

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

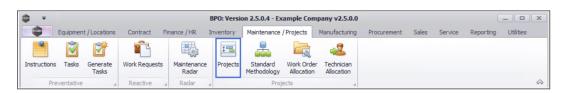
PROJECTS

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.

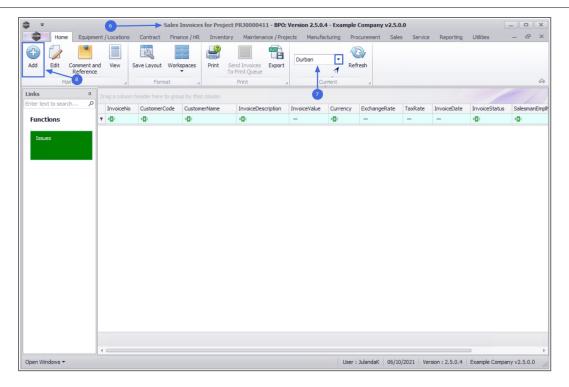
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		1		Developmemnt BPO2	0	Open	16/01/2019	Bianca Du Toit	Yes				
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ADD SALES INVOICE

- 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.

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 items lines to set the order you wish the items to be displayed on the sales invoice.
 - This order will be pulled into the printed invoice when generated.



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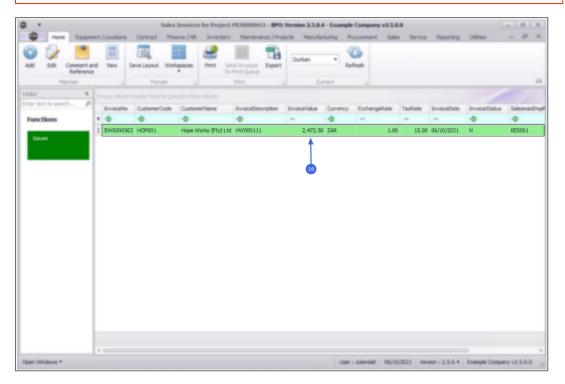
- 15. Click in the **Comments** text box to type in a comment related to the invoice.
- 16. Click **Save** to save the Customer Invoice details.

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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** items lines to set the order you wish the items to be displayed on the sales invoice.
 - This order will be pulled into the printed invoice when generated.



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		Parts	SP2020-1992	Paper Tray	Paper Tray	KZ - Main		1.00	1,015.46	5.00	0.00	1,066.24	1,066.24	15.00	Executive Committee	A	
		Parts	SP2020-2671	Toner Black	Toner Black	KZ - Main		1.00	354.83	20.00	0.00	425.80	425.80	15.00	Executive Committee	A	
C	1	Parts	SP2020-7652	Maintenance Kit	Maintenance Kit	IN - Main		1.00	0.00	25.00	0.00	0.00	0.00	15.00	Executive Committee	A	
		Warranty	1MSW	1 Month Supplier Warranty	1 Month Supplier Warranty			1.00	0.00	0.00	0.00	0.00	0.00	15.00	Executive Committee	A	
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8. Click on Save.

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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

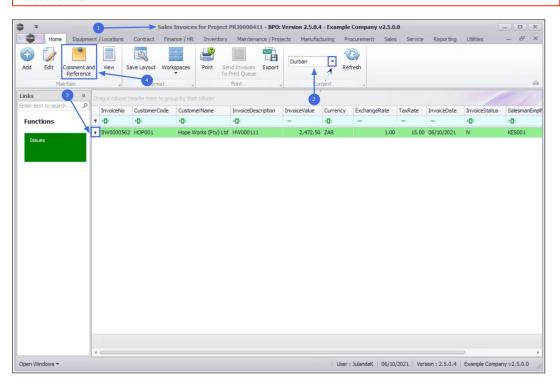


COMMENT AND REFERENCE

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.
- Select the **row** of the Invoice you wish to add or view the Comment and Reference information for.
- 4. Click on **Comment and Reference**.

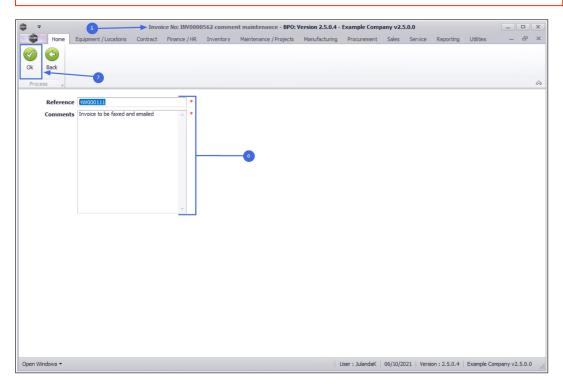
Short cut key: Right click to display the Process menu list. Click on Comment and Reference.





- 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.
- 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

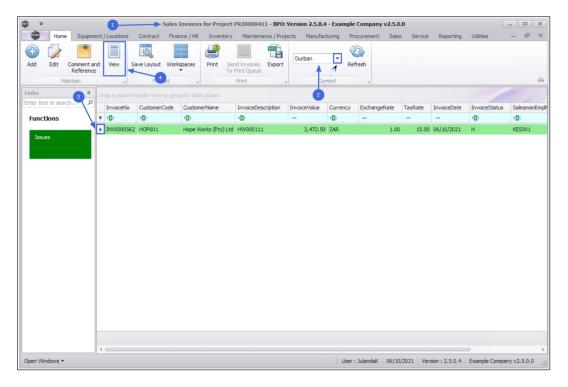


VIEW CUSTOMER INVOICE

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.
- 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



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

Help v2024.5.0.7/1.0 - Pg 12 - Printed: 21/08/2024



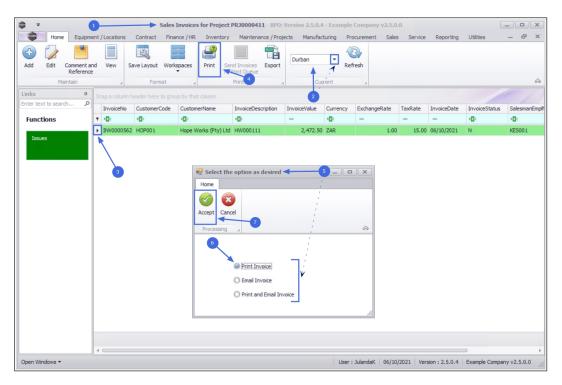
- Email Invoice will allow you to add recipients and the system will create a .pdf of the Sales Invoice as an Attachment to the email.
- Print and Email Invoice will display both the Report

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



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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 Previe File View Background 🖿 🖪 80 AN Θ 6 • 🖂 • 🚫 🔫 5. 100 % ð. - 🚯 Ð 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 HOPOO1 Hope Works (Pty) Ltd Cust Code : Customer : 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 Quantity 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,



- 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



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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.



				ect PRJ0000071 - BPC							
Home Equipm	ent / Locations	Contract Fina	apaces Print	Send Invoices Fo Print Queue	Durban	•	fresh	ies Servio	ce Reportin	g Utilities	- D [*]
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	InvoiceNo	CustomerCode	CustomerName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	TaxRate	InvoiceDate	InvoiceStatus	SalesmanEmp
Functions											
Issues	INV0000203 INV0000418		Titan Group Titan Group	OR 158 test	1,835.40 458.85		1.00		11/04/2016 29/01/2018	P	DUT001 DUT001
A	INV0000418		Titan Group	InvoicePRJ071	1,258.43		1.00		29/01/2018	P N	KES001
	4										

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



	-	5		es Invoice : INV0000203 - BP						
Home	Equipment /	Locations Contra	act Finance / HR	Inventory Maintenance / P	rojects Manufacturing P	rocurement Sales Servic	ce Reporting	Utilities	- 8	1
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DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	
* 0 ¢	R C	-	sec	8 0 0	REC	RBC	R O C	=	-	
SI00000220	ISSUE	19/02/2015	SP204	SP204 Colour Copier	Main Warehouse	DBN-A1	204-10203	350.000	1.	.00
SI00000220	ISSUE	19/02/2015	204-147C	SP204 Cyan Toner	Main Warehouse	DBN-A1	001912105	350,000	1.	.00
SI00000220	ISSUE	19/02/2015	204-147Y	SP204 Yellow Toner	Main Warehouse	DBN-A1	001912105	350.000	1.	.00
SI00000220	ISSUE	19/02/2015	204-147M	SP204 Magenta Toner	Main Warehouse	DBN-A1	001912105	350.000	1.	.00

- 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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/			Part Iss	ue Note					
			ExampleCom	1pany v2.5.0.0					
9	5	$7 \sim 1$	Street No and P	Road Name	PO Box 12	234			
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			City		Durban				
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	Order No. :		Reference Ty	pe: Work C	(rder				
	Order Ref.:		Location :						
	Contract No.:		Serial No. :						
	Employee Nar	ne: Bianca Du Toit							
	Contact :	Jackie Sutherland	Shipping Addres	is: 658 Dim	ie Road				
	Customer :	Titan Group		South R	iding				
				1478					
	Code	Description	Warehouse	Batch/Serial	Quantity	Unit Price	Line Cost		
	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		
	204-147V	SP204 Vellow Toner	Main Warehouse	00191210510 4	1.00	350.0000	350.0000		
	204-147M	CD204 Magoata Topor	Main	00101010500	1 00	250 0000	220 0000		

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