

Business World User Guide

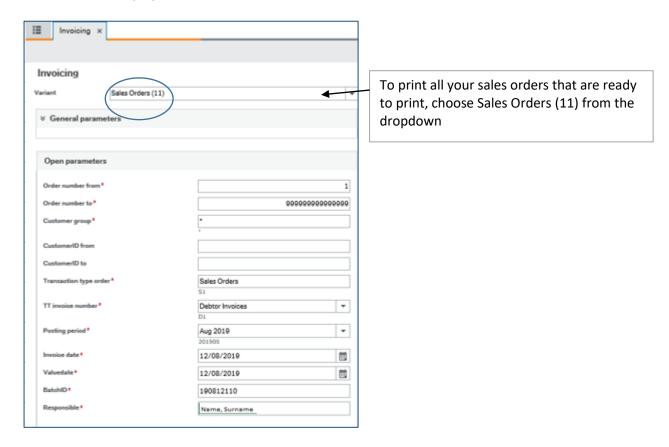
Version: 1, August 2019

Title	Sales Order (Debtors) Invoice and Credit Printing		
Summary	Sales orders are created as the first step to producing an invoice to send to a customer. This is required when SCC has provided goods and services to a customer where there is a charge. A sales order credit can also be required if the charge is incorrect.		
	Once the sales order has been created for an invoice it can be printed and will be converted to a debtors invoice ready to send to the customer.		
	Once a sales order credit note has been created and approved it can also be printed and will be converted to a debtors credit note ready to send the customer.		
	This guide will show you how to print a sales order.		
	Prior reading: Business World: Getting Started guide.		
Audience	Sales to cash users.		
Content	 Printing The Sales Order Further information 		

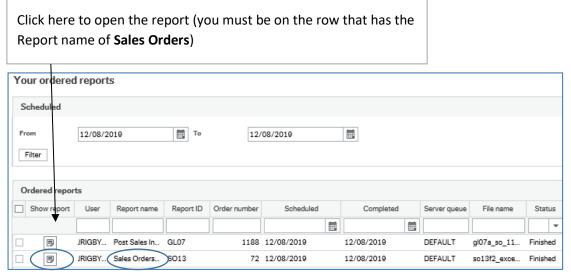
PRINTING THE SALES ORDER

From the Business World menu select **Customers and sales Sales orders Invoicing.** The following window will be displayed:

Version: 1, August 2019



Click **Save** button in the bottom of the window. Your orders will be sent for printing/emailing.



A PDF of your invoice or credit note will open like in the example below which should be printed and sent to the customer. If there is no PDF, then the invoice will have been sent direct to the supplier by email. A copy will be available from the document archive.

Page 1	/1	INVOICE	
SOUTHAMPTON CITY COUNCIL	Goods/Service Enq	rice Enquiries:	
	Payment in Full (24)	nrs):	
Civic Centre, Civic Centre Road, Southampton Hampshire, SO VAT Registration Number: GB 189 5949 82	14 7LY Payment Enquiries:	023 8083 3388	
Invoice N SCC Ord Invoice I Your Ord Reference		7000134 40000141 12/08/2019	
	Customer Id:	200274	
Data at Ocata Antionsissa			
Details of Goods And Services	Cod		
For overdue payment, the interest charge is 0.00% Total		AT: 250.00 AT: 50.00	
Code Rate Goods / Services VAT S1 0.20 250.00 50.00	Total Due		
PAYMENT IS DUE ON RECEIPT OF INVOICE Please note: The Council reserve the right to charge interest on late payment			
Invoice Payment Slip			
Southampton City Council Unison	Invoice Total I	e Number: 7000134 Due £: 300.00	
To make your payment for this Invoice, please go to www.southampton.gov.uk/payments			
Alternatively it can be paid by one of the following methods:			
BY PHONE The numbers are shown at the top of this invoice, please note the Payment Enquiry line is only open during office hours.			
POST Detach and send this slip together with your cheque or postal order, made payable to "Southamoton City Council" to Accounts Receivable Department. Civic Centre. Civic Centre Road.			

FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at Business.World@southampton.gov.uk.

Please also find a link to the Business World FAQs on Staff Stuff here.

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