

# SALES

## INVOICES – PARTS ISSUES

If an **OTC Invoice** is created for parts, the stock must be issued to the sales invoice.

**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 [New Deal Sale](#) process.

A Sales Quote or Sales Order can be converted to a **Sales Invoice**, or a **Sales Invoice** can be created directly.

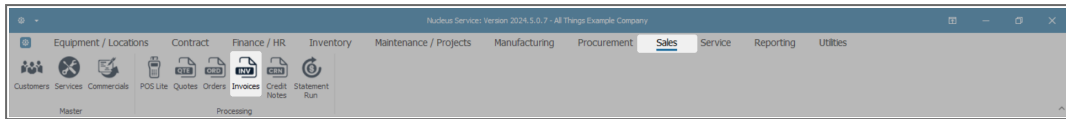
Where stock is invoiced, a part request is created so that the stock can be issued to the invoice - its imperative to have strong controls in place to ensure that stock is issued by the store person.

For a simplified **OTC Invoicing** process for stock items, see [POS Invoicing](#).

To view the issues in the **Issues** tile on the Invoice listing screen, only stock issued against an **OTC invoice** will be displayed. In other words, [create an invoice](#) and [issue](#) stock against an invoice.

If the invoice is linked to a [Call](#) or [Work Order](#), the issues will not display in the Issue screen. Instead they need to be viewed in the **Parts** tile on the [Work Order](#).

**Ribbon** Select **Sales > Invoices**



- The **Sales Invoices** listing screen will be displayed.
- Select the **Site** where the Invoice was created.
  - The example has **KwaZulu-Natal** selected.
- Select the **Status** for the Invoice you wish to view.
  - The example has **Printed** selected.
- Select the **row** of the invoice you wish to view the parts issues for.
- Click on the **Issues** Functions tile in the **Links** panel.

Invoice	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStat
KZIN000042	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	Customer PSL	4,830.00	Printed
KZIN000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale068000	4,830.00	Printed
KZIN000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jun 2024	15.00	SP2020 PSL	5,313.00	Printed
KZIN000035	6065001000	Sell Off Customer	Sales	Edit Invoice MHJ	4,588.50	ZAR	1.00	03 Jun 2024	15.00	Customer PSLite068	4,588.50	Printed
KZIN000033	607548708	MHRA Burhill CC	Sales	Cancel Email	4,830.00	ZAR	1.00	31 Jul 2024	15.00	cancel email	4,830.00	Printed
KZIN000030	6085742234	Form Fair Publishing	Sales	EmailingMHJ063007	5,047.35	ZAR	1.00	31 Jul 2024	15.00	MHJ063007	5,047.35	Printed
KZIN000028	607548708	MHRA Burhill CC	Sales	Email Invoice	6,210.00	ZAR	1.00	31 Jul 2024	15.00	MHRA PSLite Email	6,210.00	Printed
KZIN000025	607548708	MHRA Burhill CC	Sales		10,480.00	ZAR	1.00	31 Jul 2024	15.00	Invoice06801	10,480.00	Printed
KZIN000023	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	POOLite MHJ068001	4,830.00	Printed
KZIN000022	6085742234	Form Fair Publishing	Sales	MHJ063007	6,222.63	ZAR	1.00	30 Jul 2024	15.00	Quotation MHJ063007 - Email	6,222.63	Printed
KZIN000020	6050183105	Barker Wraight Security	Sales	MHJ02010 Picking Slip	14,003.70	ZAR	1.00	18 Jul 2024	15.00		14,003.70	Printed
KZIN000019	6050183105	Barker Wraight Security	Sales	OTC Part Request Picking Slip 032010	8,556.00	ZAR	1.00	18 Jul 2024	15.00		8,556.00	Printed
KZIN000018	6005715519	Caime Ozcoffr CC	Sales	MHJ02014 OTC Issue	483.00	ZAR	1.00	17 Jul 2024	15.00		483.00	Printed
KZIN000017	6005715519	Caime Ozcoffr CC	Sales	SalesInvoiceOTC	1,240.62	ZAR	1.00	17 Jul 2024	15.00		1,240.62	Printed
KZIN000016	6005715519	Caime Ozcoffr CC	Sales	OTC PR 132014	6,624.00	ZAR	1.00	17 Jul 2024	15.00		6,624.00	Printed
KZIN000015	6024994308	Realnix Ducarme Security	Sales	Sales Invoice PR	2,415.00	ZAR	1.00	17 Jul 2024	15.00		2,415.00	Printed
KZIN000014	6005715519	Caime Ozcoffr CC	Sales	OTC Part Request	14,490.00	ZAR	1.00	16 Jul 2024	15.00		14,490.00	Printed
KZIN000013	6005715519	Caime Ozcoffr CC	Sales	Accounts	17,589.48	ZAR	1.00	21 May 2024	15.00	PR Issue Item Delete	17,589.48	Printed
KZIN000012	6005715519	Caime Ozcoffr CC	Sales	Accounts	483.00	ZAR	1.00	17 May 2024	15.00		483.00	Printed
KZIN000011	6005715519	Caime Ozcoffr CC	Sales	Accounts	483.00	ZAR	1.00	17 May 2024	15.00		483.00	Printed
KZIN000010	6005715519	Caime Ozcoffr CC	Sales	Accounts	483.00	ZAR	1.00	17 May 2024	15.00		483.00	Printed
KZIN000009	6099930115	Painter Burghall Solutions	Sales	Accounts	442.75	ZAR	1.00	16 May 2024	15.00		442.75	Printed
KZIN000008	6050183105	Barker Wraight Security	Sales	Accounts	966.00	ZAR	1.00	16 May 2024	15.00		966.00	Printed
KZIN000007	607548708	MHRA Burhill CC	Sales	Accounts	4,830.00	ZAR	1.00	16 May 2024	15.00		4,830.00	Printed

## ISSUES FOR SALES INVOICE SCREEN

- The **Issues for Sales Invoice : KZIN[ ]** screen will display.
  - **Doc No:** The document number field will display the **reference number** of the document that the part was issued on. The example shows **SI** for a **Serialized Item**.
  - **Doc Type: ISSUE** will display by default.
  - **Event Date:** The date that the part item or stock item was issued.

- **Part Code:** The part code identified to the stock or part item that was issued.
- **Part Desc:** A description of the stock or part item that was issued.
- **Warehouse Name:** The name of the Warehouse where the part or stock item was issued from.
- **Bin Location Name:** This will auto populate with the **default** bin location linked to the warehouse above.
- **Serial No:** As the item listing in the example is a Serialised Item, the Serial Number for the Item is listed.
- **Unit Cost:** The cost per item, unit or part is listed.
- **Quantity:** The number of items that were issued.
- **Value:** The value of the issued item.

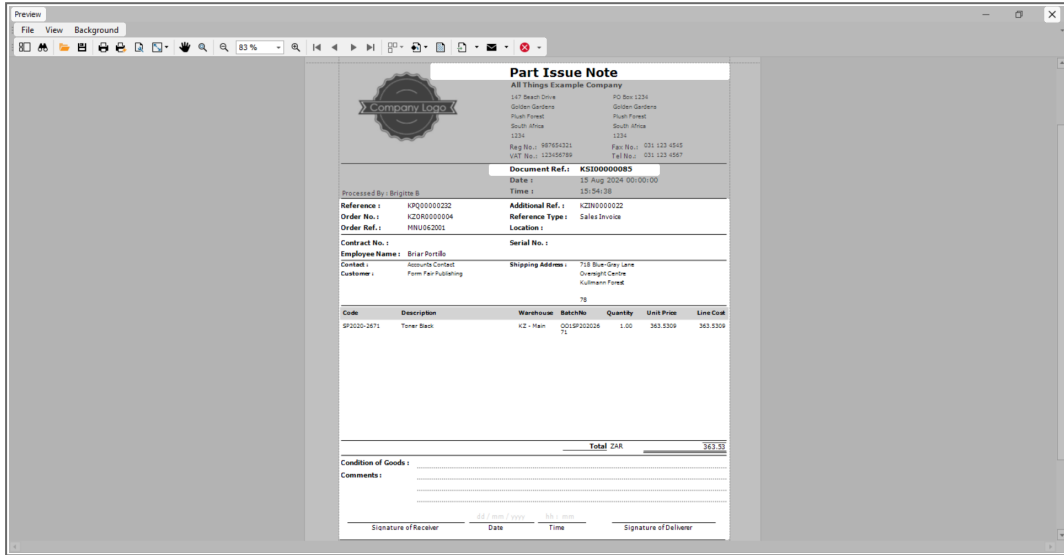
DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
K300000084	ISSUE	15 Aug 2024	SP2020	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	SP2020-26755706	3,500.00	1.00	-3,500.00
K300000084	ISSUE	15 Aug 2024	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin	2671-001	363.53	1.00	-363.53
K300000085	ISSUE	15 Aug 2024	SP2020-2671	Toner Black	KZ - Main	OOISP20202671		363.53	1.00	-363.53
K300000086	ISSUE	15 Aug 2024	SP2020-5598	Wiper Blade	KZ - Main	K201-001	5598A001	299.00	1.00	-299.00

## PRINT PART ISSUE NOTE

- Click on the **row** of the Part or Stock Item you wish to print.
- Click on **Print**.

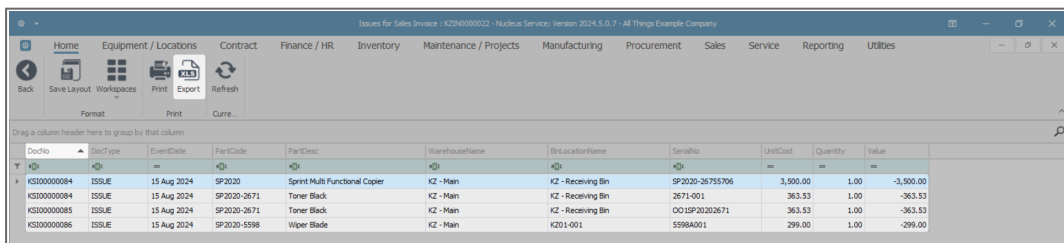
DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
K300000084	ISSUE	15 Aug 2024	SP2020	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	SP2020-26755706	3,500.00	1.00	-3,500.00
K300000084	ISSUE	15 Aug 2024	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin	2671-001	363.53	1.00	-363.53
K300000085	ISSUE	15 Aug 2024	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin	OOISP20202671	363.53	1.00	-363.53
K300000086	ISSUE	15 Aug 2024	SP2020-5598	Wiper Blade	KZ - Main	K201-001	5598A001	299.00	1.00	-299.00

- The Part Issue Note will display in the **Report Preview** screen.
- From the preview screen you can make cosmetic changes to the document, as well as **Save, Zoom, Add a Watermark, Export, or Email** the Part Issue Note.
- **Close** the Report Preview screen when done.



## EXPORT TO MICROSOFT EXCEL

- From the **Issues for Sales Invoice : KZIN[ ]** screen.
- Click on a **Column Header** to quickly sort the data in **Ascending** or **Descending** order.
- In this image, the data grid has been sorted by **DocNo** in **Ascending** order.
- Click on **Export** to export the **Issues for Sales Invoice : KZIN[ ]** to an **Excel Spreadsheet**.



- **Close** the spreadsheet when complete.

DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
KS100000084	ISSUE	15 Aug 2024	SP2020	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	SP2020-26755706	3,500.00	1.00	-3,500.00
KS100000084	ISSUE	15 Aug 2024	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin	2671-001	363.53	1.00	-363.53
KS100000085	ISSUE	15 Aug 2024	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin	001SP20202671	363.53	1.00	-363.53
KS100000086	ISSUE	15 Aug 2024	SP2020-5598	Wiper Blade	KZ - Main	KZ01-001	5598A001	299.00	1.00	-299.00

- From the **Issues for Sales Invoice** screen -
- Click on **Back** to return to the **Sales Invoices** listing screen.

DocNo	DocType	EventDate	PartCode	PartDesc	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	Value
KS100000084	ISSUE	15 Aug 2024	SP2020	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	SP2020-26755706	3,500.00	1.00	-3,500.00
KS100000084	ISSUE	15 Aug 2024	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin	2671-001	363.53	1.00	-363.53
KS100000085	ISSUE	15 Aug 2024	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin	001SP20202671	363.53	1.00	-363.53
KS100000086	ISSUE	15 Aug 2024	SP2020-5598	Wiper Blade	KZ - Main	KZ01-001	5598A001	299.00	1.00	-299.00

## 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](#)
- [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.063.008