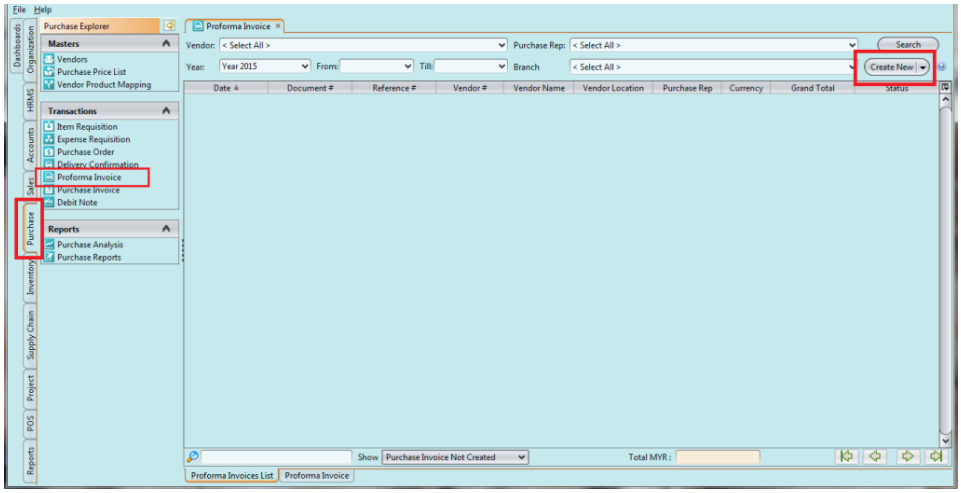
Create / Process (Purchase) Proforma Invoice

The purpose of Proforma Invoice is to allows the user to create a Purchase Order and process it Immediately e.g. locally purchase items.

1. Click on Purchase tab / Transactions / Proforma Invoice

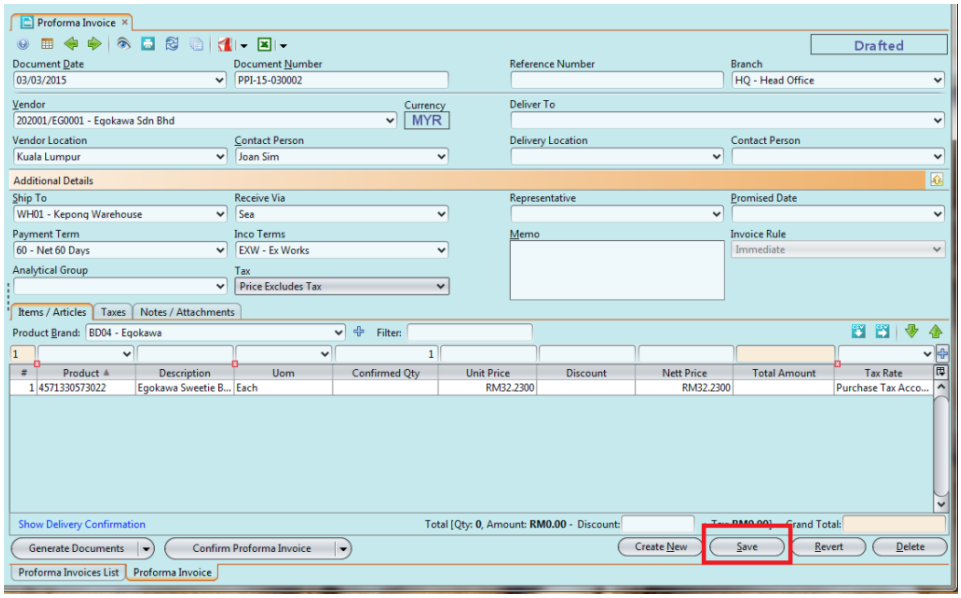
2. A Proforma Invoice would be automatically created from Purchase Order process with ***"Immediate"*** Invoice rule

3. Click ***"Create New"*** button or select from the list of invoices

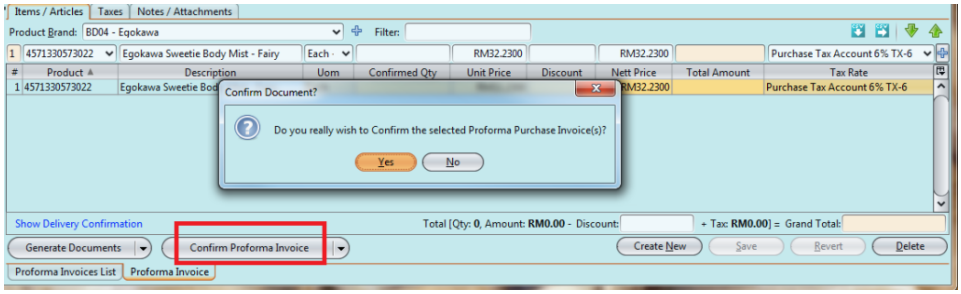
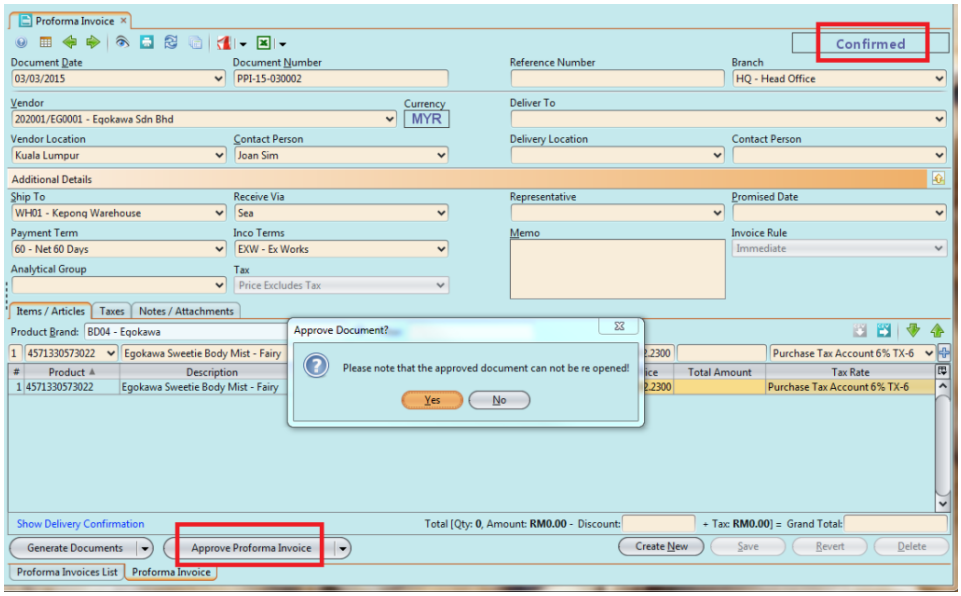


4. Fill in the information. Textfields marked with ***"x"*** are mandatory

5. Click ***"Save"*** button to save progress



6. Click ***"Confirm Proforma Invoice"*** then click ***"Yes"*** button to confirm the invoice



7. Click ***"Approve Proforma Invoice"*** then click ***"Yes"*** button to approve the invoice