

## SALES INVOICE

Listed in the *Figure 1* are the Sales Invoices created. A **Sales Invoice** is a tool that a company uses to communicate to clients about the sums that are due in exchange for goods that have been sold. A sales invoice should include information about which items the customer has purchased, the quantities he has bought, discounts he has received, and the total amount he owes. A Sales Invoice creates an *Accounts Receivable Journal* in the Accounting. Sales invoice are also considered as **Credit Sales**.

Figure 1

Invoice #	Invoice Date	Due Date	Customer	Department	Remarks	Action
SAL-INV-20190726-13	07/26/2019	07/26/2019	Customer Name	Admin	Credit Sales	
SAL-INV-20190726-12	07/26/2019	07/26/2019	Customer Name	Admin	Credit Sales	
SAL-INV-20190322-11	03/22/2019	03/22/2019	Customer Name	Accounting	Accounts Receivable Sale	

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Clicking the **Print Button** will open the transaction/Sales Invoice as shown in *Figure 2*. It can be printed and downloaded as pdf.

Figure 2

<b>JDEV OFFICE SOLUTIONS INC.</b> 4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City (045) 900-3988 / 0955-283-3018 jdevtechsolution@gmail.com		<b>INVOICE NO.</b> SAL-INV-20190726-13			
Customer:	Customer Name	Date:	07/26/2019		
Contact Person:	Customer Name	Due Date:	07/26/2019		
		Department:	Admin		
Item	Qty	UM	Price	Gross	Net Total
TSHIRT V COLLAR 30	10.00	Piece	50.00	500.00	500.00
Remarks			Discount 1 : 0.00		
Credit Sales			Total before Tax : 446.43		
Prepared By:			Tax Amount : 53.57		
			Total after Tax : 500.00		
Received By:			Discount 2: 0.00		
Date:			Total: 500.00		

Click the **New Sales Invoice Button** to create. You can use a **Sales Order** to create an invoice (*optional*). Click the **... Button** as shown in *figure 3* to choose from the sales orders list in *figure 4*.

Figure 3

Invoice # : SAL-INV-YYYYMMDD-XX

\*Department :

\*Customer :

Address :

SO # :

Customer Type :

Sales person :

Contact Person :

\*Invoice Date :

\*Due Date :

Figure 4

Sales Order						
SO#	Customer	Remarks	Order	Status	Action	
SO-20190730-2	Customer Name	Sales Order of Customer	07/30/2019	Open	✓ Accept SO	
SO-20181217-1	Customer Name	Order from Customer	12/17/2018	Partially received	✓ Accept SO	

Showing 1 to 2 of 2 entries

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Cancel

Every Sales Order will have a status: Open, Partially Received, and Closed. **Open** means *no* item has been delivered yet, **Partially Received** means *some* of the items but not all, and **Closed** means *all* of the items from the Sales Order has been delivered. Only *Open* and *Partially Received* will show in the list. Clicking the **Print Button** in this interface will show the details of the Sales Order. Click the **Accept SO Button** to use the Sales Order in the Invoice. Then the **items** of the Sales Order will be dropped down in the invoice (Figure 5).

Figure 5

Invoice # : SAL-INV-YYYYMMDD-XX

Department :  
Admin

SO # :  
SO-20190730-2

Sales person :  
Please select sales person.

Invoice Date :  
07/30/2019

Customer :  
Customer Name

Customer Type :  
None

Contact Person :  
Contact Person

Due Date :  
07/30/2019

Address :  
Customer Address

Enter PLU or Search Item :  
Enter PLU or Search Item

Qty	UM	Item	Unit Price	Discount %	Gross	Net Total	Action
10.00	Piece	TSHIRT V COLLAR 25	36,500.00	0.00	365,000.00	365,000.00	
Discount %:			0.00	Total After Discount:		365,000.00	
			Total before tax:		325,892.86		
Tax :			39,107.14	Total After Tax :		365,000.00	

Remarks :  
Sales Order of Customer

Save Changes Cancel

Click the **Save Changes Button** to confirm and save the invoice.

## OPEN SALES REPORT

Open Sales report contains *Open*, and *Partially Delivered* Sales Orders. Listed per Invoice are **items** together with the *Order Quantity*, *Delivered Quantity*, and *Outstanding Balance*. Located in **List Menu -> Open Sales** (Figure 6). The list can be Printed and Exported into an Excel File.

Figure 6

System Administrator  
jdevtechsolution@gmail.co

EXPLORE

Dashboard
Financing
Services
Purchasing
Sales
Inventory
References
Masterfiles
Treasury
Bank Reconciliation
Assets Management
Settings
Accounting Reports
BIR Forms
Sales & Purchasing
List
Product Reorder (Pick-list)
Product List Report
Voucher Registry Report
Check Registry Report
Collection List Report
Open Purchases
Open Sales

## Open Sales

PRINT REPORT
EXPORT REPORT
EMAIL REPORT

Sales Order No.	Date	Product Code	Product Description	Order QTY	Delivered	Balance
Sales Order #: SO-20181217-1						
SO-20181217-1	2019-07-30	83239	TSHIRT V COLLAR 30	1.00	0.15	0.85
Sales Order #: SO-20190730-2						
SO-20190730-2		P102	TSHIRT V COLLAR 25	10.00	0.00	10.00
SO-20190730-2		83239	TSHIRT V COLLAR 30	5.00	0.00	5.00
SO-20190730-2		11	TSHIRT V COLLAR 40	15.00	0.00	15.00

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## Sales Flowchart

