Sales Invoice

A sales invoice is a document that a company uses to communicate to their customers about the sums that are due in exchange for goods that have been sold. Sales Invoice view allows user to create and manage sales invoices. Below actions are available under *"Sales Invoice":*

🔗 Create new sales invoice; update, delete, view and search for sales invoice details

🔗 Update delivery status for the sales invoice

Taxes Tab

Items / Articles | Taxes | Postings | Receipts | Notes / Attachments | Margin | Applied Promotions

Taxes applicable for this invoice:

Base Taxable Sum: [ ]   Tax Sum: [ ]

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

Total Qty: **0**, Amount : [ ]   Discount: [ ]   + Tax : [ ]   Grand Total: [ ]

Generate Documents [▾]   Confirm Sales Invoice [▾]   Create New   Save   Revert   Delete

Sales Invoices List | Sales Invoice

Postings Tab

Items / Articles | Taxes | Postings | Receipts | Notes / Attachments | Margin | Applied Promotions

Type: [▾]   Journal: [ ]   Date: [ ]   Document #: [ ]   Reference #: [ ]

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount

Total Qty: **0**, Amount : [ ]   Discount: [ ]   + Tax : [ ]   Grand Total: [ ]

Generate Documents [▾]   Confirm Sales Invoice [▾]   Create New   Save   Revert   Delete

Sales Invoices List | Sales Invoice

Receipts Tab

Items / Articles | Taxes | Postings | Receipts | Notes / Attachments | Margin | Applied Promotions

Receipt Details :

Total Received: [ ]   Balance Amount: [ ]

#	Due Date	Receipt Date	Document #	Reference #	Lettrage	Received Amount

Total Qty: **0**, Amount : [ ]   Discount: [ ]   + Tax : [ ]   Grand Total: [ ]

Generate Documents [▾]   Confirm Sales Invoice [▾]   Create New   Save   Revert   Delete

Sales Invoices List | Sales Invoice

Notes / Attachments Tab

Items / Articles | Taxes | Postings | Receipts | Notes / Attachments | Margin | Applied Promotions

Title	File Size	By User	On Date

Title [ ]
Description [ ]
File Name [ ]
Size : bytes {1}

Create New
Save
Revert
Delete

Total Qty: **0**, Amount : [ ]   Discount: [ ]   + Tax : [ ]   Grand Total: [ ]

Generate Documents [▾]   Confirm Sales Invoice [▾]   Create New   Save   Revert   Delete

Sales Invoices List | Sales Invoice

Margin Tab

Items / Articles | Taxes | Postings | Receipts | Notes / Attachments | Margin | Applied Promotions

Total Items: [ ]   Discount: [ ]   Cost: [ ]   Margin: [ ]   % [0]

Product # ▲	Description	UOM	Quantity	Nett Price	Total Amount	Unit Cost	Total Cost	Margin Amount	Margin %

Total Qty: **0**, Amount : [ ]   Discount: [ ]   + Tax : [ ]   Grand Total: [ ]

Generate Documents [▾]   Confirm Sales Invoice [▾]   Create New   Save   Revert   Delete

Sales Invoices List | Sales Invoice

Field Name	Description	Mandatory Information
Type	Type of the sales invoice document	Y
Document Date	Date of the sales invoice	Y
Document Number	Number of the sales invoice	Y
Reference Number	A unique number on sales invoice	Y
Branch	A location, other than the main office, where business is conducted.	Y
Invoice To	Self-explanatory	Y
Customer Location	Company's location	Y
Contact Person	Person in charge	N
Deliver To	Self-explanatory	Y
Delivery Location	Self-explanatory	Y
Ship From	Self-explanatory	Y
Delivery Via	Method of delivery	N
Payment Term	Payment rules imposed by suppliers on their customers.	N
Inco Terms	Commonly used in both international and domestic trade contracts.	Y
Representative	Internal representative	N

Tax	A compulsory contribution to state revenue, levied by the government on workers' income and business profits, or added to the cost of some goods, services, and transactions	Y
Invoice Date	Invoice Date	N
Items/Articles – Product	Name of product	Y
Items/Articles – Description	Self-explanatory	N
Items/Articles – UOM	Type of product – Unit of Measure	Y
Items/Articles – Ordered Qty	Self-explanatory	N
Items/Articles – Confirmed Qty	Self-explanatory	N
Items/Articles – Unit Price	Self-explanatory	N
Items/Articles – Discount	A deduction from the usual cost of something.	N
Items/Articles – Nett Price	Price after all deduction as for taxes, expenses, losses, etc	N
Items/Articles – Total Amount	Self-explanatory	Y
Items/Articles – Tax Rate	Tax Rate	N
Items/Articles – Change Reason	Change reason to be entered when confirmed quantity is less than ordered quantity (i.e Out of Stock, Limited Stock, etc)	Depend on system setting / preference
Items/Articles – Expense Type	Expense type of free / gift / marketing product – mandatory when Product's Nett Price is 0 value (for non service type)	N

Create New Sales Invoice

1. Create invoice from *"Sales – (Sell In Transactions) Sales Invoice".* There are 2 options to create sales invoice:

- With Inventory Movement (sales of inventory product type)
- Without Inventory Movement (sales of non-inventory type, e.g. service)

2. In the "*Create Sales Invoice*" pop up window, select:

- From Goods Delivery / Proof Of Delivery documents (sales of inventory product type), choose a document from the list and click *OK* button. When create new from the list view, user may select / tick multiple documents to create multiple Sales Invoices. **Document type** of Sales Invoice is inherited from the corresponding Sales Order's **document type**; OR

- Create Sales Invoice without Inventory Movement (sales of non-inventory type, e.g. service and / or invoicing for products without inventory movement) and click *OK* button. User may select **document type** for the Sales Invoice.
  Note: No stock movement nor posting to Inventory accounts for this type of Sales Invoice

3. For Sales Invoice without Inventory Movement, enter product line info and click ⊞ button.

4. Optional: Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the sales invoice

5. Click on **"Save"** button at the bottom right of screen to save progress / changes

6. Any promotion scheme applied to this sales transaction (in the Sales Order document) will be inherited / shown in the Sales Invoice at the "**Applied Promotions**" tab

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	BD01-003146	Black Label Nourishing Beauty...	Each	10	S$29.02		S$29.02	S$290.20	Sales Tax Account 7% SR	
2	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	1					Sales Tax Account 7% SR	Free Products

Total Qty: **11**, Amount : **S$290.20** Discount: ___ + Tax: **S$20.31**] = Grand Total: S$310.51

Promotion	Promotion Type	Product C...	Product	Free Product	Quanti...	Discount...	Discount ...	Nett Pri...	Total Applied Dis...
Cold Storage - Easter Promo ...	Free Gift By Purchas...	BD01-003...	Black Label Nourishing Beauty Balm SP...	Ctrl-A Beauty Balm ...	1				

Total Qty: **11**, Amount : **S$290.20** Discount: ___ + Tax: **S$20.31**] = Grand Total: S$310.51

7. Click on **"Confirm Sales Invoice"** button at the bottom of screen to confirm the sales invoice

8. Click on **"Post To Accounts"** button at the bottom of screen to post the sales invoice to accounts

9. Click "**Show Goods Delivery**" link to open the corresponding Goods Delivery document (for Sales Invoice with Inventory Movement type)

10. Tax entries applicable for the sales invoice will be automatically created under **"Taxes"** tab if any. Journal entries of the sales will be automatically created under **"Postings"** tab. User can select different type of postings to view for the selected Sales Invoice by changing the "**Type**" filter

Taxes applicable for this invoice: Base Taxable Sum: S$290.20 Tax Sum: S$20.31

Product #	Product Name	Tax	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Sales Tax Account 7% SR	S$290.20	S$20.31	S$290.20	S$20.31
BD01-003145	Ctrl-A Beauty Balm 40ml	Sales Tax Account 7% SR				

Total Qty: **11**, Amount : **S$290.20** Discount: ___ + Tax: **S$20.31** = Grand Total: S$310.51

11. Click button or "*Generate Report*" button to print the sales invoice. Select a report format for the invoice

12. Optional: Click arrow on button at the bottom left of the screen and select "*Create Credit Note*" option to generate a credit note for the sales invoice

Credit Note generated from Sales Invoice will have a link to the source Sales Invoice document.

In Sales Invoice document view, the linked Credit Note(s) will be shown under "*Credit Notes*" tab.

Update Sales Invoice Details

1. Click on **"Sales Invoices List"** tab at the bottom of screen

2. Double click on sales invoice to be updated, it will bring up the details on **"Sales Invoice"** tab for the selected invoice. If a sales invoice's status is **"Confirmed"** or **"Posted"**, right click on the invoice in the list, and reopen / undo posting of the invoice first. Alternatively click on arrow on "**Generate Report**" button at the bottom left screen of the invoice details document, to show option to "**Undo Accounts Posting**"

3. Make change(s) on the sales invoice information

4. Click on **"Save"** button at the bottom right of screen to save

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 Sales Invoice"** button at the bottom of screen to confirm the sales invoice

7. Click on **"Post To Accounts"** button at the bottom of screen to post the sales invoice to accounts

Delete Sales Invoice

1. Click on **"Sales Invoice List"** tab at the bottom of screen

2. Double click on sales invoice to be deleted, it will bring up the details on **"Sales Invoice"** tab for the selected invoice. If a sales order's status is **"Confirmed"** or **"Posted"**, right click on the invoice and reopen / undo posting 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 sales invoice deletion

View and Search for Sales Invoice Details

1. Click on **"Sales Invoices List"** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which customer to search for in the "Customer" text field box or select from drop-down

list

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

4. Double click on sales invoice to view full details of the invoice, it will bring up the details on **"Sales Invoice"** tab for the selected invoice

Update Delivery Status for Sales Invoice:

User can mark / update the delivery status of sales invoice documents to indicate that the goods have been delivered to the customer. User can then filter the Sales Invoice list to view which sales invoices have / have not received *proof of delivery (POD)*.

1. Select **"Sales Invoices List"** tab at the bottom of screen. From the Sales Invoices List View, select the Sales Invoices for which you want to update the delivery status. Please note that this feature is access controlled and you need to have your administrator granting you the relevant access.

2. Select a document line, then right-click and select **'POD Received"** option. User can select more than 1 document line to update delivery status for multiple Sales Invoice documents. This will set the

status of the sales invoice's POD as *"Received"*

3. To undo POD received status, select a document line, then right-click and select *'Undo POD Received"* option. User can select more than 1 document line to update delivery status for multiple Sales Invoice documents. This will set the status of the sales invoice's POD as *"To Be Received"*
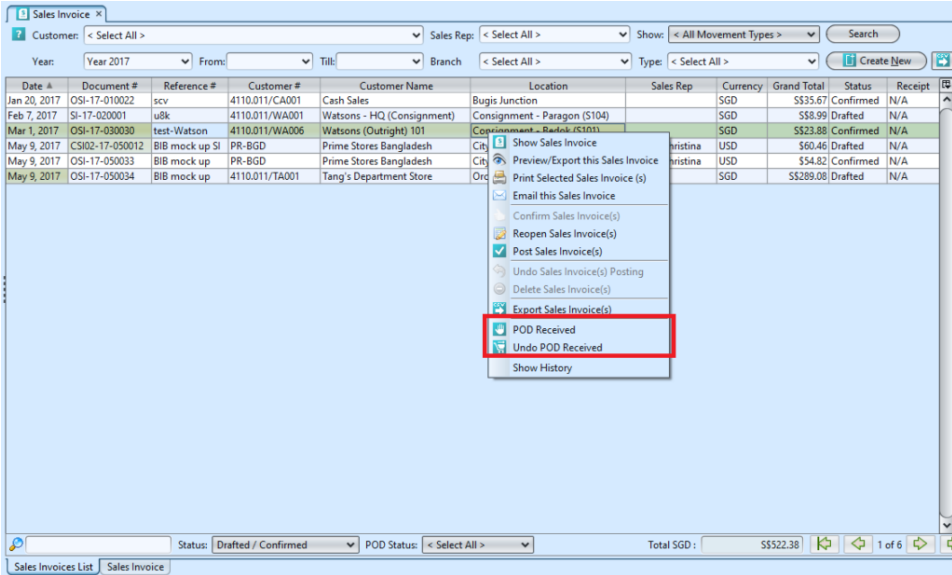
4. Select *"POD Status"* filter at the bottom of the *"Sales Invoices List"* tab to filter the list of Sales Invoices whether POD have / have not been received.