

PROJECTS

PROJECTS - INVOICES

When Project Invoices are raised, remember the following:

- Parts, Labour, Sub-Contracts and Expenses must be logged against the project <u>before</u> invoicing. These items <u>cannot</u> be added to the invoice.
- Internal Services, Travel and Warranties <u>can</u> be added to the invoice.
- The invoice must be <u>printed</u> in order for the transaction to post to Pastel.
- The <u>first</u> time an invoice is printed, it will state: **Tax Invoice**. Each time <u>thereafter</u>, it will state: **Copy Tax Invoice**.
- If you need to re-print an original Tax Invoice due to a network connection issue, etc. Then you will need to use the Print Queue Reprint functionality.

Ribbon Access: Maintenance / Projects > Projects



- 1. The *Project Listing* screen will be displayed.
- 2. Select the *Site* where the project can be located.
 - The example has *Durban* selected.
- 3. Select the *Status* for the project.
 - You will most probably mainly work with **Open** projects.



- 4. Click on the *row* of the *Project* you wish to raise an invoice for.
- 5. Click on the *Invoices* tile.

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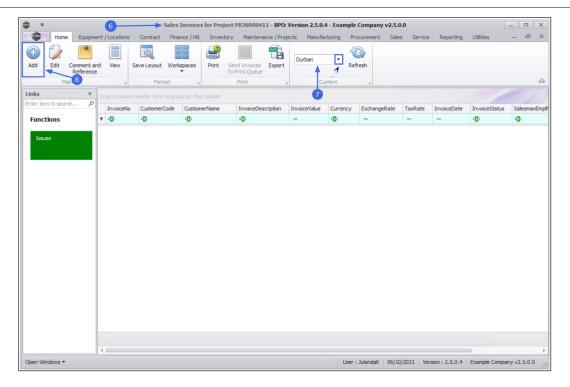
ADD SALES INVOICE

- 6. The *Sales Invoices for Project [project ref number]* listing screen will be displayed.
- The *Site* from the Project Listing screen will not automatically pull through to the *Sales Invoices for Project* screen, ensure that the correct *Site* has been selected.
- 8. Click on Add.

P

Short cut key: *Right click* to display the *Process* menu list. Click on *Add*.





- 9. The *Add new Customer Invoice* screen will display.
- 10. Complete the *Sales Invoice Header* and the *Financial Header* information.
- 11. Confirm the *Billing and Shipping Addresses*, if these fields were not populated when you entered the Header information.



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- 12. Click on the *Related References* tab to enter the reference information for the Project.
 - The Reference number field will auto populate with the project selected.
- 13. Add the *Items to be Invoiced* as required.
- Drag and drop rows to set the order you wish the items to be displayed on the sales invoice. This order will directly be pulled into the printed invoice when generated.



Projects - Invoices

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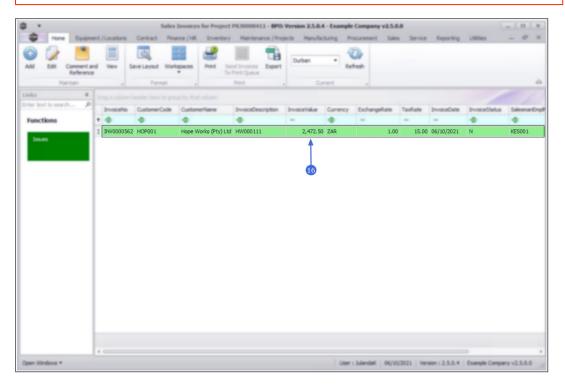
- 15. Click in the *Comments* text box to type in a comment related to the invoice.
- 16. Click *Save* to save the Customer Invoice details.

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16. The *Sales Invoices for Project* listing screen will be updated with the *new* Invoice that you have created.

For a detailed handling of this topic refer to Invoices - Create Sales Invoice (OTC)



EDIT PROJECT INVOICE

- 1. From the Sales Invoices for Project PRJ[project ref number] screen,
- The *Site* from the Project Listing screen will not automatically pull through to the *Sales Invoices for Project* screen, ensure that the correct *Site* has been selected.
- 3. Select the *row* of the Invoice you wish to edit.
- 4. Click on *Edit*.

Short cut key: *Right click* to display the *Process* menu list. Click on *Edit*.



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- 5. The *Edit Customer Invoice [invoice number]* screen will display.
- 6. You can make changes to the *Heading Information*, *Addresses* or *Related References* tabs.
- 7. Make the required changes to the Invoice Item frame.
 - To *Add* a new Invoice item, click on the *Select type* text box of the first available item line.
 - To remove an item, click on the **row** of the item you wish to remove and click on *Delete Item*.
 - Drag and drop rows to set the order you wish the items to be displayed on the sales invoice. This order will directly be pulled into the printed



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You will return to the updated *Sales Invoices for Project* listing screen.



For a detailed handling of this topic refer to Invoices - Edit Sales Invoice

COMMENT AND REFERENCE

You will be able to <u>add</u> or <u>view</u> the Comment and Reference information for the Customer Invoice from the Customer Listing Screen.

- 1. From the *Sales Invoices for Project [project ref number]* screen,
- The *Site* from the Project Listing screen will not automatically pull through to the *Sales Invoices for Project* screen, ensure that the correct *Site* has been selected.
- 3. Select the *row* of the Invoice you wish to add or view the Comment and Reference information for.
- 4. Click on *Comment and Reference*.

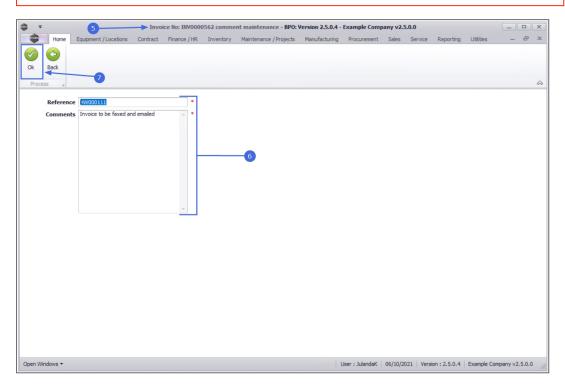
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- 5. The *Invoice No: [invoice number] comment maintenance* screen will display.
- 6. Make the necessary changes or add the required information to the Reference or Comment fields.
- Click *OK* to update the Invoice information and to return to the *Sales Invoice for Customer* listing screen.

For a detailed handling of this topic refer to Invoices - Comment and References

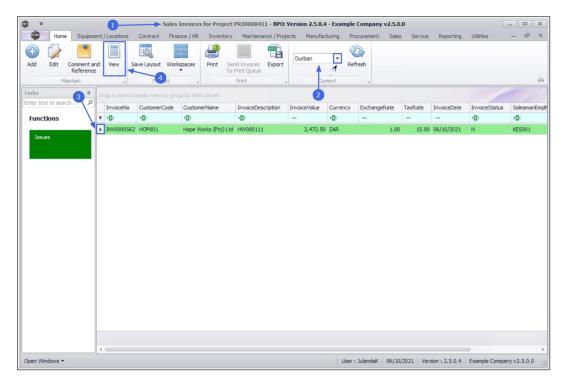


VIEW CUSTOMER INVOICE

You will only be able to <u>view</u> and <u>print</u> the Invoice, <u>no</u> changes can be made in the *View* screen.



- 1. From the *Sales Invoices for Project [project ref number]* screen,
- The *Site* from the Project Listing screen will not automatically pull through to the *Sales Invoices for Project* screen, ensure that the correct *Site* has been selected.
- 3. Select the *row* of the Invoice you wish to view.
- 4. Click on *View*.



- 5. The *View Customer Invoice INV[invoice number]* screen will display.
- 6. Note the *Comment and Reference Number* fields have been updated with the changes made, using the *Comment and Reference* button.
- Click on *Back* to return to the *Sales Invoice for Customer* listing screen.

For a detailed handling of this topic refer to View Tax Invoice



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Open Windows 🔻									User : Julano	iaK 06/10/2	021 Versio	on: 2.5.0.4	Example Company	y v2.5.0.0

PRINT PROJECT INVOICE

You will be able to *Print Invoice*, *Email Invoice* or *Print and Email* the Sales Invoice from the *Sales Invoices for Project* listing screen or the *View Customer Invoice* screen.

- 1. From the *Sales Invoices for Project [project ref number]* screen,
- The *Site* from the Project Listing screen will not automatically pull through to the *Sales Invoices for Project* screen, ensure that the correct *Site* has been selected.
- 3. Click on the *row* of the Invoice you wish to print.
- 4. Click on **Print**.
- The Select the option as desired message will display with the following options;
 - Fint Invoice will open the Sales Invoice in the Preview screen to view, print, export or email.

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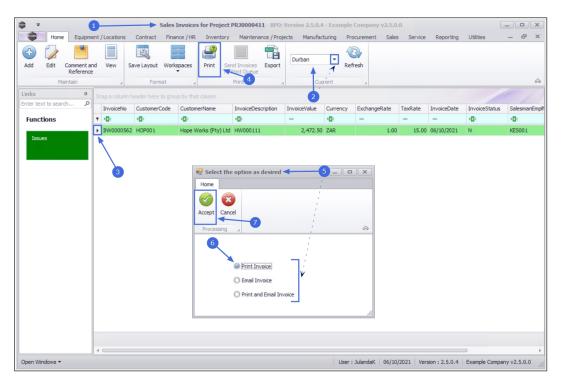
- Email Invoice will allow you to add recipients and the system will create a .pdf of the Sales Invoice as an Attachment to the email.
- Fint and Email Invoice will display both the Report

Preview and Email screens.

6. Click on the *radio button* of the option you require.

Selecting the *Email Invoice*, will email the invoice via the *BPO Email Service* on the server and not from MS Outlook.

- The example has *Print Invoice* selected.
- 7. Click *Accept* to proceed.



- 8. The Tax Invoice will display in the *Preview* screen.
- 9. From this screen you can make cosmetic changes to the document, as



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well as Save, Print, Add a Watermark, Export or Email the Invoice.

10. Click on *Close* to return to the *Sales Invoices for Project* screen.

For a detailed handling of this topic refer to Invoices - Print Sales Invoice P X Previe File View Background 🖿 🖪 80 AN Θ 6 · 😢 🔫 5. 100 % ð. - 🚯 Ð • 53 Tax Invoice Example Company v2.5.0.0 PO Box 1234 Street No and Road Name Company Log New Town Area City Durban South Africa South Africa 1234 1234 Reg No: 0000000asa4521 Fax No: 031 12 4545 VATNo: 0000000 Tel No: 031 123 4567 Document Ref: INV0000562 06/10/2021 00:00:00 Bianca Du Toit Date : Account Manager : Your Ref : Call Ref : HW000111 Sales Person : Julanda Kessler Machine No : Tarryn Snow CUSTOMER CONTACT Ship Contact Mandy Jefferson Att Cust Code : Customer : HOPOO1 Hope Works (Pty) Ltd BIG0001 **Big Bargains** PO Box 1985 New Town Plot 91 Leaf Road Leaf Hills Billing Address : Shipping Address : Pink Town Durban South 1234 Durban 1234 Tel No : 031 123 4567 Tel No : 031 555 1234 Fax No : 031 123 4545 Fax No: VAT No 123456789 Fmail : snenhlanhlandwalane@gmail.com Item Code Item Descrip Unit Price Discount % Net Price uantity Total CALL Call Out Fee 1.00 1,800.00 .00 1,800.00 2,070.00 100 Travel not exceeding 100 km 1 00 350.00 0.0 350.00 402 50 Page 1 of 1 100% 😑

SEND INVOICES TO PRINT QUEUE

You can send Invoices to the Print Queue directly from the *Sales Invoices for Project* screen, instead of going to the Print Queue Reprint screen. This means that a batch of invoices can be send to the customer.

Print Queue is <u>only</u> available where the status has been changed to **Printed**.

1. From the *Sales Invoices for Projects* listing screen,



- The *Site* from the Project Listing screen will not automatically pull through to the *Sales Invoices for Project* screen, ensure that the correct *Site* has been selected.
- 3. Select the Invoice(s) you wish to send to the Print Queue.
 - To select a range of invoices: Click on the *row* of the first Invoice. Hold down the Shift key on your keyboard and click on the *row* of the *last invoice* in your list.
 - To select alternate invoices: Hold down the Ctrl (Control) key on your keyboard and click on the *row* of each Invoice you wish to include in the selection.
- 4. Click on *Send Invoices to Print Queue*.
- 5. When you receive the *Print Queue Processing* message, informing you that;
 - The selected items have been sent to the print queue.
- 6. Click on **OK**.

For a detailed handling of this topic refer to Invoices - Send Invoices To Print Queue



) v	1	Sales	Invoices for Project	t PRJ0000411 - BPO	: Version 2.5.0.	4 - Example	e Company v2.5.	D.0			
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			Print Queue Pro	selected items have l	been sent to the	e print queue	ε.				
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ISSUES TILE

- 1. From the *Sales Invoices for Project [project ref number]* listing screen, you can view the stock issued for a selected Invoice.
- The *Site* from the Project Listing screen will not automatically pull through to the *Sales Invoices for Project* screen, ensure that the correct *Site* has been selected.
- Click on the *row* of the Invoice you wish to view the linked *issued items*.
- 4. Click on the *Issues* tile.



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5. The *Issues for Sales Invoice: [invoice number]* listing screen will display.

Print Part Issue Note

- 6. Click on the *row* of the Part Issue Note you wish to print.
- 7. Click on **Print**



v		6	Issues for Sale	es Invoice : INV0000203 - BPC	: Version 2.5.0.4 - Example	Company v2.5.0.0		(_	6
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- 8. The *Part Issue Note* for the Sales Invoice will display in the Preview screen.
- From this screen you can make cosmetic changes to the document, as well as *Save*, *Print*, *Add a Watermark*, *Export* or *Email* the Part Issue Note.
- 10. *Close* the screen to return to the *Issues for Sales Invoice* screen.



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	Contract No. :		Serial No. :	Serial No. :						
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	Contact :	Jackie Sutherland	Shipping Addres	Shipping Address : 658 Dime Road						
	Customer :	Titan Group		South Riding						
				1478						
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	SP204	SP204 Colour Copier	Main Warehouse	204-10203	1.00	350.0000	350.0000			
	204-147C	SP204 Cyan Toner	Main Warehouse	00191210520 3	1.00	350.0000	350.0000			
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