

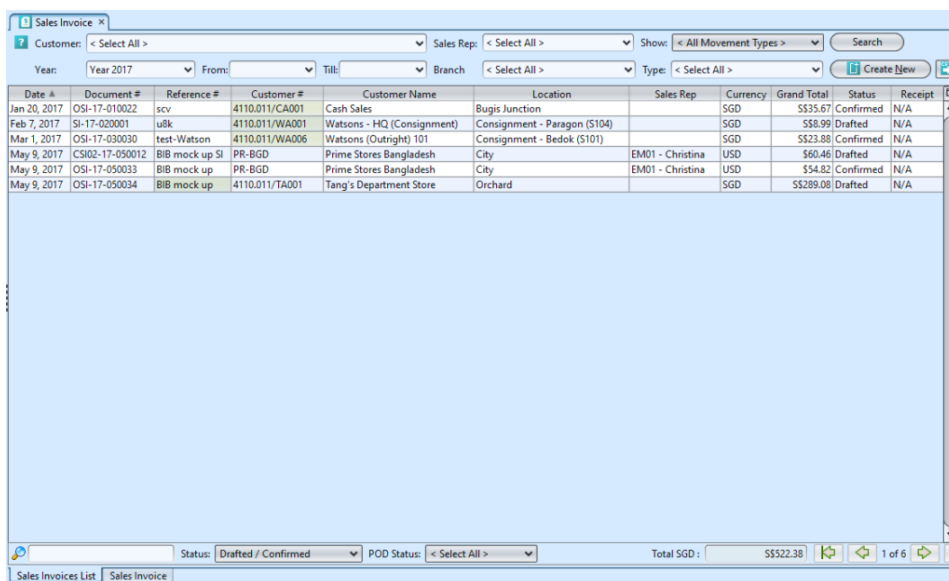


Sales Invoice

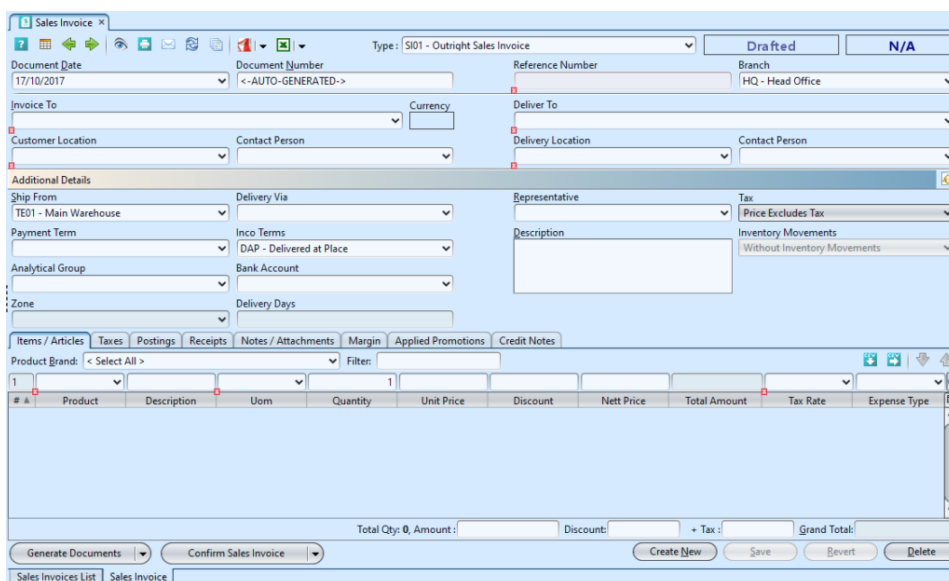
A sales invoice is a document that a company uses to communicate to their customers about the sums that are due in exchange for goods that have been sold. Sales Invoice view allows user to create and manage sales invoices. Below actions are available under **“Sales Invoice”**:

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

 Update delivery status for the sales invoice



Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Receipt
Jan 20, 2017	OSI-17-010022	scv	4110.011/CA001	Cash Sales	Bugis Junction		SGD	\$535.67	Confirmed	N/A
Feb 7, 2017	SI-17-020001	u8k	4110.011/WA001	Watsons - HQ (Consignment)	Consignment - Paragon (S104)		SGD	\$58.99	Drafted	N/A
Mar 1, 2017	OSI-17-030030	test-Watson	4110.011/WA006	Watsons (Outright) 101	Consignment - Bedok (S101)		SGD	\$523.88	Confirmed	N/A
May 9, 2017	OSI02-17-050012	BIB mock up SI	PR-BGD	Prime Stores Bangladesh	City	EM01 - Christina	USD	\$60.46	Drafted	N/A
May 9, 2017	OSI-17-050033	BIB mock up	PR-BGD	Prime Stores Bangladesh	City	EM01 - Christina	USD	\$54.82	Confirmed	N/A
May 9, 2017	OSI-17-050034	BIB mock up	4110.011/TA001	Tang's Department Store	Orchard		SGD	\$5289.08	Drafted	N/A



Document Date: 17/10/2017 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Invoice To: | Currency: | Deliver To: |

Customer Location: | Contact Person: | Delivery Location: | Contact Person: |

Additional Details:

Ship From: TE01 - Main Warehouse | Delivery Via: | Representative: | Tax: Price Excludes Tax

Payment Term: | Inco Terms: DAP - Delivered at Place | Description: | Inventory Movements: Without Inventory Movements

Analytical Group: | Bank Account: |

Zone: | Delivery Days: |

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

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1				1						

Total Qty: 0, Amount: | Discount: | Tax: | Grand Total: |

Buttons: Generate Documents, Confirm Sales Invoice, Create New, Save, Revert, Delete

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

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

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

Receipt Details: Total Received: Balance Amount:

#	Due Date	Receipt Date	Document #	Reference #	Letrage	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

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

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

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

Promotion	Promotion Type	Product Code	Product	Free Product	Quantity	Discount %	Discount Amt	Nett Price	Total Applied Discount

Total Qty: 0, Amount: Discount: + Tax: Grand Total:

Generate Documents

Sales Invoices List Sales Invoice

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

Related Credit Notes: Total Amount:

Document Date	Document #	Reference #	Customer Ref #	Total Amount	Status

Total Qty: 0, Amount: Discount: + Tax: Grand Total:

Generate Documents

Sales Invoices List Sales Invoice

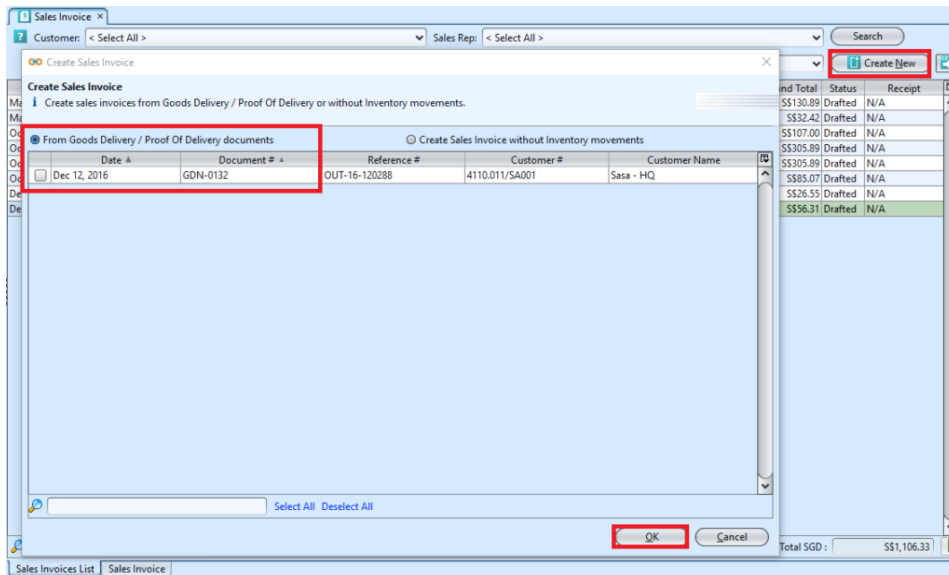
Field Name	Description	Mandatory Information
Type	Type of the sales invoice document	Y
Document Date	Date of the sales invoice	Y
Document Number	Number of the sales invoice	Y
Reference Number	A unique number on sales invoice	Y
Branch	A location, other than the main office, where business is conducted.	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

Sales Invoice

Type: S101 - Outright Sales Invoice | Drafted | N/A

Document Date: 20/10/2016 | Document Number: OSI-16-100005 | Reference Number: OUT-16-100253 | Branch: HQ - Head Office

Invoice To: 4110.011/SA004 - Sasa - Bugis | Currency: SGD | Deliver To: 4110.011/SA004 - Sasa - Bugis

Customer Location: Bugis | Contact Person: Bernice Wong | Delivery Location: Bugis | Contact Person: Bernice Wong

Additional Details

Ship From: TE01 - Main Warehouse | Delivery Via: | Representative: EM03 - Jessica | Tax: Price Excludes Tax

Payment Term: 60D-EOM - 60 Days End Of Month | Inco Terms: EXW - Ex Works | Description: payee HQ | Inventory Movements: With Inventory Movements

Product Grid:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	ID01-003145	Ctrl-A Beauty Balm 40ml	Each	7	\$525.12		\$525.12	\$5175.84	Sales Tax Account 7% SR	
2	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	7	\$525.12		\$525.12	\$5175.84	Sales Tax Account 7% SR	
2	BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	4	\$527.51		\$527.51	\$5110.04	Sales Tax Account 7% SR	

Total Qty: 11, Amount: \$5285.88 | Discount: | Tax: \$520.01 | Grand Total: \$5305.89

Buttons: Generate Documents, Confirm Sales Invoice, Show Goods Delivery, Create New, Save, Revert, Delete

Sales Invoice

Type: S102 - Concessionaire Issue Invoice | Drafted | N/A

Document Date: 17/10/2016 | Document Number: CS101-16-100003 | Reference Number: walk in | Branch: HQ - Head Office

Invoice To: 4110.011/CA001 - Cash Sales | Currency: SGD | Deliver To: 4110.011/CA001 - Cash Sales

Customer Location: Mr Lee | Contact Person: | Delivery Location: Mr Lee | Contact Person:

Additional Details

Ship From: TE01 - Main Warehouse | Delivery Via: | Representative: | Tax: Price Excludes Tax


Payment Term: C.O.D. - C.O.D. | Inco Terms: EXW - Ex Works | Description: | Inventory Movements: Without Inventory Movements

Product Grid:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	ITS01	IT Service / Support	Each	1	\$5100.00		\$5100.00	\$5100.00	Sales Tax Account 7% SR	

Total Qty: 0, Amount: \$5100.00 | Discount: | Tax: \$57.00 | Grand Total: \$5107.00

Buttons: Generate Documents, Confirm Sales Invoice, Create New, Save, Revert, Delete

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

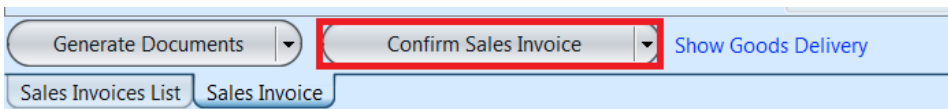
Items / Articles											
#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type	
1	BD01-003146	ing Beauty Balm SPF 25 (50ml)	Each	10	\$29.02		\$290.20	\$290.20	Sales Tax Account 7% SR		
1	BD01-003146	Black Label Nourishing Beauty	Each	10	\$29.02		\$290.20	\$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: \$290.20 Discount: + Tax \$20.31] = Grand Total: \$310.51

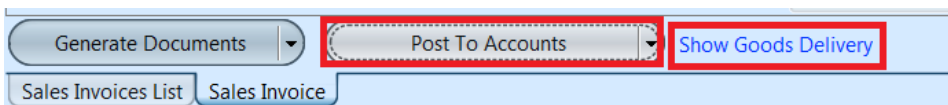
Items / Articles											
Promotion	Promotion Type	Product C...	Product	Free Product	Quant...	Discount...	Discount...	Nett Pri...	Total Applied Dis...		
Cold Storage - Easter Promo	Free Gift By Purchas...	BD01-003...	Black Label Nourishing Beauty Balm SP...	Ctrl-A Beauty Balm	1						

Total Qty: 11, Amount: \$290.20 Discount: + Tax \$20.31] = Grand Total: \$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)

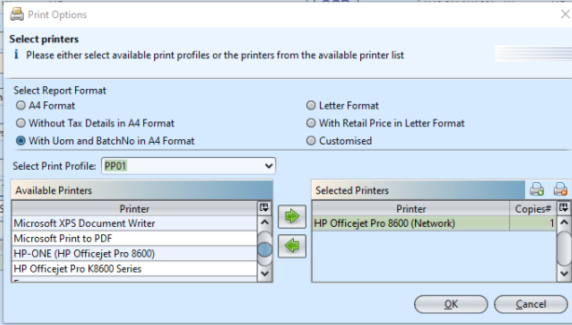
10. Tax entries applicable for the sales invoice will be automatically created under **“Taxes”** tab if any. Journal entries of the sales will be automatically created under **“Postings”** tab. User can select different type of postings to view for the selected Sales Invoice by changing the **“Type”**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

Items / Articles											
Taxes applicable for this invoice:											
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	\$290.20	\$20.31	\$290.20	\$20.31					
BD01-003145	Ctrl-A Beauty Balm 40ml	Sales Tax Account 7% SR									

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

Items / Articles	Taxes	Postings	Receipts	Notes / Attachments	Margin	Applied Promotions
Type: Sales		Journal: Sales Journal - SGD	Date: 28/03/2016	Document #: SI-0101	Reference #: -16-030195, test cst0302	
Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
1010 Sales - Third Party	Commercial	Invoice To : Cold Storage - HQ			\$5429.90	\$5429.90 Cr
1010 Gross Invoiced Sales - Third Party	Commercial	Invoice To : Cold Storage - HQ		\$5107.50		\$5107.50 Dr
1020 Gross Free Goods - Third Party	Commercial	Invoice To : Cold Storage - HQ			\$539.25	\$539.25 Cr
1020 Gross Free Goods - Third Party	Commercial	Invoice To : Cold Storage - HQ		\$59.81		\$59.81 Dr
1230 Free Goods Discount	Commercial	Invoice To : Cold Storage - HQ		\$529.44		\$529.44 Dr
1295 Other Discounts and Allowances	Commercial	Invoice To : Cold Storage - HQ		\$532.20		\$532.20 Dr
4110.011/CO001 Cold Storage - HQ	Commercial	Invoice To : Cold Storage - HQ	Apr 30, 2016	\$5310.51		\$5310.51 Dr
Total Qty: 11, Amount: \$5290.20 Discount:				+ Tax \$520.31		Grand Total: \$5310.51

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



Print Options

Select Report Format

A4 Format

Without Tax Details in A4 Format

With Uom and BatchNo in A4 Format

Letter Format

With Retail Price in Letter Format

Customised

Select Print Profile: PP01

Available Printers

Printer	Copies#
Microsoft XPS Document Writer	
Microsoft Print to PDF	
HP-ONE (HP Officejet Pro 8600)	1
HP Officejet Pro K8600 Series	

Selected Printers

Printer	Copies#
HP Officejet Pro 8600 (Network)	1

OK Cancel

Generate Documents **Generate Report** Show Goods Delivery



Tax Invoice

Date : 25-Aug-2015 Invoice : SI-0047
 Customer : 4110.011/WA001 Currency : SGD

ROC No : 362380H GST Registration No : 001013104640

Invoice Address

Watsons - HQ
 11 Teng Seng Sim Avenue
 Contact : Charmaine Chong

Delivery Address

Watsons - HQ
 11 Teng Seng Sim Avenue
 Contact : Charmaine Chong

Payment Terms : 60 Days End Of Month

Ref Number : SO-15-080068

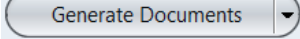
Representative :

Inco Terms: Ex Works, Shipment Mode:

Promised Date :

Vendor Code : WA0124

#	Ref Number	Description	UOM	Qty	Price	Disc	Amount
1	LCB01	Locker Chocolate Bar #TK26062015 Qty 50.00 #TK20062015 Qty 100.00	Each	150	0.96		144.00

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

Sales Invoice -> Credit Note

Create Credit Note from Sales Invoice

i Generates the Credit Note document from Sales Invoice with the same set of products/services.

Document Number: <-AUTO-GENERATED-> Document Date: 22/10/2015

Reference Number: SI-0047 Document Status: **Drafted**

Warehouse: TE01 - Main Warehouse

Open the new Credit Note Document

OK Cancel

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

Credit Note

Document Date: 07/06/2016 Document Number: <-AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Customer: 4110.011/CO001 - Cold Storage - HQ Currency: SGD Deliver To: Delivery Location: Contact Person: Contact Person:

Customer Location: HQ Additional Details: Representative: Tax: Price Excludes Tax

Warehouse: TE01 - Main Warehouse Delivery Via: Description: Related Invoice: SI-0113

Payment Term: Inco Terms: EXW - Ex Works Related Invoice Date: 01/06/2016

Analytical Group: TT02 - Third Party Inventory Movements: With Inventory Movements

Items / Articles Taxes Postings Receipts Notes / Attachments

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

Sales Invoice Credit Note

Document Date: 01/06/2016 Document Number: SI-0113 Reference Number: Branch: HQ - Head Office

Invoice To: 4110.011/CO001 - COLD STORAGE - HQ Currency: SGD Deliver To: 4110.011/CO001 - COLD STORAGE - HQ

Customer Location: HQ Contact Person: Delivery Location: Cold Storage - Orchard Contact Person:

Additional Details: Representative: Tax: Price Excludes Tax

Ship From: TE01 - Main Warehouse Delivery Via: Lorry Description: Inventory Movements: Without Inventory Movements

Payment Term: 30D-EOM - 30 Days End Of Month Inco Terms: EXW - Ex Works

Analytical Group: TT02 - Third Party Bank Account: 4010.02 - Bank - OCBC

Zone: Delivery Days: **Credit Notes**

Items / Articles Taxes Postings Receipts Notes / Attachments Margin Applied Promotions **Credit Notes**

Related Credit Notes: Total Amount: S\$1.08

Document Date	Document #	Reference #	Customer Ref #	Total Amount	Status
Jun 7, 2016	CN-0043			S\$1.08	Posted

Total Qty: 15, Amount: S\$15.15 Discount: + Tax: S\$1.06 Grand Total: S\$16.21

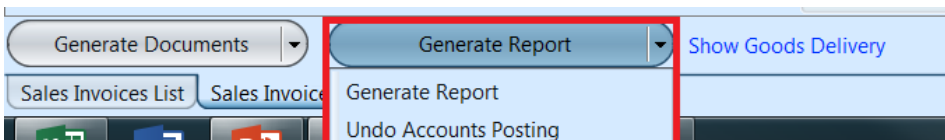
Generate Documents Generate Report Create New Save Revert Delete

Sales Invoices List Sales Invoice

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”**

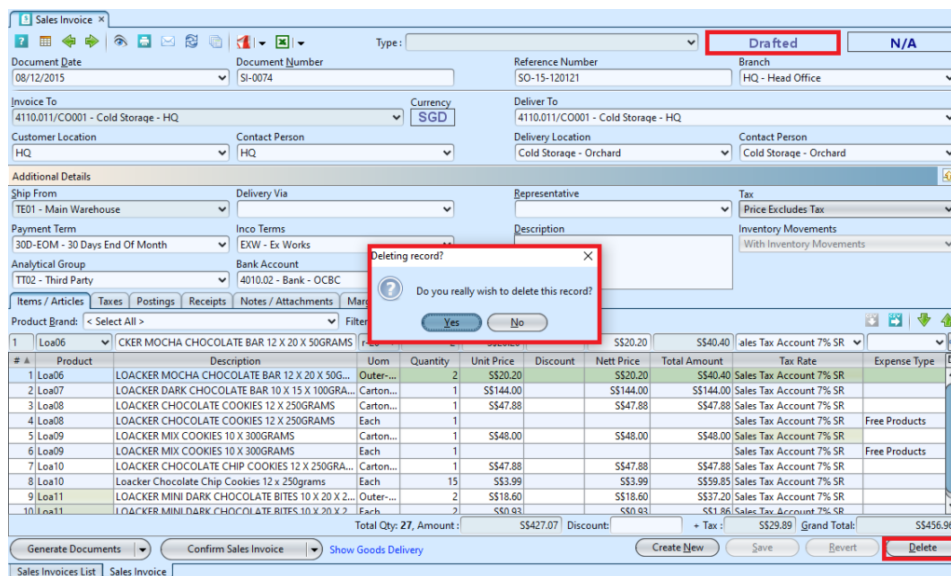
Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Receipt
Jan 1, 2017	OSI-16-120014	OUT-16-120287	4110.011/CO001	COLD STORAGE - HQ	Cold Storage - Orchard		SGD	\$542.69	Posted	Fully Paid
Jan 2, 2017	OSI-17-010019	OUT-17-010300	4110.011/CO001	COLD STORAGE - HQ	Cold Storage - Orchard		SGD	\$585.07	Posted	Fully Paid
Jan 4, 2017	OSI-17-010020	OUT-17-010301	410.011/ON001	Online Website	HQ		SGD	\$5103.00	Posted	Payment...
Jan 12, 2017	OSI-17-010021	OUT-17-010316	4110.011/CO001	COLD STORAGE - HQ	Cold Storage - Orchard		SGD	\$524.85	Posted	Fully Paid
Feb 2, 2017	OSI-17-020024	test UOM wo ...	4110.011/GU001	Guardian - HQ	Bedok Mall		SGD	\$531.84	Posted	Payment...
Feb 2, 2017	OSI-17-020023	test UOM wo ...	4110.011/CO001	COLD STORAGE - HQ	Cold Storage - Orchard		SGD	\$525.94	Posted	Fully Paid
Feb 8, 2017	CSIO2-17-020003	WAT101	4110.011/WA002	Watsons (Consignment) 101	Consignment - Bedok (S101)		SGD	\$5588.07	Posted	Payment...
Feb 8, 2017	CSIO2-17-020006	WAT104	4110.011/WA005	Watsons (Consignment) 104	Consignment - Paragon (S104)		SGD	\$5588.07	Posted	Payment...
Feb 8, 2017	CSIO2-17-020004	WAT102	4110.011/WA003	Watsons (Consignment) 102			SGD	\$5588.07	Posted	Payment...
Feb 8, 2017	CSIO2-17-020005	WAT103	4110.011/WA004	Watsons (Consignment) 103			SGD	\$5588.07	Posted	Payment...
Feb 9, 2017	CSIO2-17-020008	WAT102b	4110.011/WA003	Watsons (Consignment) 102			SGD	\$5294.04	Posted	Payment...
Feb 9, 2017	CSIO2-17-020011	woMove-C104	4110.011/WA005	Watsons (Consignment) 104			SGD	\$552.60	Posted	Fully Paid
Feb 9, 2017	CSIO2-17-020007	WAT101b	4110.011/WA002	Watsons (Consignment) 101			SGD	\$5294.04	Posted	Payment...
Feb 9, 2017	CSIO2-17-020009	WAT103b	4110.011/WA004	Watsons (Consignment) 103			SGD	\$5294.04	Posted	Payment...
Feb 9, 2017	OSI-17-020026	WAT-101o	4110.011/WA006	Watsons (Outright) 101			SGD	\$5260.43	Posted	Payment...
Feb 9, 2017	CSIO2-17-020010	WAT104b	4110.011/WA005	Watsons (Consignment) 104			SGD	\$5294.04	Posted	Payment...
Feb 9, 2017	OSI-17-020027	WAT-102o	4110.011/WA007	Watsons (Outright) 102			SGD	\$5223.22	Posted	Payment...
Feb 17, 2017	OSI-17-020028	test	4110.011/WA006	Watsons (Outright) 101			SGD	\$515.60	Posted	Payment...
Feb 23, 2017	OSI-17-020029	OUT-17-010318	4110.011/ON001	Online Website			SGD	\$5107.10	Posted	Payment...
Mar 13, 2017	ES-17-030003	.	4110.011/BH001	BHG			SGD	\$52.18	Posted	Payment...
Mar 20, 2017	OSI-17-020031	PO5456965	4110.011/BH001	BHG			SGD	\$528.36	Posted	Payment...
Apr 13, 2017	OSI-17-040032	Marketing Sup...	4110.011/BH001	BHG			SGD	\$5412.91	Posted	Payment...
Jul 6, 2017	OSI-17-070035	So-t434356	4110.011/CO001	COLD STORAGE - HQ			SGD	\$59.63	Posted	Fully Paid
Aug 11, 2017	OSI-17-080036	pe170811	4110.011/GU001	Guardian - HQ			SGD	\$578.62	Posted	Payment...
Aug 28, 2017	OSI-17-080038	...	4110.011/CO001	Guardian - HQ			SGD	\$510.07	Posted	Payment...



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

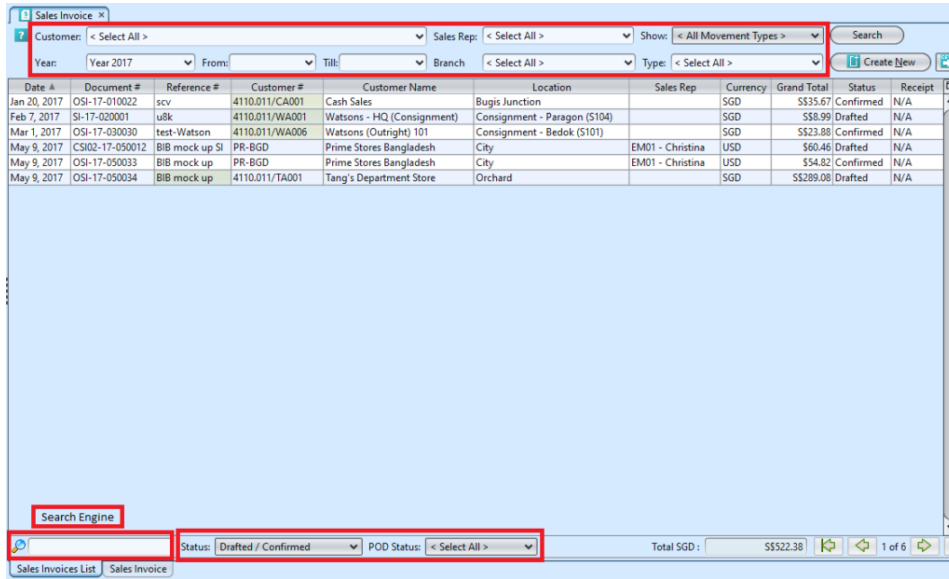
1. Click on **“Sales Invoice List”** tab at the bottom of screen
2. Double click on sales invoice to be deleted, it will bring up the details on **“Sales Invoice”** tab for the selected invoice. If a sales order’s status is **“Confirmed”** or **“Posted”**, right click on the invoice and reopen / undo 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:

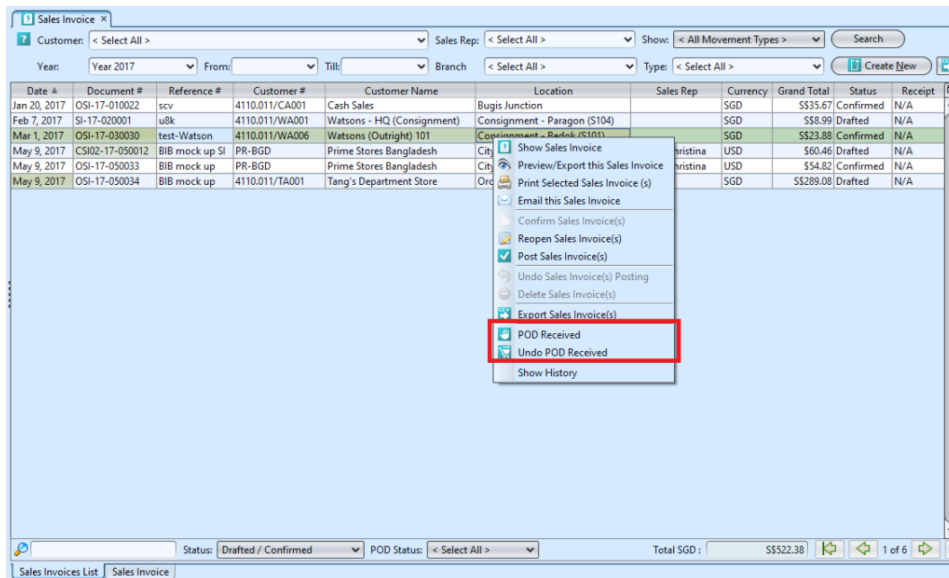
User can mark / update the delivery status of sales invoice documents to indicate that the goods have been delivered to the customer. User can then filter the Sales Invoice list to view which sales invoices have / have not received **proof of delivery (POD)**.

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.

