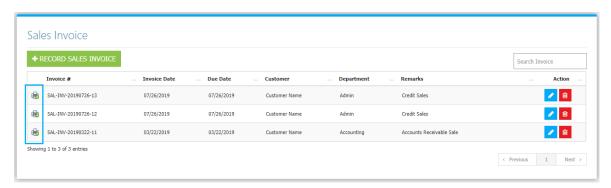
SALES INVOICE

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



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

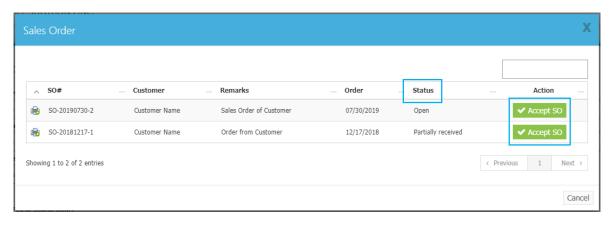


Click the **New Sales Invoice Button** to create. You can use a **Sales Order** to create an invoice *(optional)*. Click the **... Button** as shown in *figure 3* to choose from the sales orders list in *figure 4*.

Figure 3

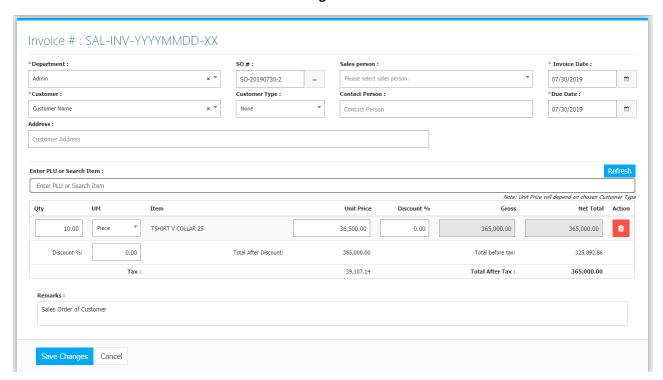
nvoice # : SAL-INV-YYYYN	1MDD-XX						
Department :		50 # :		Sales person :		* Invoice Date :	
Please select Department.	▼			Please select sales person.	*	07/30/2019	m
Customer:		Customer Type :		Contact Person :		*Due Date :	
Please select customer.	₩	None	*	Contact Person		07/30/2019	•
Address :							

Figure 4



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

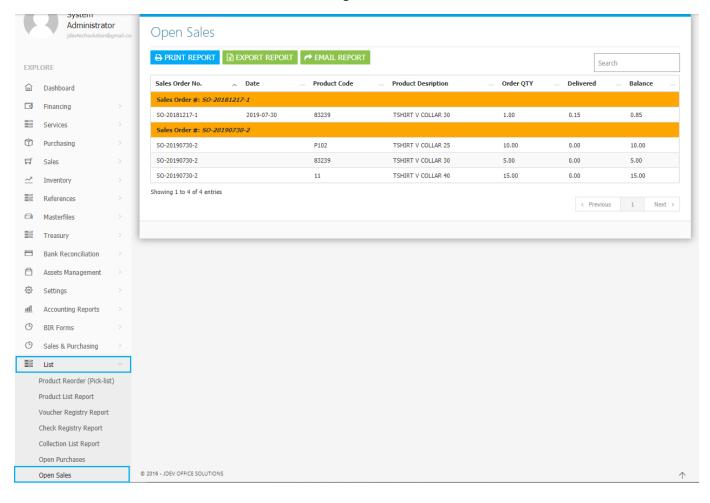


Click the **Save Changes Button** to confirm and save the invoice.

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



Sales Flowchart

