New World ERP
Miscellaneous Billing Invoice Entry

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

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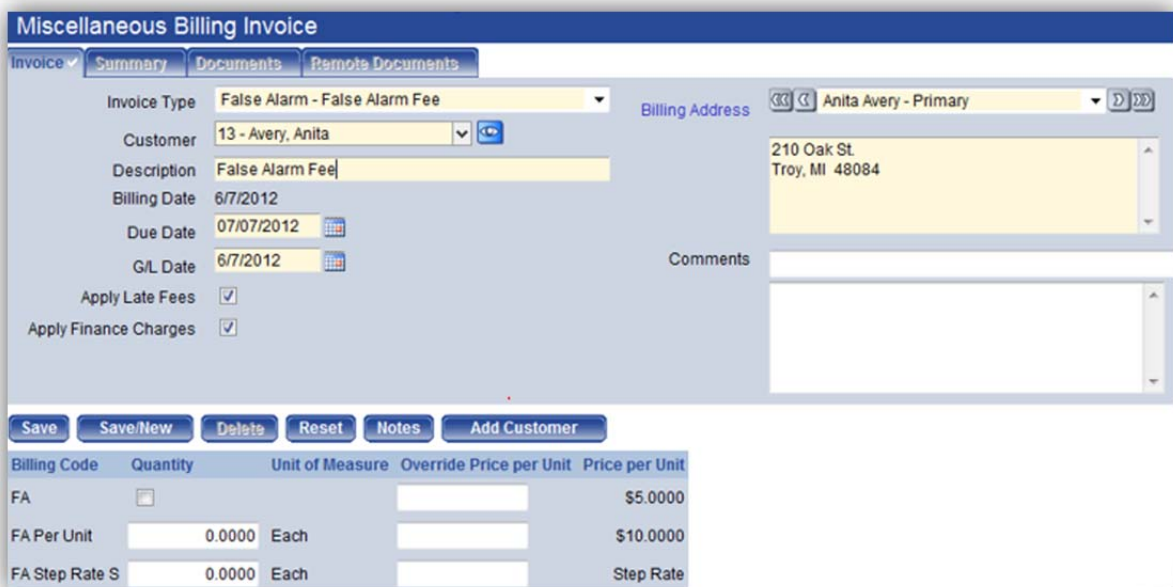4. Click Save then Click New

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

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