

We are currently updating our site; thank you for your patience.

SALES

INVOICES – PARTS ISSUES

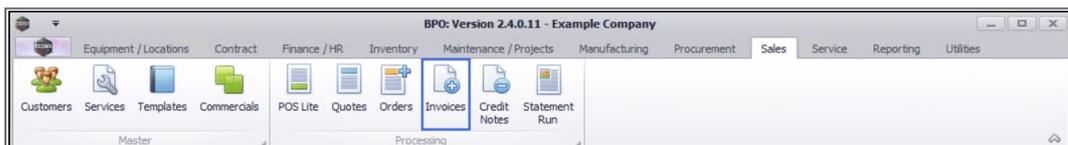
If an OTC Invoice is created for parts, the stock must be issued to the sales invoice.

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.

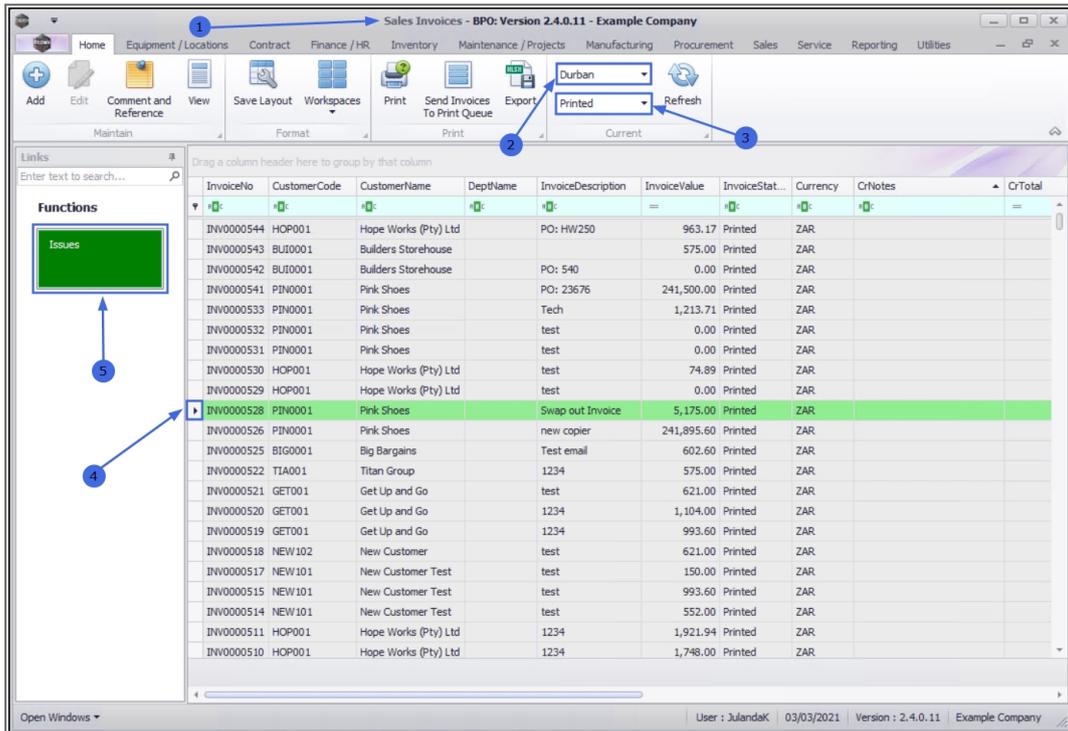
A Sales Quote or Sales Order can be converted to a Sales Invoice, or a Sales Invoice can be created directly. Where stock is invoiced, a part request is created so that the stock can be issued to the invoice - its imperative to have strong controls in place to ensure that stock is issued by the store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

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

Ribbon Access: Sales > Invoices



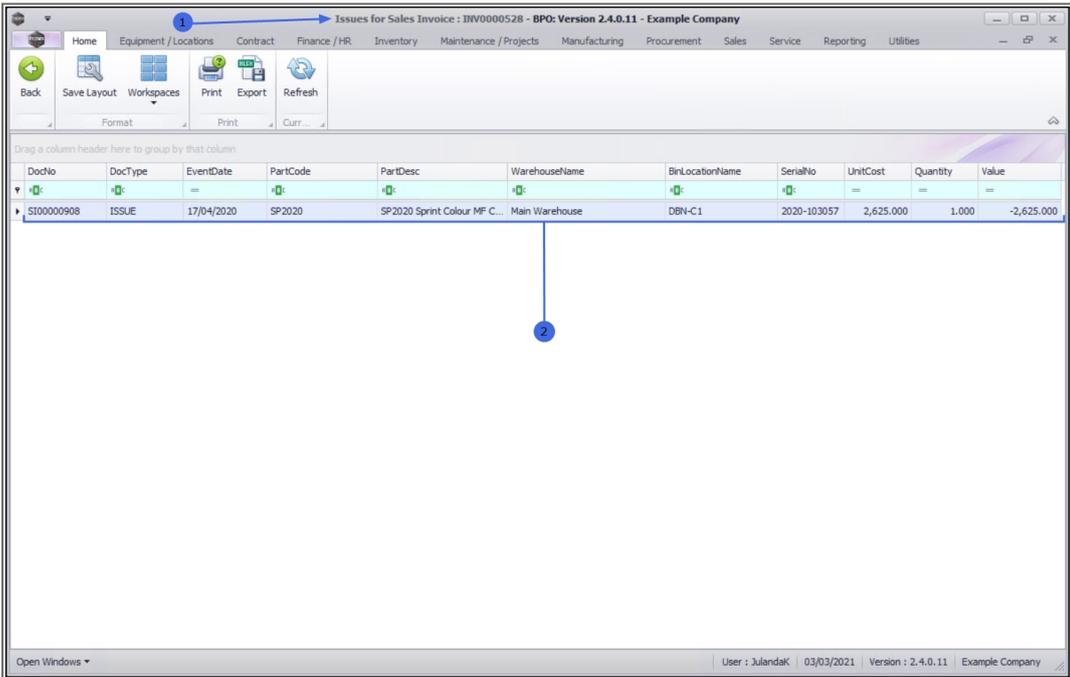
1. The **Sales Invoices** listing screen will display.
2. Select the **Site** where the Invoice was created.
 - The example has **Durban** selected.
3. Select the **Status** for the Invoice you wish to view.
 - The example has **Printed** selected.
4. Click on the **row** of the invoice you wish to view the parts issues for.
5. Click on the **Issues** tab.



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.

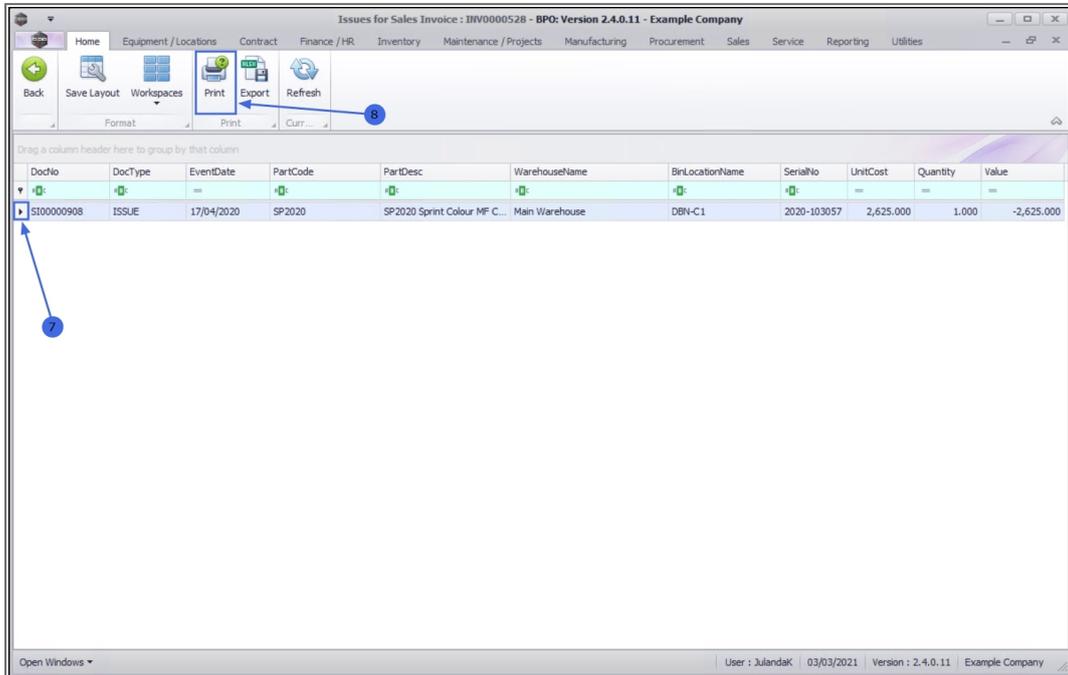
- **Event Date:** The date that the part item or stock item was issued.
- **Part Code:** The part code identified to the stock or part item that was issued.
- **Part Desc:** A description of the Stock or part item that was issued.
- **Warehouse Name:** The name of the Warehouse where the part or stock 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.



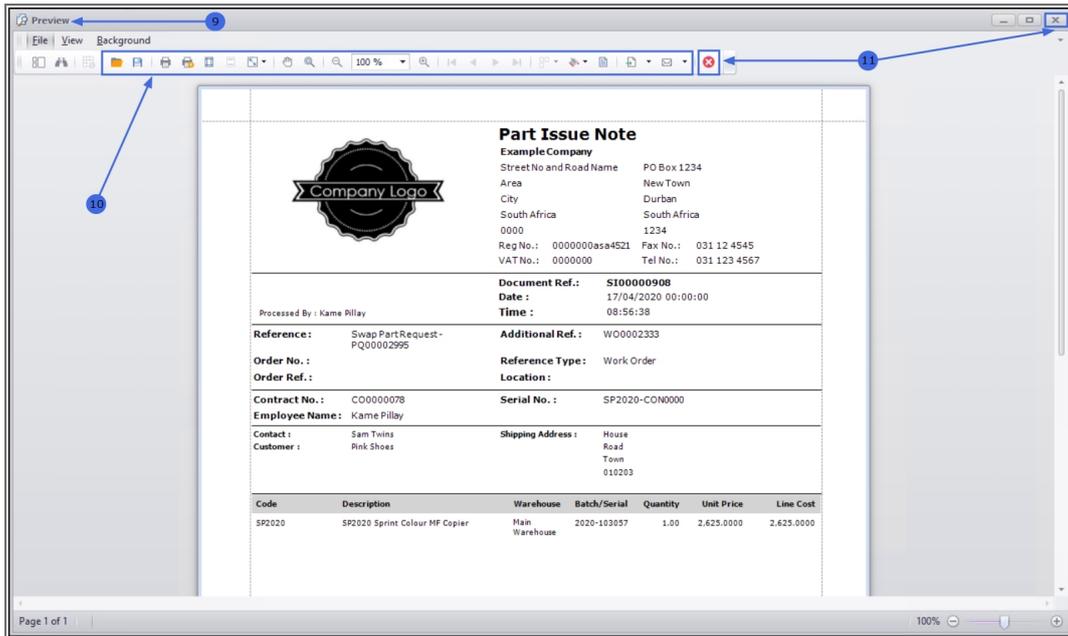
DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
SI00000908	ISSUE	17/04/2020	SP-2020	SP-2020 Sprint Colour MF C...	Main Warehouse	DBN-C1	2020-103057	2,625.000	1.000	-2,625.000

PRINT PART ISSUE NOTE

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

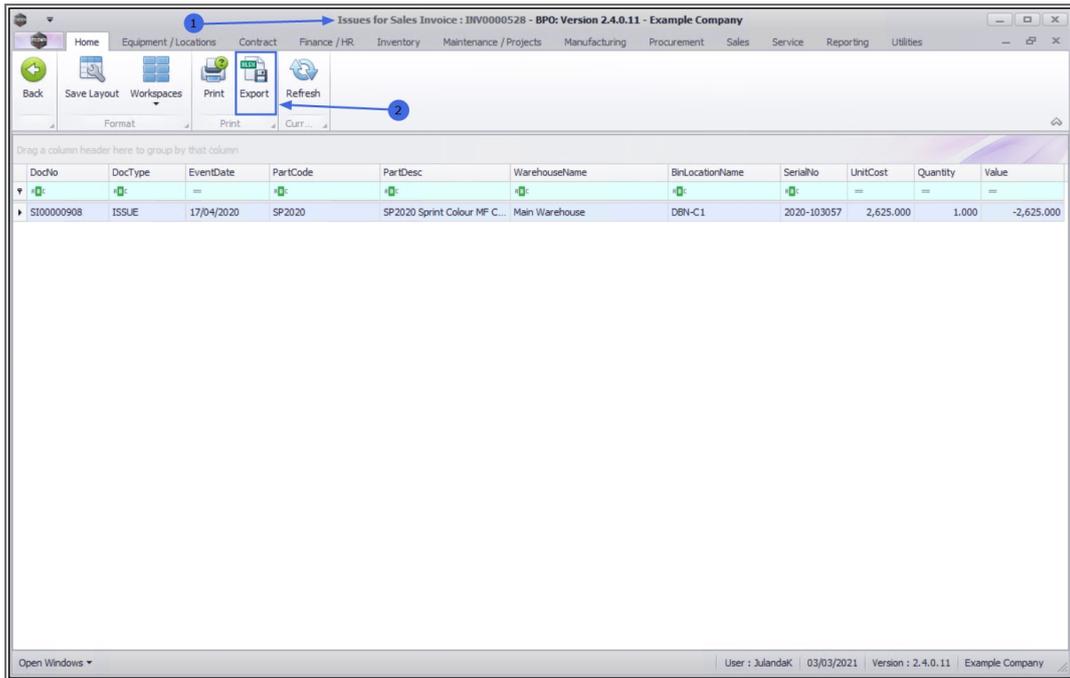


9. The Part Issue Note will display in the **Report Preview** screen
10. From the preview screen you can make cosmetic changes to the document, as well as **Save, Zoom, Add a Watermark, Export** or **Email** the Part Issue Note.
11. **Close** the Report Preview screen when done.

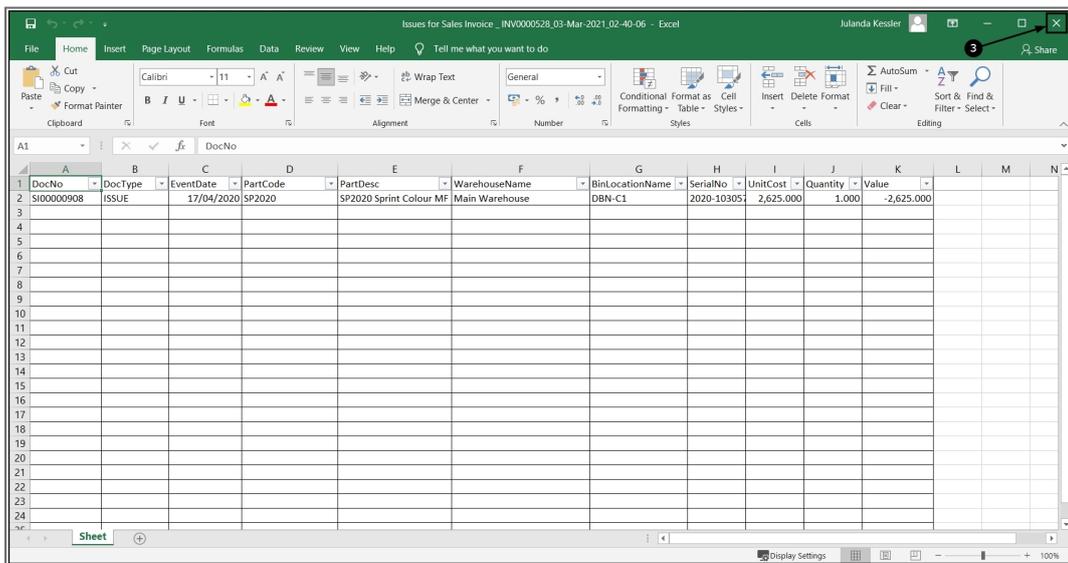


EXPORT TO MICROSOFT EXCEL

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.



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](#)

MNU.063.008

