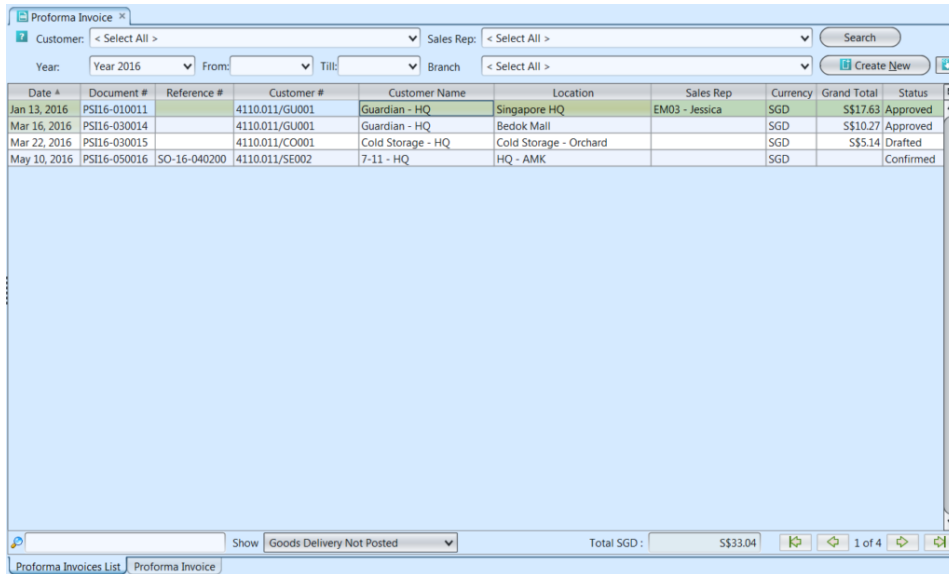


# Proforma Invoice

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”**:

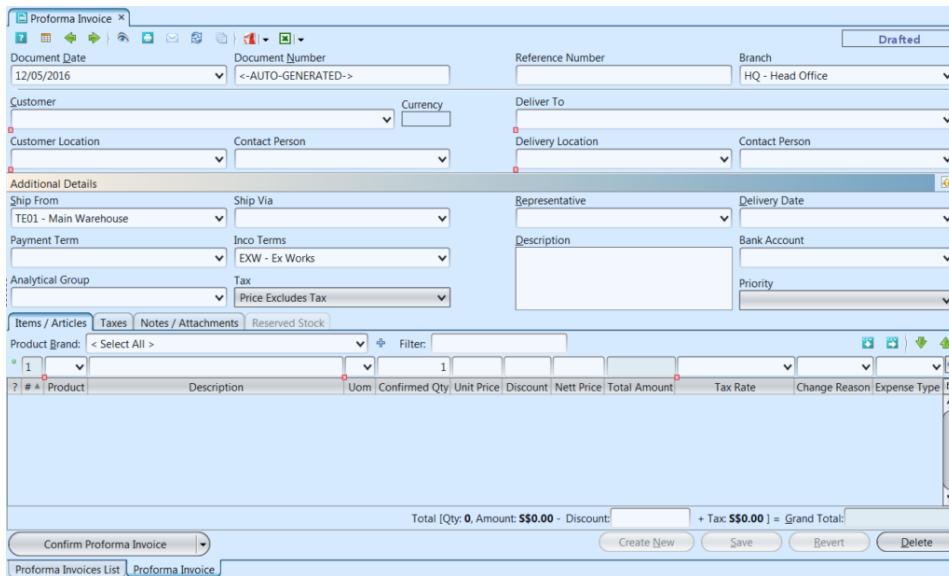
- 🔗 Create new proforma invoice; update, delete, view and search for proforma invoice details



This screenshot shows a list of Proforma Invoices in a software application. The interface includes search filters for Customer, Sales Rep, Year, From, Till, and Branch. A table lists the following data:

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status
Jan 13, 2016	PS116-010011		4110011/GU001	Guardian - HQ	Singapore HQ	EM03 - Jessica	SGD	\$517.63	Approved
Mar 16, 2016	PS116-030014		4110011/GU001	Guardian - HQ	Bedok Mall		SGD	\$510.27	Approved
Mar 22, 2016	PS116-030015		4110011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$55.14	Drafted
May 10, 2016	PS116-050016	SO-16-040200	4110011/SE002	7-11 - HQ	HQ - AMK		SGD		Confirmed

At the bottom, there is a summary bar showing 'Total SGD: \$533.04' and a 'Show' dropdown menu set to 'Goods Delivery Not Posted'.



This screenshot shows the detailed view of a Proforma Invoice. The status is 'Drafted'. The form includes the following fields:

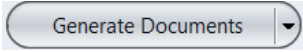
- Document Info:** Document Date (12/05/2016), Document Number (<-AUTO-GENERATED->), Reference Number, Branch (HQ - Head Office).
- Customer Info:** Customer, Currency, Customer Location, Contact Person.
- Delivery Info:** Deliver To, Delivery Location, Contact Person.
- Additional Details:** Ship From (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:** A table with columns: Product, Description, Uom, Confirmed Qty, Unit Price, Discount, Nett Price, Total Amount, Tax Rate, Change Reason, Expense Type.
- Summary:** Total [Qty: 0, Amount: \$50.00 - Discount: + Tax: \$50.00] = Grand Total.
- Actions:** Confirm Proforma Invoice, Create New, Save, Revert, Delete.

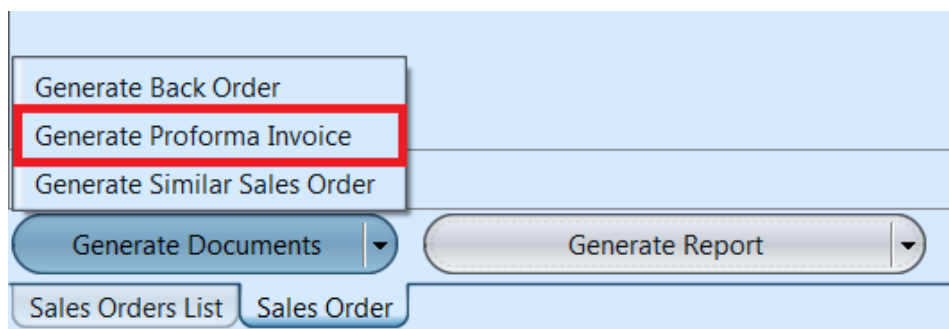
Field Name	Explanations	Mandatory Information
Document Date	Date of the proforma invoice	Y

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
Description			
File Name			

Size: bytes (1)

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:      Priority: Medium

Analytical Group: TT02 - Third Party      Tax: Price Excl

Product Brand: < Select All >

Items / Articles    Taxes    Notes / Attachments    Reserved Stock

Product: 1 Loa09 LOACKER MIX COOKIES 10 X 300GRAMS      Uom: Each      Confirmed Qty: 10      Unit Price: \$4.80      Discount:      Nett Price: \$4.80      Total Amount: \$48.00      Sales Tax Account 7% ...


2 Loa10 LOACKER CHOCOLATE CHIP COOKIES 12 X 250GR...      Uom: Each      Confirmed Qty: 10      Unit Price: \$3.99      Discount:      Nett Price: \$3.99      Total Amount: \$39.90      Sales Tax Account 7% ...

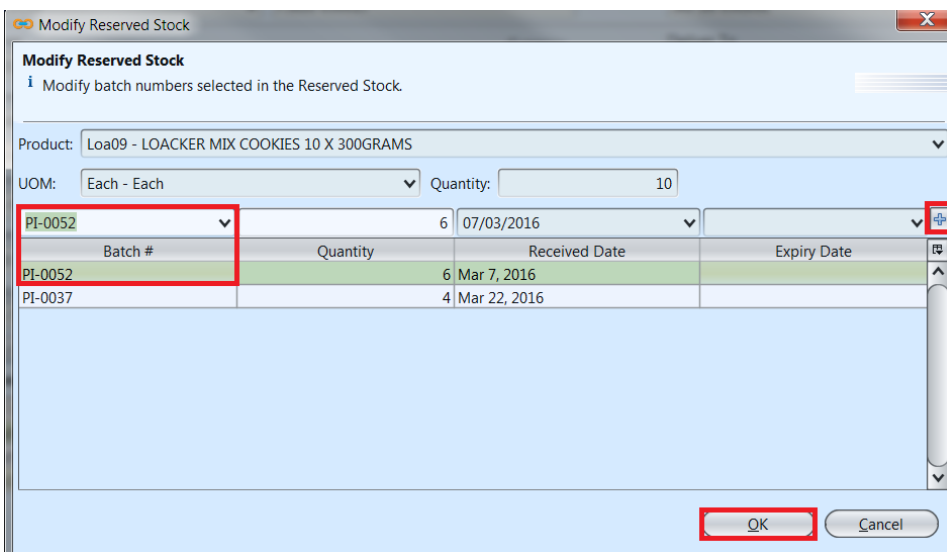
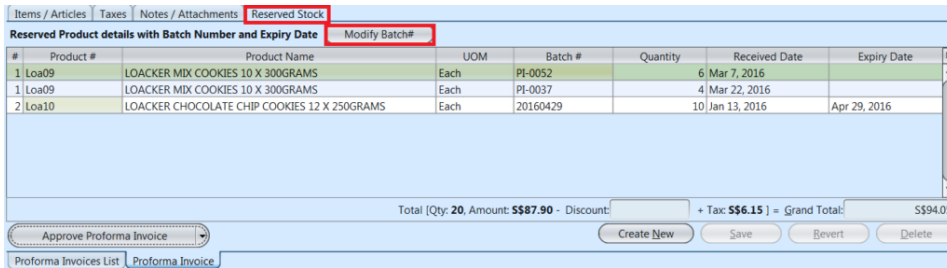
Total [Qty: 20, Amount: \$587.90 - Discount:      + Tax: \$56.15 ] = Grand Total: \$594.05

**Confirm Proforma Invoice**      Create New      Save      Revert      Delete

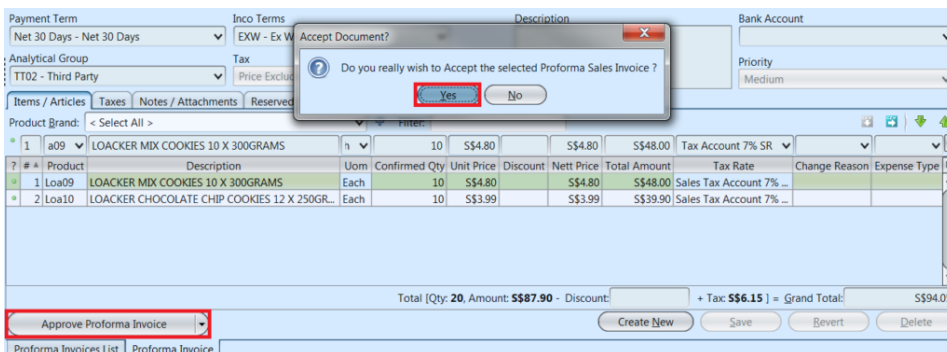
Proforma Invoices List    Proforma Invoice

**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.



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



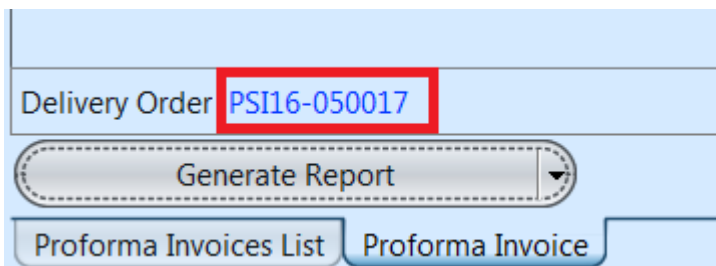
Items / Articles		Taxes	Notes / Attachments	Reserved Stock	Base Taxable Sum:		\$87.90	Tax Sum:	\$6.15		
Taxes applicable for this order:					Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Sales Tax Account 7% SR					\$48.00	\$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	

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

Buttons: Generate Report, Create New, Save, Bevert, Delete

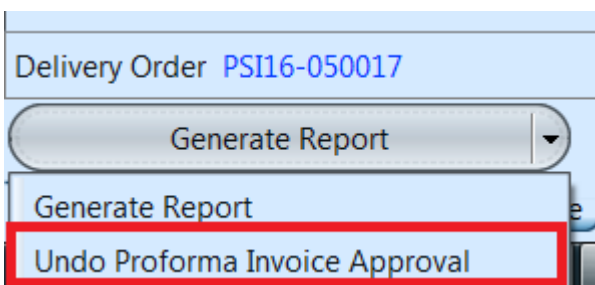
Proforma Invoices List | Proforma Invoice

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



## 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”**



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	PS116-010011		4110.011/GU001	Guardian - HQ	Singapore HQ	EM03 - Jessica	SGD	S\$17.63	Approved
Mar 16, 2016	PS116-030014		4110.011/GU001	Guardian - HQ	Bedok Mall		SGD	S\$10.27	Approved
Mar 22, 2016	PS116-030015		4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	S\$5.14	Drafted
May 10, 2016	PS116-050016	SO-16-040200	4110.011/SE002	7-11 - HQ	HQ - AMK		SGD		Confirmed

Search Engine

Show Goods Delivery Not Posted Total SGD: S\$33.04 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