

# CUSTOMER INVOICE

1. Accounting → Customer Invoice
2. Klik Create
- 3.

The screenshot shows the 'Draft Invoice' form with several fields highlighted by red boxes and labeled with annotations:

- 3A**: Points to the **Customer** dropdown menu.
- 3B**: Points to the **Picking** dropdown menu.
- 3C**: Points to the **Invoice Date** field.
- 3D**: Points to the **Nomor Seri Faktur** (Invoice Serial Number) field.

Other visible fields include: Payment Terms, Add Sales Order, Connection Date, Branch, Salesperson, Transaction Code, Status Code, Sales Team, and Currency. Buttons at the top include SAVE, DISCARD, VALIDATE, CANCEL INVOICE, DRAFT, OPEN, and PAID.

- a. Pilih **Customer** sesuai dengan customer yang akan dibuatkan invoice
  - b. Ketikan /Copykan pada kolom **Picking** nomer Delivery Order yang akan dibuat invoice
  - c. Isi tanggal invoice pada **Invoice Date**
  - d. Isikan **Nomer Seri Faktur Pajak**
4. **Check kembali detail –detailnya**, isikan **Analytic Account** dengan **Accounting**. Kemudian **Save & Close** jika semua kolom sudah sesuai.

The screenshot shows the 'Open: Invoice Lines' form with the following details:

- Product**: [MEPR-01] COCORIO R72 COKLAT 105
- Description**: [MEPR-01] COCORIO R72 COKLAT 105
- Account**: 104.034 BARANG DALAM PERJALANAN K
- Analytic Account**: (highlighted with a red box)
- Unit Price**: 169,900.00000
- Taxes**: PPN Masukan Include (11%)
- Amount**: Rp1,530,630.63063
- Quantity**: 10.00000
- Unit of Measure**: CTN720

Buttons at the bottom include **SAVE & CLOSE** (highlighted with a red box), **SAVE & NEW**, and **DISCARD**.

5. Isikan **Reference/description** di tab **Other Info** dengan nomer faktur penjualan SISKA

The screenshot shows the 'Other Info' tab of an invoice form. The 'Reference/Description' field is highlighted with a red box. An arrow points from the instruction text above to this field. The form includes fields for Fiscal Position, Journal (Customer Invoices (IDR)), Account (102.001 PIUTANG LOKAL), Company (PT. Marimas Putera Kencana), and a Print Discount checkbox.

6. Klik **Save**, Jika sudah sesuai klik **Validate**

The screenshot shows the 'Draft Invoice' section of the form. The 'Save' and 'Validate' buttons are highlighted with a red box. The form includes fields for Customer, Payment Terms, Add Sales Order, Picking, Collection Date, Invoice Date, Branch, Salesperson, Nomor Seri Faktur, Pajak, Transaction Code, Status Code, Sales Team, and Currency (IDR).