


Proforma Invoice

Proforma invoice is a preliminary bill of sale sent to buyer in advance of a shipment or delivery of goods. Below actions are available under **“Proforma Invoice”**:

-  Create new proforma invoice; update, delete, view and search for proforma invoice details

Proforma Invoice

Customer: < Select All >

Sales Rep: < Select All >

Search

Year: Year 2016

From:

To:

Branch: < Select All >

Create New

| Date | Document # | Reference # | Customer # | Customer Name | Location | Sales Rep | Currency | Grand Total | Status |
|--------------|--------------|--------------|----------------|-------------------|------------------------|----------------|----------|-------------|-----------|
| Jan 13, 2016 | PSI16-010011 | | 4110.011/GU001 | Guardian - HQ | Singapore HQ | EM03 - Jessica | SGD | \$517.63 | Approved |
| Mar 16, 2016 | PSI16-030014 | | 4110.011/GU001 | Guardian - HQ | Bedok Mall | | SGD | \$510.27 | Approved |
| Mar 22, 2016 | PSI16-030015 | | 4110.011/CO001 | Cold Storage - HQ | Cold Storage - Orchard | | SGD | \$55.14 | Drafted |
| May 10, 2016 | PSI16-050016 | SO-16-040200 | 4110.011/SE002 | 7-11 - HQ | HQ - AMK | | SGD | | Confirmed |

Show

Goods Delivery Not Posted

Total SGD: \$533.04

1 of 4

Proforma Invoices ListProforma Invoice

Proforma Invoice

Document Date: 12/05/2016

Document Number: < -AUTO-GENERATED- >

Reference Number:

Branch: HQ - Head Office

Drafted

Customer:

Currency:

Deliver To:

Customer Location:

Contact Person:

Delivery Location:

Contact Person:

Additional Details

Ship From: TE01 - Main Warehouse

Ship Via:

Representative:

Delivery Date:

Payment Term:

Inco Terms: EXW - Ex Works

Description:

Bank Account:

Analytical Group:

Tax: Price Excludes Tax

Priority:

Items / Articles

Taxes

Notes / Attachments

Reserved Stock

Product Brand: < Select All >

Filter:

| Product | Description | Uom | Confirmed Qty | Unit Price | Discount | Nett Price | Total Amount | Tax Rate | Change Reason | Expense Type |
|---------|-------------|-----|---------------|------------|----------|------------|--------------|----------|---------------|--------------|
|---------|-------------|-----|---------------|------------|----------|------------|--------------|----------|---------------|--------------|

Total [Qty: 0, Amount: \$50.00 - Discount:] + Tax: \$50.00 = Grand Total:

Confirm Proforma Invoice

Create New

Save

Revert

Delete

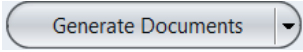
Proforma Invoices ListProforma Invoice

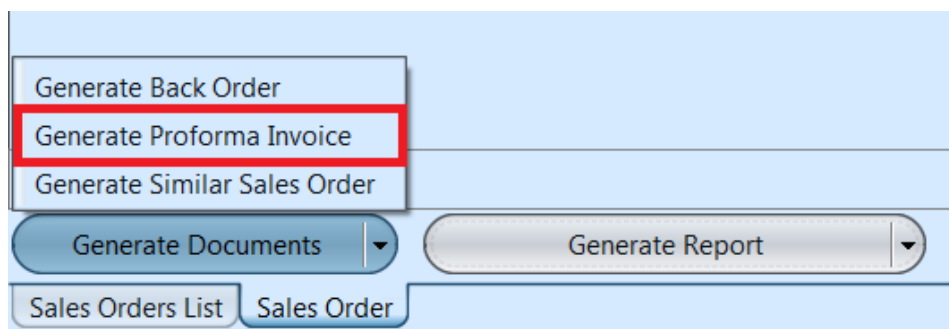
| Field Name | Explanations | Mandatory Information |
|---------------|------------------------------|-----------------------|
| Document Date | Date of the proforma invoice | Y |

| | | |
|--------------------------------|---|---|
| Document Number | Number of the proforma invoice | Y |
| Reference Number | A unique number on proforma invoice | N |
| Branch | A location, other than the main office, where business is conducted. | Y |
| Customer | Company's customers | 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 |
| Ship Via | Transportation method | N |
| Payment Term | Payment rules imposed by suppliers on their customers. | N |
| Inco Term | Commonly used in both international and domestic trade contracts. | Y |
| Analytical Group | | 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 |
| Representative | Internal representative | N |
| Delivery Date | Date send the product | N |
| Description | Description | N |
| Invoice Rule | | Y |
| Priority | The fact or condition of being regarded or treated as more important than others | Y |
| 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 | Self-explanatory | N |
| Items/Articles – Expense Type | | N |

Create New Proforma Invoice

1. Create proforma invoice through **“Sales – (Transaction) Sales Order”**. This option is available when **“Immediate” invoice rule** was chosen during Sales Order creation.
2. From **“Sales – (Transaction) Sales Order”**, on **“Sales Orders List”** tab, double click on the approved sales order, it will bring up the details on **“Sales Order”** tab for the selected order
3. Click arrow on  button on bottom left screen of **“Sales Order”** tab and select **“Generate Proforma Invoice”** option to generate a new proforma invoice, it will generate a new proforma invoice referenced to the selected sales order.



Sales Order -> Proforma Invoice

Create Proforma Invoice from Sales Order
 Generates the Proforma Invoice from Sales Order with the pending products to be invoiced.

Document Number: <-AUTO-GENERATED-> Document Date: 12/05/2016

Reference Number: SO-16-050202 Document Status: **Drafted**

Warehouse: TE01 - Main Warehouse

| Product # | Description | UOM | Ordered Qty | Invoiced Qty | Open Qty | Suggested Qty |
|-----------|---|------|-------------|--------------|----------|---------------|
| Loa09 | LOACKER MIX COOKIES 10 X 300GRAMS | Each | 10 | 0 | 0 | 10 |
| Loa10 | LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRA... | Each | 10 | 0 | 0 | 10 |

☒ 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

Items / Articles Taxes **Notes / Attachments** Reserved Stock

Title File Size By User On Date

Title Description

File Name Size: bytes (1)

Create New Save Revert Delete

Total [Qty: 20, Amount: \$587.90 - Discount:] + Tax: \$56.15 = Grand Total: \$594.05

Confirm Proforma Invoice Create New Save Revert Delete

Proforma Invoices List Proforma Invoice

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

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

Payment Term: Net 30 Days - Net 30 Days Inco Terms: EXW - Ex Works Description: Bank Account:

Analytical Group: TT02 - Third Party Tax: Price Excl. Priority: Medium

Items / Articles Taxes Notes / Attachments Reserved Stock

Product Brand: < Select All >

| # | Product | Description | Uom | Confirmed Qty | Unit Price | Discount | Nett Price | Total Amount | Tax Rate | Change Reason | Expense Type |
|---|---------|--|------|---------------|------------|----------|------------|--------------|----------------------|---------------|--------------|
| 1 | Loa09 | LOACKER MIX COOKIES 10 X 300GRAMS | Each | 10 | \$54.80 | | \$548.00 | \$548.00 | Sales Tax Account 7% | | |
| 2 | Loa10 | LOACKER CHOCOLATE CHIP COOKIES 12 X 250GR... | Each | 10 | \$53.99 | | \$539.90 | \$539.90 | Sales Tax Account 7% | | |


Confirm Document? Do you really wish to Confirm the selected Proforma Sales Invoice(s)? Yes No

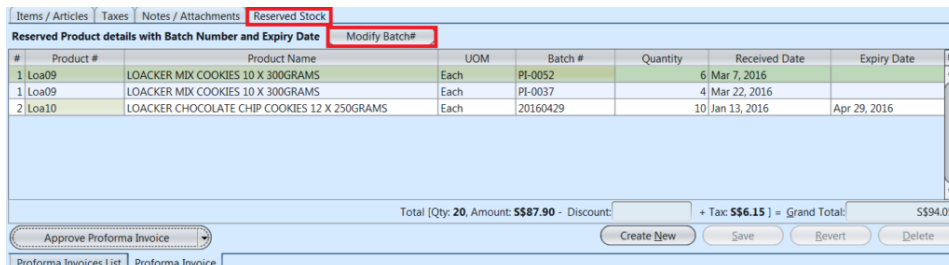
Total [Qty: 20, Amount: \$587.90 - Discount:] + Tax: \$56.15 = Grand Total: \$594.05

Confirm Proforma Invoice Create New Save Revert Delete

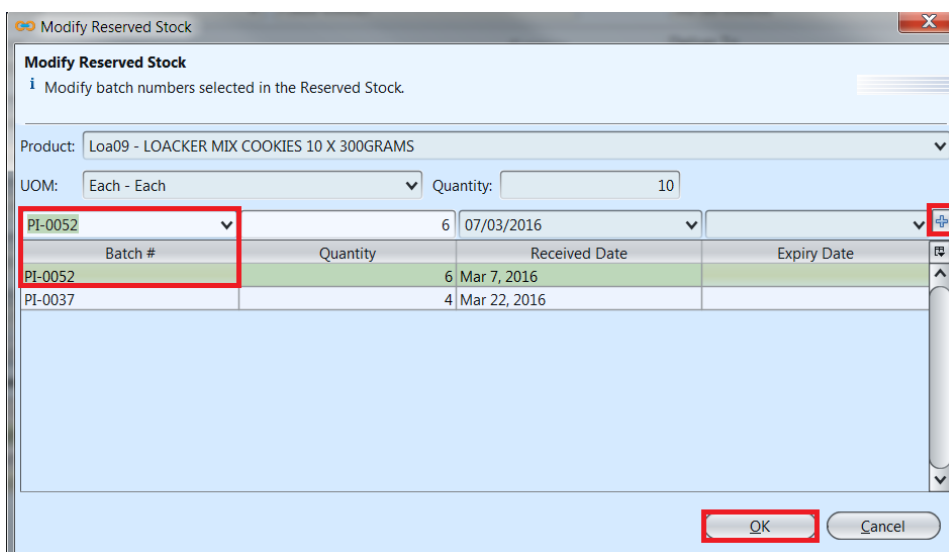
Proforma Invoices List Proforma Invoice

Optional: User may change the **Reserved Stock** for a particular product to a different batch if they wish to do so, after the Proforma Invoice confirmation. On

the **"Reserved Stock"** tab, click **"Modify Batch#"** button. It will open a window for user to select a different batch for ordered product. Click on a batch # from the list and press ENTER or  button. Click **OK** button to commit the change.



| # | Product # | Product Name | UOM | Batch # | Quantity | Received Date | Expiry Date |
|---|-----------|--|------|----------|----------|---------------|--------------|
| 1 | Loa09 | LOACKER MIX COOKIES 10 X 300GRAMS | Each | PI-0052 | 6 | Mar 7, 2016 | |
| 1 | Loa09 | LOACKER MIX COOKIES 10 X 300GRAMS | Each | PI-0037 | 4 | Mar 22, 2016 | |
| 2 | Loa10 | LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS | Each | 20160429 | 10 | Jan 13, 2016 | Apr 29, 2016 |



Modify Reserved Stock

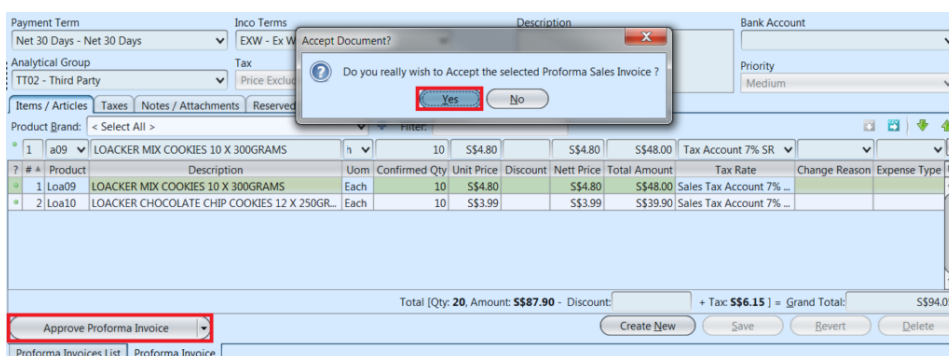
Modify batch numbers selected in the Reserved Stock.

Product: Loa09 - LOACKER MIX COOKIES 10 X 300GRAMS

UOM: Each - Each Quantity: 10

| Batch # | Quantity | Received Date | Expiry Date |
|---------|----------|---------------|-------------|
| PI-0052 | 6 | 07/03/2016 | |
| PI-0037 | 4 | Mar 7, 2016 | |

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



Payment Term: Net 30 Days - Net 30 Days Inco Terms: EXW - Ex W Bank Account: ...

Analytical Group: TT02 - Third Party Tax: Price Excl...

Product Brand: < Select All >

| # | Product | Description | Uom | Confirmed Qty | Unit Price | Discount | Nett Price | Total Amount | Tax Rate | Change Reason | Expense Type |
|---|---------|--|------|---------------|------------|----------|------------|--------------|--------------------------|---------------|--------------|
| 1 | Loa09 | LOACKER MIX COOKIES 10 X 300GRAMS | Each | 10 | \$54.80 | | \$548.00 | \$548.00 | Tax Account 7% SR | | |
| 1 | Loa09 | LOACKER MIX COOKIES 10 X 300GRAMS | Each | 10 | \$54.80 | | \$548.00 | \$548.00 | Sales Tax Account 7% ... | | |
| 2 | Loa10 | LOACKER CHOCOLATE CHIP COOKIES 12 X 250GR... | Each | 10 | \$53.99 | | \$539.90 | \$539.90 | Sales Tax Account 7% ... | | |

Total [Qty: 20, Amount: \$587.90 - Discount: ...] + Tax: \$56.15 = Grand Total: \$644.05

Items / Articles **Taxes** Notes / Attachments Reserved Stock

Taxes applicable for this order:

| Product # | Product Name | Tax Rate | Taxable Amount | Tax Amount | Taxable Base Amt | Tax Base Amt |
|-----------|--|-------------------------|----------------|------------|------------------|--------------|
| Loa09 | LOACKER MIX COOKIES 10 X 300GRAMS | Sales Tax Account 7% SR | \$48.00 | \$3.36 | \$48.00 | \$3.36 |
| Loa10 | LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS | Sales Tax Account 7% SR | \$39.90 | \$2.79 | \$39.90 | \$2.79 |

Base Taxable Sum: \$87.90 Tax Sum: \$6.15

Delivery Order PSI16-050017 Total (Qty: 20, Amount: \$87.90 - Discount:) + Tax: \$6.15 = Grand Total: \$94.05

Generate Report Create New Save Bevert Delete

Proforma Invoices List Proforma Invoice

8. A link to ***“Delivery Order”*** transaction (Inventory module – Outbound) will be created at the bottom left of screen to process delivery order for the proforma invoice

Delivery Order PSI16-050017

Generate Report

Proforma Invoices List 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”***, reopen / undo approval of the invoice first by. Click arrow on ***“Generate Report”*** button on bottom left screen and select ***“Undo Proforma Invoice Approval”***

Delivery Order PSI16-050017

Generate Report

Generate Report

Undo Proforma Invoice Approval

3. Make change(s) on the proforma 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 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 customer to search for in the “Customer” text field box or select from drop-down list

Proforma Invoice

Customer: < Select All > Sales Rep: < Select All > Search

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

| Date | Document # | Reference # | Customer # | Customer Name | Location | Sales Rep | Currency | Grand Total | Status |
|--------------|--------------|--------------|----------------|-------------------|------------------------|----------------|----------|-------------|-----------|
| Jan 13, 2016 | PSI16-010011 | | 4110.011/GU001 | Guardian - HQ | Singapore HQ | EM03 - Jessica | SGD | \$517.63 | Approved |
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| Mar 22, 2016 | PSI16-030015 | | 4110.011/CO001 | Cold Storage - HQ | Cold Storage - Orchard | | SGD | \$55.14 | Drafted |
| May 10, 2016 | PSI16-050016 | SO-16-040200 | 4110.011/SE002 | 7-11 - HQ | HQ - AMK | | SGD | | Confirmed |

Search Engine

Show Goods Delivery Not Posted Total SGD: \$533.04 1 of 4

Proforma Invoices List Proforma Invoice

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

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