

SALES

INVOICES - VIEW TAX INVOICE

Ribbon Select **Sales > Invoices**



- The **Sales Invoices** listing screen will be displayed.
- Select the **Site** where the invoice has been created.
 - The example has **KwaZulu-Natal** selected.
- Select the **Status** for the invoice you wish to view.
 - The example has **New** selected.
- Select the **row** of the Sales Invoice that you wish to view.
- Click on **View**.

The screenshot shows the 'Sales Invoices' listing screen. The ribbon is set to 'Sales' > 'Invoices'. The site is 'KwaZulu-Natal' and the status is 'New'. A table of invoices is displayed with the following columns: InvoiceNo, CustomerCode, CustomerName, DepName, InvoiceDescription, InvoiceValue, Currency, ExchangeRate, InvoiceDate, TaxRate, Comments, BaseCurrencyTotal, InvoiceStatusDesc, SalesmanName, and O/Notes. The row for invoice number KZN0000049 is highlighted in green.

InvoiceNo	CustomerCode	CustomerName	DepName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStatusDesc	SalesmanName	O/Notes
KZN0000055	6028143645	GLT Molan Distributors	Sales	Orders001126	5,977.43	ZAR	1.00	06 Aug 2024	15.00	SalesOrderInvoiceCreated#MJ126005.	5,977.43	New	Eden Rowan	
KZN0000054	6075468708	MHRA Buhill CC	Sales	126000Order	6,382.50	ZAR	1.00	06 Aug 2024	15.00	Part Request.	6,382.50	New	Brian Portillo	
KZN0000052	6015257191	Oranges Outer Analysis	Sales	MNU126010	1,173.00	ZAR	1.00	05 Aug 2024	15.00		1,173.00	New	Eden Rowan	
KZN0000051	6015257191	Oranges Outer Analysis	Sales	Forward Navigation	483.00	ZAR	1.00	05 Aug 2024	15.00	MNU126010	483.00	New	Eden Rowan	
KZN0000050	6075468708	MHRA Buhill CC	Sales	MNU126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Forward Navigation	4,830.00	New	Eden Rowan	
KZN0000049	6075468708	MHRA Buhill CC	Sales	MNU063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	New	Eden Rowan	
KZN0000048	6075468708	MHRA Buhill CC	Sales	Forward MNU126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	MNU126010	4,830.00	New	Eden Rowan	
KZN0000047	6003931995	FDMA Management	Sales	WOrders126000	6,296.25	ZAR	1.00	05 Aug 2024	15.00	Orders MNU0001126	6,296.25	New	Eden Rowan	
KZN0000044	6075478013	Warm Blade Systems	Sales		4,830.00	ZAR	1.00	25 Jun 2024	15.00	WarmBladePSL	4,830.00	New	Eden Rowan	
KZN0000043	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	18 Jun 2024	15.00	CashSale	4,830.00	New	Eden Rowan	
KZN0000042	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	CustomerPSL	4,830.00	New	Eden Rowan	
KZN0000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale068000	4,830.00	New	Eden Rowan	
KZN0000040	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	05 Apr 2024	15.00	CashSale068001	4,830.00	New	Eden Rowan	
KZN0000039	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	30 Apr 2024	15.00	SellOffCustomerPSL	4,830.00	New	Eden Rowan	
KZN0000038	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	PSLITE068	4,830.00	New	Eden Rowan	
KZN0000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	SP2020 PSL	5,313.00	New	Eden Rowan	
KZN0000036	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	03 May 2024	15.00	PSLte	4,830.00	New	Drew Helson	
KZN0000035	6065001000	Sell Off Customer	Sales	Edit Invoice MNU	4,588.50	ZAR	1.00	03 Jun 2024	15.00	Customer PSLite068	4,588.50	New	Eden Rowan	
KZN0000033	6075468708	MHRA Buhill CC	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	MHRA Lite 068001	4,830.00	New	Danar Holland	
KZN0000032	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	Invoice068001	4,830.00	New	Brian Portillo	
KZN0000031	6065001000	Sell Off Customer	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	PSLite068001	5,313.00	New	Faith Myers	
KZN0000030	6085742234	Form Fair Publishing	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	FormFair PSLite068	5,313.00	New	Eden Rowan	
KZN0000029	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	CashSalePSLite	4,830.00	New	Eden Rowan	
KZN0000028	6075468708	MHRA Buhill CC	Sales		6,210.00	ZAR	1.00	31 Jul 2024	15.00	MHRA PSLite	6,210.00	New	Eden Rowan	

- The **View Customer Invoice - INV[]** screen will be displayed.
 - You can view the following details:
 - Customer information.
 - Customer contacts.
 - Billing information.
 - Shipping information.
 - Related (linked) references.
 - Sales invoice items.



This is a view only screen and you cannot make or save changes to this screen.

For a detailed handling of creating a Sales Invoice, refer to [Invoices - Create Sales Invoice \(OTC\)](#).

- Click on **Print**.

No	Item Code	Item Description	Warehouse Name	Batch/Serial No	Quantity	Unit Cost	Markup	Discount	Unit Selling Price	Base Ccy Price	Tax Rate	Department	Status
1	INNN	Sprint Multi Functional Copier	KZ - Man		1.00	3,515.92	0.00	0.00	4,200.00	4,200.00	15.00	Executive Committee	A

Sub Total	4,200.00
VAT	630.00
Grand Total	4,830.00

- The **Select the option as desired** screen will display with the following options:

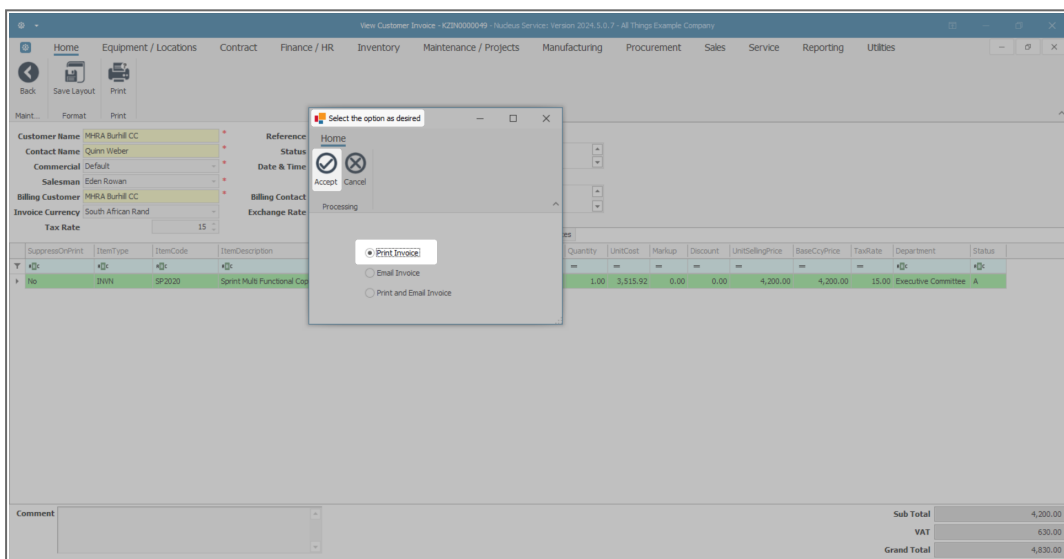


- **Print Invoice** (will open the invoice in Report Preview to view, print, export or email.)

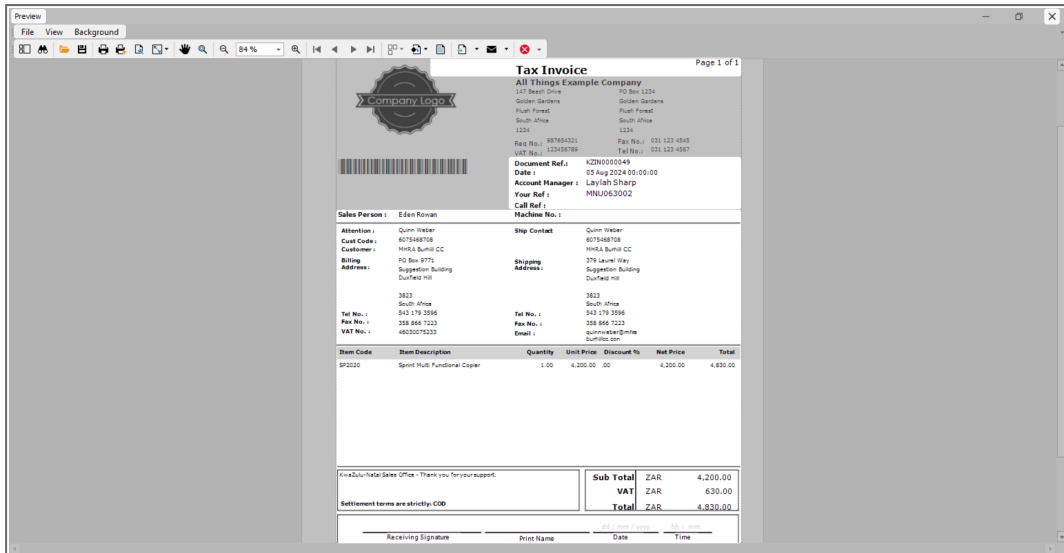
- **Email Invoice** (can attach documents, add recipients, the system will create a .pdf and email the invoice.) Refer to [Email Invoice](#).
- **Print and Email Invoice** (both the Report Preview and Email screens will pop up.)

PRINT TAX INVOICE

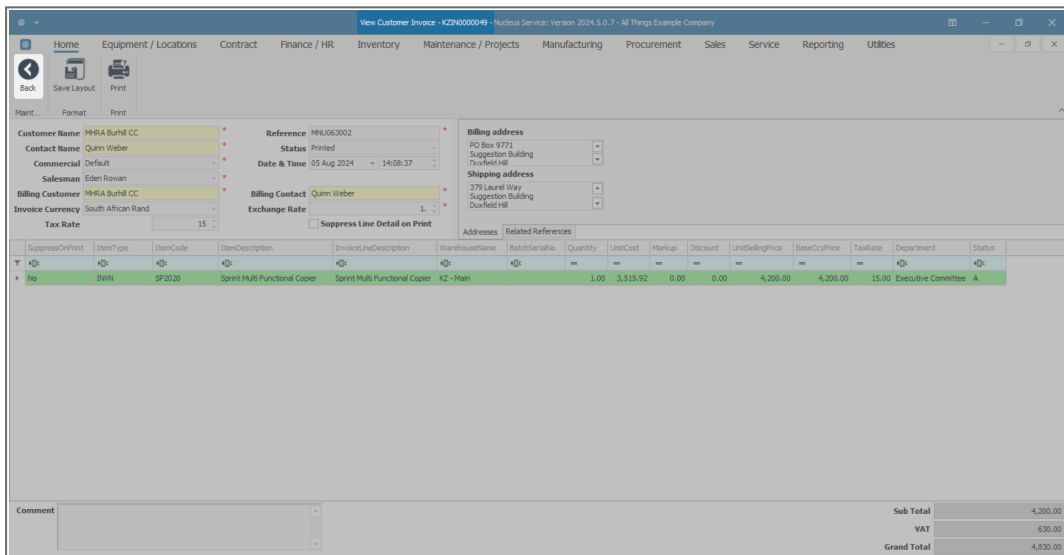
- Click on the **Print Invoice** option.
- Click on **Accept**.



- The Tax Invoice will display in the Reports **Preview** screen.
- From here you can make cosmetic changes to the Tax Invoice, as well as **Save, Zoom, Add a Watermark, Export,** or **Email** from the preview screen.
- Click **Close** to return to the **View Customer Invoice** screen.



- Click on **Back** to return to the **Sales Invoices** listing screen.



Related Topics

- [Introduction to Invoices](#)
- [Introduction to Point of Sale \(POS\) Lite](#)
- [Add](#) a Sales Invoice
- [Edit](#) a Sales Invoice
- [View](#) a Tax Invoice
- [Comment and / or Reference for a Sales Invoice](#)



View Tax 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.063.002

