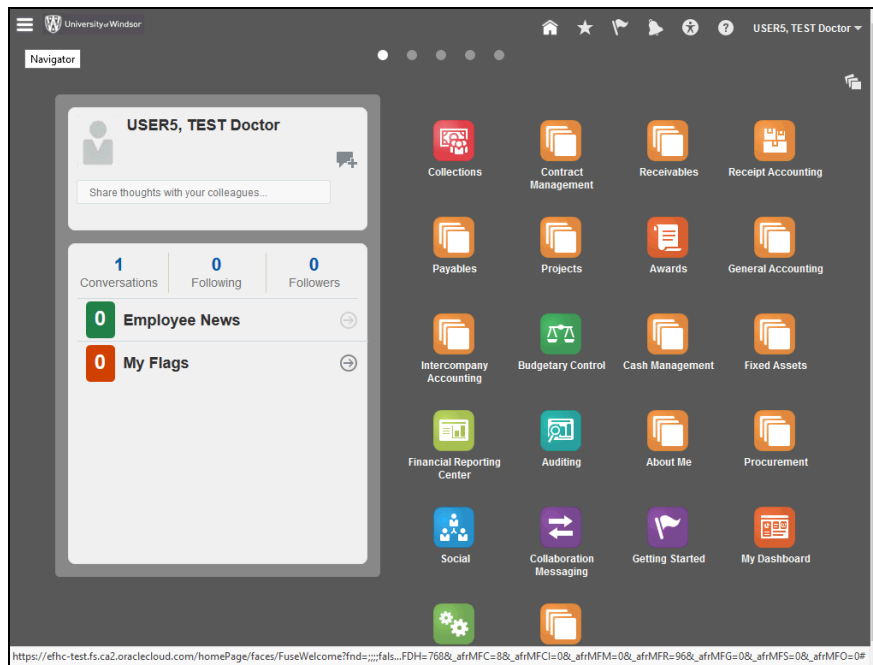



**AR 03: Create a manual invoice to a single customer,
in Canadian dollars, no HST
Created on 3/2/2018**

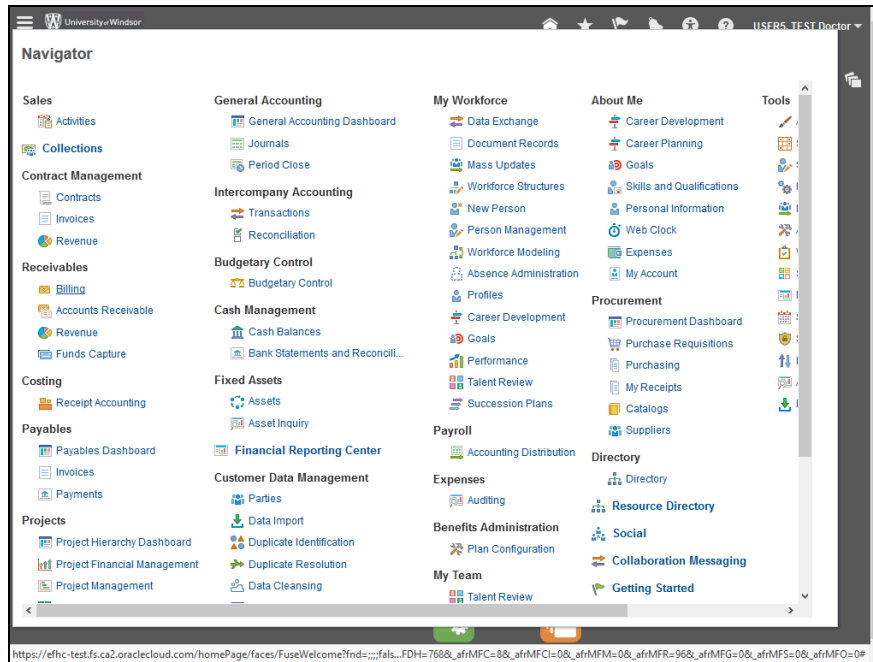
AR 03: Create a manual invoice to a single customer, in Canadian dollars, no HST

Procedure

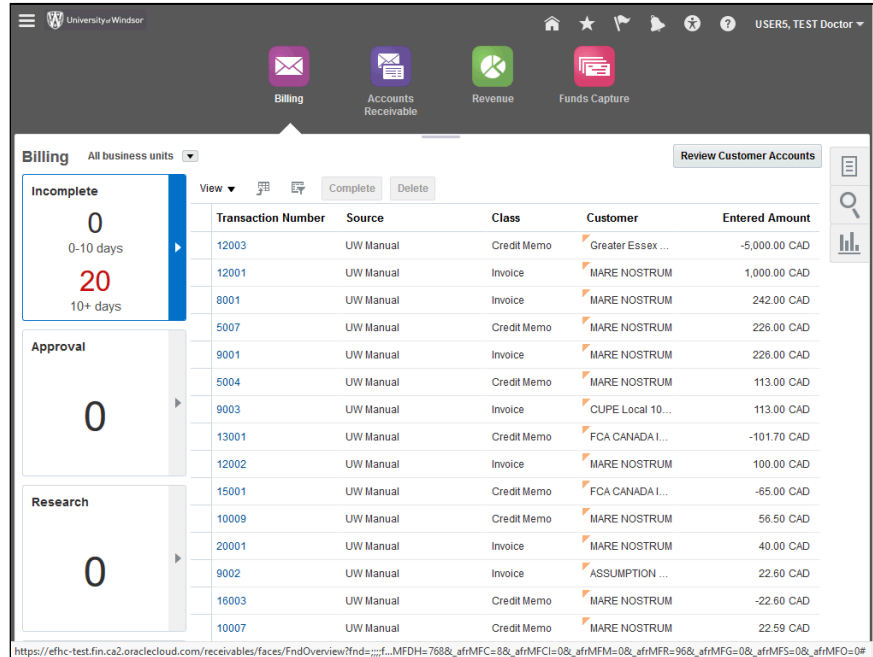
This User Guide outlines the steps required to create a manual invoice to a single customer, in Canadian dollars, no HST.



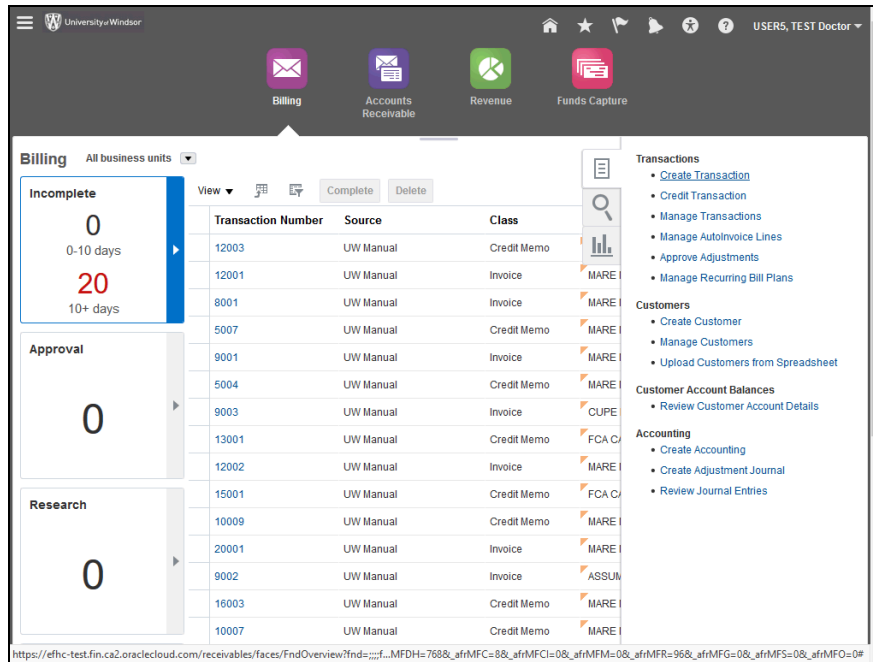
Step	Action
1.	Click the Navigator button. 



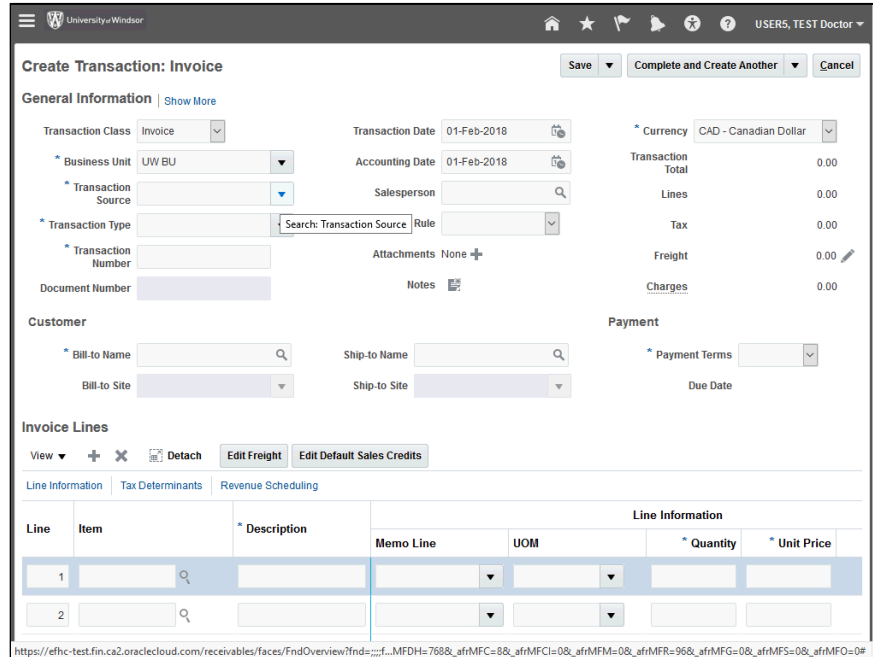
Step	Action
2.	Click the Billing link. Billing




Step	Action
3.	Click the Tasks button.



Step	Action
4.	Click the Create Transaction link. Create Transaction



Step	Action
5.	Click the Transaction Source drop-down button. 

The screenshot shows the 'Create Transaction: Invoice' interface. In the 'General Information' section, the 'Transaction Type' dropdown is open, with 'Manual' selected. Other fields include Transaction Class (Invoice), Transaction Date (01-Feb-2018), Currency (CAD - Canadian Dollar), Business Unit (UW BU), Accounting Date (01-Feb-2018), Transaction Source, Salesperson, Transaction Number, and Document Number. The 'Customer' section has fields for Bill-to Name, Ship-to Name, Bill-to Site, and Ship-to Site. The 'Invoice Lines' section is at the bottom with a table for line items.

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price
1						
2						

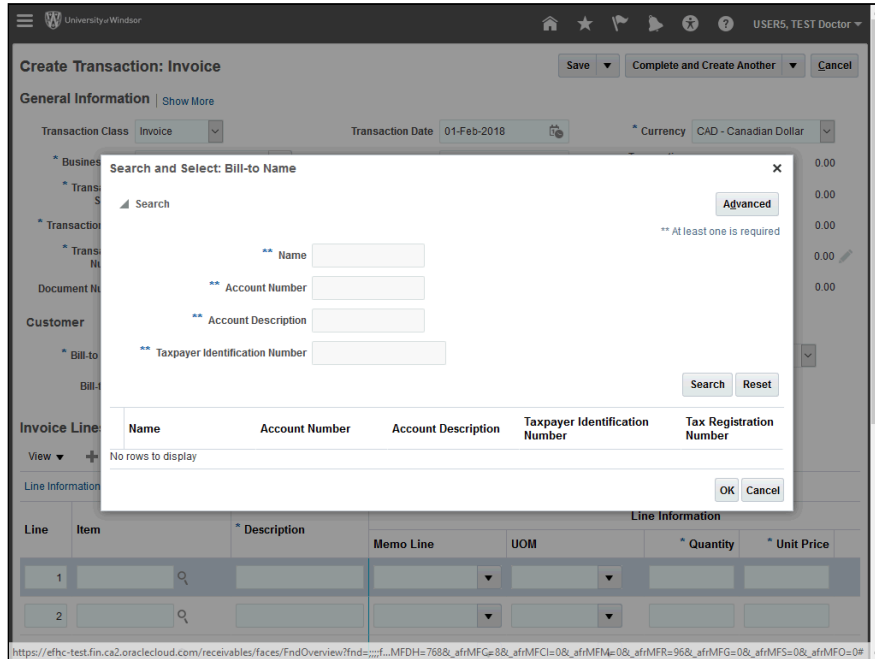
Step	Action
6.	Select the Manual option from the drop-down list.

This screenshot is identical to the previous one, but the 'Transaction Type' dropdown menu is now closed, and 'Manual' is selected in the dropdown list. The rest of the form remains the same.

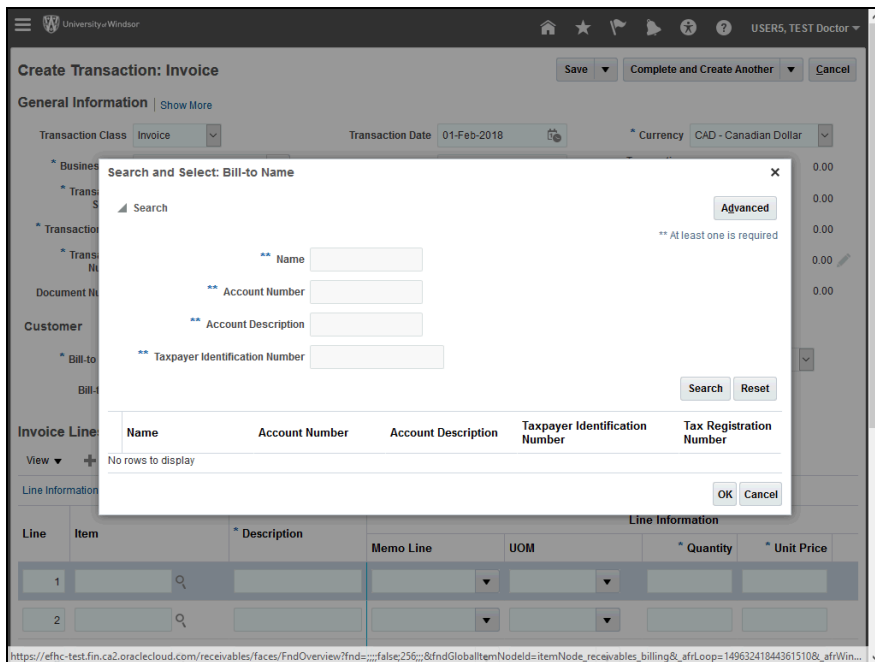
Step	Action
7.	Click the Transaction Type drop-down button.

Step	Action
8.	Select the required option from the drop-down list.

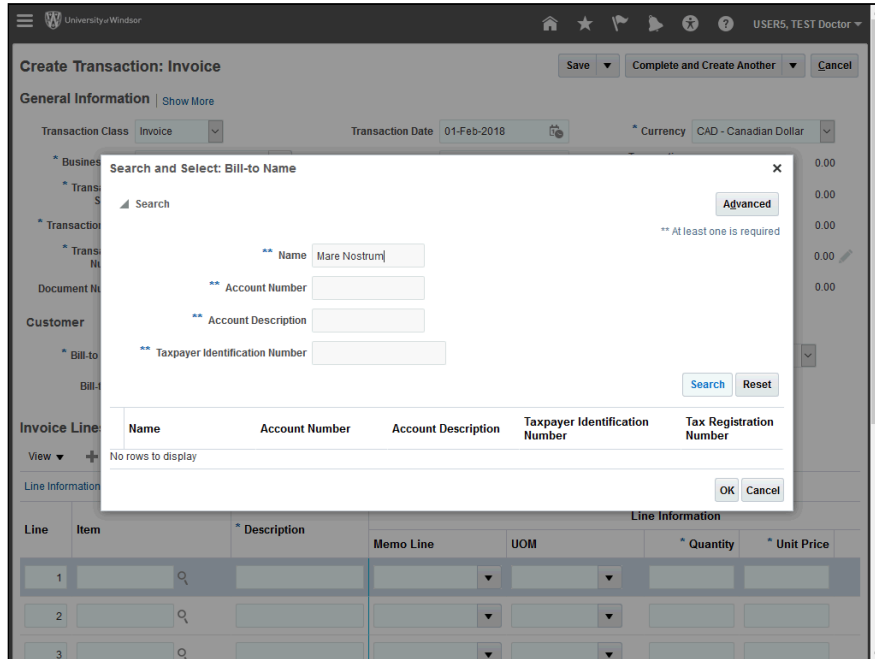
Step	Action
9.	Click the Search Help button next to the Bill-to Name field.



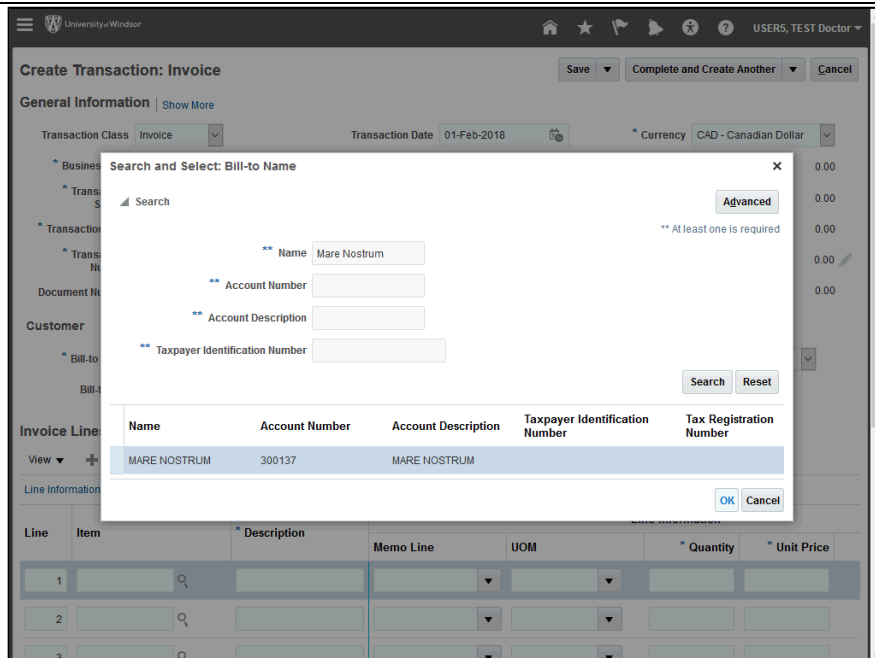
Step	Action
10.	Click in the Name field. <input type="text"/>



Step	Action
11.	Enter the required name in the Name field.




Step	Action
12.	Click the Search button.



Step	Action
13.	Click the OK button.

Step	Action
14.	Enter the required information in the following cells: - *Description - *Quantity - *Unit Price

Step	Action
15.	Click the Save button. 

Edit Transaction: Invoice 10000

Business Unit: UW BU | Transaction Date: 01-Feb-2018 | Currency: CAD - Canadian Dollar

Transaction Source: Manual | Accounting Date: 01-Feb-2018 | Transaction Total: 5.65

Transaction Type: Operations Invoice | Salesperson: | Lines: 5.00

Transaction Number: 10000 | Invoicing Rule: | Tax: 0.65

Document Number: | Attachments: None | Freight: 0.00

Status: Incomplete | Notes: | Charges: 0.00

Customer
 Bill-to Name: MARE NOSTRUM | Ship-to Name: | Payment Terms: 10 Net UW
 Bill-to Site: 141 | Ship-to Site: | Due Date: 11-Feb-2018

Invoice Details

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price
1		Test 1			1	5

Step	Action
16.	Click the Actions drop-down button.

Edit Transaction: Invoice 10000

Business Unit: UW BU | Transaction Date: 01-Feb-2018 | Currency: CAD - Canadian Dollar

Transaction Source: Manual | Accounting Date: 01-Feb-2018 | Transaction Total: 5.65

Transaction Type: Operations Invoice | Salesperson: | Lines: 5.00

Transaction Number: 10000 | Invoicing Rule: | Tax: 0.65

Document Number: | Attachments: None | Freight: 0.00

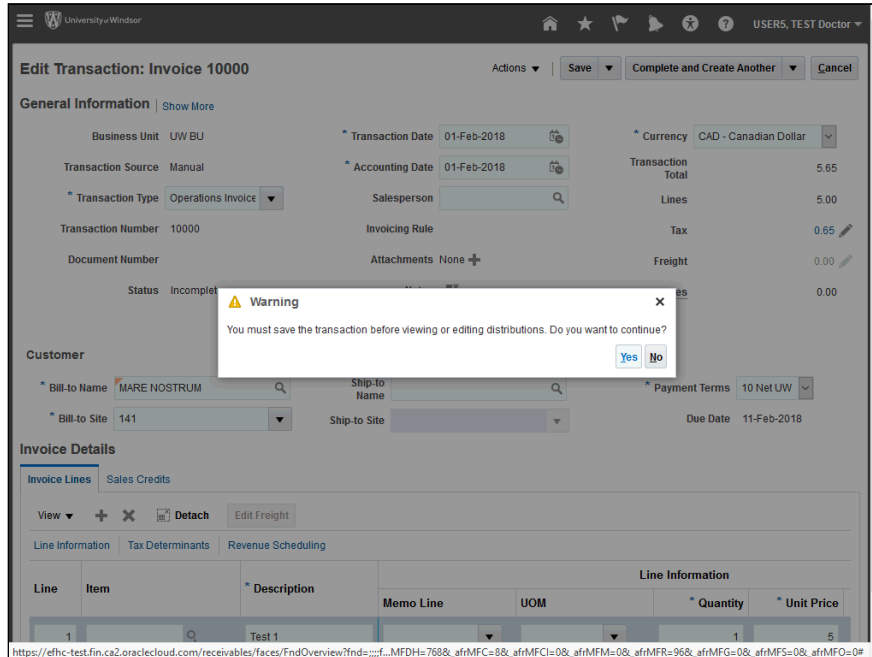
Status: Incomplete | Notes: | Charges: 0.00


Customer
 Bill-to Name: MARE NOSTRUM | Ship-to Name: | Payment Terms: 10 Net UW
 Bill-to Site: 141 | Ship-to Site: | Due Date: 11-Feb-2018

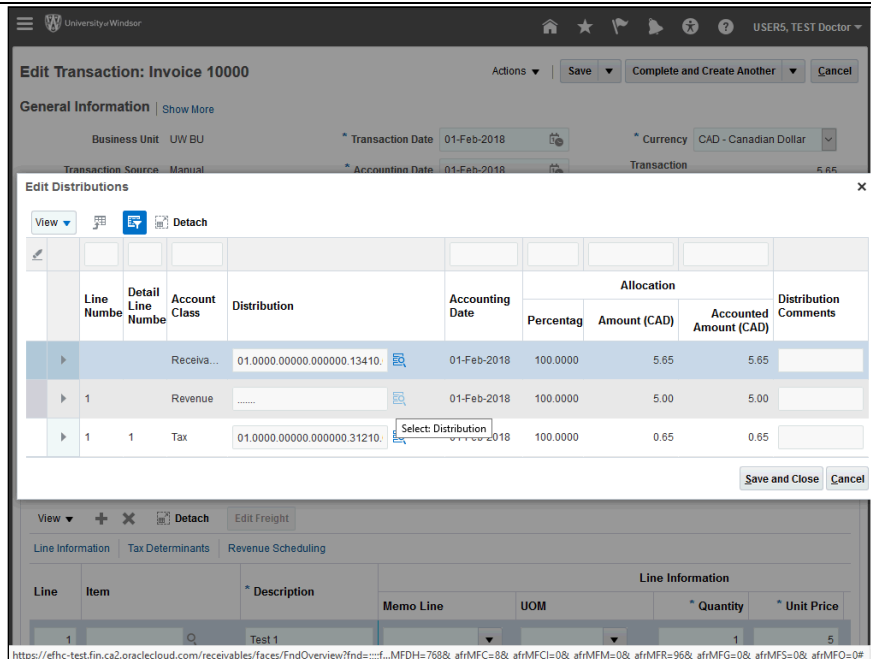
Invoice Details

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price
1		Test 1			1	5

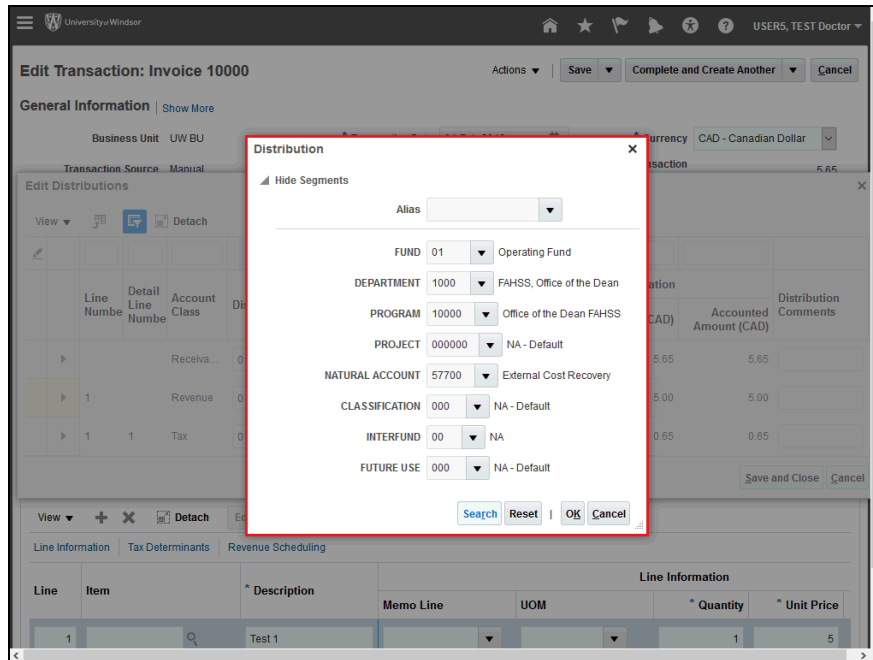
Step	Action
17.	Select Edit Distribution from the drop-down list.



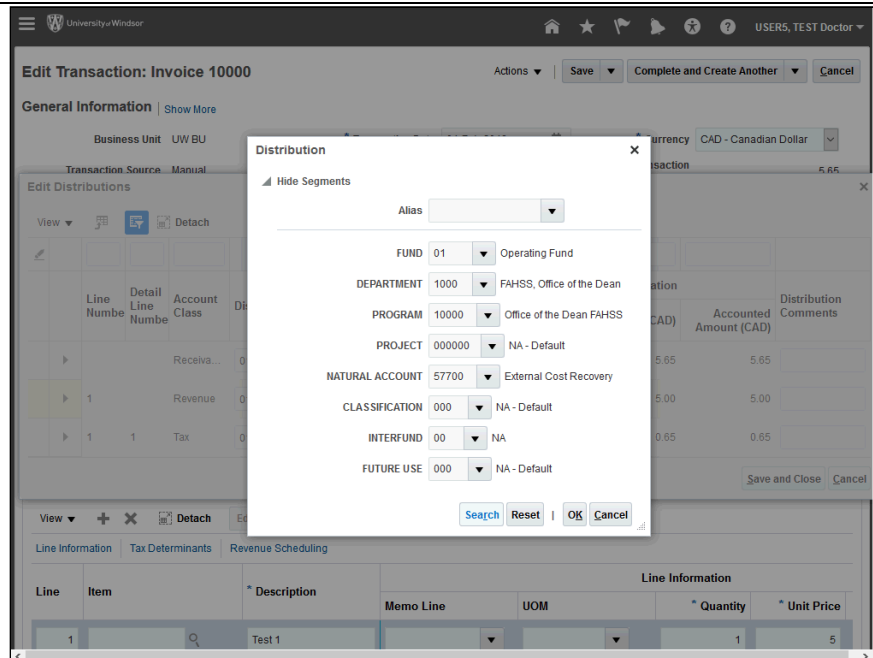
Step	Action
18.	Review the information. Click the Yes button. 



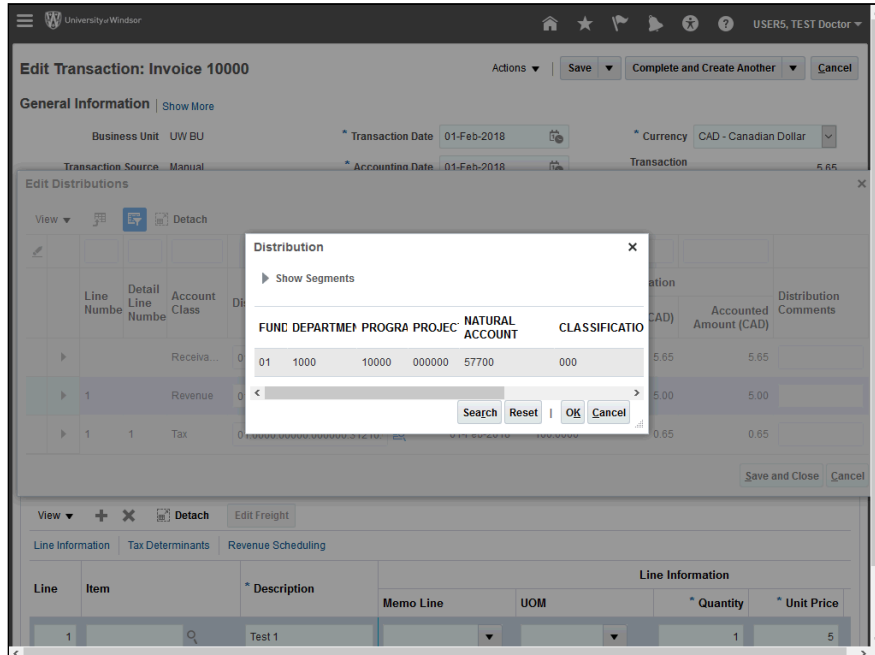
Step	Action
19.	Click the Revenue Distribution button. 




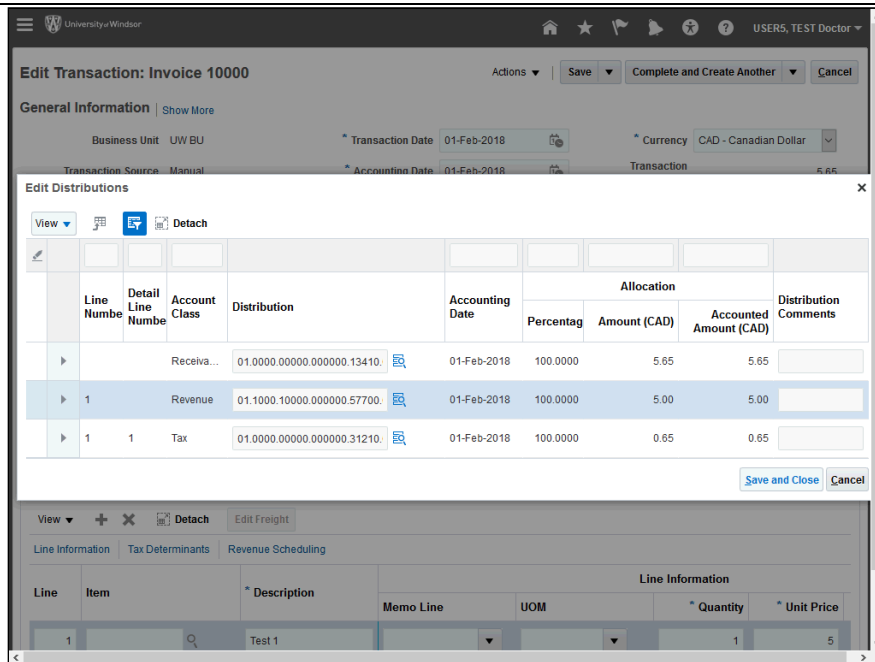
Step	Action
20.	Enter the required information in the Distribution window:




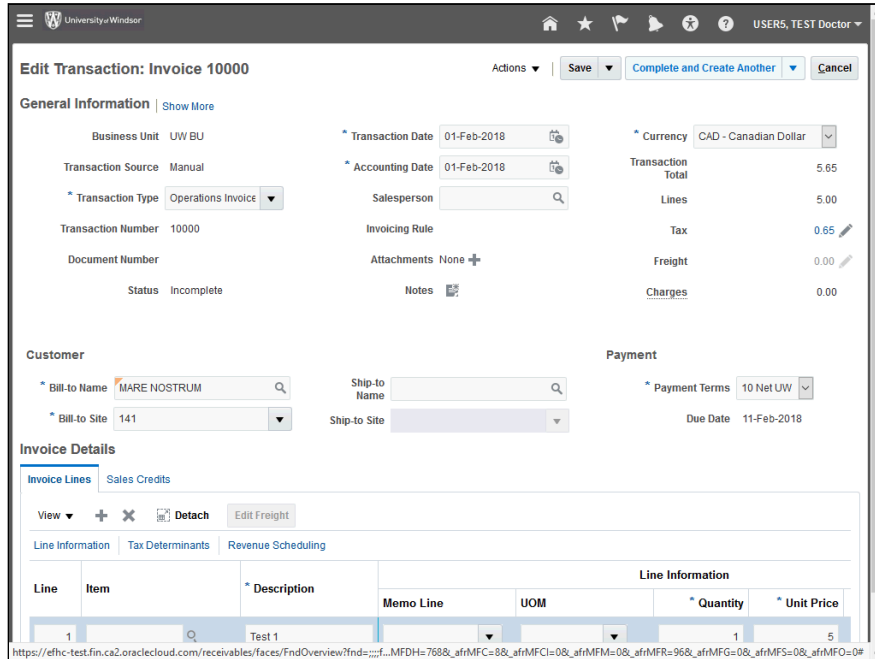
Step	Action
21.	Click the Search button.



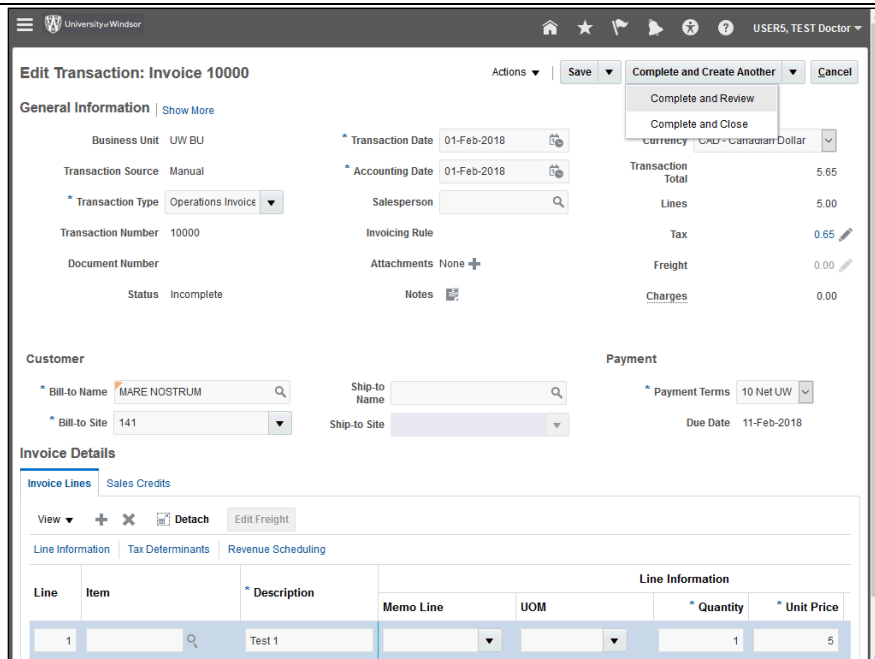
Step	Action
22.	Click the OK button. 



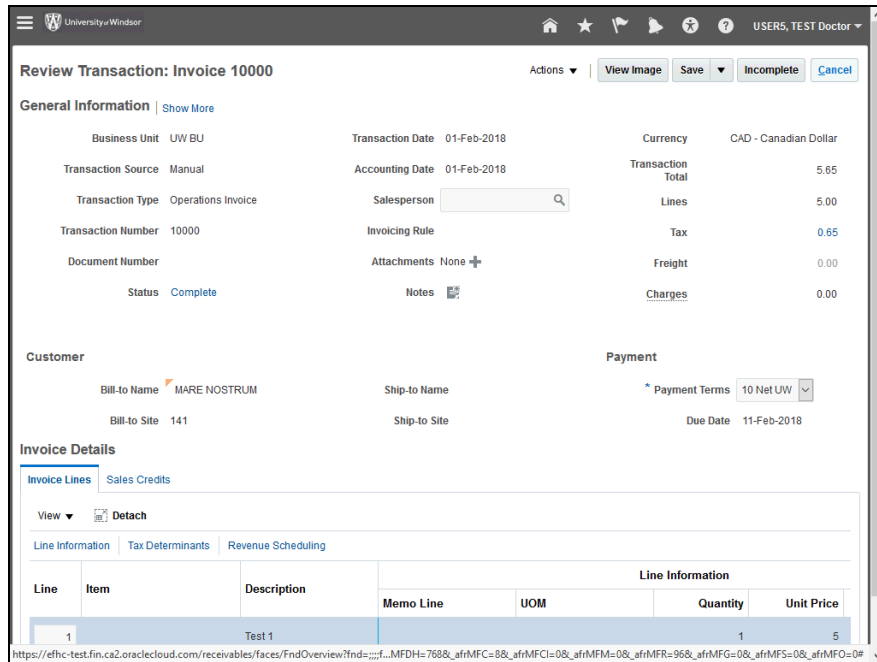
Step	Action
23.	Click the Save and Close button. 



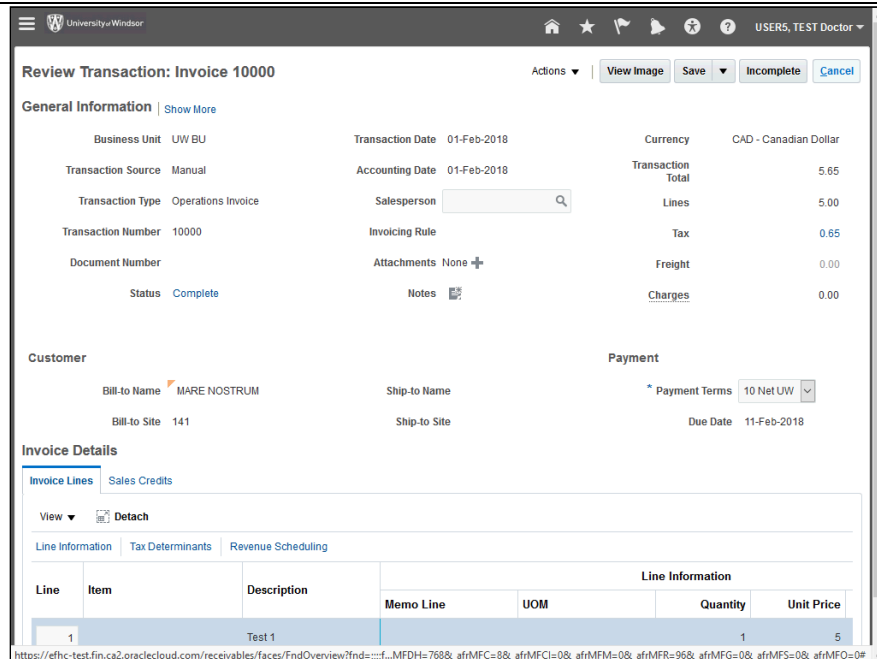
Step	Action
24.	Click the Complete and Create Another drop-down button.



Step	Action
25.	Select the required option from the drop-down list.



Step	Action
26.	Click the Cancel button.



Step	Action
27.	End of Procedure.