

New World ERP

Miscellaneous Billing Invoice Entry

1. Navigate to Financial Management>Miscellaneous Billing>Billing Invoice Batches
2. Click New





myTasks	Validated	Approvals	Department	Batch Number	Batch Date	Invoice Count	Invoice Gross
0 of 1 at 1			04 - Finance Department	2012-00000003	05/23/2012		
0 of 1 at 1			04 - Finance Department	2012-00000004	05/23/2012	1	\$527.57

3. Fill out the batch header information and invoice defaults as needed
4. Click Save then Click New

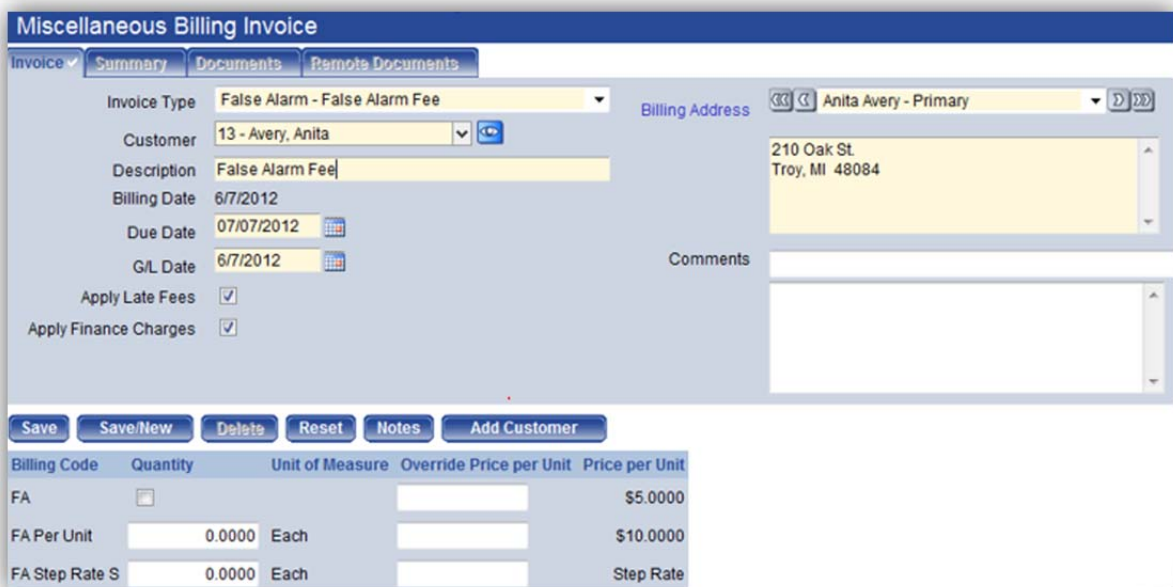
5. Enter the Invoice information
 - a. **Invoice Type** – Select the invoice type associated with the invoice.
 - b. **Customer** – Select the customer associated with the invoice being created
 - c. **Description** - Enter a description for the invoice (up to 64 Characters)
 - d. **Billing Date** - Displays the date the invoice was generated
 - e. **Due Date** - Select or enter the date the invoice is due.
 - f. **G/L Date** - Select or enter the date on which the invoice is to be recorded in the general ledger. The default is the invoice batch header G/L date.
 - g. **Apply Late Fees** – Select this check box if late fees are to be applied to the invoice.
 - h. **Apply Finance Charges** – Select this check box if finance charges are to be applied to the invoice.
 - i. **Billing Address** – Select the billing address to use for the invoice. The default is the primary address from the customer contact. The drop-down portion of the Billing Address field lists all addresses defined for the customer chosen. On the left of the

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field is a Move Previous  symbol; click the symbol to move the display to the previous billing address record in the list. On the right of the field is a Move Next  symbol; click the symbol to move the display to the next billing address record in the list. Click the Move First  symbol to display the first billing address listed. Click the Move Last  symbol to display the last billing address listed.

- j. **Comments** - Select or enter any comments associated with the invoice. It may contain up to 256 characters.
- 6. Click **Save** or **Save/New** to save and enter a new invoice



Miscellaneous Billing Invoice

Invoice Type: False Alarm - False Alarm Fee
Customer: 13 - Avery, Anita
Description: False Alarm Fee
Billing Date: 6/7/2012
Due Date: 07/07/2012
G/L Date: 6/7/2012
Apply Late Fees:
Apply Finance Charges:

Billing Address: Anita Avery - Primary
210 Oak St
Troy, MI 48084

Comments:

Buttons: Save, Save/New, Delete, Reset, Notes, Add Customer

Billing Code	Quantity	Unit of Measure	Override Price per Unit	Price per Unit
FA	<input type="checkbox"/>			\$5.0000
FA Per Unit	0.0000	Each		\$10.0000
FA Step Rate S	0.0000	Each		Step Rate