## WEEKLY INVOICE

## DIVA

Menu Modul - Create Invoice



Create Invoice
Parameter Date 01/01/2009 Issuing Info   From Ship Date 01/01/2009 Invoice String :   Until Ship Date 01/08/2009 Issuing Info   Invoice Date 01/09/2009 Issuing Info   Invoice Date 01/09/2009 Issuing Info   Invoice Date 01/09/2009 Issuing Info   Invoice Date 01/23/2009 Issuing Info   Group Customer Current :   Group Invoice Periode Weekly
Service Type
Detail AWB : Total AWB : Process

- 1. Pilih parameter Date, From Ship Date Until Ship Date dan Pilih Invoice Date - Invoice Due date
- 2. Pilih Group Customer :
  - i. Group Invoice Periode dipilih berdasarkan periode invoicing, seperti monthly, biweekly atau weekly.

Klik dropdown 🔽 untuk melihat pilihan group, akan muncul seperti dibawah ini.

Monthly	k
Biweekly	=
Weekly	*

ii. For Account - dipilih berdasarkan account# customer.

Klik browse key untuk mencari acc# customer.

3. Klik tombol Process , akan muncul konfirmasi untuk create invoice, lalu klik YES.

Confirm	n	k	X
?	Are you sure want cre	ate invoi	ice ?
	<u>Y</u> es Can	cel	

4. Klik OK setelah process Invoicing Done.

