

SALES

INVOICES – PARTS ISSUES

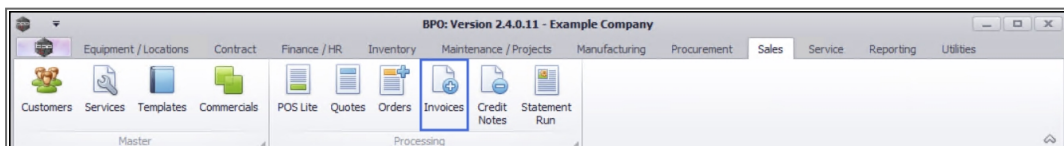
If an OTC Invoice is created for parts, the stock must be issued to the sales invoice.

OTC (Over the Counter) Invoices are sales invoices that are created without going through the New Deal Sale process (and therefore the costs are not managed via Work In Progress). This is best used for a Shop Sale environment where a customer is invoiced before the stock or service is collected. This would be for a quick stock sale or internal service. Where delivery, third party services or time would be spent on work, installation or implementation, it is advised to rather follow a [New Deal Sale](#) process.

A Sales Quote or Sales Order can be converted to a Sales Invoice, or a Sales Invoice can be created directly. Where stock is invoiced, a part request is created so that the stock can be issued to the invoice - its imperative to have strong controls in place to ensure that stock is issued by the store person.

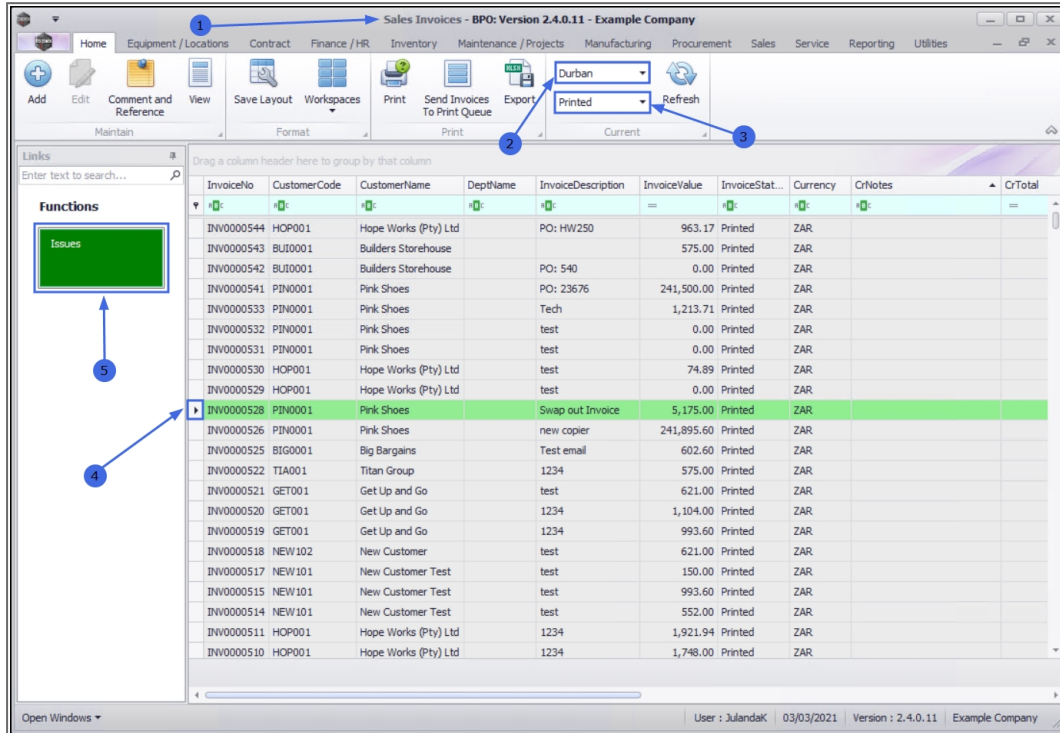
For a simplified OTC Invoicing process for stock items, see [POS Invoicing](#).

Ribbon Access: Sales > Invoices



1. The **Sales Invoices** listing screen will display.
2. Select the **Site** where the Invoice was created.
 - The example has **Durban** selected.

3. Select the **Status** for the Invoice you wish to view.
 - The example has **Printed** selected.
4. Click on the **row** of the invoice you wish to view the parts issues for.
5. Click on the **Issues** tab.

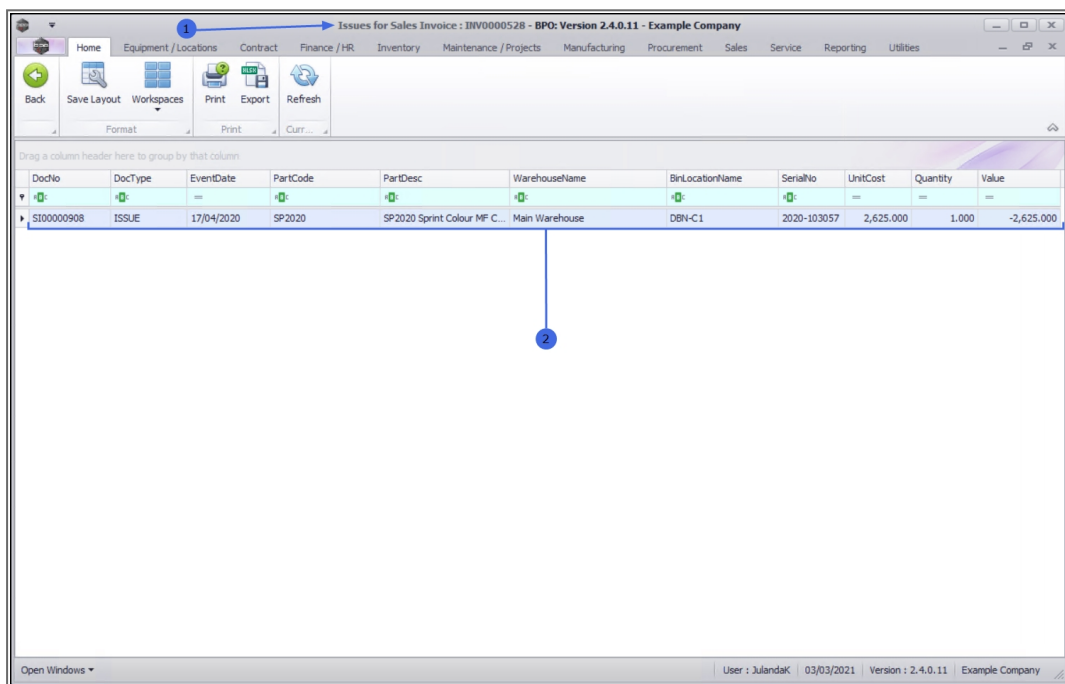


InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	InvoiceStat...	Currency	CrNotes	CrTotal
INV0000544	HOP001	Hope Works (Pty) Ltd		PO: HW250	963.17	Printed	ZAR		
INV0000543	BUJ0001	Builders Storehouse			575.00	Printed	ZAR		
INV0000542	BUJ0001	Builders Storehouse		PO: 540	0.00	Printed	ZAR		
INV0000541	PIN0001	Pink Shoes		PO: 23676	241,500.00	Printed	ZAR		
INV0000533	PIN0001	Pink Shoes		Tech	1,213.71	Printed	ZAR		
INV0000532	PIN0001	Pink Shoes		test	0.00	Printed	ZAR		
INV0000531	PIN0001	Pink Shoes		test	0.00	Printed	ZAR		
INV0000530	HOP001	Hope Works (Pty) Ltd		test	74.89	Printed	ZAR		
INV0000529	HOP001	Hope Works (Pty) Ltd		test	0.00	Printed	ZAR		
INV0000528	PIN0001	Pink Shoes		Swap out Invoice	5,175.00	Printed	ZAR		
INV0000526	PIN0001	Pink Shoes		new copier	241,895.60	Printed	ZAR		
INV0000525	BIG0001	Big Bargains		Test email	602.60	Printed	ZAR		
INV0000522	TIA001	Titan Group		1234	575.00	Printed	ZAR		
INV0000521	GET001	Get Up and Go		test	621.00	Printed	ZAR		
INV0000520	GET001	Get Up and Go		1234	1,104.00	Printed	ZAR		
INV0000519	GET001	Get Up and Go		1234	993.60	Printed	ZAR		
INV0000518	NEW102	New Customer		test	621.00	Printed	ZAR		
INV0000517	NEW101	New Customer Test		test	150.00	Printed	ZAR		
INV0000515	NEW101	New Customer Test		test	993.60	Printed	ZAR		
INV0000514	NEW101	New Customer Test		test	552.00	Printed	ZAR		
INV0000511	HOP001	Hope Works (Pty) Ltd		1234	1,921.94	Printed	ZAR		
INV0000510	HOP001	Hope Works (Pty) Ltd		1234	1,748.00	Printed	ZAR		

ISSUES FOR SALES INVOICE SCREEN

6. The **Issues for Sales Invoice : INV[invoice number]** screen will display.
 - **Doc No:** The document number field will display the **reference number** of the document that the part was issued on. The example shows **SI** for a **Serialized Item**.
 - **Doc Type:** **ISSUE** will display by default.
 - **Event Date:** The date that the part item or stock item was issued.
 - **Part Code:** The part code identified to the stock or part item that was issued.

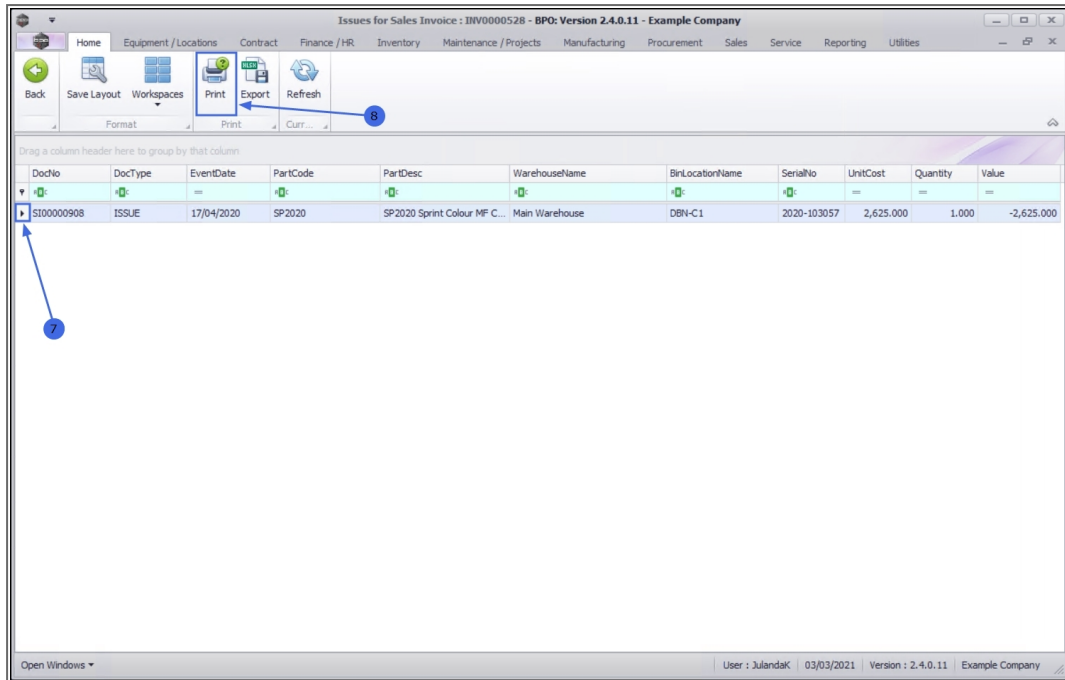
- **Part Desc:** A description of the Stock or part item that was issued.
- **Warehouse Name:** The name of the Warehouse where the part or stock item was issued from.
- **Bin Location Name:**
- **Serial No:** As the item listing in the example is a Serialised Item, the Serial Number for the Item is listed.
- **Unit Cost:** The cost per item, unit or part is listed.
- **Quantity:** The number of items that was issued.
- **Value:** The value of the item is listed.



DocId	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
SI00000908	ISSUE	17/04/2020	SP-2020	SP-2020 Sprint Colour MF C...	Main Warehouse	DBN-C1	2020-103057	2,625.000	1.000	-2,625.000

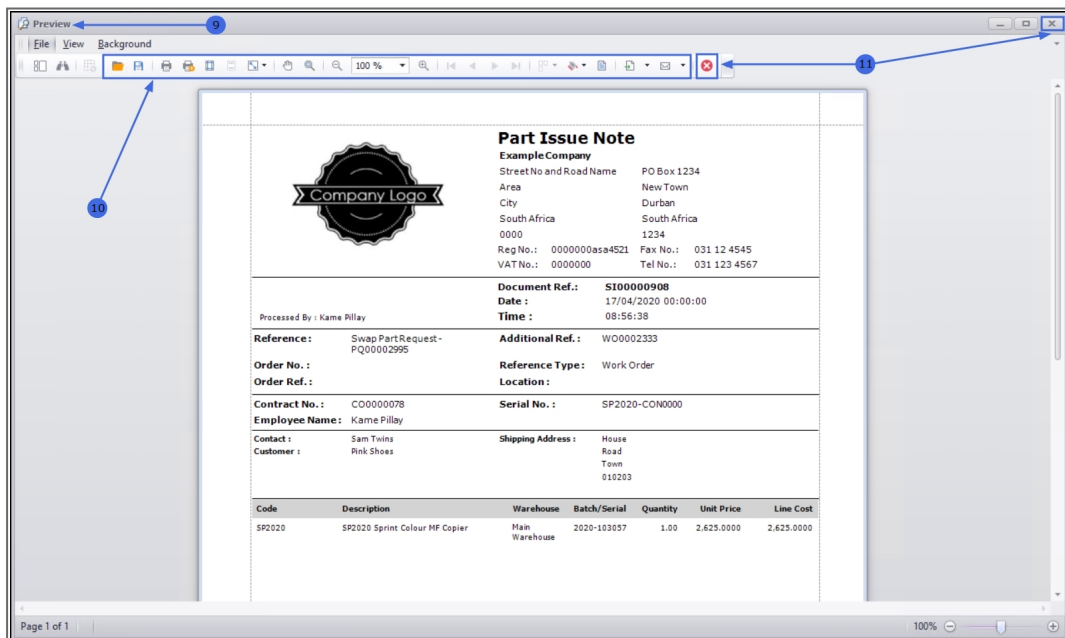
PRINT PART ISSUE NOTE

7. Click on the **row** of the Part or Stock Item you wish to print.
8. Click on **Print**.



DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
SI00000908	ISSUE	17/04/2020	SP2020	SP2020 Sprint Colour MF C...	Main Warehouse	DBN-C1	2020-103057	2,625.000	1.000	-2,625.000

9. The Part Issue Note will display in the **Report Preview** screen
10. From the preview screen you can make cosmetic changes to the document, as well as **Save, Zoom, Add a Watermark, Export** or **Email** the Part Issue Note.
11. **Close** the Report Preview screen when done.



Part Issue Note
Example Company
 Street No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545
 VAT No.: 0000000 Tel No.: 031 123 4567

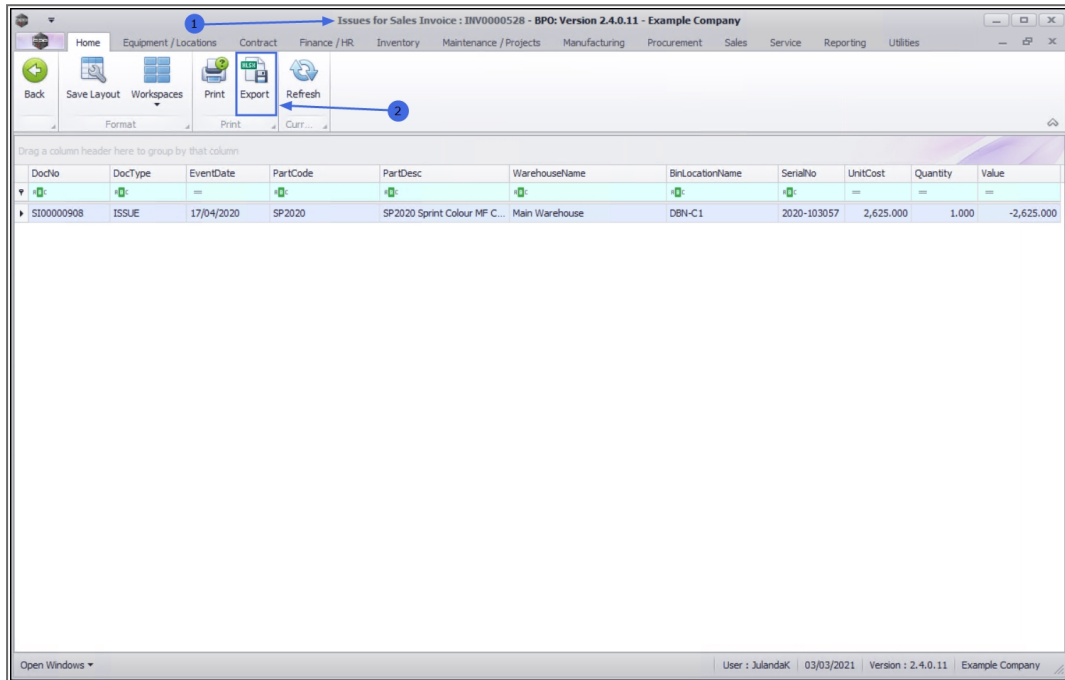
Processed By: Kame Pillay
Document Ref.: SI00000908
Date: 17/04/2020 00:00:00
Time: 08:56:38

Reference: Swap Part Request - PQ00002995
Additional Ref.: WO0002333
Order No.: CO0000078
Reference Type: Work Order
Order Ref.: Kame Pillay
Location: SP2020-CON0000
Contract No.: CO0000078
Employee Name: Kame Pillay
Contact: Sam Twins
Customer: Pink Shoes
Shipping Address: House, Road, Town, 010203

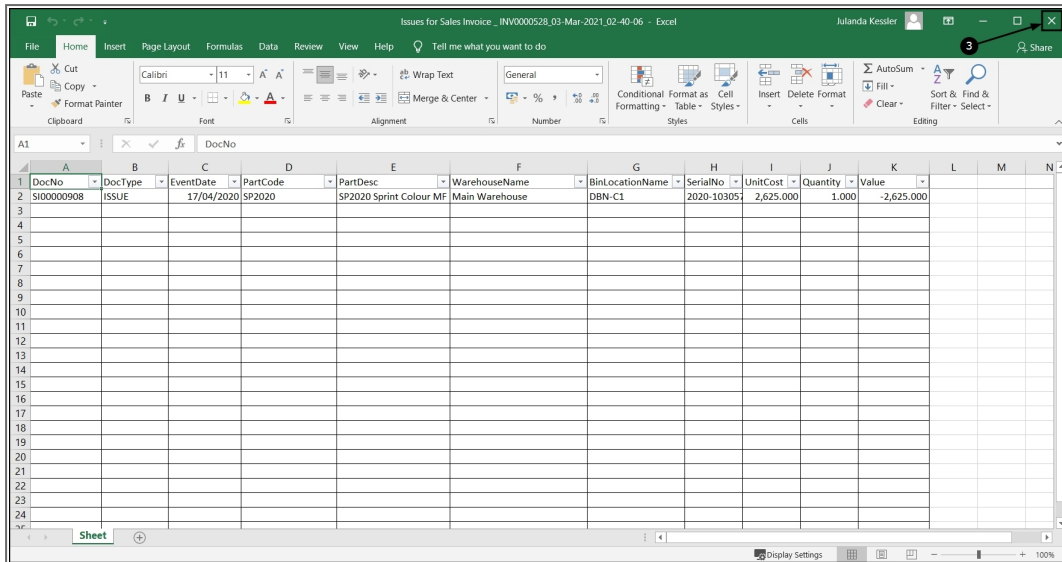
Code	Description	Warehouse	Batch/Serial	Quantity	Unit Price	Line Cost
SP2020	SP2020 Sprint Colour MF Copier	Main Warehouse	2020-103057	1.00	2,625.0000	2,625.0000

EXPORT TO MICROSOFT EXCEL

1. From the **Issues for Sales Invoice : INV[invoice number]** screen.
2. Click on **Export** to export the **Issues for Sales Invoice : INV[invoice number]** to a **Microsoft Excel Spreadsheet**.

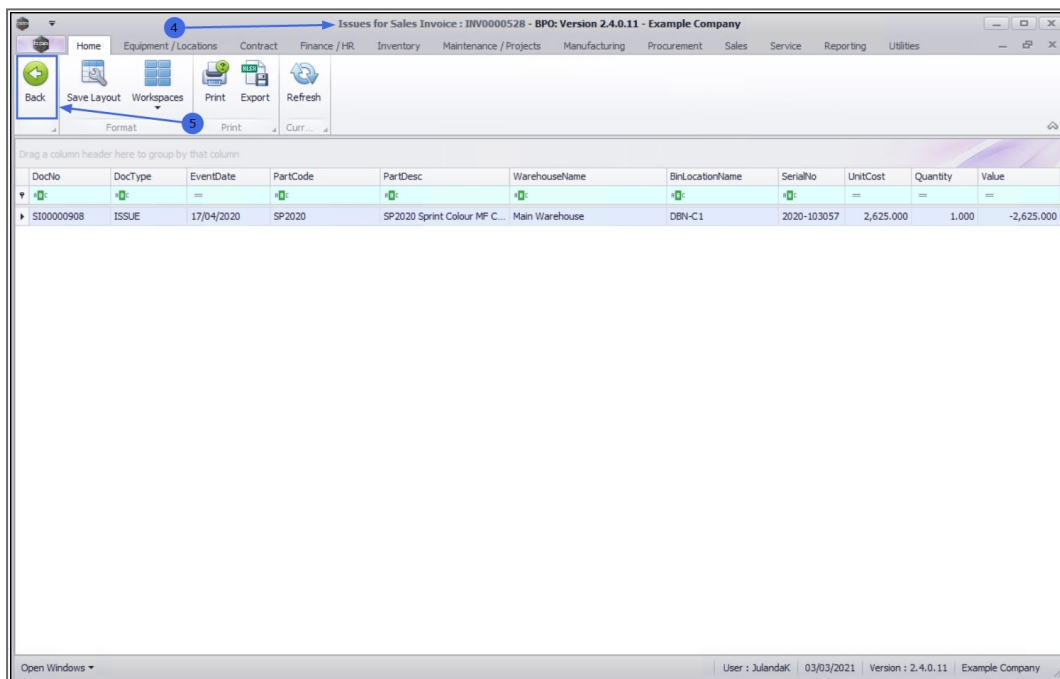


3. Click on the **Close** button on the Work Sheet to return to BPO.



DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
SI00000908	ISSUE	17/04/2020	SP2020	SP2020 Sprint Colour MF	Main Warehouse	DBN-C1	2020-103057	2,625.000	1.000	-2,625.000

4. From the **Issues for Sales Invoice** screen,
5. Click on **Back** to return to the **Sales Invoices** listing screen.



DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
SI00000908	ISSUE	17/04/2020	SP2020	SP2020 Sprint Colour MF C...	Main Warehouse	DBN-C1	2020-103057	2,625.000	1.000	-2,625.000

Related Topics

- [Print Invoice](#)
- [View Invoice](#)



- [Send Invoices To Print Queue](#)

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