

Invoicing

Sales and marketing > Common > Sales orders > All sales orders > Invoice tab

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**.

Posting invoice (1 - ceu)

Parameters Other

Parameter

Quantity:

Posting: ☒

Late selection: ☐

Reduce quantity: ☐

Print options

Print:

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 Setup Lines Line details Packing slip Sales orders

✱ New ✕ Delete

	Update	Sales order	Packing slip	Name	Currency	Customer packing slip number
<input checked="" type="checkbox"/>	Invoice	SO-101311	PS-101706	Pear, Inc.	USD	

OK Cancel Batch (d)

Update quantity

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 Setup Lines Line details Packing slip Sales orders

New Delete

	Update	Sales order	Packing slip	Name	Currency	Customer packing slip number
<input checked="" type="checkbox"/>	Invoice	SO-101311	PS-101706	Pear, Inc.	USD	

OK Cancel Batch (d)

Update quantity

Movie 2.4 Invoicing

The screenshot displays the 'Posting invoice (1 - ceu)' dialog box in SAP. The 'Parameters' tab is selected, showing the following settings:

- Quantity:** Packing slip
- Posting:** ☒
- Late selection:** ☐
- Reduce quantity:** ☐

The 'Print options' section includes:

- Print:** After
- Print invoice:** ☒
- Use print management destination:** ☐
- Print COD:** ☐
- Print shipping labels:** ☐

On the right side of the dialog, there are buttons for 'Select', 'Select packing slip', 'Arrange', 'Totals (b)', 'Sales tax', 'Payment schedule', and 'Printer setup'.

The 'Overview' tab is also visible, showing a table with the following data:

	Update	Sales order	Packing slip	Name	Currency	Customer packing slip number
<input type="checkbox"/>	Update					
<input checked="" type="checkbox"/>	Invoice	SO-101323	PS-101709	Pear, Inc.	USD	

At the bottom of the dialog, there are 'OK', 'Cancel', and 'Batch (d)' buttons. The status bar at the bottom of the dialog shows 'Update quantity'.

Add freight Charges

- On the **Sell tab**, click **Charges**.
- Select a **Charges code**.
- Enter the **Charges value**.

Charges transactions (1 - ceu) - Sales order: SO-101311, Pear, Inc.

File New Delete Distribute amounts

Keep	Charges code	Category	Charges value
<input type="checkbox"/>	01	Fixed	50.00

Charges code: 01
Category: Fixed
Charges value: 50.00

General
Description: Freight
Currency: USD

▶ Sales tax
▶ Ledger
▶ Intercompany

Close

Identification of the charges