


# 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

Sales Invoice

Customer: < Select All >

Sales Rep: < Select All >

Show: < All Movement Types >

Search

Year: Year 2017

From:

To:

Branch: < Select All >

Type: < Select All >

Create New

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Receipt
Jan 20, 2017	OSI-17-010022	scv	4110.01/CA001	Cash Sales	Bugis Junction		SGD	\$535.67	Confirmed	N/A
Feb 7, 2017	SI-17-020001	u8k	4110.01/WA001	Watsons - HQ (Consignment)	Consignment - Paragon (S104)		SGD	\$58.99	Drafted	N/A
Mar 1, 2017	OSI-17-030030	test-Watson	4110.01/WA006	Watsons (Outright) 101	Consignment - Bedok (S101)		SGD	\$523.88	Confirmed	N/A
May 9, 2017	CS02-17-050012	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	4110.01/TA001	Tang's Department Store	Orchard		SGD	\$5289.08	Drafted	N/A

Status: Drafted / Confirmed

POD Status: < Select All >

Total SGD: \$5522.38

1 of 6

Sales Invoices List

Sales Invoice

Sales Invoice		Type: S101 - Outright Sales Invoice		Drafted		N/A					
Document Date	Document Number	Reference Number	Branch								
17/10/2017	<- AUTO-GENERATED ->		HQ - Head Office								
Invoice To	Currency	Deliver To									
Customer Location	Contact Person	Delivery Location	Contact Person								
Additional Details											
Ship From	Delivery Via	Representative	Tax								
TE01 - Main Warehouse			Price Excludes Tax								
Payment Term	Inco Terms	Description	Inventory Movements								
	DAP - Delivered at Place		Without Inventory Movements								
Analytical Group	Bank Account										
Zone	Delivery Days										
Items / Articles    Taxes    Postings    Receipts    Notes / Attachments    Margin    Applied Promotions    Credit Notes											
Product Brand: < Select All >    Filter:											
1											
#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type	
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

Taxes applicable for this invoice:

Base Taxable Sum:

Tax Sum:

Product #	Product Name	Tax	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
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Total Qty: 0, Amount:Discount: + Tax :Grand Total:

Generate Documents

Confirm Sales Invoice

Create New

Save

Revert

Delete

Sales Invoices ListSales 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
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Total Qty: 0, Amount:Discount: + Tax :Grand Total:

Generate Documents

Confirm Sales Invoice

Create New

Save

Revert

Delete

Sales Invoices ListSales Invoice

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

Generate Documents

Confirm Sales Invoice

Create New

Save

Revert

Delete

Sales Invoices ListSales Invoice

Items / Articles

Taxes

Postings

Receipts

Notes / Attachments

Margin

Applied Promotions

Title	File Size	By User	On Date
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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 ListSales Invoice

Items / Articles

Taxes

Postings

Receipts

Notes / Attachments

Margin

Applied Promotions

Total Items:

Discount:

Cost:

Margin:

%

0

Product #	A	Description	UOM	Quantity	Nett Price	Total Amount	Unit Cost	Total Cost	Margin Amount	Margin %
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Total Qty: 0, Amount:Discount: + Tax :Grand Total:

Generate Documents

Confirm Sales Invoice

Create New

Save

Revert

Delete

Sales Invoices ListSales 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		Confirm Sales Invoice		Create New		Save	Revert	Delete	
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		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)

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

Create Sales Invoice

Create sales invoices from Goods Delivery / Proof Of Delivery or without Inventory movements.

☒ From Goods Delivery / Proof Of Delivery documents ☐ Create Sales Invoice without Inventory movements

Date	Document #	Reference #	Customer #	Customer Name
Dec 12, 2016	GDN-0132	OUT-16-120288	4110.011/SA001	Sasa - HQ

Select All Deselect All

OK Cancel

Total SGD : S\$1,106.33

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

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: Inventory Movements

Analytical Group: TT02 - Third Party Bank Account: payee HQ With Inventory Movements

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

Product	Brand	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	ID01-003145	Ctrl-A Beauty Balm 40ml	Each	7	\$S25.12		\$S25.12	\$S175.84	ales Tax Account 7% SR	
1	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	7	\$S25.12		\$S25.12	\$S175.84	Sales Tax Account 7% SR	
2	BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	4	\$S27.51		\$S27.51	\$S110.04	Sales Tax Account 7% SR	

Total Qty: 11, Amount: \$S285.88 Discount: + Tax: \$S20.01 Grand Total: \$S305.89

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

Sales Invoice

Type: S102 - Concessionaire Issue Invoice

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


Analytical Group: TT02 - Third Party Bank Account: Without Inventory Movements

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

Product	Brand	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	ITS01	IT Service / Support	Each	1	\$S100.00		\$S100.00	\$S100.00	ales Tax Account 7% SR	
1	ITS01	IT Service / Support	Each	1	\$S100.00		\$S100.00	\$S100.00	Sales Tax Account 7% SR	

Total Qty: 0, Amount: \$S100.00 Discount: + Tax: \$S7.00 Grand Total: \$S107.00

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	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 cs0302		
Count 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

**Sales Invoice**

Document Date: 25/08/2015 Document Number: SI-0047 Reference Number: SO-15-080068 Branch: HQ - Head Office

Invoice To: 4110.011/WA001 Customer Location: Singapore HQ Currency: Deliver To: Contact Person: Charmaine Chong

Ship From: TE01 - Main Warehouse Payment Term: 60D-EOM - 60 Days Analytical Group: TT02 - Third Party

Product Brand: LCB01 Product: HP-ONE (HP Officejet Pro 8600) HP Officejet Pro K8600 Series

**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: PPD01

Available Printers:

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

Selected Printers:

- HP Officejet Pro 8600 (Network) Copies: 1

Generate Documents **Generate Report** Show Goods Delivery Create New Save Revert Delete



## 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

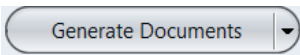
Representative :

Inco Terms: Ex Works, Shipment Mode:

Promised Date :

Vendor Code : WA0124

#	Ref Number	Description	UOM	Qty	Price	Disc	Amount
1	LCB01	Loacker 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:

Warehouse: TE01 - Main Warehouse      Delivery Via:      Representative:      Tax: Price Excludes Tax

Payment Term:      Inco Terms: EXW - Ex Works      Description:      Related Invoice: SI-0113

Analytical Group: TT02 - Third Party      Inventory Movements: With Inventory Movements      Related Invoice Date: 01/06/2016

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**

Type:      Posted      Fully Paid

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:

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

Payment Term: 30D-EOM - 30 Days End Of Month      Inco Terms: EXW - Ex Works      Description:      Inventory Movements: Without Inventory Movements

Analytical Group: TT02 - Third Party      Bank Account: 4010.02 - Bank - OCBC      Zone:      Delivery Days:

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

**Related Credit Notes:**

Document Date	Document #	Reference #	Customer Ref #	Total Amount	Status
Jun 7, 2016	CN-0043			\$51.08	Posted

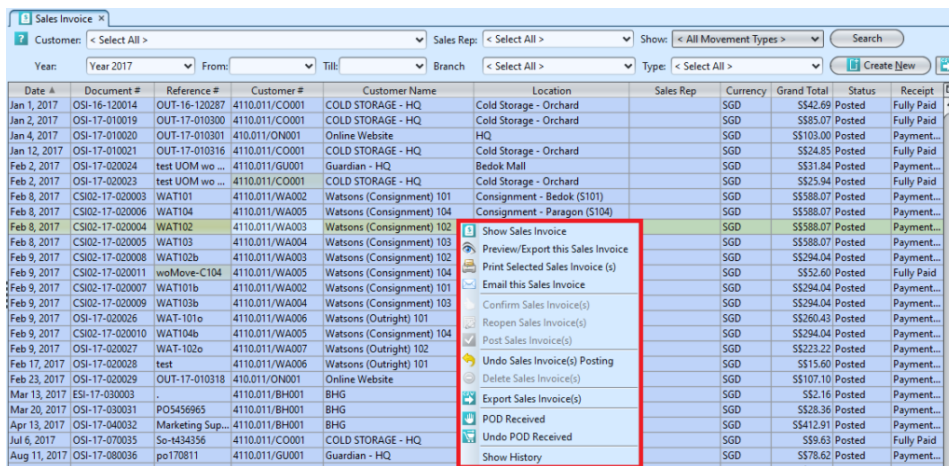
Total Qty: 15, Amount: \$515.15      Discount:      Tax: \$51.06      Grand Total: \$516.21

Generate Documents    Generate Report    Create New    Save    Revert    Delete

Sales Invoices List    Sales Invoice

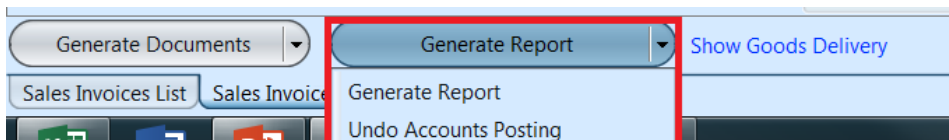
# Update Sales Invoice Details

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"**



The screenshot shows a table titled "Sales Invoice" with columns: Date, Document #, Reference #, Customer #, Customer Name, Location, Sales Rep, Currency, Grand Total, Status, and Receipt. A right-click context menu is open over the row for document WAT102b, showing options like "Show Sales Invoice", "Preview/Export this Sales Invoice", "Print Selected Sales Invoice(s)", "Email this Sales Invoice", "Confirm Sales Invoice(s)", "Reopen Sales Invoice(s)", "Post Sales Invoice(s)", "Undo Sales Invoice(s) Posting", "Delete Sales Invoice(s)", "Export Sales Invoice(s)", "POD Received", "Undo POD Received", and "Show History".

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	4110.011/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	CS02-17-020003	WAT101	4110.011/WA002	Watsons (Consignment) 101	Consignment - Bedok (S101)		SGD	\$5588.07	Posted	Payment...
Feb 8, 2017	CS02-17-020006	WAT104	4110.011/WA005	Watsons (Consignment) 104	Consignment - Paragon (S104)		SGD	\$5588.07	Posted	Payment...
Feb 8, 2017	CS02-17-020004	WAT102	4110.011/WA003	Watsons (Consignment) 102			SGD	\$5588.07	Posted	Payment...
Feb 8, 2017	CS02-17-020005	WAT103	4110.011/WA004	Watsons (Consignment) 103			SGD	\$5588.07	Posted	Payment...
Feb 9, 2017	CS02-17-020008	WAT102b	4110.011/WA003	Watsons (Consignment) 102			SGD	\$5294.04	Posted	Payment...
Feb 9, 2017	CS02-17-020011	woMove-C104	4110.011/WA005	Watsons (Consignment) 104			SGD	\$552.60	Posted	Fully Paid
Feb 9, 2017	CS02-17-020007	WAT101b	4110.011/WA004	Watsons (Consignment) 101			SGD	\$5294.04	Posted	Payment...
Feb 9, 2017	CS02-17-020009	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	CS02-17-020010	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	\$52.16	Posted	Payment...
Mar 20, 2017	OSI-17-030031	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	Sp-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...



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

The screenshot displays the 'Sales Invoice' form in a software application. At the top, the 'Type' is set to 'Drafted' and the 'Reference Number' is 'SO-15-120121'. The 'Document Date' is '08/12/2015' and the 'Document Number' is 'SI-0074'. The 'Invoice To' is '4110.011/CO001 - Cold Storage - HQ' and the 'Currency' is 'SGD'. The 'Delivery To' is '4110.011/CO001 - Cold Storage - HQ'. The 'Customer Location' is 'HQ' and the 'Contact Person' is 'HQ'. The 'Delivery Location' is 'Cold Storage - Orchard' and the 'Contact Person' is 'Cold Storage - Orchard'. The 'Ship From' is 'TE01 - Main Warehouse' and the 'Delivery Via' is 'EXW - Ex Works'. The 'Payment Term' is '30D-EOM - 30 Days End Of Month' and the 'Bank Account' is '4010.02 - Bank - OCBC'. The 'Analytical Group' is 'TT02 - Third Party'. A red box highlights the 'Delete' button at the bottom right. A pop-up window titled 'Deleting record?' is displayed in the center, asking 'Do you really wish to delete this record?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	Loa06	LOACKER MOCHA CHOCOLATE BAR 12 X 20 X 50GRAMS	Outer...	2	\$520.20		\$520.20	\$520.20	ales Tax Account 7% SR	
2	Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Carton...	1	\$5144.00		\$5144.00	\$5144.00	Sales Tax Account 7% SR	
3	Loa08	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	Each	1	\$547.88		\$547.88	\$547.88	Sales Tax Account 7% SR	
4	Loa08	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	Each	1	\$548.00		\$548.00	\$548.00	Sales Tax Account 7% SR	Free Products
5	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Carton...	1	\$548.00		\$548.00	\$548.00	Sales Tax Account 7% SR	
6	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	1	\$548.00		\$548.00	\$548.00	Sales Tax Account 7% SR	Free Products
7	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton...	1	\$547.88		\$547.88	\$547.88	Sales Tax Account 7% SR	
8	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	\$53.99		\$53.99	\$53.99	Sales Tax Account 7% SR	
9	Loa11	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 2...	Outer...	2	\$518.00		\$518.00	\$518.00	Sales Tax Account 7% SR	
10	Loa11	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 2...	Each...	2	\$518.00		\$518.00	\$518.00	Sales Tax Account 7% SR	

Total Qty: 27, Amount: \$5427.07, Discount: \$50.93, + Tax: \$529.89, Grand Total: \$5456.96

## 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

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	CS02-17-050012	BI8 mock up SI	PR-BGD	Prime Stores Bangladesh	City	EM01 - Christina	USD	\$60.46	Drafted	N/A
May 9, 2017	OSI-17-050033	BI8 mock up	PR-BGD	Prime Stores Bangladesh	City	EM01 - Christina	USD	\$54.82	Confirmed	N/A
May 9, 2017	OSI-17-050034	BI8 mock up	4110.011/TA001	Tang's Department Store	Orchard		SGD	\$3289.08	Drafted	N/A

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:

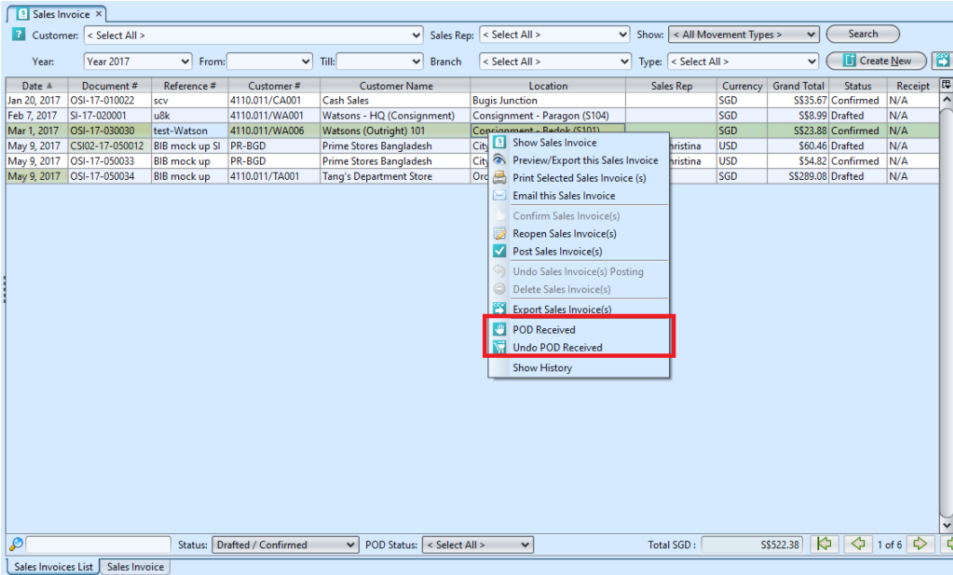
User can mark / update the delivery status of sales invoice documents to indicate that the goods have been delivered to the customer. User can then filter the Sales Invoice list to view which sales invoices have / have not received **proof of delivery (POD)**.

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.

