

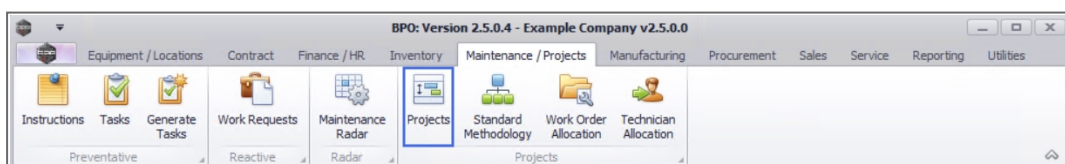
PROJECTS

PROJECTS - INVOICES

When Project Invoices are raised, remember the following:

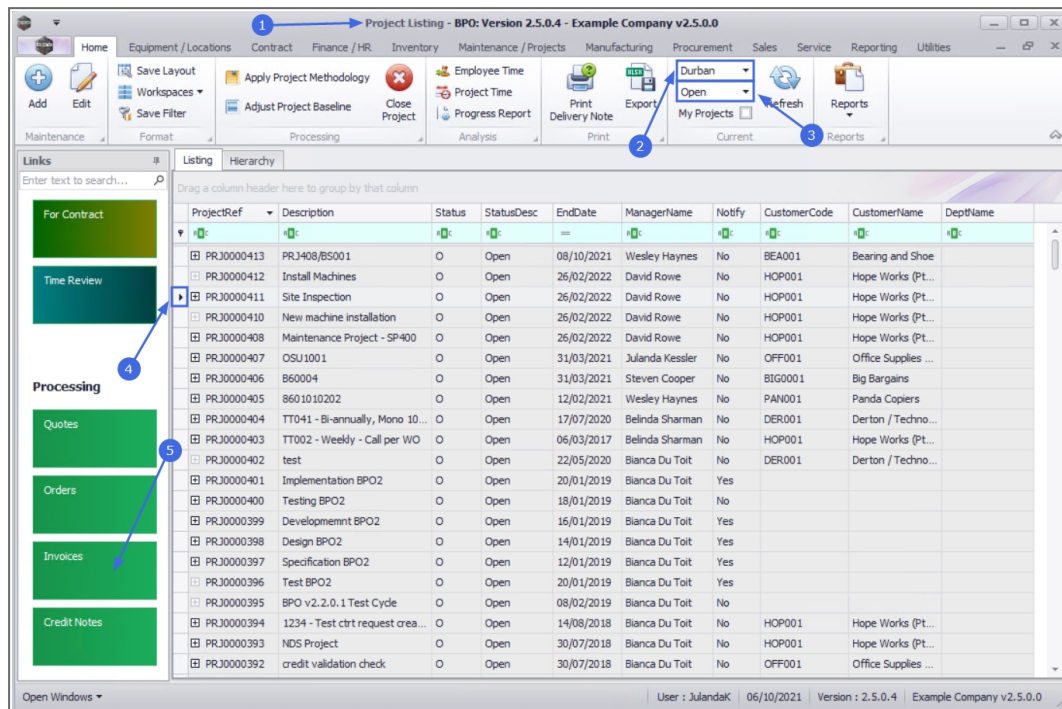
- Parts, Labour, Sub-Contracts and Expenses must be logged against the project before invoicing. These items cannot be added to the invoice.
- Internal Services, Travel and Warranties can be added to the invoice.
- The invoice must be printed in order for the transaction to post to Pastel.
- The first time an invoice is printed, it will state: **Tax Invoice**. Each time thereafter, 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.

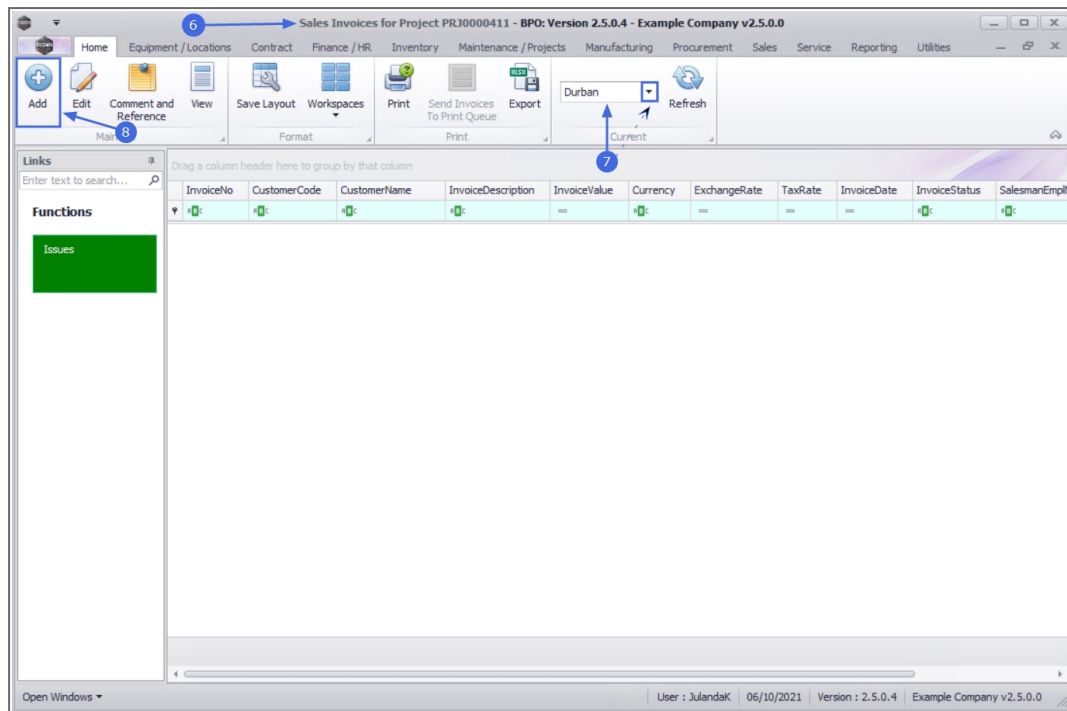


ADD SALES INVOICE

6. The **Sales Invoices for Project [project ref number]** listing screen will be displayed.
7. 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**.



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.

9 → Add new Customer Invoice - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

11

10

Customer Name: Hope Works (Pty) Ltd
 Contact Name: Mandy Jefferson
 Commercial Type Class Commercial
 Salesman: Julanda Kessler
 Billing Customer: [dropdown]
 Invoice Currency: South African Rand
 Tax Rate: 15.00

Reference: HW000111
 Status: New
 Date & Time: 06/10/2021 15:31:56
 Billing Contact: Bettie Summervel
 Exchange Rate: 1
☐ Suppress Line Detail on Print

Billing address: PO Box 7452, Forest Hills
 Shipping address: Plot 91 Leaf Road, Leaf Hills, Pink Town

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice
	Select type...											

Comment: [text area]

Sub Total: 0.00
 VAT: 0.00
 Grand Total: 0.00

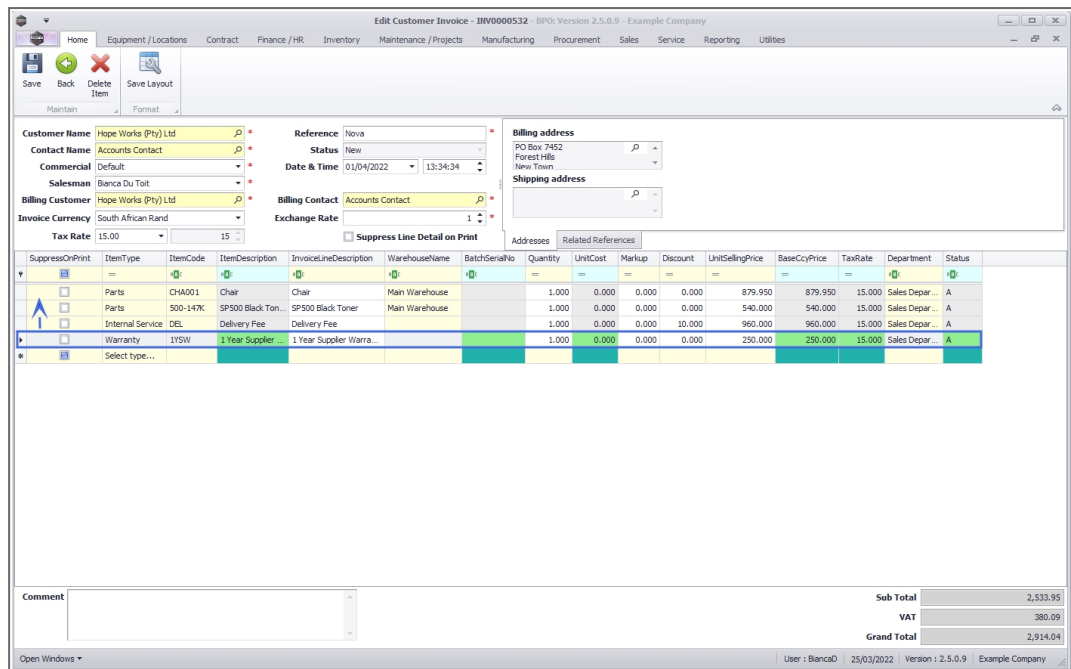
Open Windows User: JulandaK 06/10/2021 Version: 2.5.0.4 Example Company v2.5.0.0

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.

- 14.
- 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.



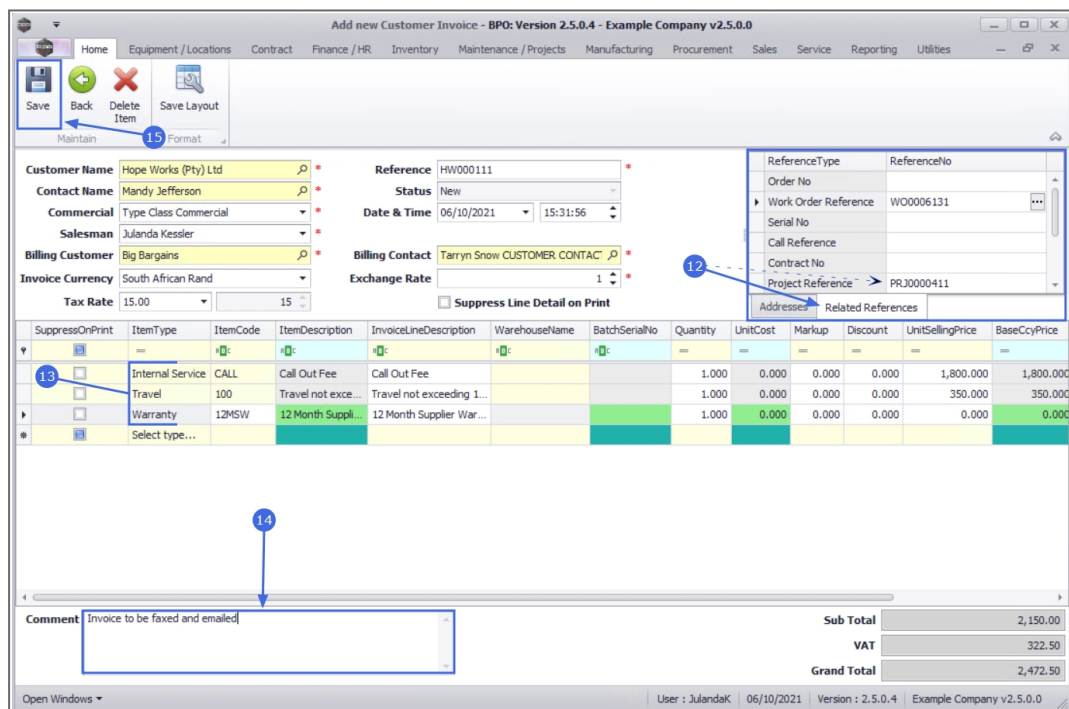
Customer Name: Hope Works (Pty) Ltd
Contact Name: Accounts Contact
Commercial: Default
Salesman: Bianca Du Toit
Billing Customer: Hope Works (Pty) Ltd
Invoice Currency: South African Rand
Tax Rate: 15.00
Reference: Nova
Status: New
Date & Time: 01/04/2022 13:34:34
Billing Contact: Accounts Contact
Exchange Rate: 1
Billing address: PO Box 7452, Forest Hills, New Town
Shipping address:

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate	Department	Status
	Parts	CHA001	Chair	Chair	Main Warehouse		1.000	0.000	0.000	0.000	879.950	879.950	15.000	Sales Depart...	A
	Parts	500-147K	SP500 Black Ton...	SP500 Black Toner	Main Warehouse		1.000	0.000	0.000	0.000	540.000	540.000	15.000	Sales Depart...	A
	Internal Service	DEL	Delivery Fee	Delivery Fee			1.000	0.000	0.000	10.000	960.000	960.000	15.000	Sales Depart...	A
	Warranty	1Y5W	1 Year Supplier	1 Year Supplier Warra...			1.000	0.000	0.000	0.000	250.000	250.000	15.000	Sales Depart...	A

Sub Total: 2,533.95
VAT: 380.09
Grand Total: 2,914.04

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.



Customer Name: Hope Works (Pty) Ltd
Contact Name: Mandy Jefferson
Commercial: Type Class Commercial
Salesman: Julanda Kessler
Billing Customer: Big Bargains
Invoice Currency: South African Rand
Tax Rate: 15.00
Reference: HW000111
Status: New
Date & Time: 06/10/2021 15:31:56
Billing Contact: Tarryn Snow CUSTOMER CONTACT
Exchange Rate: 1
ReferenceType: Order No
ReferenceNo: WO0006131
Order No: WO0006131
Serial No:
Call Reference:
Contract No:
Project Reference: PRJ0000411

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice
	Internal Service	CALL	Call Out Fee	Call Out Fee			1.000	0.000	0.000	0.000	1,800.000	1,800.000
	Travel	100	Travel not exce...	Travel not exceeding 1...			1.000	0.000	0.000	0.000	350.000	350.000
	Warranty	12MSW	12 Month Suppl...	12 Month Supplier War...			1.000	0.000	0.000	0.000	0.000	0.000

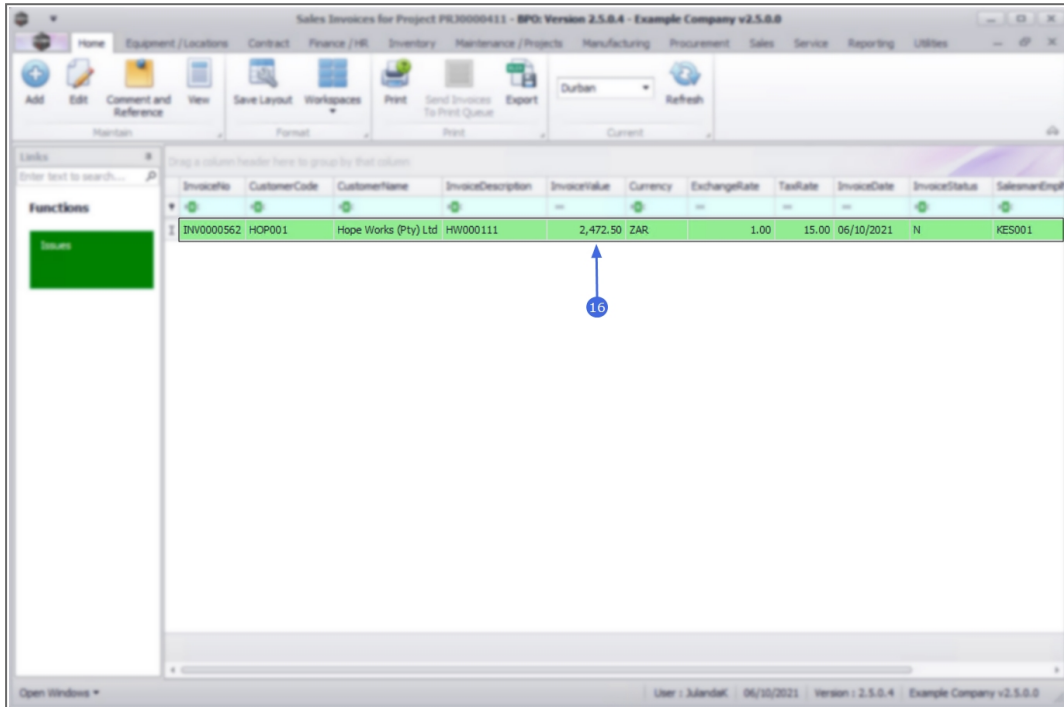
Comment: Invoice to be faxed and emailed

Sub Total: 2,150.00
VAT: 322.50
Grand Total: 2,472.50

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)



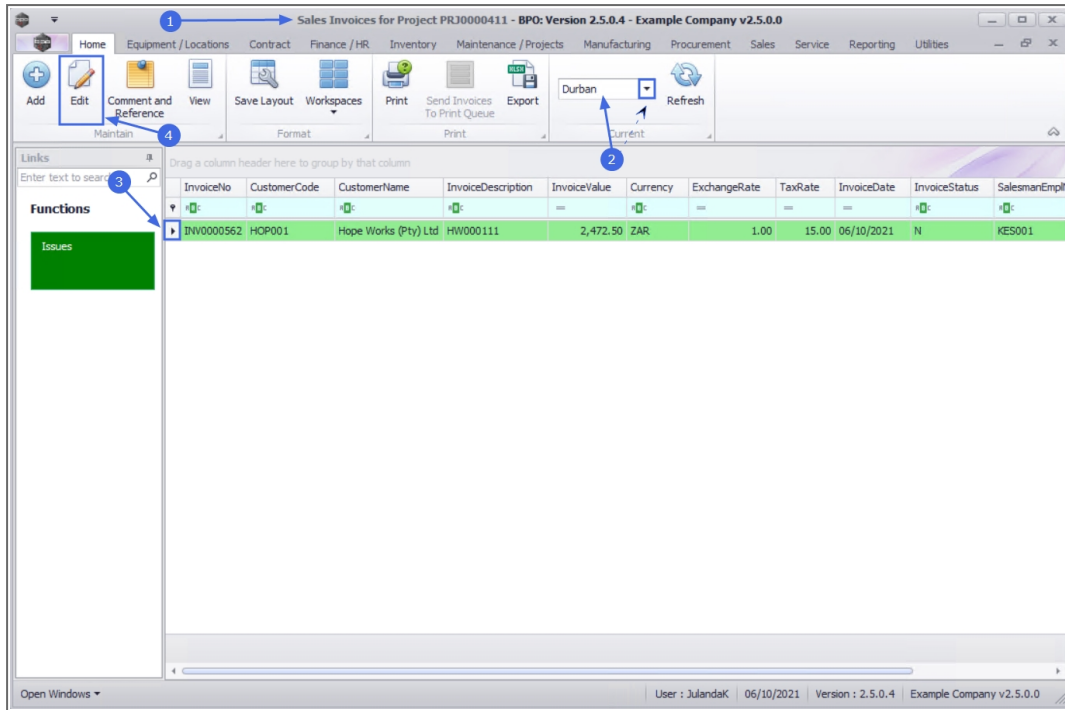
InvoiceNo	CustomerCode	CustomerName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	TaxRate	InvoiceDate	InvoiceStatus	SalesmanEmpID
INV0000562	HOP001	Hope Works (Pty) Ltd	HW000111	2,472.50	ZAR	1.00	15.00	06/10/2021	N	KES001

EDIT PROJECT INVOICE

1. From the **Sales Invoices for Project PRJ**[project ref number] screen,
2. 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**.

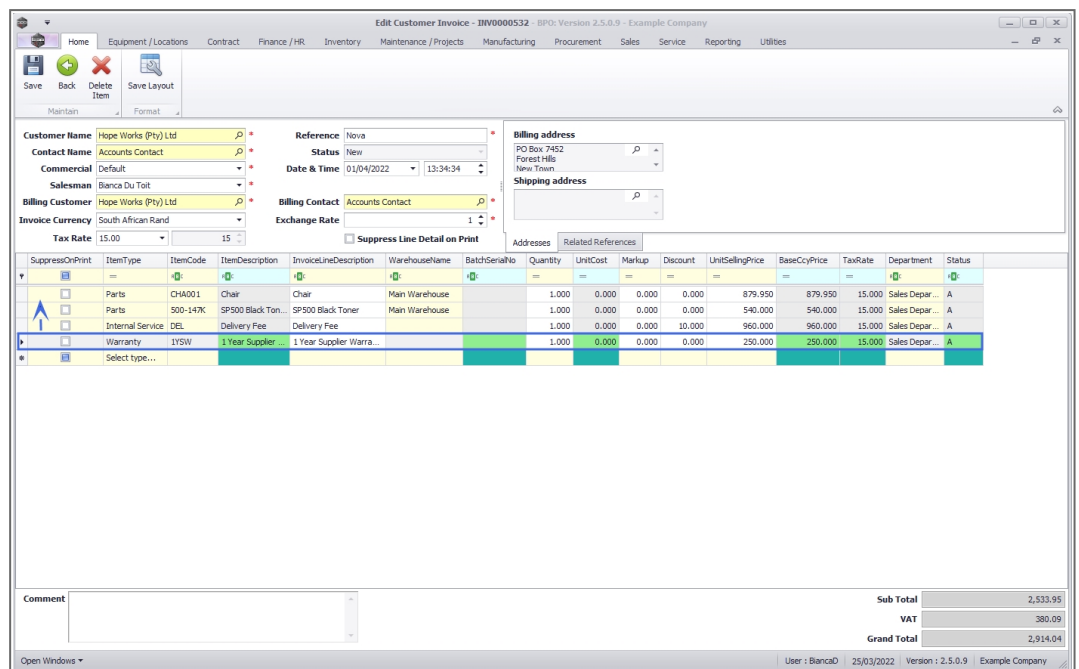


Short cut key: **Right click** to display the **Process** menu list. Click on **Edit**.



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

invoice when generated.



Edit Customer Invoice - INV0000532 - BPO: Version 2.5.0.9 - Example Company

Customer Name: Hope Works (Pty) Ltd
 Contact Name: Accounts Contact
 Commercial: Default
 Salesman: Bianca Du Toit
 Billing Customer: Hope Works (Pty) Ltd
 Invoice Currency: South African Rand
 Tax Rate: 15.00

Reference: Nova
 Status: New
 Date & Time: 01/04/2022 13:34:34
 Billing Contact: Accounts Contact
 Exchange Rate: 1

Billing address: PO Box 7452, Forest Hills, New Town
 Shipping address:

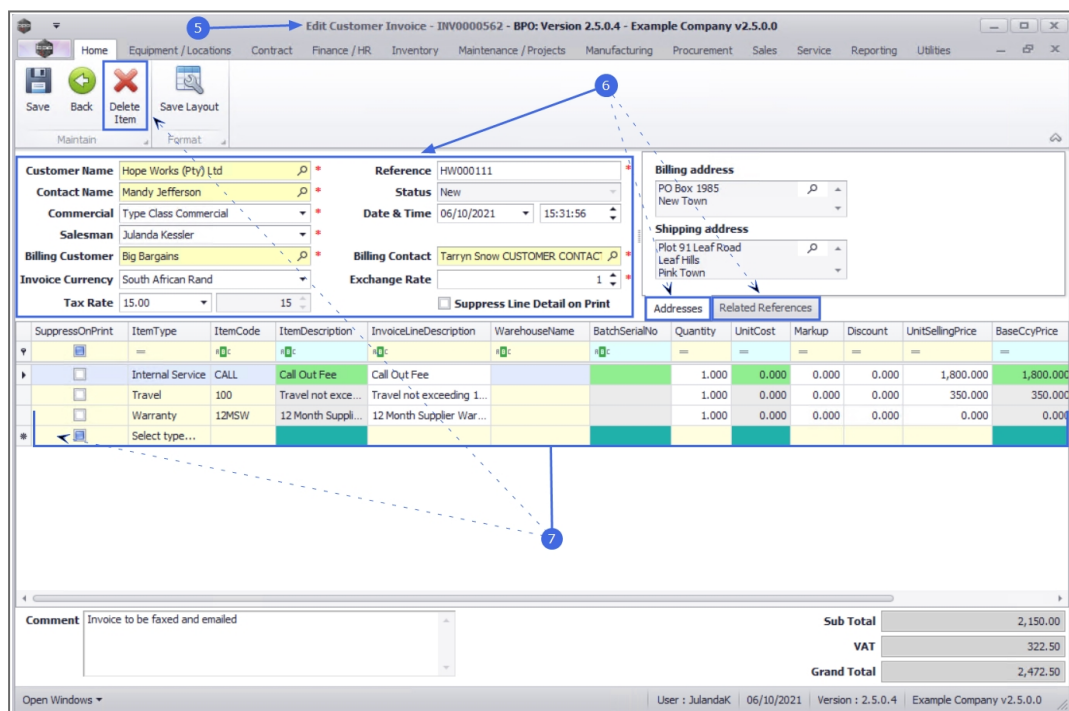
SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate	Department	Status
<input type="checkbox"/>	Parts	CH4001	Chair	Chair	Main Warehouse		1.000	0.000	0.000	0.000	879.950	879.950	15.000	Sales Depart...	A
<input type="checkbox"/>	Parts	500-147K	SP500 Black Ton...	SP500 Black Toner	Main Warehouse		1.000	0.000	0.000	0.000	540.000	540.000	15.000	Sales Depart...	A
<input type="checkbox"/>	Internal Service	DEL	Delivery Fee	Delivery Fee			1.000	0.000	0.000	10.000	960.000	960.000	15.000	Sales Depart...	A
<input type="checkbox"/>	Warranty	1YSW	1 Year Supplier	1 Year Supplier Warra...			1.000	0.000	0.000	0.000	250.000	250.000	15.000	Sales Depart...	A
<input type="checkbox"/>	Select type...														

Comment:

Sub Total: 2,533.95
 VAT: 380.09
 Grand Total: 2,914.04

User: BiancaD 25/03/2022 Version: 2.5.0.9 Example Company

8. Click on **Save**.



Edit Customer Invoice - INV0000562 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Customer Name: Hope Works (Pty) Ltd
 Contact Name: Mandy Jefferson
 Commercial: Type Class Commercial
 Salesman: Julanda Kessler
 Billing Customer: Big Bargains
 Invoice Currency: South African Rand
 Tax Rate: 15.00

Reference: HW000111
 Status: New
 Date & Time: 06/10/2021 15:31:56
 Billing Contact: Tarryn Snow CUSTOMER CONTACT
 Exchange Rate: 1

Billing address: PO Box 1985, New Town
 Shipping address: Plot 91 Leaf Road, Leaf Hills, Pink Town

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice
<input type="checkbox"/>	Internal Service	CALL	Call Out Fee	Call Out Fee			1.000	0.000	0.000	0.000	1,800.000	1,800.000
<input type="checkbox"/>	Travel	100	Travel not exce...	Travel not exceeding 1...			1.000	0.000	0.000	0.000	350.000	350.000
<input type="checkbox"/>	Warranty	12MSW	12 Month Suppl...	12 Month Supplier War...			1.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/>	Select type...											

Comment: Invoice to be faxed and emailed

Sub Total: 2,150.00
 VAT: 322.50
 Grand Total: 2,472.50

User: JulandaK 06/10/2021 Version: 2.5.0.4 Example Company v2.5.0.0

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

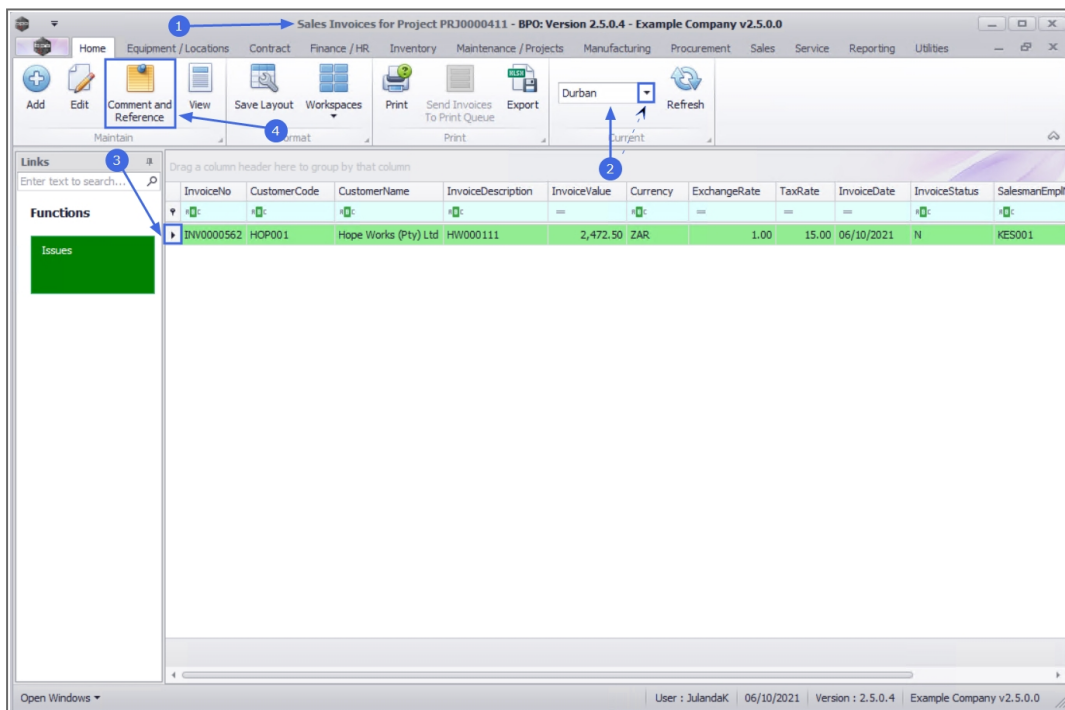
COMMENT AND REFERENCE

You will be able to add or view 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,
2. 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**.

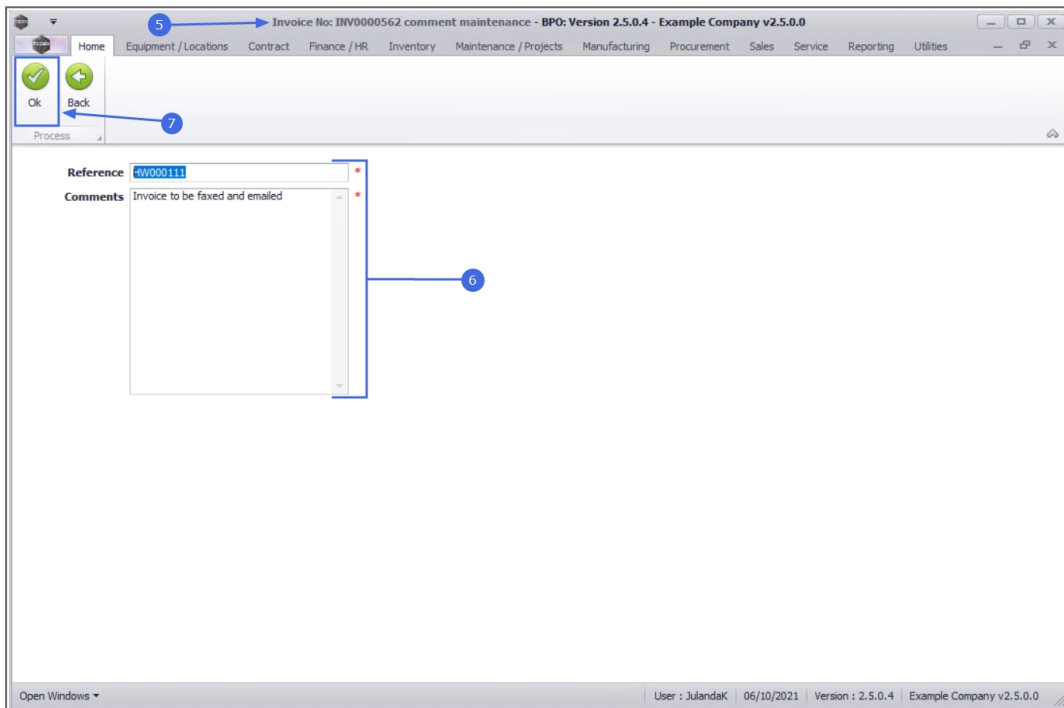


Short cut key: **Right click** to display the **Process** menu list. Click on **Comment and Reference**.



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.
7. 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](#)



Invoice No: INV0000562 comment maintenance - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Reference: INV000111

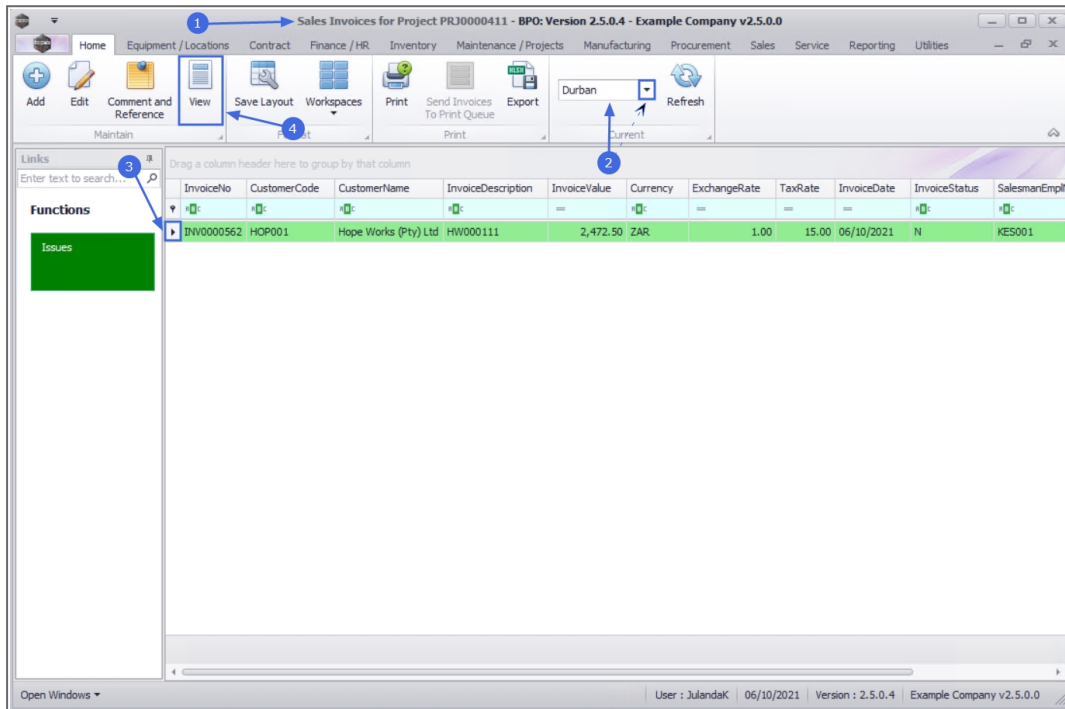
Comments: Invoice to be faxed and emailed

Ok Back

VIEW CUSTOMER INVOICE

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

1. From the **Sales Invoices for Project [project ref number]** screen,
2. 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.
7. 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](#)

View Customer Invoice - INV0000562 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Print

Customer Name: Hope Works (Pty) Ltd
 Contact Name: Mandy Jefferson
 Commercial: Type Class Commercial
 Salesman: Julanda Kessler
 Billing Customer: Big Bargains
 Invoice Currency: South African Rand
 Tax Rate: 15

Reference: HW000111
 Status: New
 Date & Time: 06/10/2021 15:31:56
 Billing Contact: Tarryn Snow CUSTOMER CONTACT
 Exchange Rate: 1
☐ Suppress Line Detail on Print

Billing address: PO Box 1985, New Town
 Shipping address: Plot 91 Leaf Road, Leaf Hills, Pink Town

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice
No	SERV	CALL	Call Out Fee	Call Out Fee			1.000	0.000	0.000	0.000	1,800.000	1,800.000
No	TRVL	100	Travel not exce...	Travel not exceeding 1...			1.000	0.000	0.000	0.000	350.000	350.000
No	WARR	12MSW	12 Month Suppl...	12 Month Supplier War...			1.000	0.000	0.000	0.000	0.000	0.000

Comment: Invoice to be faxed and emailed


Sub Total: 2,150.00
 VAT: 322.50
 Grand Total: 2,472.50



Open Windows User: JulandaK 06/10/2021 Version: 2.5.0.4 Example Company 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,
2. 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**.
5. The *Select the option as desired message* will display with the following options;

-  **Print Invoice** will open the Sales Invoice in the Preview screen to view, print, export or email.

-  **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.
-  **Print and Email Invoice** will display both the Report Preview and Email screens.

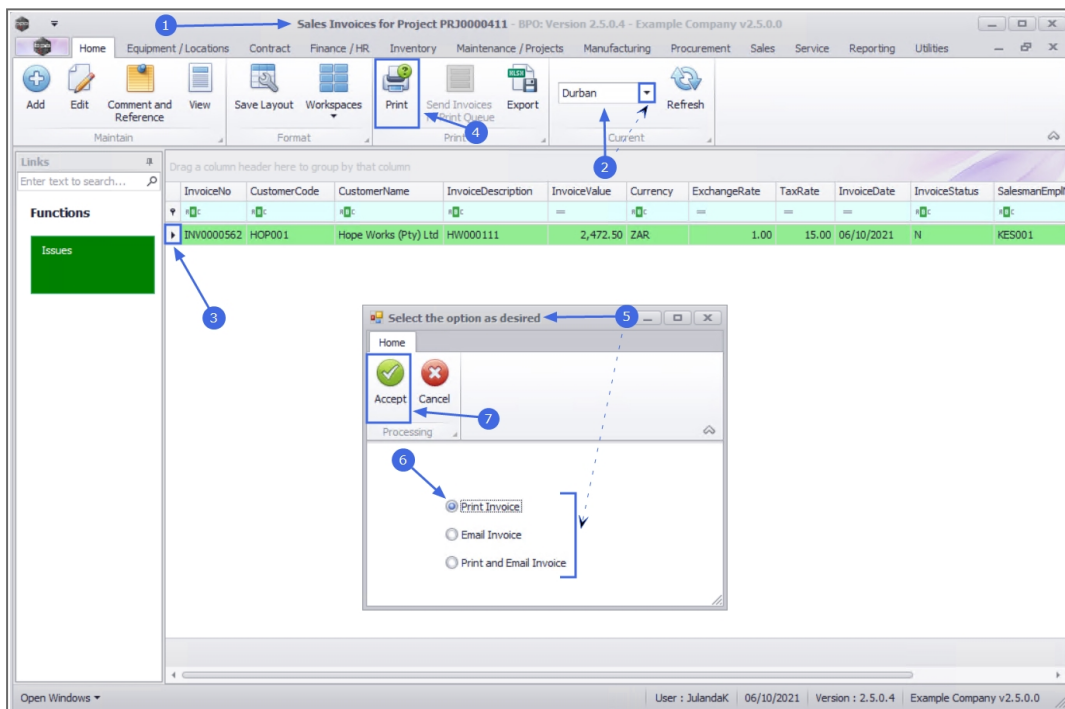
6. Click on the **radio button** of the option you require.



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.



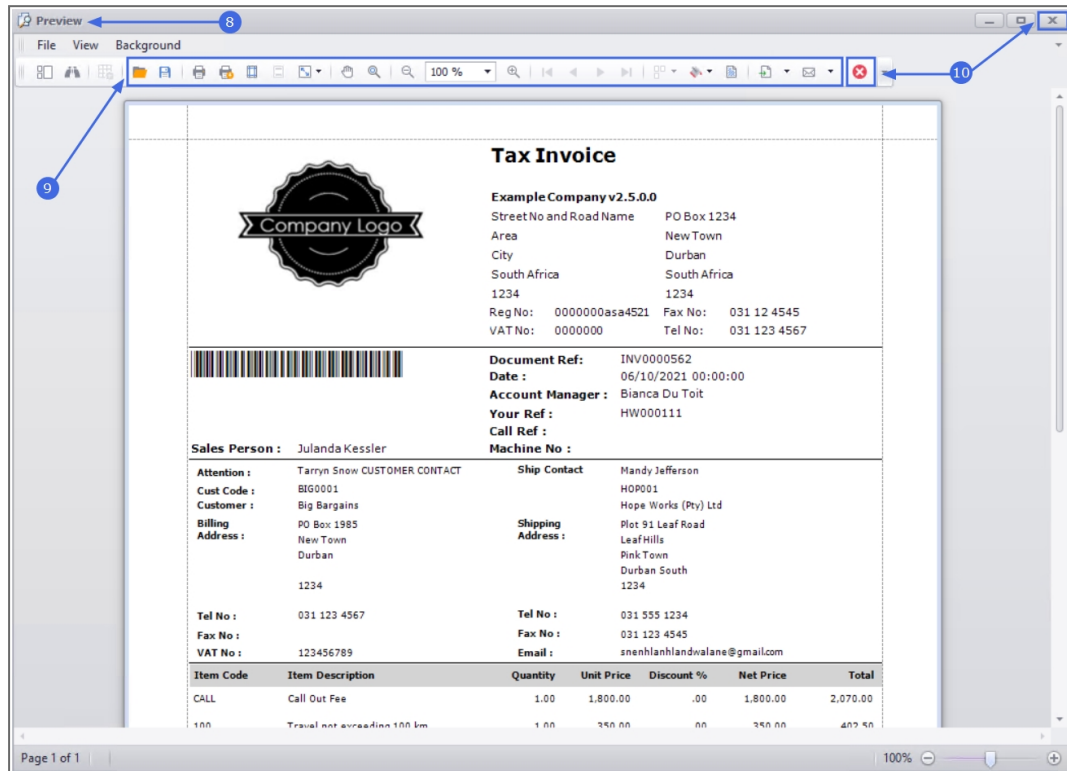
8. The Tax Invoice will display in the **Preview** screen.

9. From this screen you can make cosmetic changes to the document, as

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](#)





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.



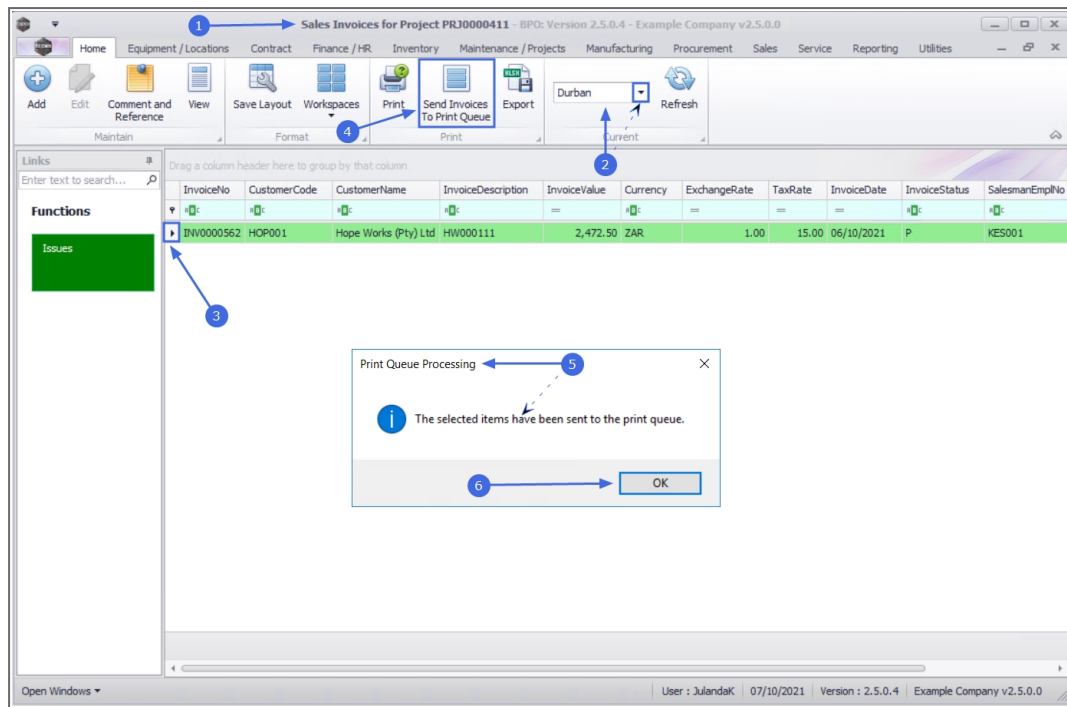
Print Queue is only available where the status has been changed to **Printed**.

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

2. 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**.

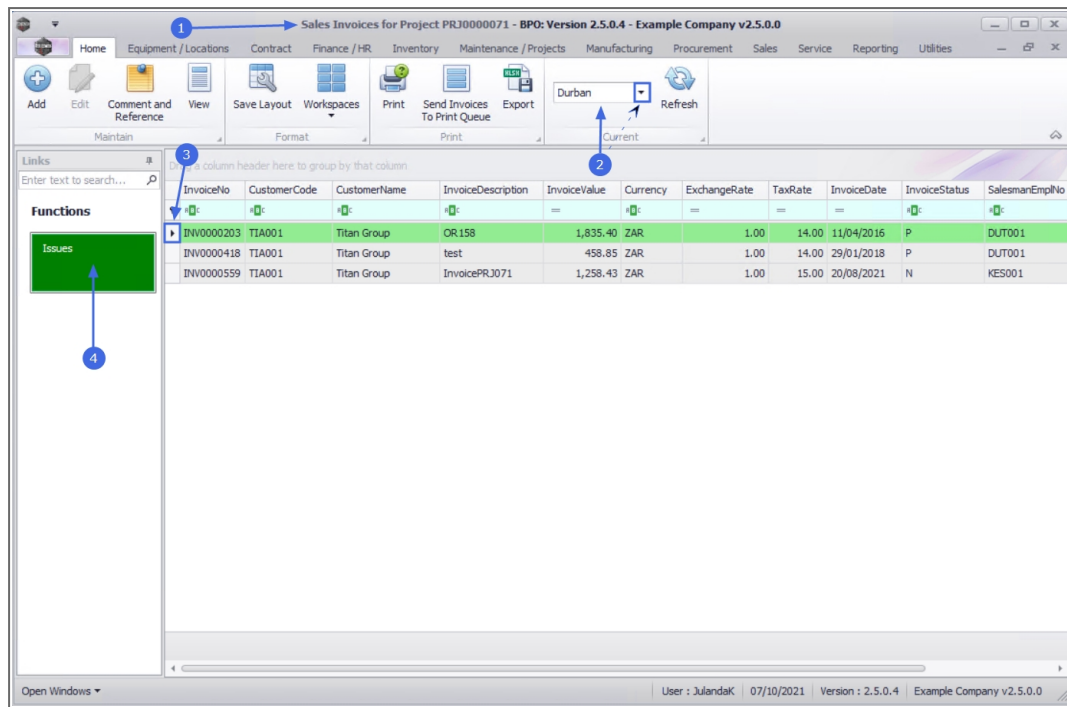


For a detailed handling of this topic refer to [Invoices - Send Invoices To Print Queue](#)



ISSUES TILE

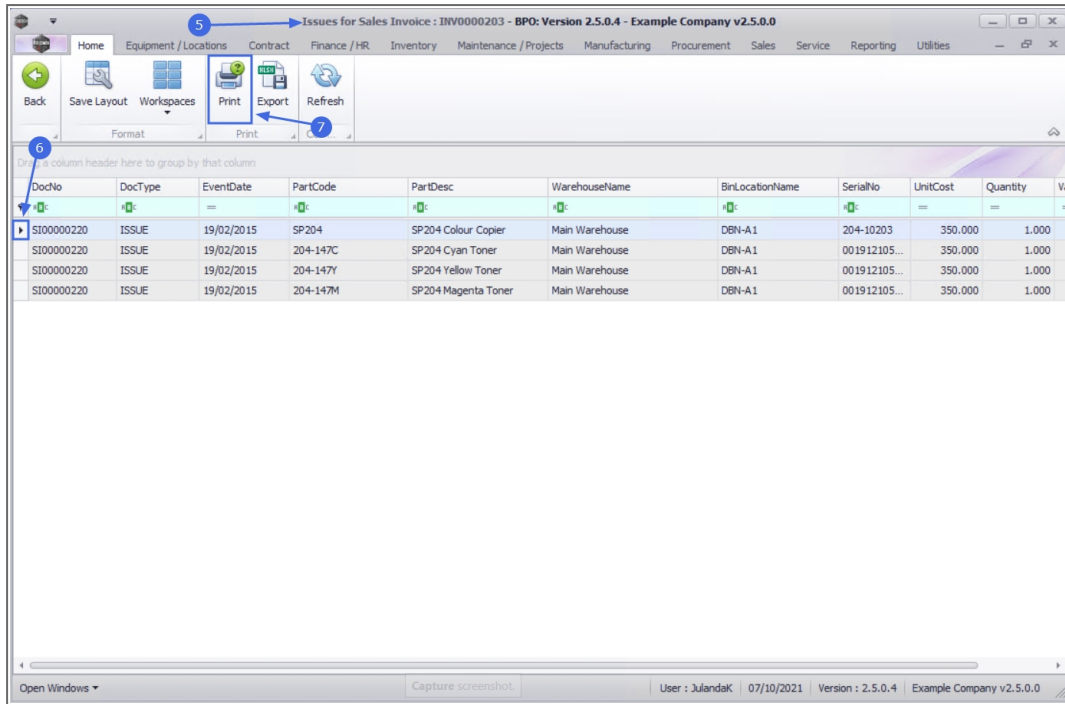
1. From the **Sales Invoices for Project [project ref number]** listing screen, you can view the stock issued for a selected Invoice.
2. The **Site** from the Project Listing screen will not automatically pull through to the **Sales Invoices for Project** screen, ensure that the correct **Site** has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



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

Print Part Issue Note

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



DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity
SI00000220	ISSUE	19/02/2015	SP204	SP204 Colour Copier	Main Warehouse	D6N-A1	204-10203	350.000	1.000
SI00000220	ISSUE	19/02/2015	204-147C	SP204 Cyan Toner	Main Warehouse	D6N-A1	001912105...	350.000	1.000
SI00000220	ISSUE	19/02/2015	204-147Y	SP204 Yellow Toner	Main Warehouse	D6N-A1	001912105...	350.000	1.000
SI00000220	ISSUE	19/02/2015	204-147M	SP204 Magenta Toner	Main Warehouse	D6N-A1	001912105...	350.000	1.000

8. The **Part Issue Note** for the Sales Invoice will display in the Preview screen.
9. 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.



