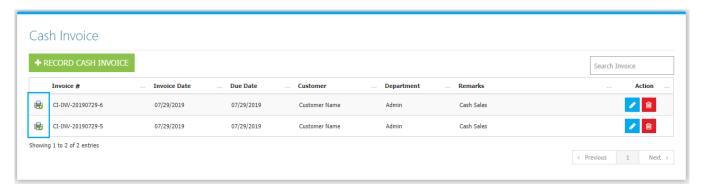
CASH INVOICE

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



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

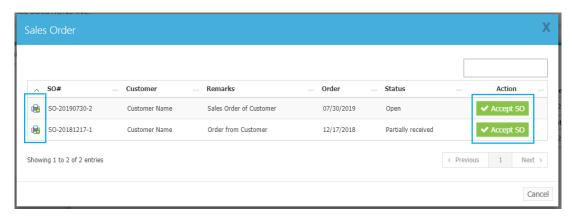


Click the **New Cash Invoice Button** to create. You can use a **Sales Order** to create an invoice *(optional)*. Click the **... Button** as shown in *figure 3* to choose from the sales orders list in *figure 4*.

Figure 3

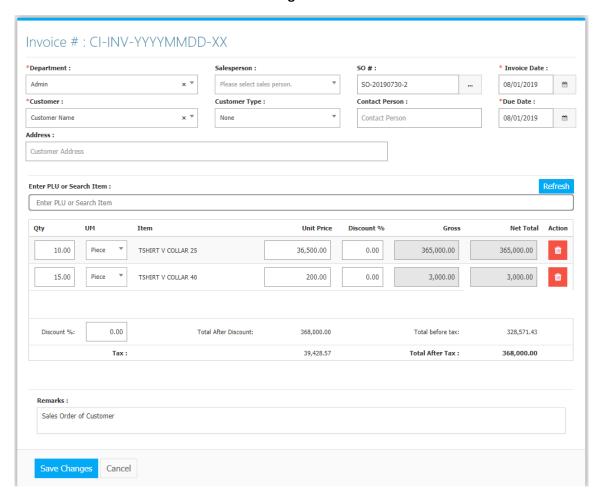
| Invoice # : CI-INV-YYYYMMDD-XX | | | | | | | |
|--------------------------------|---|-----------------------------|---|------------------|------------------|-------------|---|
| *Department : | | Salesperson : | | 50 #: | * Invoice Date : | | |
| Please select Department. | ▼ | Please select sales person. | ₩ | | | 08/01/2019 | m |
| Customer: | | Customer Type : | | Contact Person : | | *Due Date : | |
| Please select customer. | * | None | ₩ | Contact Person | | 08/01/2019 | m |
| 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

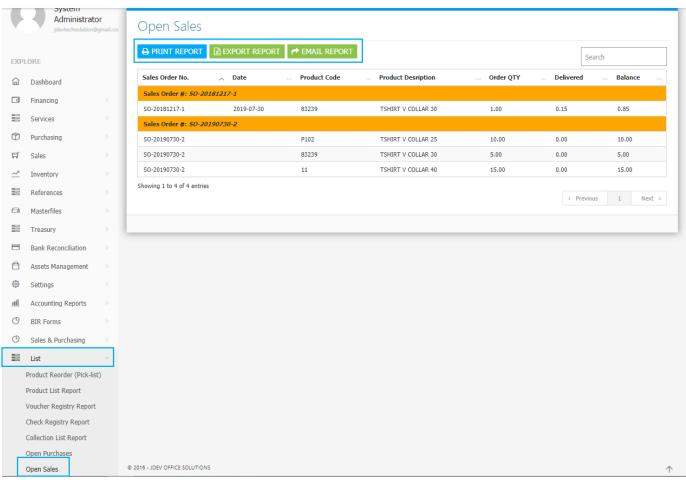


Click the **Save Changes Button** to confirm and save the invoice.

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

