

We are currently updating our site; thank you for your patience.

# **SALES**

## **INTRODUCTION TO INVOICES**

You can View, Add, Edit, and Reprint Invoices from the **Sales Invoices** listing screen.

Sales Invoices may have been created from other screens within BPO (such as Calls or Projects), but all Sales Invoices created will be listed here.

#### If a Sales Invoice is created from this screen without linking to a related project, call or work order, that invoice is classified as OTC (Over the Counter).

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 <u>POS Invoicing</u>.

#### Ribbon Access: Sales > Invoices



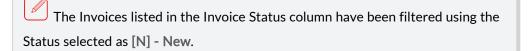


- 1. The Sales Invoices listing screen will display.
- 2. Select the Site you wish to work in.
  - The example has **Durban** selected.

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		INV0000539	PIN0001	Pink Shoes		new quote1	245,525.00	New	ZAR		0.00	1.00	15.00	04/02/2021	N	
		INV0000538	HOP001	Hope Works (Pty) Ltd		Short Term Contra	5,750.00	New	ZAR		0.00	1.00	15.00	15/06/2020	N	
		INV0000537	APP0001	Apple Juice Inc		test	27.60	New	ZAR		0.00	1.00	15.00	08/05/2020	N	
		INV0000527	WES001	Westwood Dynamic		testing sales process	24,150.00	New	ZAR		0.00	1.00	15.00	16/04/2020	N	
		INV0000504	CUS001	Cash Sales Account			575.00	New	ZAR		0.00	1.00	15.00	17/05/2019	N	
		INV0000500	HOP001	Hope Works (Pty) Ltd		Swap out Invoice	149.48	New	ZAR		0.00	1.00	15.00	19/11/2018	N	
		INV0000398	BOT0001	Bothas Networking i		SP540	4,560.00	New	ZAR		0.00	1.00	14.00	30/10/2017	N	
		INV0000323	HOP001	Hope Works (Pty) Ltd		Retest	1,947.12	New	USD		0.00	10.00	14.00	20/04/2017	N	
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### **INVOICE STATUS**

3. The Invoice Status is set to New by default.



- 4. Click on the down arrow to display the Status list.
  - C Cancelled will display a list of all the Sales Invoices with a Cancelled Status
  - N New will display a list of all the Sales Invoices with a New Status
  - P Printed will display a list of all the Invoices with a Printed Status
- 5. Select the Status you wish to view.
  - The example has N New status selected.



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	INV0000538	B HOP001	Hope Works (Pty) Ltd	d	Short Te	erm Contra	5,750.0	New	ZAR		0.00	1.00	15.00	15/06/2020	N		
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	INV0000500	0 HOP001	Hope Works (Pty) Ltd		Swap ou	ut Invoice	149.48	New	ZAR		0.00	1.00	15.00	19/11/2018	N		
	INV0000398	B BOT0001	Bothas Networking i		SP 540		4,560.00	New	ZAR		0.00	1.00		30/10/2017	N		
	INV000032	3 HOP001	Hope Works (Pty) Ltd		Retest		1,947.12	New	USD		0.00	10.00	14.00	20/04/2017	N		
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### **SALES INVOICES MAINTAIN BUTTONS**

The action buttons on the ribbon menu will be available (bold) or unavailable (greyed out) depending on the **Status** filter you have selected.

- From the Sales Invoices listing screen, you can <u>Add</u>, <u>Edit</u> and <u>View</u> a Tax Invoice.
- 2. Add to or edit a <u>Comment and / or Reference</u> for a sales invoice.
- 3. <u>Print</u> a Sales Invoice or **Export** the list of Sales Invoices to a Microsoft Excel Spreadsheet.
- 4. Send Invoices To Print Queue.



#### Introduction to Invoices

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		DW0000323 HOP001	Hope Works (Pty) Ltd		Retest	1,947.12	New	USD		0.00	10.00	14.00	20/04/2017	

### **FUNCTIONS TILE**

Issues

The Issues tile allows you to view a list of <u>all the items that</u> <u>have been issued</u> for the selected Sales Invoice. Refer to Invoices - Parts Issues

#### **Related Topics**

• Introduction to Point of Sale (POS) Lite

BPO.MNU.063