NAXT Quick tips - Apply a Customer Prepayment

* For backorders for non-account customers
* **Not** compatible for cash sale terms (COD) accounts

– **use internal Prepayment accounts for your branch**

* **Miscellaneous charges** are not compatible – use Service items instead
* Gough CAT staff - Freight estimator must be used for all parts ordered from overseas

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| Prerequisite: | Create a sales order, add parts, freight and other charges (no misc charges – use service items or freight estimator)  **PRT\_2.3(SOP)Create and Update a Sales Order**  **PRT\_5.4(SOP)Recover Freight** |
| C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1318838.PNGPrepayment record | Create a prepayment record for the amount you want to post  This record must be saved before you can create the **Prepayment invoice**  **This amount should equal the total invoice amount** |
| C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML131a52a.PNGPrepayment invoice | This invoice is created via the **Prepayment invoice** button  (If the button is greyed out and you expect it not to be, click on another tab and come back to it again)   * **Give this invoice to the customer** * **Receive payment** * **Create a banking journal manually**   **NAXT Quick tips – Filling in a Banking Journal**  **FAR\_2.12(SOP)Create and Manage a Banking journal** |
| Backorder / Deliver parts | Backorder parts, pick parts on hand in your branch  **PRT\_2.3(SOP)Create and Update a Sales Order**  **PRT\_3.4(SOP)Source Parts Through Backorder** |
| C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML132ee4a.PNGFinal invoice | This invoice is created via the **Tax invoice** button from a sales order or the **Invoice** button from the sales order grid   * **DO NOT give this invoice to the customer** * Posting this invoice impacts your branch sales figures   Blocked? See troubleshooter at the end of this SOP:  **PRT\_2.9(SOP)Apply a customer Prepayment** |

For more details see **PRT\_2.9(SOP)Apply a customer Prepayment**

Need help? Ring Jessica Macfarlane 03 983 2354