

 <p>POLICY & PROCEDURE MANUAL</p>	<p>Effective Date: Aug 20, 2013</p>	<p>SECTION: 07 POLICY NO: 7.8 PROCEDURE: 7.8</p>
<p>SUBJECT:</p> <p>Interim Invoicing of Production Jobs Procedure</p>	<p>Cancels Previous Policy Dated: New</p>	<p>Page 1 of 2</p>

Policy Statement

This policy provides direction with respect to the invoicing of production jobs that have not yet been electronically finalized and processed. It is acknowledged that on some occasions all details and related costing of a completed job are not readily available at the time the job is ready to be delivered to the customer. In order to provide an invoice to the customer within 24 hours of job completion, an interim or pro forma Sales Order can be generated.

Procedure

A Sales Order can be generated directly using IMS301 or by firstly creating a sales order master while in the job in JOS100 or JOS150.

Process

1. While in the particular Production job in JOS100 or JOS150, edit the Sales Order field 25, which should be blank.
2. You will be prompted whether to "Create a Sales Order Master Y/N". Enter Y-es
3. This will tie a Sales Order number to this job.
4. Using IMS301 open this new sales order which will contain no detail at this time. Ensure that all customer info, PO reference, TERMS etc. are accurate.
5. Enter a single " non-inventory "line item for this order and price this line with the total of the quoted price.
6. When prompted for costs for this line item, press <enter> to by pass this question.
7. Provide or copy from the JOS or quote, the appropriate text that will be printed on the customer sales order. This text type is normally called INV, and should be created by the salesman at the point the job was opened or shortly thereafter.
8. Print the sales order using the <STD> format.
9. Print the TEXT only (without detail).
10. Give, mail or email the sales order to the customer.
11. Print an additional copy for the job file.
12. Delete the line item from the Sales Order, and place the order on Manager Hold.

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13. Apply payment received to the customer deposit account (2007).
14. Once the JOS is fully completed and ready for final processing, reduce, price and merge it in the normal manner. It will be merged to the same sales order assigned above.
15. This Sales Order can now be merged to receivables and the financial accounting system (FAS) as normal.
16. Payment will then need to be transferred from the deposit account 2007 to the customer account in payment of the final invoice.