
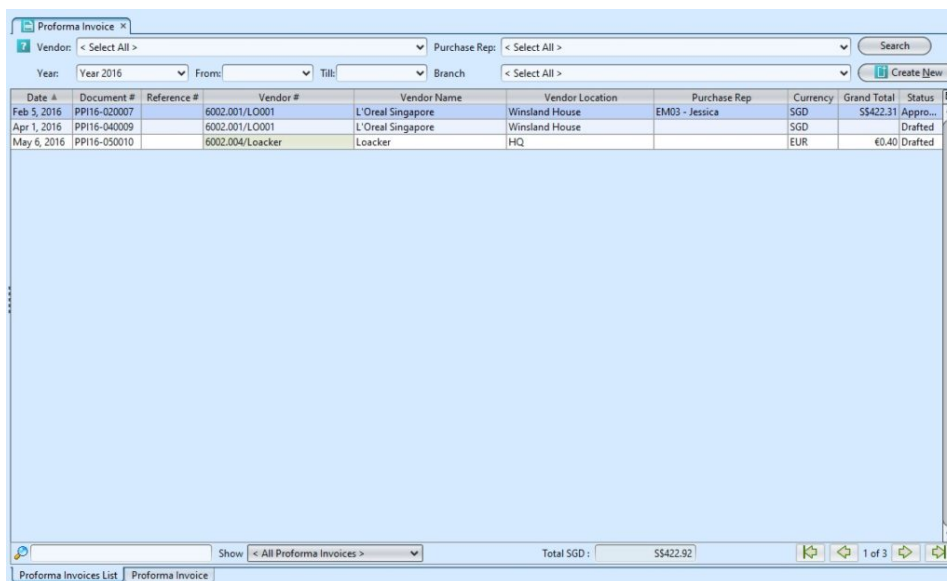


# Proforma Invoice

Proforma invoice is a preliminary bill of purchase sent to buyer in advance of a shipment or delivery of goods. Proforma Invoice view (Purchase module) allows the user to create and manage proforma invoices in relation to purchase orders. Below are available actions for the user from Proforma Invoice view:

 Create new proforma invoice, update and delete proforma invoice

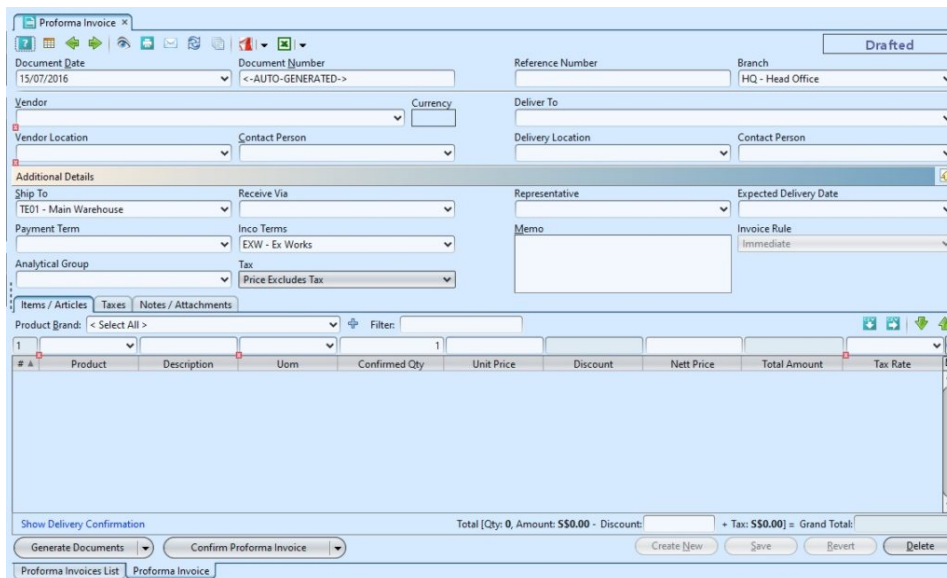
 View and search proforma invoice details



The screenshot shows the 'Proforma Invoice' list view. At the top, there are search filters for Vendor, Purchase Rep, Year (set to 2016), From, To, Title, and Branch. A 'Search' button and a 'Create New' button are also present. Below the filters is a table with the following data:

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status
Feb 5, 2016	PP116-020007		6002.001/L0001	L'Oreal Singapore	Winsland House	EM03 - Jessica	SGD	\$5422.31	Appro...
Apr 1, 2016	PP116-040009		6002.001/L0001	L'Oreal Singapore	Winsland House		SGD		Drafted
May 6, 2016	PP116-050010		6002.004/Loacker	Loacker	HQ		EUR	€0.40	Drafted

At the bottom, there is a 'Show' dropdown set to 'All Proforma Invoices', a 'Total SGD' of \$5422.92, and navigation buttons for '1 of 3'.



The screenshot shows the 'Proforma Invoice' detail view. It includes a 'Drafted' status button. The form is divided into several sections:

- Document Info:** Document Date (15/07/2016), Document Number (<-AUTO-GENERATED->), Reference Number, and Branch (HQ - Head Office).
- Vendor Info:** Vendor, Vendor Location, Contact Person, and Currency.
- Delivery Info:** Deliver To, Delivery Location, and Contact Person.
- Additional Details:** Ship To (TE01 - Main Warehouse), Receive Via, Representative, Expected Delivery Date, Payment Term (EXW - Ex Works), Inco Terms, Invoice Rule (Immediate), Analytical Group, and Tax (Price Excludes Tax).
- Items / Articles:** A table with columns: #, Product, Description, Uom, Confirmed Qty, Unit Price, Discount, Nett Price, Total Amount, and Tax Rate. The table is currently empty.
- Summary:** Total [Qty: 0, Amount: \$50.00 - Discount: + Tax: \$50.00] = Grand Total: \$50.00.
- Actions:** Buttons for 'Generate Documents', 'Confirm Proforma Invoice', 'Create New', 'Save', 'Revert', and 'Delete'.

Proforma Invoice

Document Date: 15/07/2016 Document Number: <-AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Vendor: Currency: Deliver To:

Vendor Location: Contact Person: Delivery Location: Contact Person:

Additional Details

Ship To: TE01 - Main Warehouse Receive Via: Representative: Expected Delivery Date:

Payment Term: Inco Terms: Memo: Invoice Rule: Immediate

Analytical Group: Tax: Price Excludes Tax:

Taxes applicable for this order:

Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt

Base Taxable Sum: Tax Sum:

Show Delivery Confirmation Total Qty: 0, Amount: \$50.00 - Discount: + Tax: \$50.00 = Grand Total:

Generate Documents Confirm Proforma Invoice Create New Save Revert Delete

Proforma Invoices List Proforma Invoice

Proforma Invoice

Document Date: 15/07/2016 Document Number: <-AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Vendor: Currency: Deliver To:

Vendor Location: Contact Person: Delivery Location: Contact Person:

Additional Details

Ship To: TE01 - Main Warehouse Receive Via: Representative: Expected Delivery Date:

Payment Term: Inco Terms: Memo: Invoice Rule: Immediate

Analytical Group: Tax: Price Excludes Tax:

Items / Articles Taxes Notes / Attachments

Title	File Size	By User	On Date

Title: Description: File Name: Size: bytes (1)

Create New Save Revert Delete

Show Delivery Confirmation Total Qty: 0, Amount: \$50.00 - Discount: + Tax: \$50.00 = Grand Total:

Generate Documents Confirm Proforma Invoice Create New Save Revert Delete

Proforma Invoices List Proforma Invoice

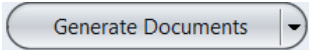
Field Name	Description	Mandatory Information
Document Date	Creation date of the document	Y
Document Number	Document number of the purchase order	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which make the purchase order	Y
Vendor	The vendor of whom the purchase order was made to	Y
Currency	Currency used by the vendor	Y
Vendor Location	The location of vendor	Y
Contact Person	The contact person of vendor	N
Deliver To	Name of company to deliver the purchase order	N
Delivery Location	The location of company to deliver the purchase order	N
Contact Person	The contact person of company at delivery location	N
Ship To	Warehouse location to deliver the purchase order	Y
Receive Via	Method of the delivery	N

Representative	Name of staff to process the purchase order	N
Promised Date	Date of delivery	N
Payment Term	Payment term for the purchase order	N
Inco Terms	Inco Terms rules associated with the transportation and delivery of goods	Y
Analytical Group	Self explanatory	N
Tax	Indicate whether price of the product to purchase include or exclude tax	Y
Memo	Additional information in regard to the purchase order document	N
Invoice Rule	Invoice mode of the purchase order, immediate or after delivery	Y
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
Uom	Type of the item	Y
Confirmed Qty	Number of quantity of the item confirmed by vendor for delivery	Y
Unit Price	Cost per item	Y
Discount	Discount for the item to purchase	N
Nett Price	Nett price for the item to purchase	Y
Total Amount	Total cost for the item to purchase	Y
Tax Rate	Tax of the item to purchase	Y
Total Discount	Total discount for all the items on the purchase order	Y
Grand Total	Total cost for all the items on the purchase order after discount and tax	Y

## Create New Proforma Invoice:

1. Create proforma invoice through **“Purchase – (Transaction) Delivery Confirmation”**. This option is available when **“Immediate”** invoice rule was chosen during purchase order creation

2. From **“Purchase – (Transaction) Delivery Confirmation”**, on **“Delivery Confirmations List”** tab, double click on the accepted delivery confirmation, it will bring up the details on **“Delivery Confirmation”** tab for the selected order

3. Click arrow on  button on bottom left screen of **“Delivery Confirmation”** tab and select **“Generate Proforma Invoice”** option to generate a new proforma invoice, it will generate a new proforma

invoice referenced to the selected delivery confirmation. A link to the invoice will be added on the delivery confirmation

**Additional Details**

Ship To: TE01 - Main Warehouse  
Receive Via: [Dropdown]  
Payment Term: 60D-EOM - 60 Days End Of Month  
Inco Terms: EXW - Ex Works  
Analytical Group: [Dropdown]  
Tax: Price Excludes Tax  
Representative: [Dropdown]  
Expected Delivery Date: [Dropdown]  
Memo: [Text Area]  
Invoice Rule: Immediate

**Delivery Confirmation**

Document Date: 14/07/2016  
Document Number: PO-0055  
Confirmation Reference #: [Text]  
Confirmed Date: 14/07/2016  
Branch: HQ - Head Office  
Vendor: 6002.001/LU001 - Luxasia  
Currency: SGD  
Vendor Location: Luxasia Building  
Contact Person: [Text]  
Deliver To: [Text]  
Delivery Location: [Text]  
Contact Person: [Text]

**Taxes applicable for this order:**

Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD10-010029	Bulgari au The Vert Extreme for Women - EDT...	Purchase Tax Account 7% TX7	\$537.50	\$52.63	\$537.50	\$52.63

Base Taxable Sum: \$537.50  
Tax Sum: \$52.63  
Total [Confirmed Qty: 1, Amount: \$537.50 - Discount: [Text] + Tax: \$52.63] = Grand Total: \$540.13

Generate Documents  
Generate Proforma Invoice  
Generate Back Order  
Generate Sales Order

**Purchase Order/Confirmation -> Proforma Invoice**

Create Proforma Invoice from Purchase Order/Confirmation  
Generates the Proforma Invoice from Purchase Order/Confirmation with the pending products to be invoiced.

Document Number: <-AUTO-GENERATED->  
Document Date: 15/07/2016  
Reference Number: PO-0055  
Document Status: Drafted  
Warehouse: TE01 - Main Warehouse

Product #	Description	UOM	Ordered Qty	Invoiced Qty	Open Qty	Suggested ...
BD10-0100...	Bulgari au The Vert Extreme for Women - EDT...	Each	1	0	0	1

☒ Open the new Proforma Invoice Document

OK Cancel

4. Click on **“Notes / Attachments”** tab at the middle

of screen to add notes or files attachment for the proforma invoice. Any number of scanned or photos can be attached to the documents.

5. Click on **“Save”** button at the bottom right of screen when completed (if any changes was made)

The screenshot shows the Proforma Invoice screen. At the bottom, there is a row of buttons: 'Generate Documents', 'Confirm Proforma Invoice', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Save' button is highlighted with a red rectangular box. Above the buttons, there is a summary bar showing 'Total [Qty: 1, Amount: \$537.50 - Discount: ] + Tax: \$52.63 = Grand Total: \$540.13'.

6. Click on **“Confirm Proforma Invoice”** button at the bottom of screen to confirm the proforma invoice

The screenshot shows the Proforma Invoice screen with a dialog box titled 'Confirm Document?' open in the center. The dialog box contains the text 'Do you really wish to Confirm the selected Proforma Purchase Invoice(s)?' and two buttons: 'Yes' and 'No'. The 'Confirm Proforma Invoice' button at the bottom of the screen is highlighted with a red rectangular box. The background shows the same summary bar as the previous screenshot.

7. Click on **“Approve Proforma Invoice”** button at the bottom of screen to approve the proforma invoice. Tax entries applicable for the proforma invoice will be automatically created under **“Taxes”** tab if any

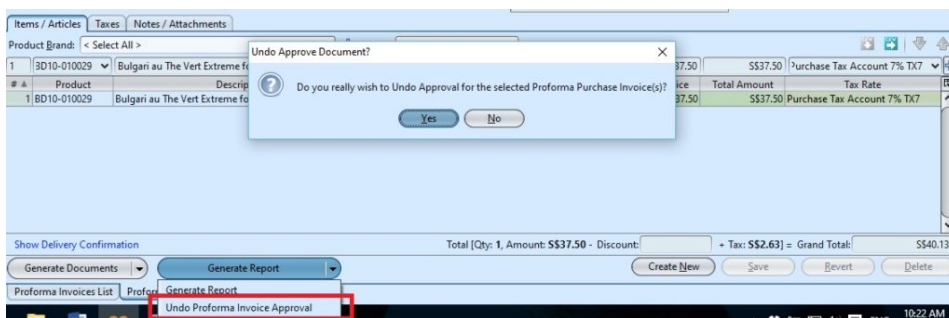
The screenshot shows the Proforma Invoice screen with a dialog box titled 'Approve Document?' open in the center. The dialog box contains the text 'Please note that the approved document can not be re opened!' and two buttons: 'Yes' and 'No'. The 'Approve Proforma Invoice' button at the bottom of the screen is highlighted with a red rectangular box. The background shows the same summary bar as the previous screenshots.

8. Click arrow on **Generate Documents** button on bottom left screen of **“Proforma Invoice”** tab and select **“Generate Purchase Invoice”** option to generate a new purchase invoice, it will generate a new purchase invoice referenced to the selected proforma invoice. A link to the purchase invoice will be added on the proforma invoice



## Update Proforma Invoice Details:

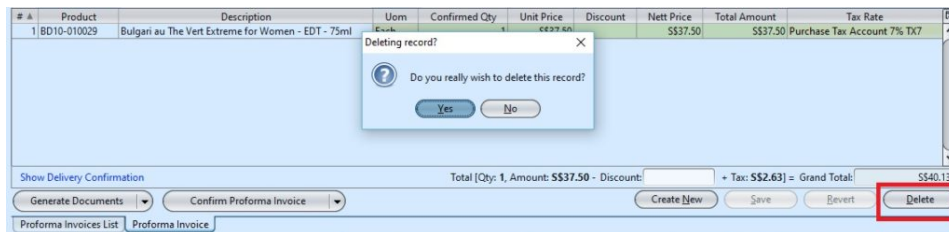
1. Click on **"Proforma Invoices List"** tab at the bottom of screen
2. Double click on proforma invoice to be updated, it will bring up the details on **"Proforma Invoice"** tab for the selected invoice. If a proforma invoice's status is **"Confirmed"** or **"Approved"**, right click on the invoice and reopen / undo approval of the invoice first. User can do so from the document as well by clicking the arrow on **"Generate Report"** button at the bottom left of the document screen



3. Make change(s) on the proforma invoice information
4. Click on **"Save"** button at the bottom right of screen when done
5. Click on **"Revert"** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes
6. Click on **"Confirm Proforma Invoice"** button at the bottom of screen to confirm the proforma invoice
7. Click on **"Approve Proforma Invoice"** button at the bottom of screen to approve the proforma invoice

## Delete Proforma Invoice:

1. Click on ***“Proforma Invoices List”*** tab at the bottom of screen
2. Double click on proforma invoice to be deleted, it will bring up the details on ***“Proforma Invoice”*** tab for the selected invoice. If a proforma invoice’s status is ***“Confirmed”*** or ***“Approved”***, right click on the invoice and reopen / undo approval of the invoice first
3. Click on ***“Delete”*** button at the bottom right side of screen
4. Click on ***“Yes”*** button on the pop-up window to confirm proforma invoice deletion



## View and Search for Proforma Invoice Details:

1. Click on ***“Proforma Invoices List”*** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which vendor to search for in the ***“Vendor”*** text field box or select from drop-down list

Proforma Invoice

Vendor: < Select All > Purchase Rep: < Select All > Search

Year: Year 2016 From: Title: Branch: < Select All > Create New

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status
Feb 5, 2016	PP116-020007		6002.001/LO001	L'Oreal Singapore	Winsland House	EM03 - Jessica	SGD	\$5422.31	Appro...
Apr 1, 2016	PP116-040009		6002.001/LO001	L'Oreal Singapore	Winsland House		SGD		Drafted
May 6, 2016	PP116-050010		6002.004/Loacker	Loacker	HQ		EUR	€0.40	Drafted
Jul 15, 2016	PP116-070011	PO-0055	6002.001/LU001	Luxasia	Luxasia Building		SGD	\$540.13	Drafted

Search Engine

Show: < All Proforma Invoices > Total SGD: \$5463.05 1 of 4

Proforma Invoices List Proforma Invoice

3. Result can be sorted alphabetically by clicking the fields' columns

Proforma Invoice

Vendor: < Select All > Purchase Rep: < Select All > Search

Year: Year 2016 From: Title: Branch: < Select All > Create New

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status
Jul 15, 2016	PP116-070011	PO-0055	6002.001/LU001	Luxasia	Luxasia Building		SGD	\$540.13	Drafted
May 6, 2016	PP116-050010		6002.004/Loacker	Loacker	HQ		EUR	€0.40	Drafted

4. Double click on proforma invoice to view full details of the order, it will bring up the details on "Proforma Invoice" tab for the selected invoice