

SALES

INVOICES - CREATE SALES INVOICE (OTC)

Using the correct process for sales invoicing is **very important**. Ask yourself what needs to be achieved.

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 <u>New Deal Sale</u> 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 Select Sales > Invoices



• The **Sales Invoices** listing screen will be displayed.



- Select the **Site** where the invoice needs to be created.
 - The example has **KwaZulu-Natal** selected.
- An Invoice can be created from any **Status**.
 - The example has **New** selected.
- Click on Add.

Short cut key: Right click on a row in the data grid to display the All Groups menu list. Click on Add.

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	KZIN0000036	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	03 May 2024	15.00	0.00	PSLite	4,830.00		Drew Nelson	New	
	KZIN0000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	0.00	SP2020 PSL	5,313.00		Eden Rowan	New	
	KZIN0000038	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	0.00	PSLITE068	4,830.00		Eden Rowan	New	
	KZIN0000039	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	30 Apr 2024	15.00	0.00	SellOffCustomerPSL	4,830.00		Eden Rowan	New	
	KZIN0000040	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	05 Apr 2024	15.00	0.00	CashSale 068001	4,830.00		Eden Rowan	New	
	KZIN0000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	0.00	CashSale068000	4,830.00		Eden Rowan	New	
	KZIN0000042	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	0.00	CustomerPSL	4,830.00		Eden Rowan	New	
	KZIN0000043	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	18 Jun 2024	15.00	0.00	CashSale	4,830.00		Eden Rowan	New	
	KZIN0000044	6055478013	Warn Blade Systems	Sales		4,830.00	ZAR	1.00	25 Jun 2024	15.00	0.00	WarnBladePSL	4,830.00		Eden Rowan	New	
	KZIN0000047	6003931995	FDMA Management	Sales	WOrders126000	6,296.25	ZAR	1.00	05 Aug 2024	15.00	0.00	Orders MNU000126	6,296.25		Eden Rowan	New	
	KZIN0000048	6075468708	MHRA Burhill CC	Sales	Forward MNU126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	0.00	MNU126010.	4,830.00		Eden Rowan	New	
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• The Add new Customer Invoice screen will display.

INVOICE HEADER

- **Customer Name:** To select the Customer, click on the **search** button.
 - The Select a Customer for this Invoice screen will display.
 - Select the **row** of the Customer you need to invoice.
 - Click on OK.



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- When you receive the Billing Customer message to confirm -
 - Is the billing customer the same as the main customer?
 - The <u>Main</u> Customer refers to where the items are being shipped.
 - The <u>Billing</u> Customer refers to the Account Holder who will pay for the goods/services.
- Click **Yes** if the Billing Customer is the same as the Main Customer.

or

- Click **No** if the Billing Customer is different to the Main Customer.
 - In this example, **Yes** has been selected.



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- If you have selected **Yes** then the **Customer Name**, **Billing Customer** and **Billing address** will auto populate.
 - If you have selected No then only the Customer Name will be updated.
- **Contact Name:** The contact is the person who will be receiving the invoice at the customer and in most cases, this would be the Accounts Contact.
- To select the contact, click on the search button. If the Contact Name field does not auto populate, then the Select a contact for this Invoice screen will display for you to select the row of the Contact person for the Customer.
- When you receive the Billing Contact message to confirm -

• Is the billing contact the same as the main contact?

• Click **Yes** if the Billing Contact is the same as the Main Customer.

or

- Click **No** if the Billing Contact is different to the Main Customer.
 - In this example, **Yes** has been selected.



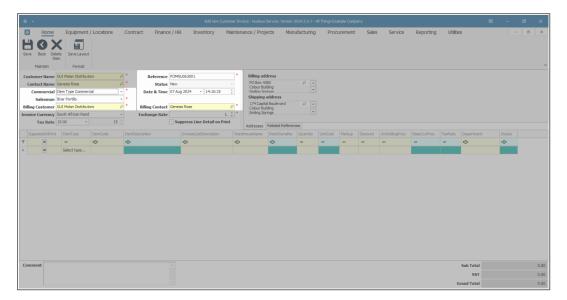
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- **Commercial¹:** This field will auto populate with the default <u>commercial</u> configured for the customer.
 - Click on the **drop-down arrow** to select an alternative commercial from the drop-down list, if required.
- **Salesman:** This field will auto populate with the salesman linked to the customer.
 - Click on the **search** button to link an alternative salesman to the invoice, if required.
- Billing Customer: If this field has not been populated, click on the search button to select the Billing Customer for the invoice from the Select a Customer for this Invoice screen.
- Reference: This will be the Customer's Purchase Order Number.
- **Status:** The status will display **New** for **New Invoice** by default and cannot be edited.
- **Date and Time:** The date and time fields will be populated with the current date and time.

¹Commercial is the mark up structure for the item. The original price of the item, including the company profit margin



- Date: Click to type in or click on the drop-down arrow to select an alternative date using the calendar function.
- Time: Click to type in or use the arrow indicators to adjust the time.
- Billing Contact: If the field has not been populated, click on the search button to select the name of the billing contact person from the Select a contact for this Invoice screen.



FINANCIAL HEADER

• Invoice Currency: The invoice currency will populate based on the currency set up for the customer. To select a different currency, click on the **drop-down arrow** to select the required currency from the drop-down list.



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- Tax Rate: The tax rate will populate based on the currency set up for the customer. To change the tax rate, click on the drop-down arrow to select a new rate.
- Exchange Rate: The exchange rate will populate based on the exchange rate set up in the system for the customer. You can however type in a new rate or use the **arrow** indicators to adjust the rate.

SUPPRESS LINE DETAIL ON PRINT

• Suppress Line Detail on Print: Selecting the check box will <u>hide</u> the Selling Price on the invoice and only the invoice totals will show.





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ADDRESSES TAB

If the Billing Address and Shipping Address are not listed, then the addresses for the customer will need to be added before linking to this invoice. Refer to Customers - Addresses.

- **Billing Address¹:** The Billing Address would have been populated when the Billing Customer was selected. Click on the **search** button to select an alternative billing address, if required.
- Shipping Address²: This field needs to be completed. If the Shipping Address field has not populated, click on the **search** button to select the address where the goods can be shipped to.

 1 A billing address is the address connected to the payment method. 2 A shipping address is the address where an order will be sent.



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RELATED REFERENCE TAB

- Click on the **Related References** tab to display the Reference Type and Reference Numbers already linked for the customer.
 - The example has no reference information linked to the Sales Invoice and therefore the reference fields will be blank.

When a Sales Invoice is created from the Call Screen, Project Screen or a Work Order Screen, then the Related References will be populated with the Reference Number for the Call, Project or Work Order.



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LINK REFERENCE(ES)

- Click in the **ReferenceNo** field of the **Reference Type** you wish to link to this invoice, to display the **ellipsis** button.
 - Click on the ellipsis button to display the Select the related [reference type¹] for this invoice screen.
 - The example has Call reference selected and therefore the "Select the related call for this invoice" screen is displayed.
 - Select the **row** of the reference type you need to link to the invoice.
 - Click on **OK**.

More than one reference can be linked to an Invoice. Continue to add the additional references to the invoice as required.

 $^{1}\mbox{The screen}$ will display related information to the Reference information you are searching



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If there is a **Reference Type** linked to the invoice, the Parts/Items data grid will populate based on the related **Reference Type**.

You will receive a **Warning** message if you attempt to add parts to a linked invoice.

Remember:

•

- Parts, Labour, Sub-Contracts and Expenses must be logged against the call **before** invoicing. These items **cannot** be added to the invoice.
- - Internal Services, Travel and Warranties**can** be added to the invoice.

Refer to Calls - Create Invoice, Work Orders - Invoices,

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If there is no **Reference Type** linked to the invoice, continue with the process below to add the **Item Types** to the Invoice.

ADD INVOICE ITEMS/PARTS

- Click in the **Item type** text box to display the **Item Types** dropdown list.
 - CRFT (Labour craft i.e. Technician)
 - CTRT (Sub Contracts)
 - **EXPS** (Expenses)
 - INVN (Part)
 - SERV (Internal Labour/Service)
 - TRVL (Travel)
 - WARR (Warranty sale)
- From the list, select the **Item Type** that you wish to add to this customer invoice.
 - The example has **Parts** selected.

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.



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Customer Name	GUI Molan Distr	ributors	P *	Reference	POMNU063001	•		nceType		io									
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Commercial	Item Type Com	mercial			07 Aug 2024 - 14:10:25	÷		ference											
Salesman	Briar Portillo						Contra												
Silling Customer	GUI Molan Distr	ributors	* م	Billing Contact		ρ.		Reference Reference											
voice Currency	South African R	tand	-	Exchange Rate	1.	÷	Order												
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 Click on the ellipsis button in the Item Code field to display the Select a [] screen.

The Select a [] screen that is displayed will the related to the Item Type that you have selected - if you had selected CRFT- Labour type then the Select a Craft screen will display.

- The example has **Parts** selected as the Item Type and the corresponding **Select a part** screen is displayed.
- Select the **row** of the **Part** that you wish to add to the customer invoice.
- Click on OK.



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• The selected **Part** details have been added to the customer invoice.

Markup, Discount and Unit Selling Price

- The Markup, Discount and Unit Selling Price are updated from the Commercial Details set up on the Commercial linked to this customer, provided there are <u>no</u> Commercial Exceptions set up for this particular part, labour or service listed on this invoice.
 - In this example, the Commercial linked to the customer is a **Type Class** Commercial.
- - If a related Reference has items linked to it, such as issued parts, the fields will be populated. This information can be changed if required.



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Select type	

Add additional line items

- Click anywhere on the Item line grid or press **Tab** at the end of the last item line to open a new Invoice Item line.
- Suppress On Print check box: The check box must only be selected for the item(s) that you do **not** want visible on the printed Sales Invoice.
 - This will not affect the **Sub/Grand Total** but the selling prices that are visible will not match up with the invoice totals.

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

• Continue to <u>Add Invoice Item</u>(s) until all the items have been added to the invoice.



Home	Equipment / Le	ocations Co	ontract Finance	e / HR	Inventory Mainte	enance / Project	s Manufa	cturing	Procuren	nent	Sales	Service F	Reporting	Utilities		-	0	×
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Customer Name	GUI Molan Distributors	۹ *	Reference	POMNU063	001	Billing addre												
Contact Name		¢ *	Status			PO Box 4385 Colour Building		<u>۹</u>										
	Item Type Commercial	- *	Date & Time	07 Aug 202	14:10:25 🗘	Smiling Spring	ŝ	-										
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	Parts								3,516.40	5.00	0.00	3,692.22	3,692.22	2 15.00				

Change Item Order

• **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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Co	ontact Name Commercial Salesman ng Customer	Item Type Commen Eden Rowan GUI Molan Distribut South African Rand	cial + • tors ρ	 Status Date & Time Billing Contact 	06 Aug 2024 + 09:48:18		Call Ref Contrac Project Quote F Work O Order N	ference ct No Reference Reference Inder Reference Io	ReferenceNo KZOR000000									
		t ItemType						Related Referen										
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		Parts	SP2020	Sprint Multi Functional Cop	er Sprint Multi Functional Copier	KZ - 1	Main		1.00	3,529.26	5.00	0.00	3,705.72	3,705.72	15.00	Administration	A	
		Parts	SP2020-1992	Paper Tray	Paper Tray	KZ - 1	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 - 1	Main		1.00	354.83	20.00	0.00	425.80	425.80	15.00	Executive Committee	A	
Ľ	1	Parts	SP2020-7652	Maintenance Kit	Maintenance Kit	DN - N	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	
		Select type																

Help v2024.5.0.7/1.0 - Pg 16 - Printed: 21/08/2024



Delete Item

- To delete an item entry from the Invoice, click on the **row** of the item you wish to remove.
- Click on **Delete Item**.

Short cut key: Right click on the selected row in the data grid to display the All Groups menu list. Click on Delete.

- When you receive the Confirm delete line message -
 - Are you sure you want to remove this line from the invoice?
- Click on Yes to remove the item line, or
 - Click on **No** to ignore the request and leave the item line on the invoice.

4																		
ł		Equipment / Lo	ocations Co	ntract Finance / HR	Inventory Mainte	enance / Projects	s Manufa	cturing	Procurer	ment	Sales	Service	Reporting	Utilities		-	0	×
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	Commercial It	em Type Commercial	- *	Date & Time 07 Aug	2024 - 14:10:25 🗘	Smiling Springs		Ŧ										
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		Parts	SP2020	Sprint Multi Functional Copier	Sprint Multi Functional Copier	KZ - Main		1.00	3,516.40	5.00	0.00	3,692.22	3,692.22	15.00	Sales	A		
		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	Sales	A		
ŀ		Parts	SP2020-3671	All groups	Staple Unit	KZ - Main		1.00	0.00	5.00	0.00	0.00	0.00	15.00	Sales	A		
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C	omment													Su	b Total		4,7	58.46
															VAT		7	13.77
														Gran	d Total		5,4	72.23

Select Department

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



• Click on the **ellipsis** button in the selected Department field to display the **Select a department for this item** screen.

Short cut key: Right click on the selected row in the data grid to display the All Groups menu list. Click on Select Department.

- Select the **row** of the department you wish to select for the item.
- Click on OK.

۰					Add new Custome	r Invoice - Nucleus	Service: Version	2024	.5.0.7 - All Things	Example Company	y							o x
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Cust	omer Name	GUI Molan Distributors	• م	Reference	POMNU053001	• Billing ad	dress		Home									
Co	ntact Name	Genesis Rose	÷ م	Status	New ~	PO Box 4 Colour Bu	385	17										
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Com	nent														Su	b Total		4,758.46
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View Stock

• Right click on the row item you wish to view the stock avail-

ability for to display the All groups screen.

• Click on View - View Stock.



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		Genesis Rose	* م	Status		PO Box 4385 Colour Buildin		۹ ۲										
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	-	GUI Molan Distributors	* م	Billing Contact		Colour Building		 -										
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	uppressOnPrin	it ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate	Department	Status		
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		Parts	SP2020	Sprint Multi Functional C	opier Sprint Multi Functional Copier	KZ - Main		1.00	3,516.40	5.00	0.00	3,692.22	3,692.22	15.00	Sales	A		
		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	Sales	A		
+		Parts	SP2020-3671	All groups	Staple Unit	KZ - Main		1.00	3,500.00	5.00	0.00	3,675.00	3,675.00	15.00	Stock Control	A		
*		Select type		Maintenance	A													
				Delete Item Delete line item														
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- The Current Stock frame will display.
- Use the **scroll bars** to scroll to view the required information.
- This list now also returns alternate parts in stock. : Version Compatibility¹
- Click on **Close** to close the frame.

۵	-					Add r	ew Customer In	voice - Nudeus S	ervice: Versio	n 2024.5.0.7 - J	All Thing	gs Example	Company					œ	-	٥	×
8	Home	Equipment / L	ocations C	Contract Finar	ice / HR	Inventory	/ Mainte	nance / Proje	cts Ma	anufacturing	1	Procuren	nent	Sales	Service	Reporting	Utilities		-	ø	×
L Sa	We Back Del Maintain																				~
C	stomer Name	GUI Molan Distributors	• م		e POMNU06:	3001	•	Billing add													
	Contact Name		۹ م	5000	is New			PO Box 438 Colour Build	ing	<u>۹</u>											
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<u> </u>		Parts	SP2020	Sprint Multi Function			ctional Copier				1.00	3,516,40	5.00	0.00	3.692.22	3.692.22	15.00	Sales	A		
		Parts	SP2020-1992	Paper Tray		Paper Tray		KZ - Main				1,015.46	5.00					Sales	A		
		Parts	SP2020-3671	Staple Unit		Staple Unit		KZ - Main				3,500.00	5.00	0.00	3,675.00	3,675.00	15.00	Stock Control	A		
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6	mment																6.0	Total		0	433.46
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																	Gran	10(4)		9,	540.49

¹BPO2 v2.4.0.11 or higher



Reorder Lines

- **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.

Con Ci illing voice	ommercial Salesman Customer	GUI Molan Distribut Genesis Rose Item Type Commerce Eden Rowan GUI Molan Distribut South African Rand 15.00 ~	ې dal + vors ۶۶	Billing Contact	ew 6 Aug 2024 v 09:48:18 ienesis Rose		all Reference ontract No roject Reference uote Reference fork Order Reference rder No	ReferenceNo KZOR00000									
Sup	pressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription		ame BatchSerialNo		UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate	Department	Status	
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		Parts	SP2020	Sprint Multi Functional Copie					3,529.26						Administration	A	
		Parts	SP2020-1992	Paper Tray	Paper Tray	KZ - Main		1.00							Executive Committee		
		Parts	SP2020-2671	Toner Black	Toner Black	KZ - Main		1.00					425.80		Executive Committee		
-		Parts	SP2020-7652	Maintenance Kit	Maintenance Kit	IN - Main		1.00							Executive Committee		
		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	
		Select type															

ADD COMMENTS

• Click inside the **Comments** text box and type in a comment relating to this invoice. The comment will appear on the Invoice.

SAVE INVOICE

• When you have finished adding the new customer invoice, click on **Save**.



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ent Status
4():
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ontrol A
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- The Sales Invoices listing screen will be updated with the new invoice in the N - New Status.
 - A system generated **Invoice Number** has been issued for the Invoice.

The <u>Sales Invoice must be printed</u> in order for it to be posted.

Home Equ	uipment / L	ocations Cor	tract Finance / F	HR In	ventory Main	tenance / Pro	ojects	Manufactu	ring Pr	ocureme	ent Sales Service F	Reporting Uti	lities		ø	
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r text to search		No 🔻 CustomerCode				InvoiceValue		ExchangeRate	InvoiceDate	TaxRate		BaseCurrencyTotal			CrNote	15
	Ψ s∐c	a∏c	8∐c	∎∐c	* 🗆 c	-	#∐c	-	-	-	ŧ∏c	-	s∏c	N C	∎∐c	
inctions	_	00056 6028143645		Sales	POMNU063001	9,698.48			07 Aug 2024		Create Sales Invoice MNU063001.	9,698.48		Briar Portillo		
Issues		00055 6028143645	GUI Molan Distributors		Orders001126	5,977.43			06 Aug 2024		SalesOrderInvoiceCreatedMNU126005.	5,977.43		Eden Rowan		
		00054 6075468708	MHRA Burhill CC	Sales	126000Order	6,382.50			06 Aug 2024		Part Request.	6,382.50		Briar Portillo		
		00053 6005715519	Cairns Oscroft CC	Sales	MNU 1260 10	4,830.00			05 Aug 2024	15.00		4,830.00		Briar Portillo		
		00052 6015257191	Oranges Outer Analysis		MNU 1260 10	1,173.00			05 Aug 2024	15.00		1,173.00		Eden Rowan		
		00051 6015257191	Oranges Outer Analysis		Forward Navigation	483.00			05 Aug 2024		MNU126010	483.00		Eden Rowan		
		00050 6075468708	MHRA Burhill CC	Sales	MNu126010	4,830.00			05 Aug 2024		Forward Navigation	4,830.00		Eden Rowan		
		00049 6075468708	MHRA Burhill CC	Sales	SalesOrderForward	4,830.00			05 Aug 2024	15.00		4,830.00		Eden Rowan		
		00048 6075468708	MHRA Burhill CC	Sales	Forward MNU126010				05 Aug 2024		MNU126010.	4,830.00		Eden Rowan Eden Rowan		
		00047 6003931995 00044 6055478013			WOrders126000	6,296.25			05 Aug 2024 25 Jun 2024		Orders MNU000126 WarnBladePSL	6,296.25		Eden Rowan		
		00044 6055478013		Sales		4,830.00			25 Jun 2024 18 Jun 2024		CashSale	4,830.00		Eden Rowan		
		0043 6065001001	Cash Sale Account Sell Off Customer	Sales		4,830.00			18 Jun 2024		CustomerPSL	4,830.00		Eden Rowan		
		00042 6065001000	Cash Sale Account	Sales		4,830.00			19 Apr 2024		CashSale068000	4,830.00		Eden Rowan		
		00040 6065001001	Cash Sale Account	Sales		4,830.00			05 Apr 2024		CashSale 068001	4,830.00		Eden Rowan		
		0039 6065001001	Sell Off Customer	Sales		4,830.00			30 Apr 2024		SellOffCustomerPSL	4,830.00		Eden Rowan		
		00038 6065001000	Sell Off Customer	Sales		4,830.00			31 Jul 2024		PSLITE068	4,830.00		Eden Rowan		
		00037 6065001000	Cash Sale Account	Sales		5.313.00			31 Jul 2024		SP2020 PSL	5,313.00		Eden Rowan		
		00036 6065001000	Sell Off Customer	Sales		4,830.00			03 May 2024		PSLite	4,830.00		Drew Nelson		
		00035 6065001000	Sell Off Customer	Sales	Edit Invoice MNU	4,588,50			03 Jun 2024		Customer PSLite068	4,588,50		Eden Rowan		
		00033 6075468708	MHRA Burhill CC	Sales		4,830.00			31 Jul 2024		MHRA Lite 058001	4,830.00		Damari Holland		
		00032 6065001000	Sell Off Customer	Sales		4,830.00			31 Jul 2024		Invoice068001	4,830.00		Briar Portillo		
	KZINOO	00031 6065001000	Sell Off Customer	Sales		5,313.00		1.00	31 Jul 2024	15.00	PSLite068001	5,313.00	New	Faith Myers		
	K7TN00	0030 6085742234	Form Fair Publishing	Sales		5,313.00	740	1.00	31 Jul 2024	15.00	FormFair PSLite068	5,313.00	Masse	Eden Rowan		

Related Topics

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- Introduction to Invoices
- Introduction to Point of Sale (POS) Lite
- Add a Sales Invoice
- Edit a Sales Invoice
- <u>View</u> a Tax Invoice
- Comment and / or Reference for a Sales Invoice
- Print or Export a Sales Invoice
- Send Invoices to Print Queue
- View a list of all items that have been Issued
- Print Proforma Invoice

MNU.063.001