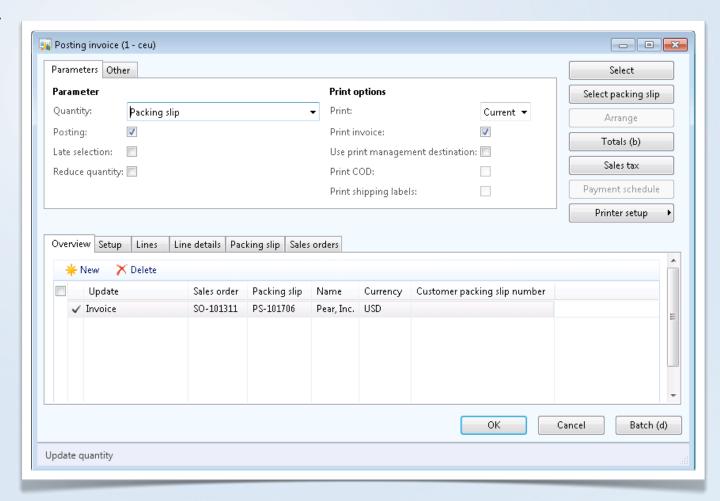# Invoicing

Summary Generate a customer Invoice once the goods have shipped. This section shows how to manually add freight charges; this process is typically integrated with the shipping carrier data.

Steps
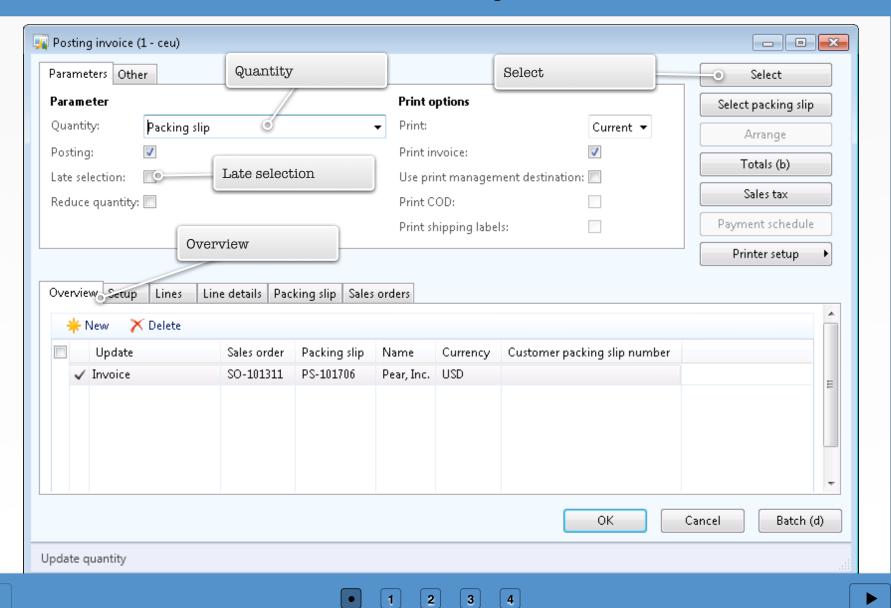1. Invoice order
2. Add freight Charges

Tips
- Invoicing can be done as a periodic automated batch process
- When doing consolidated invoicing, consider turning on the accrue revenue functionality for packing slips
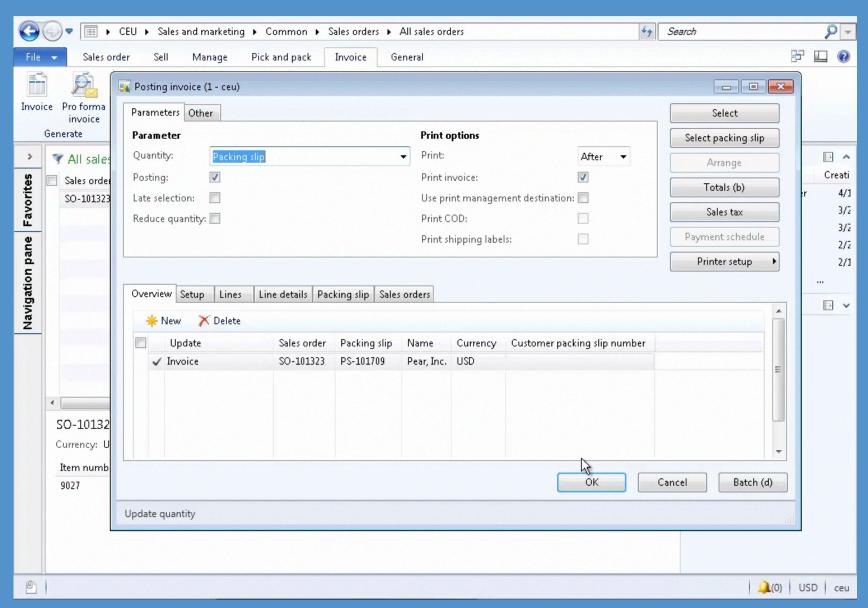
Invoice order

- Click the **Invoice button**.

- In the **Quantity** drop-down, choose Packing slip.

- Mark **Posting**.

- Mark **Print invoice**.

- Click **OK**.

Interactive 2.3 Posting Invoice

Posting invoice (1 - ceu)

Parameters | Other

Quantity

Select

Parameter

Quantity: Packing slip

Posting: ☑

Late selection: ☐

Late selection

Reduce quantity: ☐

Print options

Print: Current ▾

Print invoice: ☑

Use print management destination: ☐

Print COD: ☐

Print shipping labels: ☐

Select

Select packing slip

Arrange

Totals (b)

Sales tax

Payment schedule

Printer setup ▸

Overview

Overview | Setup | Lines | Line details | Packing slip | Sales orders

☀ New   ✕ Delete

☐	Update	Sales order	Packing slip	Name	Currency	Customer packing slip number
✓	Invoice	SO-101311	PS-101706	Pear, Inc.	USD	

OK | Cancel | Batch (d)

Update quantity

◀   ● 1 2 3 4   ▶

Movie 2.4 Invoicing

Add freight Charges

- On the **Sell tab**, click **Charges**.

- Select a **Charges code**.

- Enter the **Charges value**.