













WAREHOUSE DISPATCHING


Listed in the *Figure 1* are the Dispatching Invoices created. A **Dispatching Invoice** is a note sent by the company to the buyer informing about the dispatch and delivery of goods. It contains the list of goods with their quantities, customer information, and delivery address. A dispatching invoice is created from the *Sales* and *Cash Invoices*.

Figure 1

Warehouse Dispatching							
+ RECORD DISPATCHING INVOICE							
Search Invoice							
Invoice #	Invoice Date	Due Date	Customer	Department	Remarks	Action	
 DIS-INV-20190801-4	07/26/2019	07/26/2019	Customer Name	Admin	Delivery to the Office		
 DIS-INV-20190801-3	07/30/2019	07/30/2019	Customer Name	Admin	Delivery to Security Guard		
 DIS-INV-20190801-2	07/29/2019	07/29/2019	Customer Name	Admin	Delivery to Security Guard		
 DIS-INV-20181217-1	07/29/2019	07/29/2019	Customer Name	Admin	Delivery to HR Office		
Showing 1 to 4 of 4 entries							
< Previous 1 Next >							

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/Dispatching Invoice as shown in *Figure 2*. It can be printed and downloaded as pdf.

Figure 2

 JDEV OFFICE SOLUTIONS INC. 4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City (045) 900-3988 / 0955-283-3018 jdevtechsolution@gmail.com				DISPATCHING NO. DIS-INV-20190801-4					
Customer:	Customer Name	Date:	07/26/2019						
Contact Person:	Customer Name	Due Date:	07/26/2019						
Invoice No:	SAL-INV-20190726-13	From:	Admin						
Item	Qty	UM	Price	Gross	Net Total				
TSHIRT V COLLAR 30	5.00	Piece	50.00	250.00	250.00				
Remarks			Discount 1 : 0.00						
Delivery to the Office			Total before Tax : 223.21						
Dispatched / Issued By:			Tax Amount : 26.79						
Date:			Total after Tax : 250.00						
Received By:			Discount 2: 0.00						
Date:			Total: 250.00						

Click the **New Cash Invoice Button** to create. Use either a **Sales or Cash Invoice** to create a dispatching invoice. Click the **... Button** as shown in *figure 3* to choose from the sales orders list in *figure 4*.

Figure 3




Invoice # : DIS-YYYYMMDD-XX			
*Department :	Invoice #	Sales person :	* Invoice Date :
Please select Department.	 ...	Please select sales person.	08/01/2019 
*Customer :	Customer Type :	Contact Person :	* Due Date :
Please select customer.	None	Contact Person	08/01/2019 
Address : Customer Address			

Figure 4

Sales Invoices Cash Invoices						
Invoice #	Customer	Remarks	Order	Status	Action	
SAL-INV-20190322-11	Customer Name	Accounts Receivable Sale	03/22/2019	Open	✓ Accept SI	
SAL-INV-20190726-12	Customer Name	Credit Sales	07/26/2019	Open	✓ Accept SI	
SAL-INV-20190726-13	Customer Name	Credit Sales	07/26/2019	Partially received	✓ Accept SI	
SAL-INV-20190730-14	Customer Name	Order from Customer	07/30/2019	Partially received	✓ Accept SI	
CI INV-20190729-5	Customer Name	Cash Sales	07/29/2019	Closed		
CI INV-20190729-6	Customer Name	Cash Sales	07/29/2019	Closed		

Showing 1 to 6 of 6 entries

< Previous 1 Next >

Cancel

Every Sales Invoice will have a status: Open, Partially Received, and Closed. **Open** means *no* item has been dispatched yet, **Partially Received** means *some* of the items but not all, and **Closed** means *all* of the items from the Invoice has been dispatched. Click the **Accept Button** to use in the Invoice. Then the **items** of the chosen invoice will be dropped down in the form (Figure 5).

Figure 5

Invoice # : DIS-YYYYMMDD-XX

*Department : Accounting x

Invoice # : SAL-INV-20190322-11

Sales person : - Salesperson Name x

* Invoice Date : 03/22/2019

*Customer : Customer Name x

Customer Type : None

Contact Person : Customer Name

*Due Date : 03/22/2019

Address : Angeles City, Pampanga 20019

Enter PLU or Search Item : Refresh

Enter PLU or Search Item

Note: Unit Price will depend on chosen Customer Type

Qty	UM	Item	Unit Price	Discount %	Gross	Net Total	Action
15.00	Piece	TSHIRT V COLLAR 25	215.00	0.00	3,225.00	3,225.00	
10.00	Piece	TSHIRT V COLLAR 40	200.00	0.00	2,000.00	2,000.00	

Discount % : 0.00

Total After Discount: 5,225.00

Total before tax: 4,665.17

Tax : 559.83

Total After Tax : 5,225.00

Remarks : Accounts Receivable Sale

Save Changes Cancel

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