



## Business World User Guide

|          |   |
|----------|---|
| Title    | Sales Order (Debtors) Invoice and Credit Printing   |
| Summary  | <p>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.</p> <p>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.</p> <p>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.</p> <p>This guide will show you how to print a sales order.</p> <p>Prior reading: <b>Business World: Getting Started</b> guide.</p> |
| Audience | Sales to cash users.  |
| Content  | <ol style="list-style-type: none"><li>1. <a href="#">Printing The Sales Order</a></li><li>2. <a href="#">Further information</a></li></ol>  |

## PRINTING THE SALES ORDER

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

The screenshot shows the 'Invoicing' window with the following details:

- Variant:** Sales Orders (11)
- General parameters:**
  - Order number from: 1
  - Order number to: 9999999999999999
  - Customer group: \*
  - CustomerID from:
  - CustomerID to:
  - Transaction type order: Sales Orders
  - TT invoice number: D1
  - Posting period: Aug 2019
  - Invoice date: 12/08/2019
  - Valuedate: 12/08/2019
  - BatchID: 190812110
  - Responsible: Name, Surname

To print all your sales orders that are ready to print, choose Sales Orders (11) from the dropdown

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

Click here to open the report (you must be on the row that has the Report name of **Sales Orders**)

**Your ordered reports**

**Scheduled**


From: 12/08/2019 To: 12/08/2019

**Ordered reports**

|                          | Show report | User      | Report name      | Report ID | Order number | Scheduled  | Completed  | Server queue | File name      | Status   |
|--------------------------|-------------|-----------|------------------|-----------|--------------|------------|------------|--------------|----------------|----------|
| <input type="checkbox"/> |             | JRIGBY... | Post Sales In... | GL07      | 1188         | 12/08/2019 | 12/08/2019 | DEFAULT      | gl07a_so_11... | Finished |
| <input type="checkbox"/> |             | JRIGBY... | Sales Orders...  | SO13      | 72           | 12/08/2019 | 12/08/2019 | DEFAULT      | so13f2_exce... | Finished |

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



**SOUTHAMPTON**  
CITY COUNCIL

Civic Centre, Civic Centre Road, Southampton Hampshire, SO14 7LY  
VAT Registration Number: GB 189 5949 82

**INVOICE**

Goods/Service Enquiries:

Payment in Full (24hrs):

Payment Enquiries: 023 8083 3388

|                   |            |
|-------------------|------------|
| Invoice Number:   | 7000134    |
| SCC Order Number: | 40000141   |
| Invoice Date:     | 12/08/2019 |
| Your Order/Ref:   |            |
| Reference:        |            |
| Customer Id:      | 200274     |

| Details of Goods And Services | VAT Code | Amount in £ |
|-------------------------------|----------|-------------|
| Sale of Uniforms              | S1       | 250.00      |

For overdue payment, the interest charge is 0.00%

| <table border="1" style="width: 100%;"> <thead> <tr> <th>Code</th> <th>Rate</th> <th>Goods / Services</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>S1</td> <td>0.20</td> <td>250.00</td> <td>50.00</td> </tr> </tbody> </table> | Code | Rate             | Goods / Services | VAT | S1 | 0.20 | 250.00 | 50.00 | <p>Total excl. VAT : 250.00</p> <p>Total VAT : 50.00</p> <p><b>Total Due £ : 300.00</b></p> |
|--|------|------------------|------------------|-----|----|------|--------|-------|---|
| Code   | Rate | Goods / Services | VAT              |     |    |      |        |       |   |
| S1   | 0.20 | 250.00           | 50.00            |     |    |      |        |       |   |

**PAYMENT IS DUE ON RECEIPT OF INVOICE**  
 Please note: The Council reserve the right to charge interest on late payment

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Invoice Payment Slip

Southampton City Council  
Unison

Invoice Number: 7000134  
Total Due £ : 300.00

To make your payment for this Invoice, please go to  
[www.southampton.gov.uk/payments](http://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 'Southampton City Council', to Accounts Receivable Department, Civic Centre, Civic Centre Road, Southampton Hampshire, SO14 7LY

## FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at [Business.World@southampton.gov.uk](mailto:Business.World@southampton.gov.uk).

Please also find a link to the Business World FAQs on Staff Stuff [here](#).