

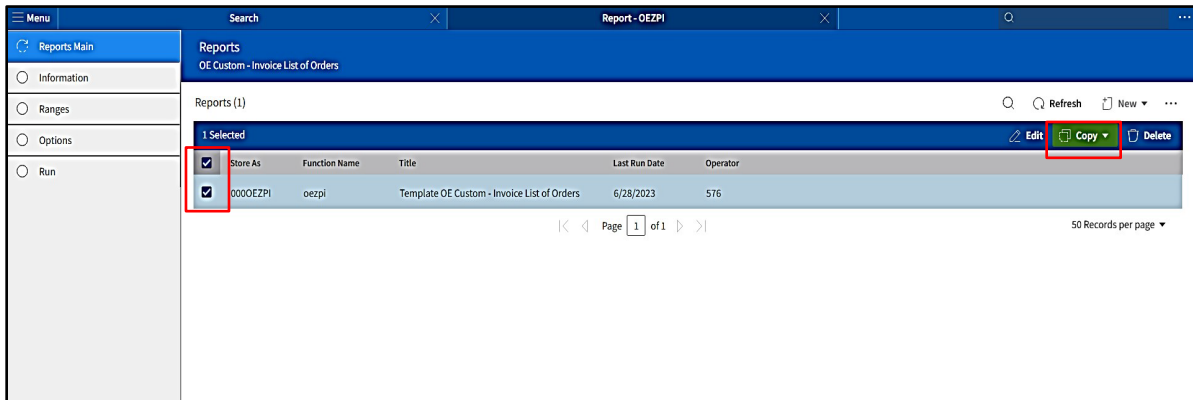
How to Manually Invoice an Order (OEZPI)

There are times when you may need to manually invoice an order before the nightly invoice runs. Most often, this happens when you are doing a credit rebill for a customer and need to process the credit for the inventory to fill the rebill. This document will show you how to manually invoice a single order.

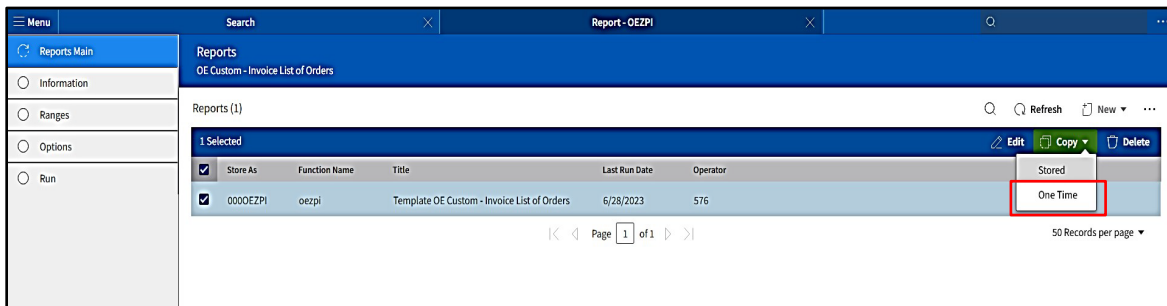
1. In the address field, type OEZPI and hit enter.



2. Choose the OEZPI stored report and Check box then click copy.



3. Choose one-time.





Foundation Building Materials

- Click Next until you get to details. Here, at Option #6, you can select “List” to enter the order that you would like to invoice.

The screenshot shows the 'Options' dialog box for the 'Report - OEZPI'. The 'Details' section contains 19 numbered options. Option #6, 'Enter a List of Order #'s?', has a dropdown menu set to 'Yes' and a 'List' button highlighted with a red box. Other options include 'Only Shipped Orders?', 'Print Invoices?', 'Posting Date', and 'Printer Options'.

- In the Order List dialogue box, enter the order number and then select “Add to List”. You can enter multiple orders in the list to invoice out at the same time. Once the order(s) has been entered click Save to close the window.

The screenshot shows the 'Order List' dialog box. The 'Order #' field contains '24158640-00' and the 'Add To List' button is highlighted with a red box. Below the input field is an empty table with the following columns: Order, Promised, Stage, Type, Customer #, Notes Flag, and Name. The table currently shows 0 records.

The screenshot shows the 'Order List' dialog box after one order has been added. The 'Order #' field is empty. The table below now contains one record with the following data:

Order	Promised	Stage	Type	Customer #	Notes Flag	Name
<input type="checkbox"/>	9/13/2023	Ordered	so	2241		CASH CUSTOMER-WENTZVILLE

The 'Save' button is highlighted with a red box. The table footer indicates 'Page 1 of 1' and '50 Records per page'.



6. You can then click Next and then Save to complete the Invoice Processing. To confirm you did it correctly, you can go to OEIO and check the Stage of the order. If it shows Inv (Invoiced) or Pd (Paid) you know that you were successful invoicing the order.

The screenshot shows the 'Options' screen for 'Report - OEZPI'. The interface includes a left-hand menu with 'Options' selected, a search bar, and a top navigation bar with 'Previous', 'Next', and 'Cancel' buttons. The 'Next' button is highlighted with a red box. The main area contains a 'Details' section with 19 numbered options, each with a dropdown menu or text input field. A 'Printer Options' button is visible at the bottom.

The screenshot shows the 'Run' screen for 'Report - OEZPI'. The interface includes a left-hand menu with 'Run' selected, a search bar, and a top navigation bar with 'Previous', 'Save', and 'Cancel' buttons. The 'Save' button is highlighted with a red box. The main area contains a 'Details' section with a 'Job Name/Number' field containing '62442397' and a 'Remove' checkbox.