

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 <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**.

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, <u>create an invoice</u> and <u>issue</u> stock against an invoice.

If the invoice is linked to a <u>Call</u> or <u>Work Order</u>, the issues will not display in the Issue screen. Instead they need to be viewed in the **Parts** tile on the <u>Work Order</u>.

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.

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· · · · · ·				Cash Sale Account	Sales		4,830.00			19 Apr 2024		CashSale068000	4,830.0	
			6065001001	Cash Sale Account	Sales		5,313.00			31 Jul 2024		SP2020 PSL	5,313.0	
			6065001000	Sell Off Customer	Sales	Edit Invoice MNU	4,588.50			03 Jun 2024		Customer PSLite068	4,588.5	
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		KZIN000020	6050183105	Barker Wraight Security	Sales	MNU032010 Picking Slip	14,003.70	ZAR	1.00	18 Jul 2024	15.00		14,003.7	
		KZIN0000019	6050183105	Barker Wraight Security	Sales	OTC Part Request Picking Slip 032010	8,556.00	ZAR	1.00	18 Jul 2024	15.00		8,556.0	0 Print
		KZIN0000018	6005715519	Cairns Oscroft CC	Sales	MNU032014 OTC Issue.	483.00	ZAR	1.00	17 Jul 2024	15.00		483.0	0 Print
		KZIN0000017	6005715519	Cairns Oscroft CC	Sales	SalesInvoiceOTC	1,240.62	ZAR	1.00	17 Jul 2024	15.00		1,240.6	2 Print
		KZIN0000016	6005715519	Cairns Oscroft CC	Sales	OTC PR 132014	6,624.00	ZAR	1.00	17 Jul 2024	15.00		6,624.0	0 Print
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		KZIN0000010	6005715519	Cairns Oscroft CC	Sales	Accounts	483.00	ZAR	1.00	17 May 2024	15.00		483.0	0 Printe
		KZIN000009	6099963015	Painter Burghall Solutions	Sales	Accounts	442.75	ZAR	1.00	16 May 2024	15.00		442.7	5 Print
		KZIN000008	6050183105	Barker Wraight Security	Sales	Accounts	966.00	ZAR	1.00	16 May 2024	15.00		966.0	0 Printe
		K71N000007	6075468708	MHRA Burhill CC	Sales	Accounts	4,830.00	748	1.00	16 May 2024	15.00		4,830.0	0 Drinh

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 Serialised 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.

						Issues for Sales	s Invoice : KZIN0000022 - Nucleus S								
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PRINT PART ISSUE NOTE

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

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- 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.

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		Part Issue Note	
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		Reg No.: 997654321 Fax No.: 031 123 4545 VAT No.: 123456789 Tel No.: 031 123 4567	
		Document Ref.: KS100000085	
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	Processed By : Brigitte B Reference : KPQ00000232	Time : 15:54:38 Additional Ref. : K2IN0000022	
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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.

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• **Close** the spreadsheet when complete.

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

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							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
- <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



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Help v2024.5.0.7/1.0 - Pg 6 - Printed: 21/08/2024

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