

	Work Instruction #:	Date:	Revision:
Work Instruction Name:	How to Create an Invoice Only Line in JD Edwards		Page 1 of 6

- I. **SUBJECT:** How to create an Invoice Only line in JD Edwards (JDE)
- II. **PURPOSE:** This document outlines the processes and guidelines that are to be followed when creating an Invoice Only line in JDE.
- III. **PERSONNEL AFFECTED:** Customer Relations (Industrial and Automotive Aftermarket (IAM / AAM) Business Units, Supervisors and Managers as well as the Operations Admin, Credit and Warehouse personnel.
- IV. **RESPONSIBILITIES:** It is the responsibility of the Customer Relations member to manually enter an Invoice Only Line when necessary. Credit will then collect on said generated invoice. Pending on the situation, the warehouse and Ops Admin may need to manipulate virtual inventory levels. This work instruction works under the assumption you have a basic understanding of JDE and know how to enter lines and force out pick tickets (CS-IAM-020). You also need an understanding of the Rework process.
- V. **INSTRUCTION:**

There are three main scenarios for which an Invoice Only line would be generated:

- Warehouse puts stock in INVONLY location (generally due to an overage the customer is keeping for which they were not originally invoiced for)
  - A reworked part (completed at a third party vendor)
  - Other miscellaneous charges and freight lines.
1. There are situations where the warehouse will put stock in to an INVONLY location due to a discrepancy with a customer:
- a. Customer claims to have received extra bearings that were not originally on order, but decides to keep. We need to invoice them for said additional parts.
  - b. CRA submits a Warehouse Discrepancy (WHD) reporting the overage.
  - c. Assuming the warehouse confirms the error, they will update the WHD and state the parts in the INVONLY location for invoicing.

** To be Completed by Warehouse **	
Warehouse Findings	Error Confirmed
Transaction Number/Transaction Type	/-Unknown
Comments	Variances match. Moved both parts to INVONLY for invoicing.

Printed copies should be checked against the master electronic version in Lotus Notes.

	Work Instruction #:	Date:	Revision:
Work Instruction Name:	How to Create an Invoice Only Line in JD Edwards		Page 2 of 6

- d. It is best to first verify that the parts are in the INVONLY location in the Summ Availability selection from the Cons. Item Pricing & Availability tab in JDE.
  - e. Add a line for the part with the overage quantity on the original Sales Order in JDE. Force the pick ticket to print (to ensure the pick grabs that 'INVONLY' inventory).
  - f. Add notes to the line level including the WHD number for record.
  - g. The warehouse will in turn process the feedback but not physically ship the parts. The line will invoice overnight.
2. Reworks can require an Invoice Only line that includes a few more departments:
- a. When the rework of a bearing is completed, the third party that completed said rework will often ship it direct to the distributor. In these cases, we need both record of the sale in JDE *and* the items to be invoiced. To do this, we create an Invoice Only line.
  - b. Once the rework has been completed and shipped *to* the distributor, Operations will send out an email to a warehouse notifying them of the move (they will include the Customer Relations Advocate (CRA) associated with that account). It looks like the below email:

Shipment has been entered into our system for this Invoice Only Shipment to:

Motion Industries - Baltimore, MD  
 Shipped Via: UPS #1Z4042630375723643

PO #1858818, 2 pcs of part 6808JRZZ/L627QD  
 Invoice # 71128

**Seang** - Please receive into BP 55 and IT into BP 15

Special Note to Customer Relations Contact:

Please work with Seang Sei to get received in and your order released as quickly as possible.

Add the following comments to your Sales Order  
 FOR INVOICING PURPOSES ONLY. PARTS SHIPPED DIRECTLY  
 FROM (SUPPLIER NAME)  
 TO (CUSTOMER NAME)  
 VIA (CARRIER NAME)  
 ON (DATE)  
 REFERENCE (INVOICE # OR PURCHASE ORDER #)

ry levels by  
 eted, they let the  
 umber)

Revision Date	Description

	Work Instruction #:	Date:	Revision:
Work Instruction Name:	How to Create an Invoice Only Line in JD Edwards		Page 3 of 6

Re: INVOICE ONLY PURPOSES - DIRECT SHIPMENT FROM PHYMET TO BDI / PHYMET Inv #200520

Seang Sei to: NBCA OpsAdmin

Cc: Claudia Schmidt, Corey DeDolph, Credit, Jeff Meyer, Joe Barca, NTN-Warehouse15, Patrice Collis, Rhonda Katsiamakis

From: Seang Sei/NBCA/NTNNA

To: NBCA OpsAdmin/NBCA/NTNNA@NTNNA,

Cc: Claudia Schmidt/NBCA/NTNNA@NTNNA, Corey DeDolph/NBCA/NTNNA@NTNNA, Credit/NBCA/NTNNA@NTNNA, Jeff Meyer/NBCA/NTN-Warehouse15/NBCA/NTNNA@NTNNA, Patrice Collis/NBCA/NTNNA@NTNNA, Rhonda Katsiamakis/NBCA/NTNNA@NTNNA

Hi Joe,

4 pieces of 6006LLUC3/LPB2 has been received for invoice purposes only. Please release order.

Thank you,

- d. The CRA is to go into JDE and force out the pick. Take the original Email from Ops and attach it to the line level filling out the necessary sections.

Media Object Viewer

Save Cancel Text File URL OLE Template Charac Delete

Courier New 10 B U

Text1

Hi Joe,

Shipment has been entered into our system for this Invoice Only Shipment to:

Motion Industries - Baltimore, MD  
Shipped Via: UPS #1Z4042630375723643

PO #1858818, 2 pcs of part 6808JRZZ/L627QD  
Invoice # 71128

**Seang** - Please receive into BP 55 and IT into BP 15

Special Note to Customer Relations Contact:  
Please work with Seang Sei to get received in and your order released as quickly as possible.

Add the following comments to your Sales Order  
FOR INVOICING PURPOSES ONLY. PARTS SHIPPED DIRECTLY  
FROM (SUPPLIER NAME)  
TO (CUSTOMER NAME)  
VIA (CARRIER NAME)  
ON (DATE)  
REFERENCE (INVOICE # OR PURCHASE ORDER #)

Thank you,  
Patrice Collis  
Operations Administration  
NTN Bearing Corporation of America  
T 847.298.7500  
F 847.699-9744 or 9745  
[www.NTNAmericas.com <http://www.ntnamericas.com/>](http://www.NTNAmericas.com)

- e. Once a pick number has generated, email the warehouse with the pick number (responding to the original email thread). The warehouse will grab the pick and complete feedback to ensure the line invoices overnight.

Revision Date	Description

Printed copies should be checked against the master electronic version in Lotus Notes.

	Work Instruction #:	Date:	Revision:
Work Instruction Name:	How to Create an Invoice Only Line in JD Edwards		Page 4 of 6



Re: INVOICE ONLY PURPOSES - DIRECT SHIPMENT FROM BMC TO MOTION INDUSTRIES / BMC Invoice # 71128

Joe Barca to: NTN-Warehouse15

Cc: NBCA OpsAdmin, Claudia Schmidt, Corey DeDolph, Credit, Jeff Meyer, Patrice Collis, Rhonda Katsiamakis, Seang Sei

From: Joe Barca/NBCA/NTNNA

To: NTN-Warehouse15/NBCA/NTNNA@NTNNA.

Cc: NBCA OpsAdmin/NBCA/NTNNA@NTNNA, Claudia Schmidt/NBCA/NTNNA@NTNNA, Corey DeDolph/NBCA/NTNNA@NTNNA, Credit/NBCA/NTNNA@NTNNA, Jeff Meyer/NBCA/NTNNA@NTNNA, Patrice Collis/NBCA/NTNNA@NTNNA, Rhonda Katsiamakis/NBCA/NTNNA@NTNNA, Seang Sei/NBCA/NTNNA@NTNNA

Hi Seang,

Pick# 5264015.

Thank you.

3. The third type of Invoice Only Lines does *not* involve physical or virtual inventory. In fact, it skips the pick process entirely and simply invoices overnight. There are two line types that give us this capability: F and N. Same as adding any other line to an order, this is done on the Sales Order entry screen in JDE. It's important to note the 'default' for any new line type (Ln Ty in the JDE grid) on a sales order is S. The CRA will have to change this to an N or F pending on the scenario. It's also important to note for these two line types, the CRA has the ability (and has to) enter the Unit Price. The CRA will need to determine what should be invoiced prior to creating the line.
- a. F = Freight charge. Use this when adding a Freight charge (e.g. air freight) to an order
- Change LnTy to F
  - Tab over to the Quantity Ordered column and enter "1"
  - Fill in Item Number with "Freight"
  - Fill in Branch Plant with the corresponding warehouse (11, 13, 15, 21, or 35)
  - Fill in the Unit Price with the dollar amount to be invoiced

Records 1 - 3							
<input type="checkbox"/>	Ln Ty	Line Number	Quantity Ordered	Item Number	Branch/Plant	Purchase Order Line Number	Unit Price
<input type="checkbox"/>	S	3.000	2	6226C2[J100]	11		266.8000
<input type="checkbox"/>	F	4.000	1	FREIGHT	11		150.00

Revision Date	Description

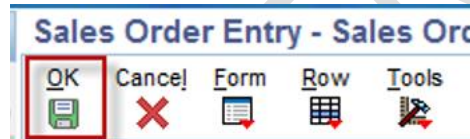
Printed copies should be checked against the master electronic version in Lotus Notes.

	Work Instruction #:	Date:	Revision:
Work Instruction Name:	How to Create an Invoice Only Line in JD Edwards		Page 5 of 6

- b. N – Item / Misc charge. Use this when you need to generate an invoice without affecting item stock levels
- Change LnTy to N
  - Tab over to the Quantity Ordered column and number of pieces to be invoiced
  - Fill in Item Number with the JDE Item Number
  - Fill in Branch Plant with the corresponding warehouse (11, 13, 15, 21, or 35)
  - Fill in the Unit Price with the dollar amount to be invoiced
- (1) After clicking outside the line, extended pricing will generate

<input type="checkbox"/>		Ln Ty	Line Number	Quantity Ordered	Item Number	Branch/Plant	Purchase Order Line Number	Unit Price	Extended Price
<input type="checkbox"/>		S	3.000		2 6226C2[J100]	11		266.8000	533.60
<input type="checkbox"/>		N	4.000		3 6013ZZ/2AS[J100]	11		5.0000	15.00

- c. Hit OK on the header



- d. The newly generated line type N or F will now skip the pick process and invoice overnight.

## VI. RECORDS:

## VII. RELATED DOCUMENTS

CS-ALL-039\_How to Customize your Grids in JDE

CS-IAM-020\_How to Enter a Sales Order in JDE

Revision Date	Description

	Work Instruction #:	Date:	Revision:
Work Instruction Name:	How to Create an Invoice Only Line in JD Edwards		Page 6 of 6

REFERENCE ONLY

Revision Date	Description