

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.

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Functions		KZIN0000055	6028143645	GUI Molan Distributors	Sales	Orders001126	5,977.43	ZAR	1.00	06 Aug 2024	15.00	SalesOrderInvoiceCreatedMNU12600	5. 5,977.43	New	Eden Rowan		
		KZIN0000054	6075468708	MHRA Burhill CC	Sales	126000Order	6,382.50	ZAR	1.00	06 Aug 2024	15.00	Part Request.	6,382.50	New	Briar Portillo		
		KZIN0000052	6015257191	Oranges Outer Analysis	Sales	MNU 1260 10	1,173.00	ZAR	1.00	05 Aug 2024	15.00		1,173.00	New	Eden Rowan		
		KZIN0000051	6015257191	Oranges Outer Analysis	Sales	Forward Navigation	483.00	ZAR	1.00	05 Aug 2024	15.00	MNU126010	483.00	New	Eden Rowan		
		KZIN0000050	6075468708	MHRA Burhill CC	Sales	MNu126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Forward Navigation	4,830.00	New	Eden Rowan		
	Þ	KZIN0000049	6075468708	MHRA Burhill CC	Sales	MNU063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	New	Eden Rowan		
		KZIN0000048	6075468708	MHRA Burhill CC	Sales	Forward MNU126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	MNU126010.	4,830.00	New	Eden Rowan		
		KZIN0000047	6003931995	FDMA Management	Sales	WOrders126000	6,296.25	ZAR	1.00	05 Aug 2024	15.00	Orders MNU000126	6,296.25	i New	Eden Rowan		
		KZIN0000044	6055478013	Warn Blade Systems	Sales		4,830.00	ZAR	1.00	25 Jun 2024	15.00	WarnBladePSL	4,830.00	New	Eden Rowan		
		KZIN0000043	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	18 Jun 2024	15.00	CashSale	4,830.00	New	Eden Rowan		
		KZIN0000042	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	CustomerPSL	4,830.00	New	Eden Rowan		
		KZIN0000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale068000	4,830.00	New	Eden Rowan		
		KZIN0000040	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	05 Apr 2024	15.00	CashSale 068001	4,830.00	New	Eden Rowan		
		KZIN0000039	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	30 Apr 2024	15.00	SellOffCustomerPSL	4,830.00	New	Eden Rowan		
		KZIN0000038	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	PSLITE068	4,830.00	New	Eden Rowan		
		KZIN0000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	SP 20 20 PSL	5,313.00	New	Eden Rowan		
		KZIN0000036	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	03 May 2024	15.00	PSLite	4,830.00	New	Drew Nelson		
		KZIN0000035	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		
		KZIN0000033	6075468708	MHRA Burhill CC	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	MHRA Lite 058001	4,830.00	New	Damari Holland		
		KZIN0000032	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	Invoice068001	4,830.00	New	Briar Portillo		
		KZIN0000031	6065001000	Sell Off Customer	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	PSLite068001	5,313.00	New	Faith Myers		
		KZIN0000030	6085742234	Form Fair Publishing	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	FormFair PSLite068	5,313.00	New	Eden Rowan		
		KZIN0000029	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	CashSalePSLite	4,830.00	New	Eden Rowan		
		KZIN0000028	6075468708	MHRA Burhill 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 <u>view</u> 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).

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Con	act Name	Quinn Weber		* Status	New	-	PO Box 97	71 Rulding	* *										
0	mmercial	efault		* Date & Time	05 Aug 2024 + 14:08:37		Suggestion Duxfield Hil		Ŧ										
	Salesman E	iden Rowan		•			Shipping a 379 Laurel												
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• Click on **Print**.

- The **Select the option as desired** screen will display with the following options:
 - Frint Invoice (will open the invoice in Report Pre-

view to view, print, export or email.)



• Email Invoice (can attach documents, add recip-

ients, the system will create a .pdf and email the invoice.) Refer to <u>Email Invoice</u>.

• **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.

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- 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.



Preview							-	٥	×
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	Com	pany Logo K	147 Beach Drive Golden Gardens Plush Forest South Africa 1234	Example Company PO Bex 12 Golden Ga Plush Fore South Mrie 1234	tdens st	Page 1 of 1			*
	Sales Person :	Eden Rovan	Reg No.: 98765 VAT No.: 12345 Document Ref. Date : Account Manag Your Ref : Call Ref : Machine No.:	5789 Tel No.:	031 123 4545 031 123 4567 00				
	Attention (Quinn Weber	Ship Contact	Quinn Weber					
	Cust Code : Customer : Billing Address :	6075468708 MHRA Burhill CC PO Box 9771 Suggestion Building Duxfield Hill	Shipping Address :	6075468708 MHRA Burhill CC 379 Laurel Way Suggestion Building Duxfield Hill					
	Tel No. : Fax No. i VAT No. :	3823 South Africa 543 179 3396 358 866 7223 46030075233	Tel No. : Fax No. : Email :	3823 South Africa 543 179 3596 358 866 7223 quinnwsber@mha burhilics.con					
	Item Code	Item Description		Unit Price Discount %	Net Price	Total			
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• Click on **Back** to return to the **Sales Invoices** listing screen.

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Related Topics

- 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 <u>Issued</u>
- Print Proforma Invoice

MNU.063.002

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 21/08/2024

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