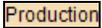
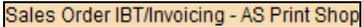
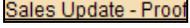


Sales Order Accounting Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Production link.</p> 
3.	<p>Click the Sales Order IBT/Invoicing - AS Print Shop link.</p> 
4.	<p>Click either Sales Update - Proof or Sales Update - Final.</p> <p>Running Sales Update - Proof first allows you to review the entries before a batch is created. You should run Sales Update - Proof first and correct any errors before you run Sales Update - Final.</p> 
5.	<p>Click the Data Selection option.</p> 
6.	<p>Click the Submit button.</p> 
7.	<p>The Data Selection defaults to the correct settings for running the Sales Update – Proof or Sales Update - Final, depending on which you selected. It will include all documents where Status Code – Next is equal to ‘620’ and Business Unit is equal to ‘65050009’.</p> <p>Click the OK button.</p> 
8.	<p>Click the OK button.</p> 
9.	<p>To view your report go to View Job Status. For for information see the Reports lessons under the System Basics work instructions.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>