

Invoice Processing - Sales Order Accounting
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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Invoice Processing - Sales Order Accounting

Sales Order Accounting Overview

The Sales Update Program creates a report of the batch that Sales Update Final will create to update Revenue, Cost of Goods Sold and Finished Goods Inventory. Accounts Receivable record is created through the Invoicing Program, but will post with these other accounts when the Sales Update Final batch posts. This work instruction shows how to:

- Sales Update – Proof – R42800, Ver NIS0005
- Sales Update – Final – R42800, Ver NIS0006

Sales Update – Proof

Running the proof first allows you to review the entries before a batch is created. **It is imperative that you check your work center after running this program, and take care of any errors noted there before you go on to run the Final program.** If the entries are correct, then you will run the Sales Update – Final.

Sales Update – Final

This will create Accounts Receivable batches they will have a pending status, so they will need to be Approved and Posted. It will also update the status to ???

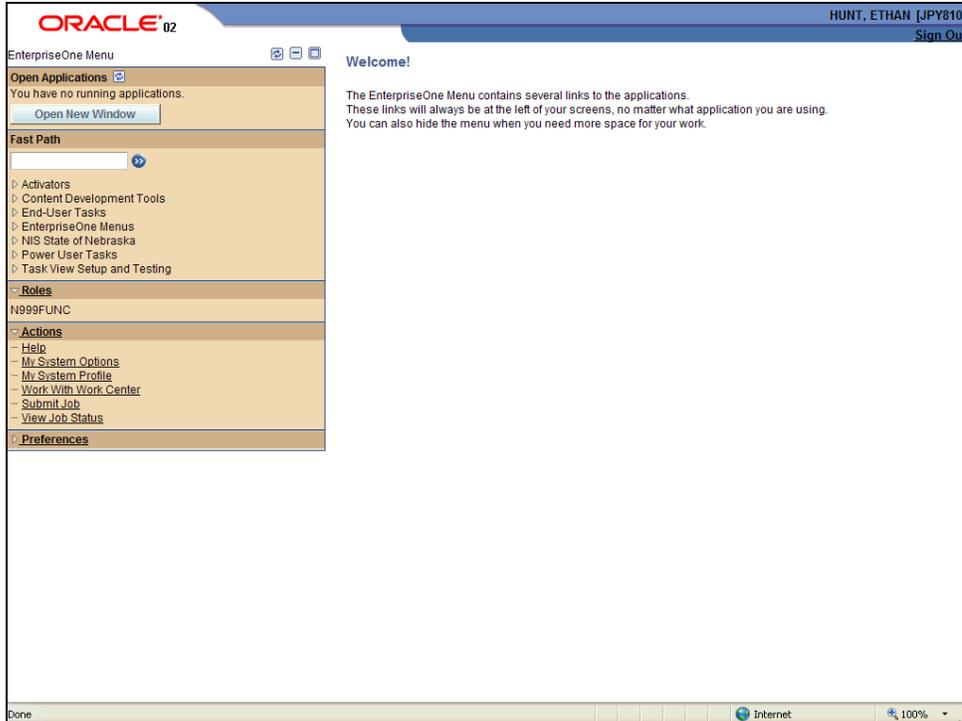
Note: To review, approve, and post the sales update batches see the *Invoice Processing-- Review Journal Entries for Approval* work instructions, and *Post Journal Entries by Batch* work instructions.

Sales Order Accounting Lesson

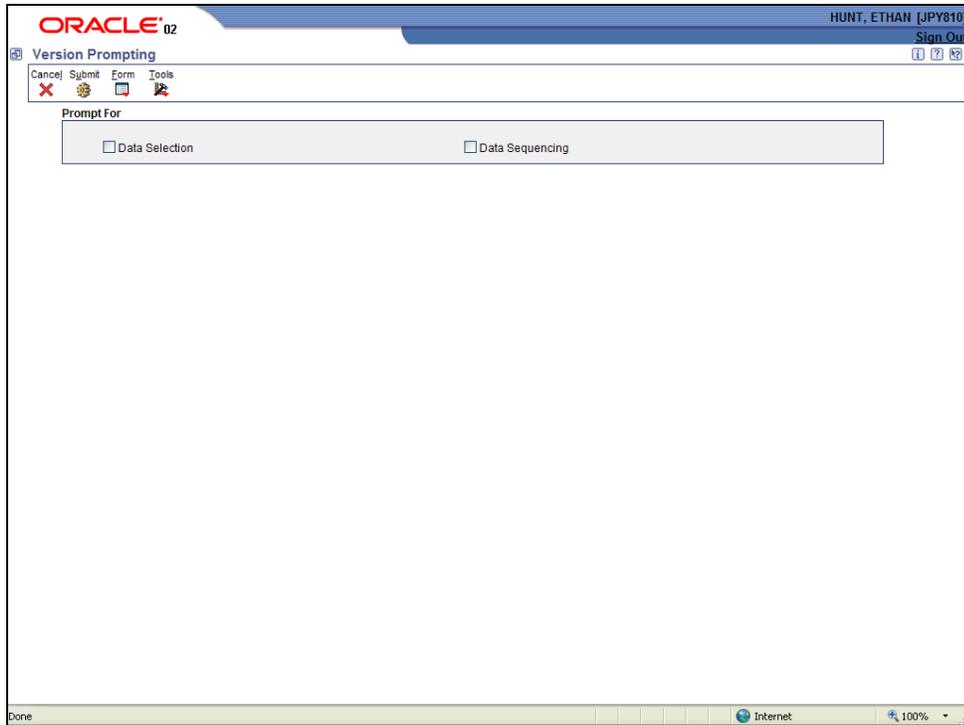
Procedure

Training Guide

Invoice Processing - Sales Order Accounting



| Step | Action |
|------|---|
| 1. | Click the NIS State of Nebraska link. NIS State of Nebraska |
| 2. | Click the Production link. Production |
| 3. | Click the Sales Order IBT/Invoicing - AS Print Shop link. Sales Order IBT/Invoicing - AS Print Shop |
| 4. | Click either Sales Update - Proof or Sales Update - Final . 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 . Sales Update - Proof |



| Step | Action |
|------|--|
| 5. | Click the Data Selection option. <input data-bbox="462 1129 495 1161" type="checkbox"/> |
| 6. | Click the Submit button.  |

Training Guide

Invoice Processing - Sales Order Accounting



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

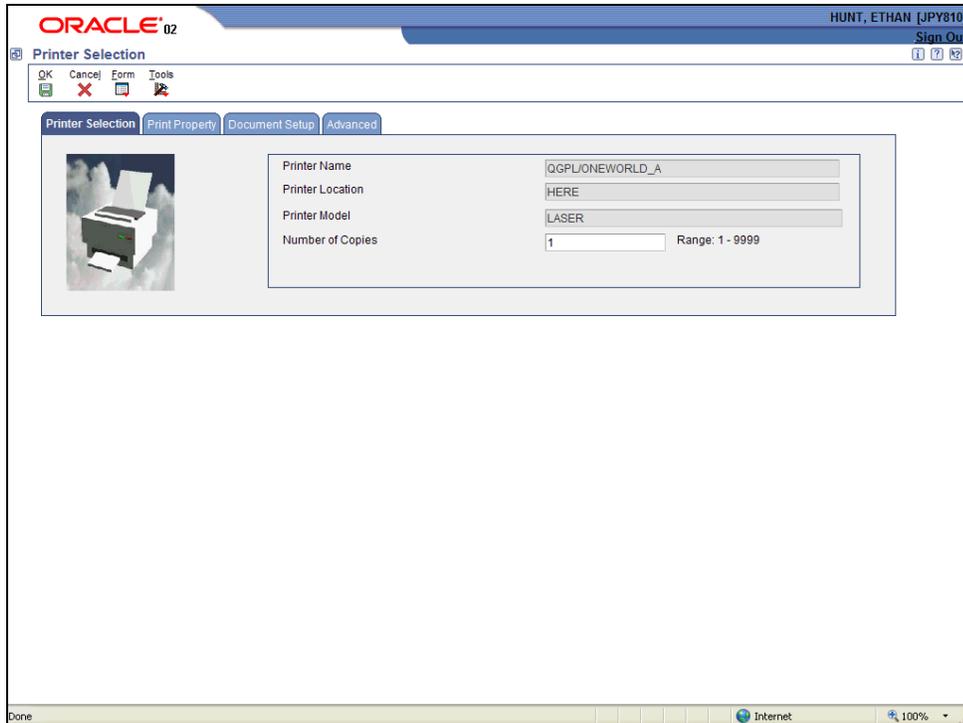
| Operator | Left Operand | Comparison | Right Operand |
|--------------------------------|--|-------------|---------------|
| <input type="checkbox"/> Where | Status Code - Next (F4211) (NXTR) [BC] | is equal to | "620" |
| <input type="checkbox"/> And | Business Unit (F4201) (MCU) [BC] | is equal to | "65050009" |
| <input type="checkbox"/> And | | | |

Add Row

Advanced

Done Internet 100%

| Step | Action |
|------|--|
| 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> <p><input checked="" type="checkbox"/></p> |



| Step | Action |
|------|---|
| 8. | Click the OK button.  |
| 9. | To view your report go to View Job Status. For for information see the Reports lessons under the System Basics work instructions. You have successfully completed this lesson. End of Procedure. |