POST FINAL INVOICE FOR CREDIT CUSTOMER

## Introduction

This Standard Operating Procedure (SOP) has been developed to provide you with an understanding of how to post a final invoice against a sales order for a credit customer in the NAXT system.

There are three options:

1. If the sales order is still open and the order has not been delivered, you can generate an invoice from the delivery note (packing slip)
2. If the sales order has already been delivered you can generate the invoice from the sales order
3. You can invoice multiple delivered credit customer invoices at the same time from the All Sales orders grid

This procedure is linked to the following business process:

* PRT\_2.3(SOP)Create and Update a Sales order
* PRT\_3.4(SOP)Source Parts Through Backorder

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## Prerequisite

A sales order in the system, status either **Open** or **Delivered**

## Terminology and Icons

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|  | Important / Note |
|  | Business rule |

## Steps

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| INVOICE FROM DELIVERY NOTE (Sales Order Open) | |
|  | Open the Sales order and click **Delivery note** |
|  | *Info window opens to ask whether you want to apply the recommended value to* ***Current Quantity***  Click **No** |

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|  | Complete the following fields:   * Select **Quantity** to **All** * Tick **Print Price Information** is required * Tick **Create invoice** (Option 1 – If you create invoice at this stage, the delivery note cannot be cancelled or amended). * Tick **Print delivery note** |
|  | Option 2 – As step 3, but don’t tick **Create invoice** |
|  | Click **OK** |

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|  | *A warning appears*  Click **Yes** |
|  | *Waiting window appears* |
|  | *Packing slip opens*  The Delivery Note will print automatically on your default printer |
|  | Click **Close** |

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|  | If a customer wants a copy of the invoice to take with them. click **Journals > Invoice**  This will print a **copy** of the invoice |
|  | Click **Preview/Print > Copy preview** |
|  | *Waiting window appears* |

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|  | ***Tax Invoice - copy*** *opens*  Print if required and click **Close** |
|  | **Option 2 continued from step 9.**  If the Tax Invoice button is not greyed out as shown in Step 10, this means it has not yet been invoiced. This will normally be the situation if create invoice is not ticked when the delivery note is processed.  Click **Invoice > Tax Invoice** |

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|  | ***Posting invoice*** *window opens - Print invoice may or may not be ticked. If Print invoice is ticked, ensure* ***use print management is also ticked.***  *Gough CAT staff only: Estimate freight should always be ticked by default*  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1aba2cc.PNG  The Print invoice setting is inherited from the instruction the customer has given Gough Group on how they wish to receive their invoices. Either of the following settings are acceptable:   |  |  | | --- | --- | | **Both unticked**: This is a customer that prints overnight and the invoice is posted. | **Both ticked**: This is a customer that receives an e-mailed invoice. | |  |  |   Once use print management tick is added (if required), click **Ok** |

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|  | The Tax Invoice icon changes from available to Grey, indicating that the invoice has been posted, a copy invoice can be accessed in Journals>Invoice |

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| INVOICE FROM SALES ORDER (Sales Order Delivered) | |
|  | Open the Sales order   * **GGNZ > Sales and marketing > Common > Sales orders > My sales orders**   Sales order must show status **Delivered** |
|  | Follow steps 14-16 |

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| INVOICE FROM SALES ORDER GRID | |
|  | Either follow the cue if there is one already made or personalise and filter the sales order grid as below:  Go to: GGNZ > Home > Role centre > Activities **“PRT - (my branch) Sales orders to invoice”**    To set up and manage cues refer**: QRG\_Create and Manage NAXT Cues**  OR  Go to: GGNZ > Sales and marketing > Common > Sales orders > **My sales orders or All Sales orders**   * Personalise in the **payment** field and filter: !COD * Status: Delivered * Warehouse: (your warehouse e.g. 60A) * Project ID: .. * Credit status: Approved, Passed, .. |
|  | Follow steps 14-16 |