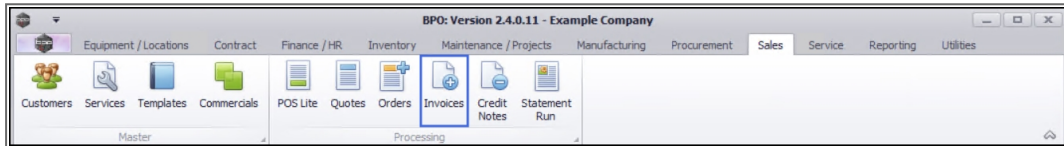# SALES

INVOICES – EDIT SALES INVOICE
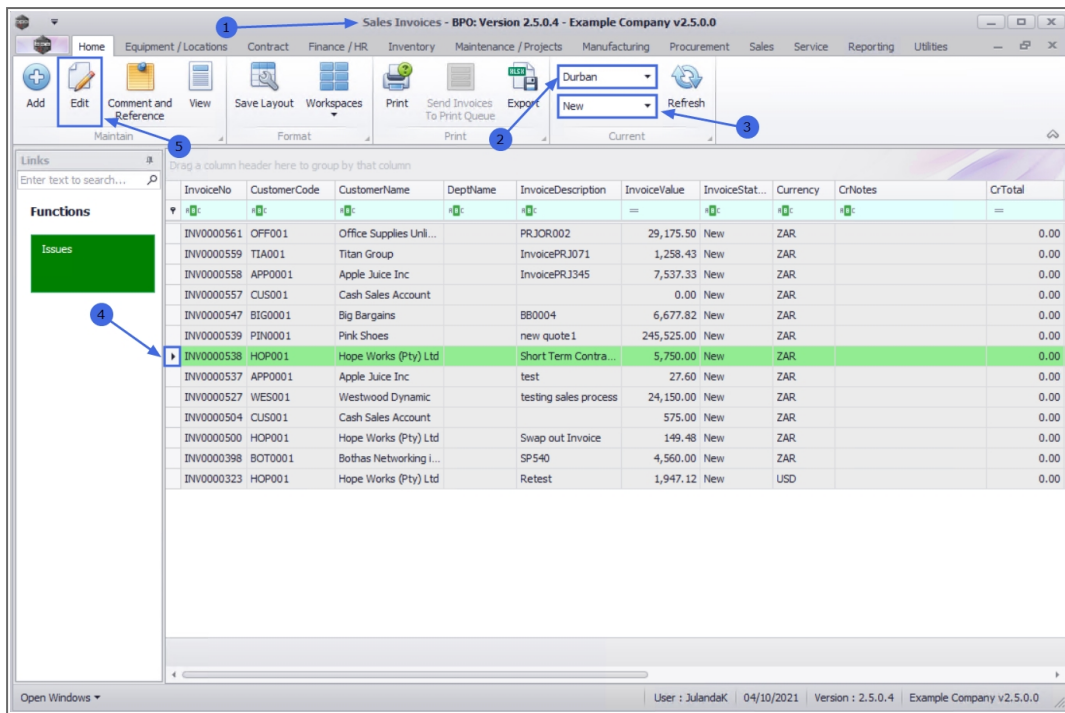
Ribbon Access: *Sales > Invoices*

1. The ***Sales Invoices*** listing screen will display.
2. Select the ***Site*** where the invoice was created.
   - The example has ***Durban*** selected.
3. To edit an Invoice, ensure that the ***Status*** is set to ***New***.
4. Click on the ***row*** of the invoice you wish to edit.
5. Click on ***Edit***.

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

6. The **Edit Customer Invoice - [***invoice number***]** screen will display.

INVOICE HEADER

- **Customer Name:** Click on the *search* button to select an alternative customer name.
- **Contact Name:** Click on the *search* button to select an alternative contact person at the Customer.
- **Commercial:** This is the default commercial configured for the customer. Click on the down *arrow* to select an alternative commercial from the list.
- **Salesman:** Click on the down *arrow* to select an alternative salesman from the list.
- **Billing Customer:** Click on the *search* button to select and alternative Billing Customer.
- **Reference:** Click in the text box to update the reference number.

- **Status:** This field will display *New* for *New Invoice* by default and cannot be modified.
- **Date and Time:** The date and time the Invoice was created will display.
  - To change the date, type in or click on the *arrow* to select an alternative date using the Calendar function.
  - To change the time, type in or click on the *arrow* indicators to adjust the time.
- **Billing Contact:** Click on the *search* button to select an alternative billing contact from the drop-down list.
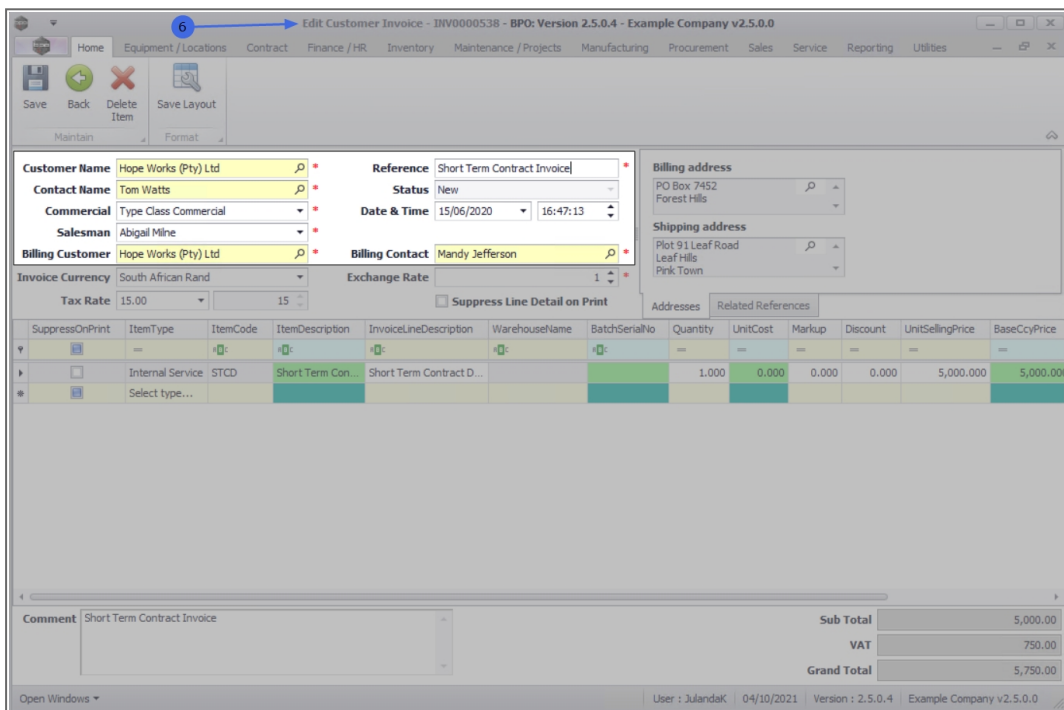
FINANCIAL HEADER

- **Invoice Currency:** Click on the *search button* to select a different currency, if required.
- **Tax Rate:** Click on the down *arrow* to change the tax rate, if required.

- **Exchange Rate:** Use the direction *arrows* to increase or decrease the exchange rate as required.
- **Suppress Line Detail on Print:** Click the *check box* to hide the Selling Price and to only show the invoice totals.

> ⚠ This field <u>cannot</u> be edited after the invoice has been printed.

ADDRESSES TAB

> ✎ If the Billing or Shipping Address does not list for the Customer, then you need to Customers - Addresses to the customer details before linking it to the invoice.

- **Billing Address[1]:** To change or add the billing address, click the *search* button to select a Billing Address.

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[1]A billing address is the address connected to the payment method.

- **Shipping Address[1]:** To change or add a shipping address, click on the *search* button to select a Shipping Address.
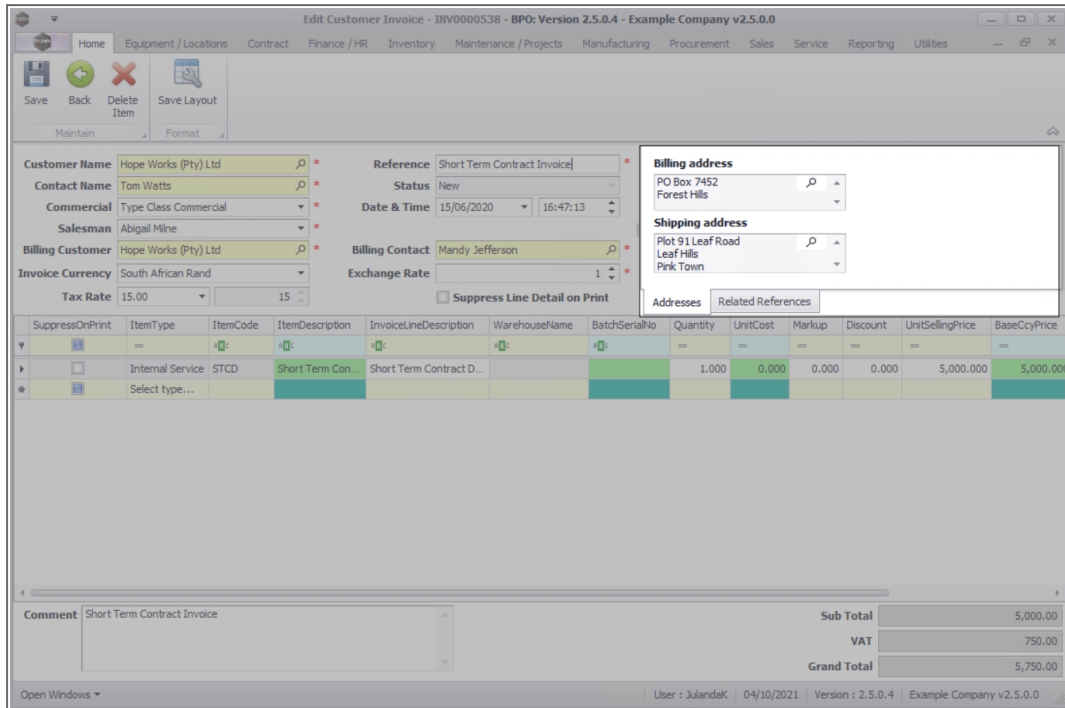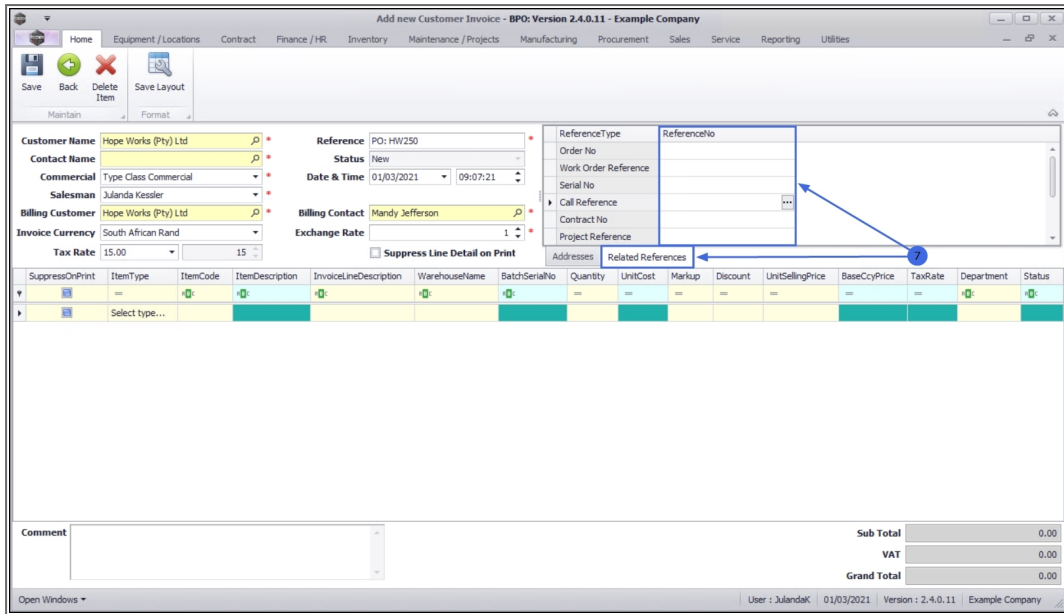

RELATED REFERENCE TAB

7. Click on the ***Related References*** tab to display the Reference Type and Reference Numbers. The reference types that have references ***linked*** will have the reference numbers listed.

   - The example has no reference information linked to the Sales Invoice and therefore the reference fields will be blank.

   > 🖊 If the invoice is linked to a *call* or a *project*, then the call or project *reference number* will be listed.

---

[1]A shipping address is the address where an order will be sent.

LINK REFERENCE(S)

8. Click in the **Reference No** field of the **Reference Type** you wish to link to this invoice, to display the ellipsis button.

   i. Click on the **ellipsis** button to display the **Select the related [reference type[1]] for this invoice** screen.

      - The example has Call reference selected and therefore the "**Select the related call for this invoice**" screen is displayed.

   ii. Click on the **row** of the reference type you need to link to the invoice.

   iii. Click on **OK**.

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[1]The screen will display related information to the Reference information you are searching
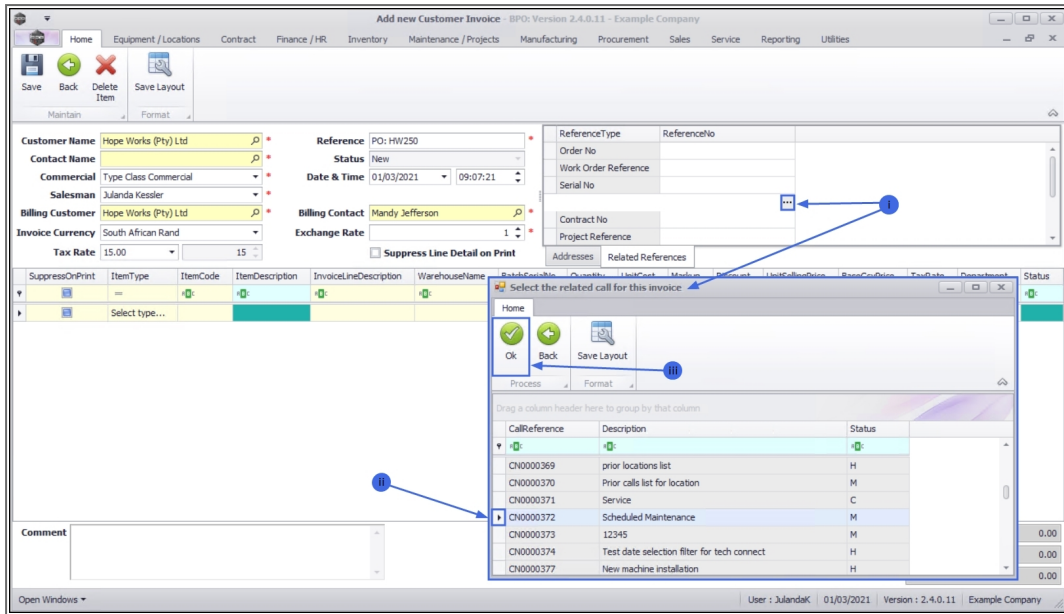
EDIT INVOICE ITEMS/PARTS

Add Invoice Item line

1. Click anywhere in the item line data grid or press **Tab** at the end of the previous item line, to display the next available line.

2. Click on the **Select type** field to choose the **Item type** from the drop-down list.

> CTRT (Third Party Labour/Service) <u>cannot</u> be selected for a POS Invoice, as the 'Subcontractor Purchase Process' must be followed by following the New Deal Sale process and then the Non-Stock (Subcontract) Purchase.

Continue to " Add Invoice Items/Parts" on page 10 as required.
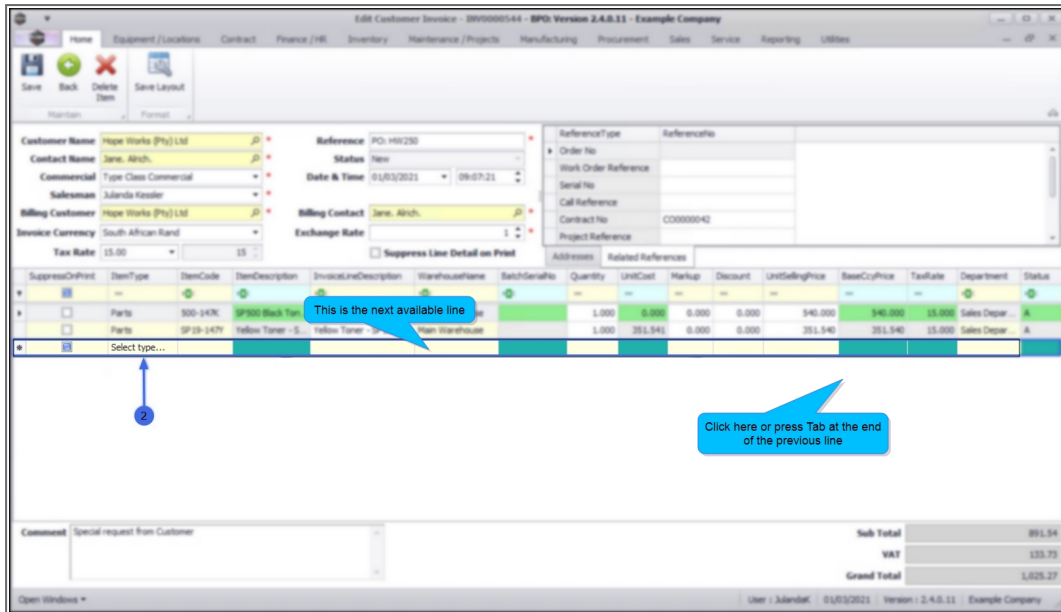
Edit Markup, Discount and Unit Selling Price

3. The *Markup*, *Discount* and *Unit Selling Price* is updated from the Commercial Details set up when you Commercials - Add Commercial to the customer. You can however make changes, by typing a new Markup or Discount percentage or modify the Unit Selling Price, where applicable.

Suppress Details on Invoice

4. Click on the *Suppress On Print* check box of the item that you do *not* want to display on the printed Sales Invoice.

   - The *Sub/Grand Total* will not be affected, but the selling prices that are visible will not match up with the invoice totals.

   ⚠ This <u>cannot</u> be edited after the invoice has been printed.

Delete Item

1. To delete a item entry from the Invoice, click in the **row** of the item you wish to remove.
2. Click on **Delete Item**.

> (↗) Short cut key: *Right click* to display the *All groups* menu list. Click on *Delete Item*.

3. When you receive the **Confirm delete line** message to confirm;
   - *Are you sure you want to remove this line from the invoice?*
4. Click on **Yes** if you are certain about your selection, or
   - Click on **No** to ignore the request and leave the line item on the invoice.
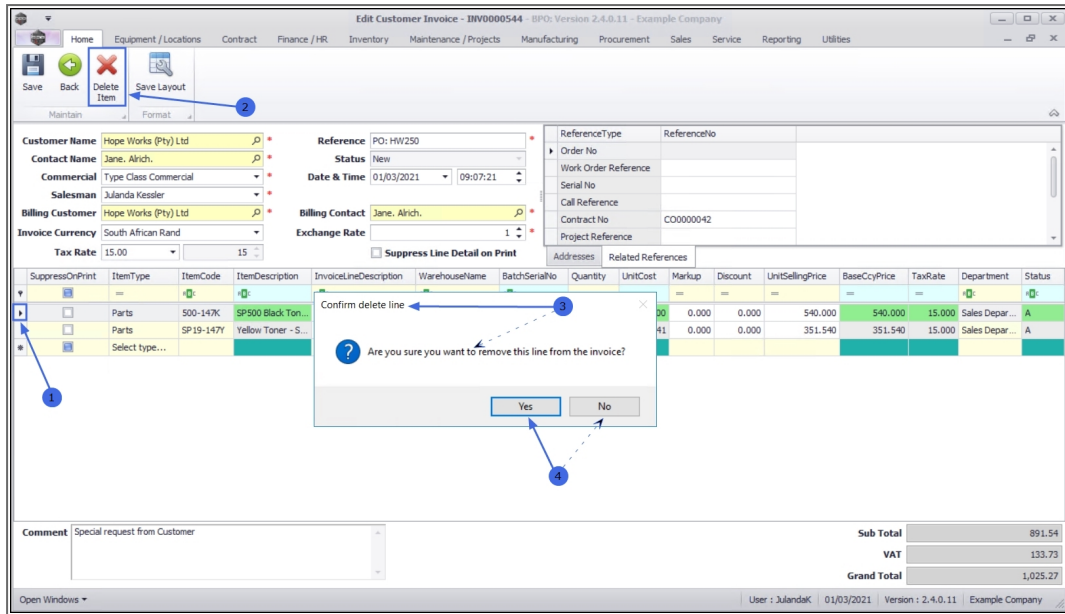
Select Department

1. To set the department for the item, use the ***scroll*** bar until you can view the ***Department*** column.

> ⤤ **Short cut key:** *Right click* to display the *All groups* menu list. Click on *Select Department*.

2. Click on the line item you wish to set the department for, to view the ***ellipses*** button.
3. Click on the ***ellipses*** button to display the ***Select a department for this item*** screen.
4. Click on the ***row*** of the department you wish to select for the item.
5. Click on ***OK***.
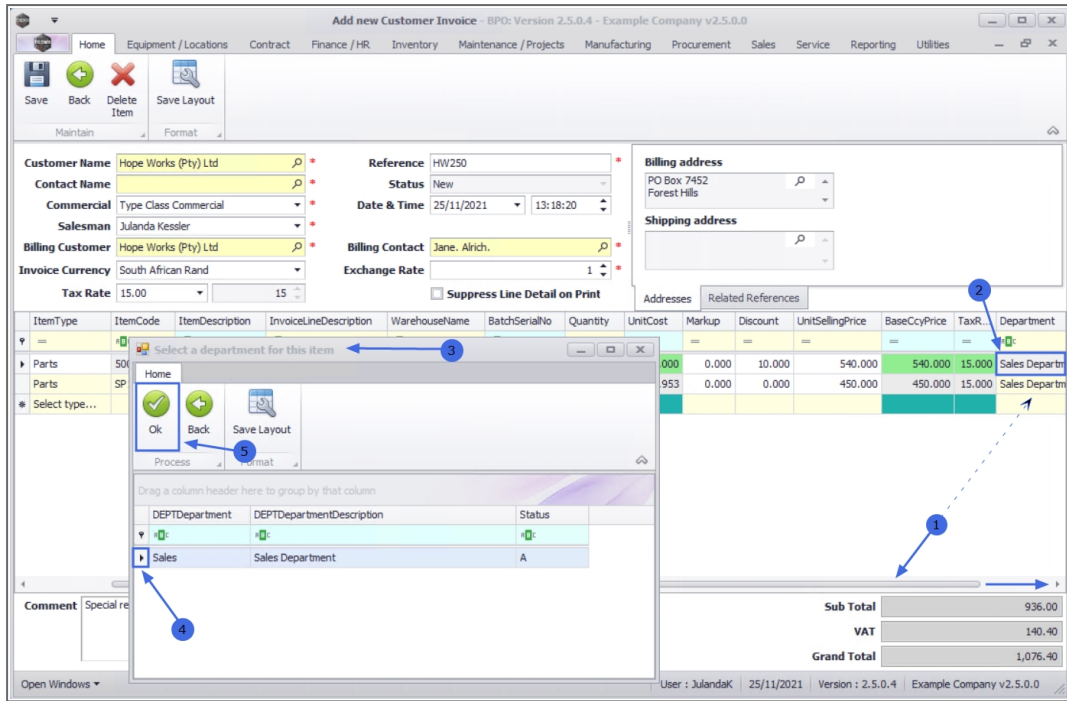
View Stock

1. **Right click** on the **row** item you wish to view the stock availability for, to display the **All groups** screen.
2. Click on **View** - View Stock.
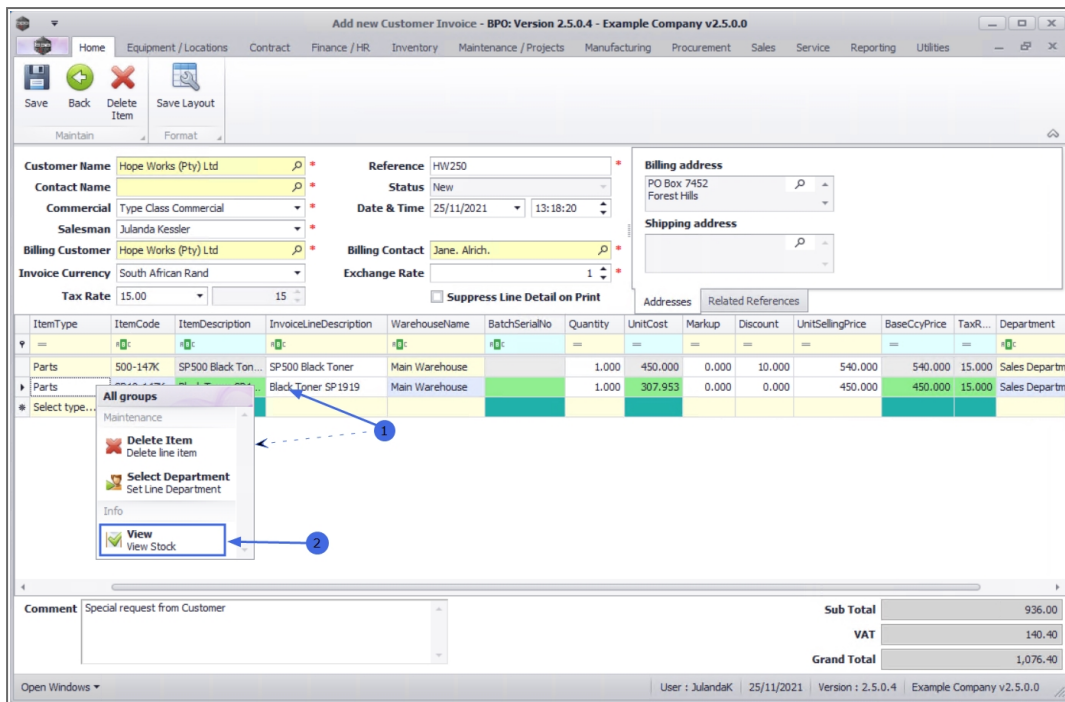
3. The **Current Stock** frame will display.

4. Use the **scroll bars** to scroll to view the required information.

5. This list now also returns alternate parts in stock : Version Compatibility[1]

6. Click on **Close** to close the frame.

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[1] BPO2 v2.4.0.11 or higher

Change Item Order

- 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.

COMMENTS

5. Click in the *Comments* text box to type a comment or to make the necessary changes to the existing comment. The comment will appear on the Sales Invoice.

SAVE INVOICE

6. When you have finished editing the customer invoice, click on *Save* to save the changes to the Invoice or

   - Click on *Back* to discard all changes.

7. You will return to the **Sales Invoices** listing screen.

8. The screen will be updated with the changes you have made to the invoice if you have opted to **Save** the changes.

> 🔔 You must "Print Tax Invoice" on page 2, in order to post it to *Pastel*.

Related Topics

- Print Invoice
- Print Pro-Forma Invoice
- View Invoice
- Send Invoices To Print Queue

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