TAX NO 2 (Tax Exempt Reference 2)	This field allows for a reference to be entered denoting tax exempt status for all shipments against this order. Any value in the field will trigger the tax exempt status, thereby skipping all automatic tax calculation.
INVOICE AS ALLOCATED (Y OR N)	By placing a Y in this field, all shipment details will be automatically invoiced. If they have not yet been preshipped, they will invoice at the allocated quantity. If they have already been preshipped, they will invoice at the preshipped quantity.

W/OTH GOODS (With Other Goods)	If your location uses PTM Carrier Assignment and you are working with a consolidated shipment, this field identifies the lead shipment's order number and release. For example, if the consolidated shipment consists of order numbers and releases 000012 001 , 000034 001 , and 000056 001 , and the lead shipment's order number and release for this example is 000012 001 , then when you create the invoices for 000034 001 and 000056 001 , this field will contain 000012 001 .
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Roles

Shipping

Path

xx3A.1.5

Procedure

1. Access the Invoicing screen.

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MGMGI1 PLEASE ENTER YOUR NEXT SALES ORDER AND RELEASE -----
COMMAND ==>
SALES_ORDER: _____ RELEASE: _____ SHIP_TO: _____
SOLD_TO: _____

Terms ..
=====
Date_Invoiced ..... _____ Maint_User
Date_Shipped ..... _____ Maint_Date
Bill_of_Lading ..... _____ Skids .... ____
Transportation_Charges ..... _____ Pro No.... _____
Gross Weight ..... _____ UOM _____ Insurance. _____
Number_Of_Boxes ..... _____ Net Weight _____
Ship_Via ..... _____ Order Type _____
Tax ..... _____ Auto Tax.. _ Cnd Fed Tax _
Freight_Code ..... _ --- Tax No. .. _____
DD250 ..... _____ Tax No-2 . _____
Invoice As Allocated? (Y or N) _

1=Help 2=Menu 3=End 5=Cancel 6=Review 9=Cons_Inv 10=Hold 11=Dtl_Updt 12=Exit

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Invoicing screen

2. Type the sales order number you want to create an invoice for in the SALES ORDER field.
3. Type the appropriate release number in the RELEASE field.
4. Press <Enter>.

The information for the selected sales order appears.

NOTE: For locations using PTM Carrier Assignment, if the ALL ELIGIBLE SHIPMENTS parameter (on the Third Party Package Interface parameter screen) is set to **Y**, any PTM-eligible shipment that has **not** been rated will be automatically sent to the [Carrier Assignment screen](#). You will not be allowed to invoice the shipment until a carrier is selected through PTM.

MGMGI1 INVOICING -- HEADERS -----			
COMMAND ==>			
SALES_ORDER: 013261		RELEASE: 002	SHIP_TO: A97215
SOLD_TO: A97215		BEHR DAYTON THERMAL P OH	
BEHR DAYTON THERMAL P OH		1600 WEBSTER STREET	
		DAYTON	
Terms .. TEST		OH 45404	
=====			
Date_Invoiced	07/09/09	Maint_User	PRACT98
Date_Shipped	07/09/09	Maint_Date	
Bill_Of_Lading		Skids	
Transportation_Charges		Pro No....	
Gross Weight	250.00_ UOM LB_	Insurance.	
Number_Of_Boxes		Net Weight	
Ship_Via	UPS GROUND	Order Type	
Tax		Auto Tax..	_ Cnd Fed Tax _
Freight_Code	2 --- PREPAID AND BIL	Tax No. ..	
DD250		Tax No-2 .	
Invoice As Allocated? (Y or N) Y		w/Oth Goods 013260 002	
		21=Carrier	
1=Help 2=Menu 3=End 5=Cancel 6=Review 9=Cons_Inv 10=Hold 11=Dtl_Updt 12=Exit			

Invoicing screen with sample data

5. Type the date that the order was invoiced in the DATE_INVOICED field, if necessary.
6. Type the date that the order was shipped in the DATE_SHIPPED field, if necessary.
7. Type the bill of lading number in the BILL_OF_LADING field.

If your location uses Kewill integration, MSS automatically populates this field with the Kewill shipment tracking number for the first package. The tracking numbers for any additional packages appear in the Comments section on the Shipment Inquiry screen.

8. Type the total number of shipping skids in the SKIDS field.
9. Type the cost of transporting the shipment in the TRANSPORTATION_CHARGES field, if applicable.

If your location uses PTM Carrier Assignment, then MSS may automatically pull the value for this field from the Carrier Assignment screen (depending on the freight code). If you are not billing the customer, then no value appears in this field.

10. Type the fifteen-character shipment truck number in the PRO NO field.

If your location uses Kewill integration, MSS automatically populates this field with the Kewill shipment tracking number.

11. Type the gross weight of the order in the GROSS WEIGHT field.

MSS may pull the value for this field automatically from the Allocation by Sales Order or Manual Picklist Consolidation screens.

If your location uses PTM Carrier Assignment, MSS automatically pulls the value for this field from the Carrier Assignment screen for all PTM-eligible shipments that have been rated. To change the value in this field, press <F21> (<Shift> + <F9>) to return to the Carrier Assignment screen.

For divisions using Kewill integration, MSS automatically pulls this information from Kewill to populate (or override) this field.

12. Type the unit of measure for the gross weight in the UOM field.

MSS may pull the value for this field automatically from the Allocation by Sales Order or Manual Picklist Consolidation screens.

If your location uses PTM Carrier Assignment, MSS automatically pulls the value for this field from the Carrier Assignment screen for all PTM-eligible shipments that have been rated. To change the value in this field, press <F21> (<Shift> + <F9>) to return to the Carrier Assignment screen.

For divisions using Kewill integration, MSS automatically pulls this information from Kewill to populate (or override) this field.

13. Type the total number of shipping cartons in the NUMBER_OF_BOXES field.

14. Type the net weight of the order in the NET WEIGHT field.

15. Type the intended carrier name in the SHIP_VIA field.

If your location uses PTM Carrier Assignment, MSS automatically pulls the value for this field from the Carrier Assignment screen for all PTM-eligible shipments that have been rated. To change the value in this field, press <F21> (<Shift> + <F9>) to return to the Carrier Assignment screen.

For divisions using Kewill integration, MSS automatically pulls this information from Kewill to populate (or override) this field.

16. Type the sales tax, in U.S. dollars, in the TAX field, if applicable.

17. Type **Y** in the AUTO TAX field to cause sales/use tax to be calculated, if applicable.

18. Type **Y** in the CND FED TAX field to cause Canadian Federal Tax to be calculated for the order, if applicable.

19. Type the freight code in the FREIGHT_CODE field, if necessary.

The following freight codes are valid values:

1. Prepaid
2. Prepaid and Add
3. Collect

20. Type tax exempt numbers in the TAX NO fields, if applicable.

21. Type the lead shipment's order number and release in the W/OTH GOODS field.

*If your location uses PTM Carrier Assignment and you are working with a consolidated shipment, this field identifies the lead shipment's order and release numbers. For example, if the consolidated shipment consists of order and release numbers **000012 001**, **000034 001**, and **000056 001**, and the lead shipment's order and release number for this example is **000012 001**, then when you create the invoices for **000034 001** and **000056 001**, this field will contain **000012 001**.*

To automatically invoice all shipment details, continue with task #21. Otherwise, continue with task #22.

22. Type **Y** in the INVOICE AS ALLOCATED field to automatically invoice all shipment details.

If the order has not yet been preshipped, the details will invoice at the allocated quantity. If the order has already been preshipped, the details will invoice at the preshipped quantity.

Continue with task #26.

23. Type **N** in the INVOICE AS ALLOCATED field and press <Enter>.

The invoicing detail screen appears.

24. Type the bounce code in the CD field.

25. Type the quantity to remove from the invoice in the CANCEL field, and press <Enter>.

The invoiced amount will change as indicated.

If you want to invoice the order right away, continue with task #26. To place the invoicing on hold, continue with task #27.

26. Press <Enter> to process the invoice.

To cancel the operation, press <F5>.

End of activity.

27. Press <F10> to place the invoice on hold.