

Invoice Processing – Sales Order Accounting

Overview

Invoices for CSI sales orders created through the Sales Order module of NIS will be processed through the CSI Billing Menu. This will include printing invoices and credit orders for non-state agency customers, and printing IBT's for state agency customers. In addition, the CSI Billing Menu will include the sales update programs that will create batches to post the cost of Goods Sold, Inventory, Accounts Receivable and Revenue entries to the General Ledger. The Shipping side of inventory transfer orders will also be processed through this menu.

In order to accommodate customers who must be billed in a consolidated manner, there are separate invoicing programs for consolidated invoices and IBT's. For CSI, the consolidated invoice program relates to some Private Venture customers; the consolidated IBT program relates to the Department of Motor Vehicles digital license plate orders and license plate sticker orders only.

Reprint programs will be used when a second copy of an invoice needs to be printed. The reprint program does not bump the status of the sales order.

This work instruction shows how to:

- Print Invoices – SO & CO (RI & RM) – R42565, Ver NIS0009
- Print IBT – SI & CI (R6) – R42565, Ver NIS0010
- Reprint Invoices – SO & CO (RI & RM) – R42565, Ver NIS0011
- Reprint IBT – SI & CI (R6) – R42565, Ver NIS0014
- Print DMV Consolidated IBT – R42565, Ver NIS0018
- Reprint DMV Consolidated IBT – R42565, Ver NIS0019
- Print Invoice – SO (RI) Consolidated – R42565, Ver NIS0020
- Reprint invoices – SO (RI) Consolidated – R42565, Ver NIS0021
- Dollar Only Credit – CO (RI) – R42565, Ver NIS0016
- Reprint Dollar Only Credit – RI – R42565, Ver NIS0017
- Dollar Only Credit – CI (R6) – R42565, Ver NIS0015
- Reprint Dollar Only Credit – R6 – R42565, Ver NIS0025
- Sales Update – Proof – R42800, Ver NIS0001
- Sales Update – Final – R42800, Ver NIS0002
- Transfer Order Update – Proof – R42800, Ver NIS0003
- Transfer Order Update – Final – R42800, Ver NIS0004

NIS Policies

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/>.

Print Invoices – SO & CO (RI)

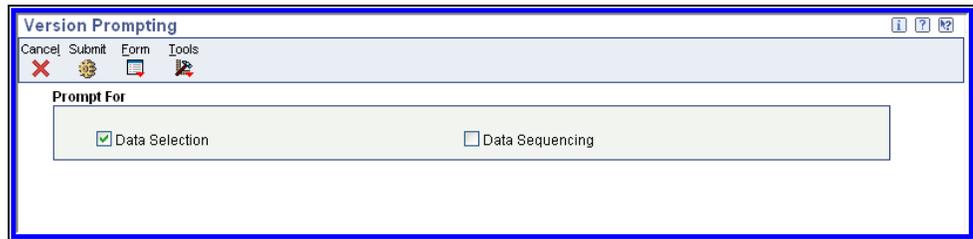
Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Invoices > Print Invoices -SO & CO (RI)

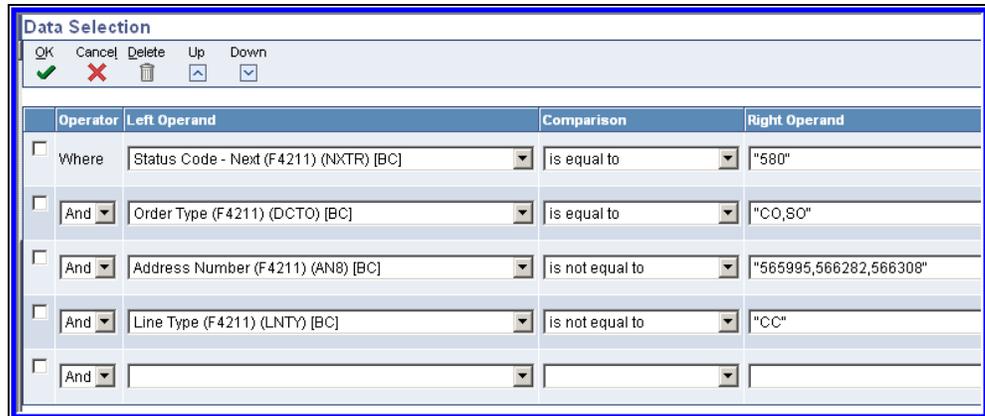
 Before running invoicing, the BU Lot # Validation report must be run and reviewed and any errors cleared up. See Work Instructions for this report.

Steps

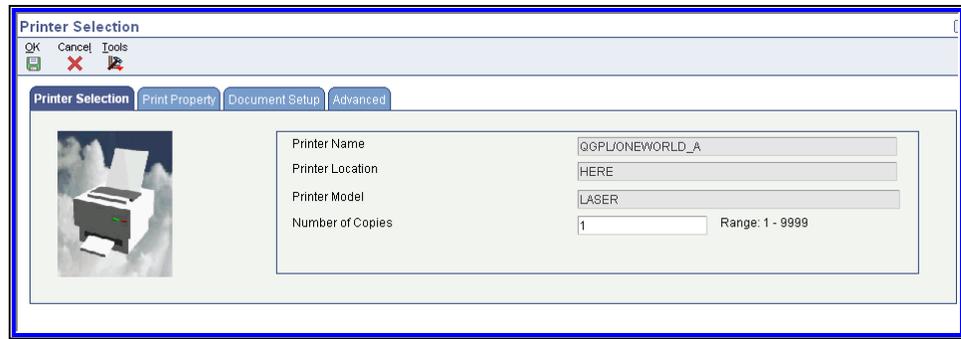
Start this instruction from the Print Invoices- SO & CO (RI) window.



1. Click Data Selection. Click Submit. The Data Selection screen appears.



2. The Data Selection defaults to the correct settings for running this report. It will include all documents at Status Code – Next equal to ‘580’ and order type equal to ‘S0’ or ‘CO’. The Line Type is not equal to ‘CC’. And the Address Number is not equal to any customers that are to receive consolidated invoices. Click OK. The printer selection window appears.



3. Click OK. Your report has been submitted.

To view the invoice file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

-  If necessary, invoices can be entered manually. See the *Invoice Processing* work instruction. This is not encouraged, because manually entering an invoice will not create a corresponding record in Sales Order History.
-  If new customers need to receive consolidated invoices, the data selection will have to be updated to include those customer address books in the data selection for both the invoice and reprint invoice programs. Send the Address Book Number(s) to the CIO Help Desk to have this permanently added to the data selection. You will need to reference Report 42565, Version NIS0009 and Report 42565, Version NIS0011 in your request. You will also have to update Report 42565, Version NIS0020 and Report 42565, Version NIS0021 to add that Address Book to the consolidated invoice program.

Print IBT-SI & CI (R6)

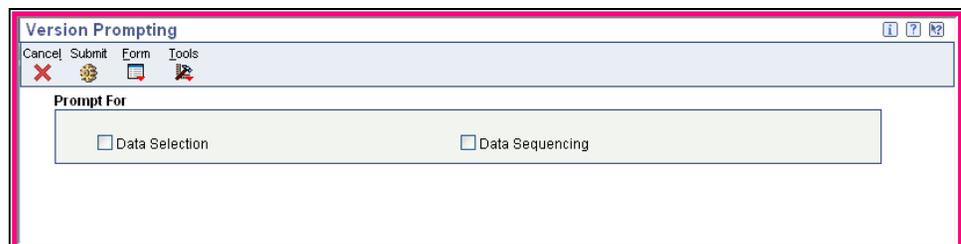
Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Invoices > Print IBT-SI & CI (R6)

-  Before running invoicing, the BU Lot # Validation report must be run and reviewed and any errors cleared up. See Work Instructions for this report.

Steps

Start this instruction from the Print IBT- SI & CI (R6) window.



1. Click Data Selection. Click Submit. The Data Selection screen appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Status Code - Next (F4211) (NXTR) [BC]	is equal to "580"
<input type="checkbox"/>	And	Order Type (F4211) (DCTO) [BC]	is equal to "C,SI"
<input type="checkbox"/>	And	Address Number (F4211) (AN8) [BC]	is not equal to "606152"
<input type="checkbox"/>	And	Line Type (F4211) (LNTY) [BC]	is not equal to "CC"
<input type="checkbox"/>	And		

2. The Data Selection defaults to the correct settings for running this report. It will include all documents at Status Code – Next equal to '580' and order type equal to 'SI' or 'CI'. Address Books not equal to the DMV Digital License Plate number, as this is a consolidated IBT. The line type is not equal to 'CC'. Click OK. The printer selection window appears.

3. Click OK. Your report has been submitted.

To view the IBT file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

- If necessary, IBT'S can be entered manually. See the *Invoice Processing* work instruction. This is not encouraged, because entering an IBT manually will not create a corresponding record in Sales Order History.

Reprint Invoices – SO & CO (RI)

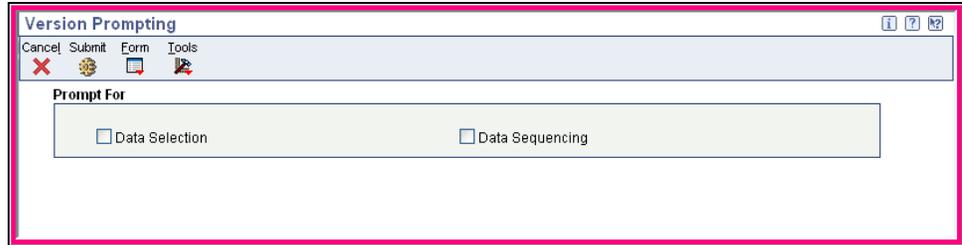
- If there is a printing problem, this program allows you to reprint the needed invoices, without changing any status levels.

Navigation

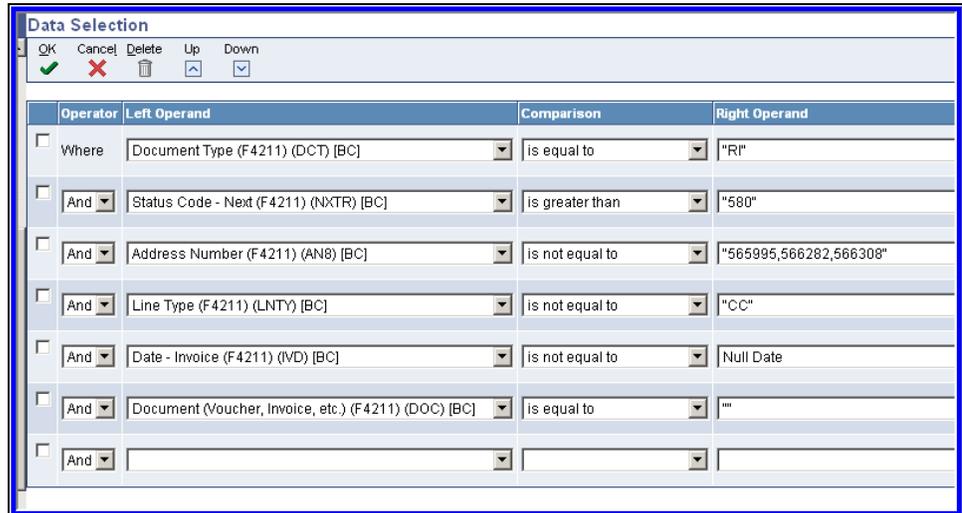
NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Invoices > Reprint Invoices SO & CO (RI).

Steps

Start this instruction from the Reprint Invoices SO & CO (RI) window.



1. Click Data Selection. Click Submit. The Data Selection screen appears.



2. Click into the Right Operand field for Document (bottom row) and select 'Literal'. The Select Literal Value window appears.



3. Enter a single Invoice or Credit Order Number, a range of Invoice or Credit Numbers, or a list of Invoice or Credit Order Numbers that need to be reprinted. Click OK. The Data Selection screen reappears. The rest of the data selection defaults to the proper selections: Document Type is equal to 'RI', Status Code – Next is greater than '580', Address Book is not equal to numbers of consolidated customers, Line Type is not equal to 'CC', and Date – Invoice is not equal to Null Date. Click OK again. The printer selection window appears; just click OK. Your report has been submitted.

To view the reprinted invoice file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

- ✎ If new customers need to receive consolidated invoices, the data selection will have to be updated to include those customer address books in the data selection for both the invoice and reprint invoice programs. Send the Address Book Number(s) to the CIO Help Desk to have this permanently added to the data selection. You will need to reference Report 42565, Version NIS0009 and Report 42565, Version NIS0011 in your request. You will also have to update Report 42565, Version NIS0020 and Report 42565, Version NIS0021 to add that Address Book to the consolidated invoice program.

Reprint IBT – SI & CI (R6)

- ✎ If there is a printing problem, this program allows you to reprint the needed IBT'S, without changing any status levels.

Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Invoices > Reprint IBT SI & CI (R6).

Steps

Start this instruction from the Reprint IBT SI & CI (R6) window.

1. Click Data Selection. Click Submit. The Data Selection screen appears.

	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Document Type (F4211) (DCT) [BC]	is equal to	"R6"
<input type="checkbox"/>	And	Status Code - Next (F4211) (NXTR) [BC]	is greater than	"580"
<input type="checkbox"/>	And	Address Number (F4211) (AN8) [BC]	is not equal to	"606152"
<input type="checkbox"/>	And	Line Type (F4211) (LNTY) [BC]	is not equal to	"CC"
<input type="checkbox"/>	And	Date - Invoice (F4211) (IVD) [BC]	is not equal to	Null Date
<input type="checkbox"/>	And	Document (Voucher, Invoice, etc.) (F4211) (DOC) [BC]	is equal to	"
<input type="checkbox"/>	And			

2. Click into the Right Operand field for Document (bottom row) and select 'Literal'. The Select Literal Value window appears.

3. Enter a single IBT Number, a range of IBT Numbers, or a list of IBT Numbers that need to be reprinted. Click OK. The Data Selection screen reappears. The rest of the data selection defaults to the proper selections: Document Type is equal to 'R6', Status Code – Next is greater than '580', Address Book is not equal to any consolidated IBT customer numbers, Line Type is not equal to 'CC', and Date – Invoice is equal to Null Date, , and. Click OK again. The printer selection window appears, just click OK. Your report has been submitted.

To view the reprinted IBT file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

Print DMV Consolidated IBT

Navigation

NIS State of Nebraska > Accounts Receivable>Receivables>Accounts Receivable Processing>CSI Dist Accounting>Sales Order Accounting>CSI Billing> Print Invoices>Print DMV Consolidated IBT

Steps

- This is only for digital license plates orders and license plate sticker orders, all other DMV orders will be processed the same as any other state agency.

Start this instruction from the Print DMV Consolidated IBT window.

1. Click Data Selection. Click Submit. The Data Selection screen appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4211) (NXTR) [BC]	is equal to	"580"
<input type="checkbox"/> And	Order Type (F4211) (DCTO) [BC]	is equal to	"SZ"
<input type="checkbox"/> And			

- The Data Selection defaults to the correct settings for running this report. It will include all documents at Status Code – Next equal to '580' and order type equal to 'SZ'. The printer selection window appears.

- Click OK. Your report has been submitted.

To view the IBT file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

Reprint DMV Consolidated IBT

- If there is a printing problem, this program allows you to reprint the needed DMV consolidated IBT'S, without changing any status levels.

Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Invoices > Reprint DMV Consolidated IBT

Steps

Start this instruction from the Reprint DMV Consolidated IBT window.

1. Click Data Selection. Click Submit. The Data Selection screen appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document (Voucher, Invoice, etc.) (F4211) (DOC) [BC]	is equal to	Zero
<input type="checkbox"/> And	Date - Invoice (F4211) (IVD) [BC]	is not equal to	Null Date
<input type="checkbox"/> And	Status Code - Next (F4211) (NXTR) [BC]	is greater than	"580"
<input type="checkbox"/> And	Document Type (F4211) (DCT) [BC]	is equal to	"R6"
<input type="checkbox"/> And	Order Type (F4211) (DCTO) [BC]	is equal to	"SZ"

2. Click into the Right Operand field for Document row (first row) and select 'Literal'. The Select Literal Value window appears.

Single Value | **Range of Values** | List of Values

Literal Value From:

Literal Value To:

3. Enter a single IBT Number, a range of IBT Numbers, or a list of IBT Numbers that need to be reprinted. Click OK. The Data Selection screen reappears. The rest of the data selection defaults to the proper selections: Date – Invoice is equal to Null Date, Status Code – Next is greater than '580', Document Type is equal to 'R6', and Order Type is equal to 'SZ'. Click OK again. The printer selection window appears, just click OK. Your report has been submitted.

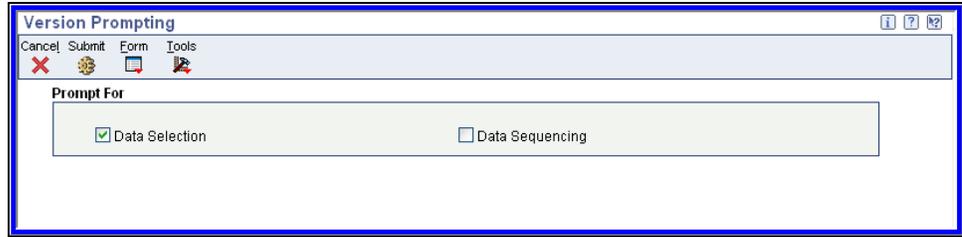
To view the reprinted IBT file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

Print Invoices – SO (RI) Consolidated

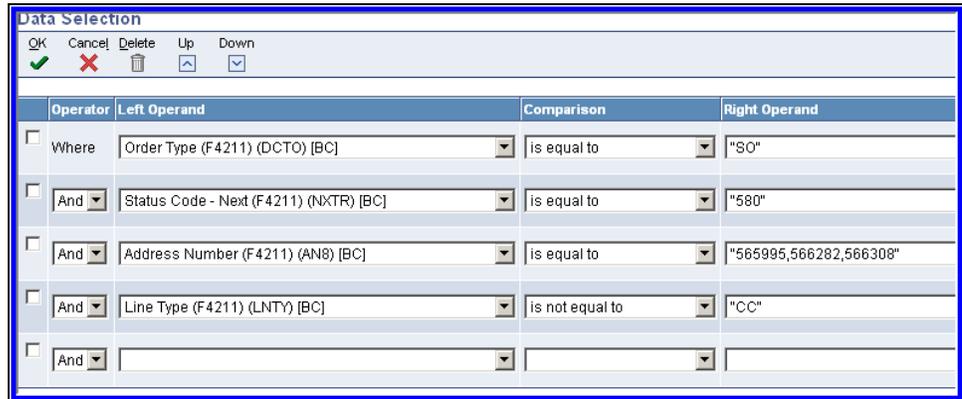
Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Invoices > Print Invoices -SO (RI) Consolidated

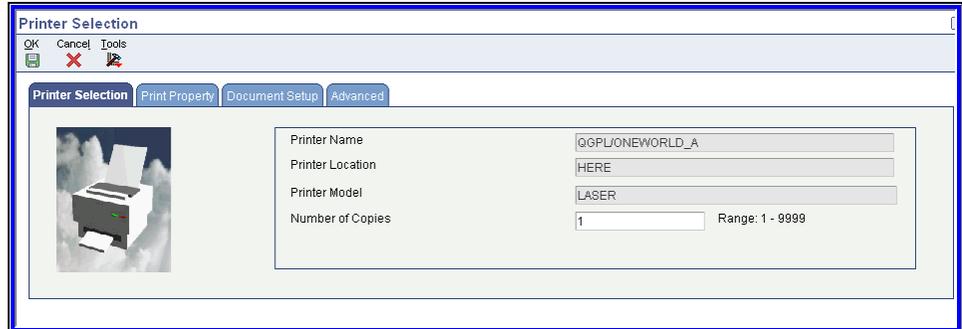
Start this instruction from the Print Invoices- SO (RI) Consolidated window.



1. Click Data Selection. Click Submit. The Data Selection screen appears.



2. The Data Selection defaults to the correct settings for running this report. It will include all documents at Status Code – Next equal to ‘580’ and order type equal to ‘SO’ or ‘CO’. The Line Type is not equal to ‘CC’. And the Address Number is equal to customer Address Numbers that are to receive consolidated invoices. Click OK. The printer selection window appears.



3. Click OK. Your report has been submitted.

To view the invoice file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

- ✏ If new customers need to receive consolidated invoices, the data selection will have to be updated to include those customer address books in the data selection for both the invoice and reprint invoice programs. Send the Address Book Number(s) to the CIO Help Desk to have this permanently added to the data selection. You will need to reference Report 42565, Version NIS0009 and Report 42565, Version NIS0011 in your request. You will also have to update Report 42565, Version NIS0020 and Report 42565, Version NIS0021 to add that Address Book to the consolidated invoice program.

Reprint Invoices – RI Consolidated

 If there is a printing problem, this program allows you to reprint the needed invoices, without changing any status levels.

Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Invoices > Reprint Invoices RI Consolidated

Start this instruction from the Reprint Invoices RI Consolidated window.

1. Click Data Selection. Click Submit. The Data Selection screen appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Document Type (F4211) (DCT) [BC]	is equal to	"RI"
<input type="checkbox"/>	And Status Code - Next (F4211) (NXTR) [BC]	is greater than	"580"
<input type="checkbox"/>	And Address Number (F4211) (AN8) [BC]	is equal to	"565995,566282,566308"
<input type="checkbox"/>	And Line Type (F4211) (LNTY) [BC]	is not equal to	"CC"
<input type="checkbox"/>	And Document (Voucher, Invoice, etc.) (F4211) (DOC) [BC]	is equal to	""
<input type="checkbox"/>	And		

2. Click into the Right Operand field for Document (Bottom Row) and select 'Literal'. The Select Literal Value window appears.

3. Enter a single Invoice or Credit Order Number, a range of Invoice or Credit Numbers, or a list of Invoice or Credit Order Numbers that need to be reprinted. Click OK. The Data Selection screen reappears. The rest of the data selection defaults to the proper selections: Document Type is equal to 'RI', Status Code – Next is greater than '580', Address Book is equal to AB Numbers for consolidated invoice customers, Line Type is not equal to 'CC'. Click OK again. The printer selection window appears; just click OK. Your report has been submitted.

To view the reprinted invoice file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

-  If new customers need to receive consolidated invoices, the data selection will have to be updated to include those customer address books in the data selection for both the invoice and reprint invoice programs. Send the Address Book Number(s) to the CIO Help Desk to have this permanently added to the data selection. You will need to reference Report 42565, Version NIS0009 and Report 42565, Version NIS0011 in your request. You will also have to update Report 42565, Version NIS0020 and Report 42565, Version NIS0021 to add that Address Book to the consolidated invoice program.

Dollar Only Credit – CO (RI)

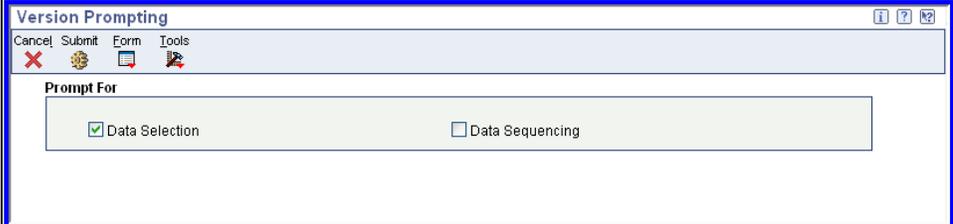
Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Credits > Dollar Only Credit – Co (RI)

-  Before processing Dollar Only Credits, review attachments to sales order to ensure proper documentation and approval are present in the system.

Steps

Start this instruction from the Dollar Only Credit – CO (RI) window.



The screenshot shows a 'Version Prompting' dialog box. The title bar includes the text 'Version Prompting' and standard window icons. Below the title bar is a menu bar with 'Cancel', 'Submit', 'Form', and 'Tools'. The main area is labeled 'Prompt For' and contains two checkboxes: 'Data Selection' (checked) and 'Data Sequencing' (unchecked).

1. Click Data Selection. Click Submit. The Data Selection screen appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Order Type (F4211) (DCTO) [BC]	is equal to	"C0"
<input type="checkbox"/> And	Status Code - Next (F4211) (NXTR) [BC]	is equal to	"580"
<input type="checkbox"/> And	Line Type (F4211) (LNTY) [BC]	is equal to	"CC"
<input type="checkbox"/> And			

- The Data Selection defaults to the correct settings for running this report if you will process all outstanding Dollar Only Credits. It will include all documents with order type equal to 'C0', Status Code – Next equal to '580' and Line Type is equal to 'CC'. Click OK. The printer selection window appears. If you have multiple orders and only want to process one of them, add a Data Selection for Original Order Number, select "is equal to" and select literal and type in the CO order number.

Printer Selection

Printer Name: GGPL/ONEWORLD_A
 Printer Location: HERE
 Printer Model: LASER
 Number of Copies: 1 (Range: 1 - 9999)

- Click OK. Your report has been submitted.

To view the invoice file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

Reprint Dollar Only Credit – RI

Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Credits > Reprint Dollar Only Credit – RI

Steps

Start this instruction from the Reprint Dollar Only Credit (RI) window.

Version Prompting

Prompt For

Data Selection Data Sequencing

1. Click Data Selection. Click Submit. The Data Selection screen appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document Type (F4211) (DCT) [BC]	is equal to	"RI"
<input type="checkbox"/> And	Status Code - Next (F4211) (NXTR) [BC]	is greater than	"580"
<input type="checkbox"/> And	Line Type (F4211) (LNTY) [BC]	is equal to	"CC"
<input type="checkbox"/> And	Document (Voucher, Invoice, etc.) (F4211) (DOC) [BC]	is equal to	Null

2. Click into the Right Operand field for Document (bottom row) and select Literal. The Select Literal Value window appears.

3. Enter a single Credit Order Number, a range of Credit Order Numbers, or a list of Credit Order Numbers that needs to be reprinted. The rest of the Data Selection defaults to the correct settings for running this report. It will include all documents with Document Type equal to 'RI', Status Code – Next greater than '580' and Line Type is equal to 'CC'. Click OK. The printer selection window appears.

4. Click OK. Your report has been submitted.

To view the invoice file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

Dollar Only Credit – CI (R6)

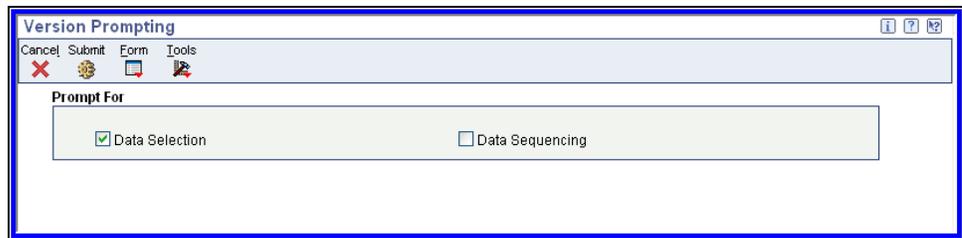
Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Credits > Dollar Only Credit – CI (R6)

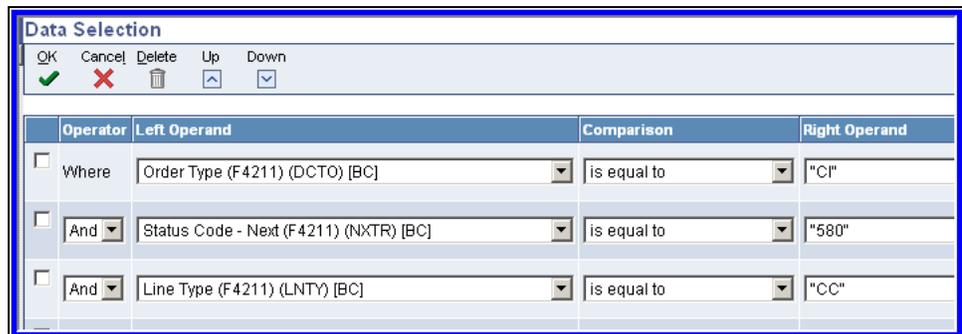
-  Before processing Dollar Only Credits, review attachments to sales order to ensure proper documentation and approval are present in the system.

Steps

Start this instruction from the Dollar Only Credit – CI (R6) window.



1. Click Data Selection. Click Submit. The Data Selection screen appears.



Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Order Type (F4211) (DCTO) [BC]	is equal to	"CI"
<input type="checkbox"/> And	Status Code - Next (F4211) (NXTR) [BC]	is equal to	"580"
<input type="checkbox"/> And	Line Type (F4211) (LNTY) [BC]	is equal to	"CC"

2. The Data Selection defaults to the correct settings for running this report. It will include all documents with order type equal to 'CI', Status Code – Next equal to '580' and Line Type is equal to 'CC'. Click OK. The printer selection window appears. If you have multiple orders and only want to process one of them, add a Data Selection for Original Order Number, select "is equal to" and select literal and type in the CI order number.



3. Click OK. Your report has been submitted.

To view the invoice file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

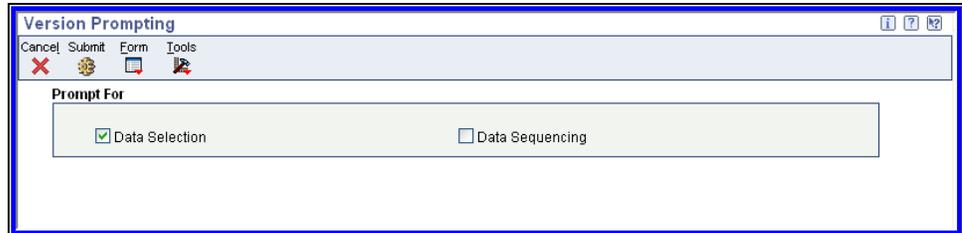
Reprint Dollar Only Credit – R6

Navigation

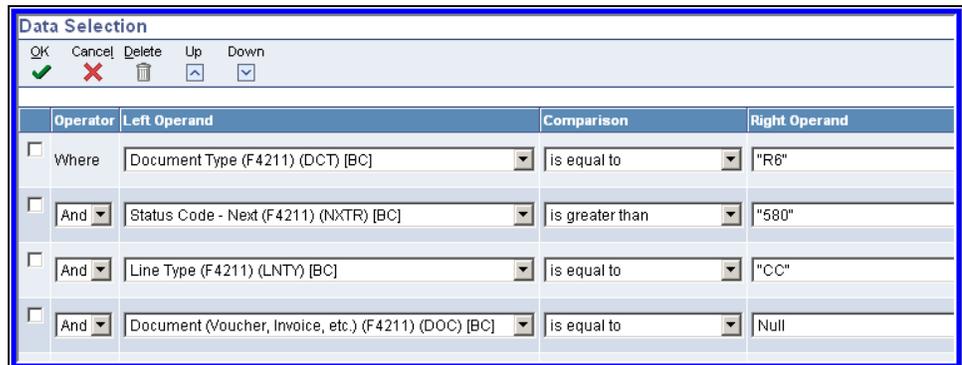
NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Print Credits > Reprint Dollar Only Credit – R6

Steps

Start this instruction from the Reprint Dollar Only Credit (R6) window.



1. Click Data Selection. Click Submit. The Data Selection screen appears.



2. Click into the Right Operand field for Document (bottom row) and select Literal. The Select Literal Value window appears.

3. Enter a single Credit Order Number, a range of Credit Order Numbers, or a list of Credit Order Numbers that needs to be reprinted. The rest of the Data Selection defaults to the correct settings for running this report. It will include all documents with Document Type equal to 'R6', Status Code – Next greater than '580' and Line Type is equal to 'CC'. Click OK. The printer selection window appears.

4. Click OK. Your report has been submitted.

To view the invoice file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

Sales Update – Proof

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. 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.

Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Sales Update – Proof

Steps

Start this instruction from the Sales Update – Proof window.

1. Click Data Selection. Click Submit. The Data Selection screen appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4211) (NXTR) [BC]	is equal to	"620"
<input type="checkbox"/> And	Order Type (F4211) (DCTO) [BC]	is not equal to	"S1"
<input type="checkbox"/> And			

2. The Data Selection defaults to the correct settings for running the Sales Update – Proof. It will include all documents where Status Code – Next is equal to '620' and Order Type is not equal to 'S1'. Click OK. The printer selection window appears. Click OK. Your report has been submitted.

To view the Sales Update – Proof file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

Sales Update – Final

This program will create unposted batches to update Revenue, Cost of Goods Sold, and Finished Goods Inventory for all Sales Orders that are ready to be invoiced. The Accounts Receivable record is created through the Invoicing Program, but will post with these other accounts when the Sales Update batch posts. The batches created will have a pending status.

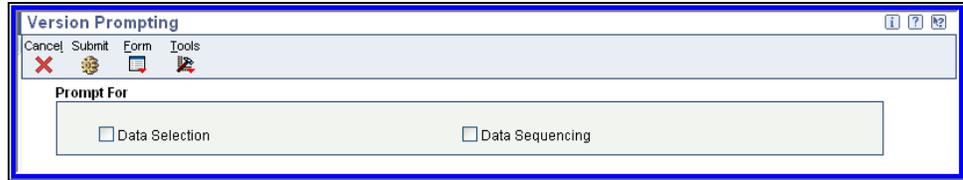
- To review, approve, and post the sales update batches see the *Invoice Processing-- Review Journal Entries for Approval* work instructions, and *Post Journal Entries by Batch* work instructions.

Navigation

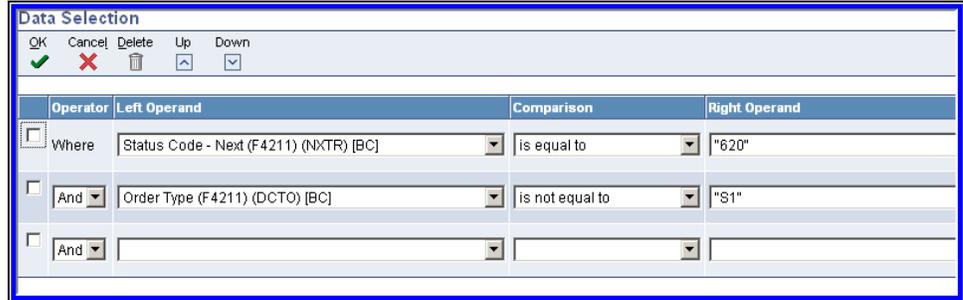
NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Sales Update – Final

Steps

Start this instruction from the Sales Update – Final window.



1. Click Data Selection. Click Submit. The Data Selection screen appears.



2. The Data Selection defaults to the correct settings for running the Sales Update – Final. It will include all documents where Status Code – Next is equal to ‘620’. The Order Type is not equal to ‘S1’. Click OK. The printer selection window appears. Click OK. Your report has been submitted.

To view the Sales Update – Final files created see the *Work with Submitted Jobs Using View Job Status* work instruction.

The Sales Update – Final will create a Sales Journal file, in addition to the unposted General Ledger Batch (G Batch).

Transfer Order Update – Proof

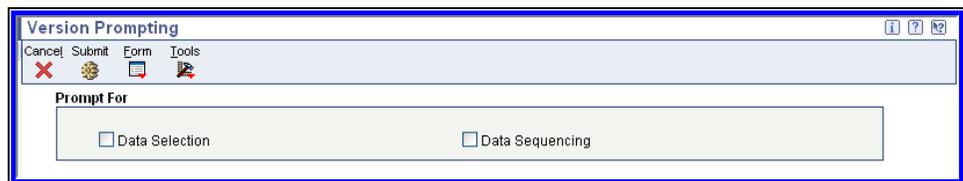
The Transfer Order Update – Proof Program creates a report of the unposted batch that Transfer Order Update – Final will create to update the General Ledger Inventory Accounts for the shipping side of inventory transfer orders. Running this proof first allows you to review the entries before a batch is created. **It is imperative that you check your work center for any errors and take care of them before you go on and run the Final Program.** If the entries are correct, then you will run the Transfer Order Update – Final.

Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Transfer Order Update – Proof

Steps

Start this instruction from the Transfer Order Update – Proof window.



1. Click Data Selection. Click Submit. The Data Selection screen appears.

Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	Status Code - Next (F4211) (NXTR) [BC]	is equal to	"620"
<input type="checkbox"/>	And	Order Type (F4211) (DCTO) [BC]	is equal to	"S1"
<input type="checkbox"/>	And			

2. The Data Selection defaults to the correct settings for running the Transfer Order Update – Proof. It will include all documents where Status Code – Next is equal to '620' and Order Type is equal to 'S1'. Click OK. The printer selection window appears. Click OK. Your report has been submitted.

To view the Transfer Order Update – Proof file created see the *Work with Submitted Jobs Using View Job Status* work instruction.

Transfer Order Update – Final

This program will create unposted batches to update General Ledger Inventory Accounts for the shipping side of all Transfer Orders. The batches created will have a pending status.

- 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.

Navigation

NIS State of Nebraska > Accounts Receivable > Receivables > Accounts Receivable Processing > CSI Dist Accounting > Sales Order Accounting > CSI Billing > Transfer Order Update – Final

Steps

Start this instruction from the Transfer Order Update – Final window.

1. Click Data Selection. Click Submit. The Data Selection screen appears.

Data Selection			
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="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	Order Type (F4211) (DCTO) [BC]	is equal to	"S1"
<input type="checkbox"/> And			

2. The Data Selection defaults to the correct settings for running the Transfer Order Update – Final. It will include all documents where Status Code – Next is equal to '620'. The Order Type is equal to 'S1'. Click OK. The printer selection window appears. Click OK. Your report has been submitted.

To view the Sales Update – Final files created see the *Work with Submitted Jobs Using View Job Status* work instruction.

The Transfer Order Update – Final will create an unposted General Ledger Batch (G Batch).