







CASH INVOICE


Listed in the *Figure 1* are the Cash Invoices created. A **Cash 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 cash 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 paid. A Cash Invoice creates an *Cash Receipt Journal* in the Accounting. Cash invoice are also considered as **Cash Sales**.

Figure 1

Cash Invoice							
+ RECORD CASH INVOICE							Search Invoice
Invoice #	Invoice Date	Due Date	Customer	Department	Remarks	Action	
 CI-INV-20190729-6	07/29/2019	07/29/2019	Customer Name	Admin	Cash Sales		
 CI-INV-20190729-5	07/29/2019	07/29/2019	Customer Name	Admin	Cash Sales		
Showing 1 to 2 of 2 entries							
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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/Cash Invoice as shown in *Figure 2*. It can be printed and downloaded as pdf.

Figure 2


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CASH INVOICE

Invoice Number: CI-INV-20190729-6		Date: 07/29/2019				
Customer: Customer Name		Contact Person: Customer Name				
Email Address:		Contact No:				
Deliver To: Customer Name						
Item Code	Item	Qty	UM	Price	Discount	Net Total
11	TSHIRT V COLLAR 40	7.00	Piece	200.00	0.00	1,400.00
P102	TSHIRT V COLLAR 25	6.00	Piece	250.00	0.00	1,500.00
83239	TSHIRT V COLLAR 30	9.00	Piece	350.00	0.00	3,150.00
Remarks					Discount 1 : 0.00	
Cash Sales					Total before Tax : 5,401.79	
Prepared By:					Tax Amount : 648.21	
					Total after Tax : 6,050.00	
Received By:					Discount 2: 0.00	
Date:					Total: 6,050.00	

Click the **New Cash 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 # : CI-INV-YYYYMMDD-XX

*Department :

*Customer :

Address :

Salesperson :

Customer Type :

SO # :

...

Contact Person :

* Invoice Date :

* Due Date :

Figure 4

The interface shows a 'Sales Order' window with a table of sales orders. The first entry is SO-20190730-2 with status 'Open' and a green 'Accept SO' button. The second entry is SO-20181217-1 with status 'Partially received' and a green 'Accept SO' button. Both buttons are highlighted with a blue box. The interface also includes a search bar, a 'Cancel' button, and pagination controls.

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

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

The interface shows an 'Invoice #' form with fields for Department, Salesperson, SO #, Invoice Date, Customer, Customer Type, Contact Person, and Due Date. Below these are fields for Address and a search bar for items. The items table lists two items: TSHIRT V COLLAR 25 and TSHIRT V COLLAR 40. The totals section shows a total after tax of 368,000.00. The remarks field contains 'Sales Order of Customer'. The interface also includes a 'Save Changes' button and a 'Cancel' button.

Invoice # : CI-INV-YYYYMMDD-XX

*Department : Admin x

Salesperson : Please select sales person.

SO # : SO-20190730-2 ...

* Invoice Date : 08/01/2019

*Customer : Customer Name x

Customer Type : None

Contact Person : Contact Person

*Due Date : 08/01/2019

Address : Customer Address

Enter PLU or Search Item : Enter PLU or Search Item Refresh

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	
15.00	Piece	TSHIRT V COLLAR 40	200.00	0.00	3,000.00	3,000.00	

Discount % : 0.00

Total After Discount: 368,000.00

Total before tax: 328,571.43

Tax : 39,428.57

Total After Tax : 368,000.00

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
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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

Search

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

