

Report Delivery After Full Payment

Please follow the steps below when delivering Report. We need to make sure due amount is **0.00** when delivering report. Delivery is currently tracked both in **Worksheets tab** and **Report Delivery Khata**.

<div>1. Open Invoice<div>a. Click on Search on the top left corner.</div><div>b. Scan the invoice barcode or type in the invoice number</div><div>c. Select Customer Invoices</div></div>	<div><div>Search</div><div>SI2209-11223</div><div><div>Third parties</div><div>Contacts</div><div>Products or services</div><div>Worksheets</div><div>Customer Invoices</div><div>Customer payments</div><div>Miscellaneous payments</div><div>Users</div></div></div>															
<div>2. Check Remaining unpaid (due amount) is 0.00. If not 0,<div>a. Receive payment from customer</div><div>b. Click ENTER PAYMENT and record the transaction</div><div>c. Provide customer with updated invoice</div></div>	<table><tr><th>Type</th><th>Bank account</th><th>Amount</th></tr><tr><td>Cash</td><td>REC</td><td>1,200.00</td></tr><tr><td colspan="2">paid (without credit notes and down payments)</td><td>1,200.00</td></tr><tr><td colspan="2">Billed</td><td>1,200.00</td></tr><tr><td colspan="2">Remaining unpaid</td><td>0.00</td></tr></table>	Type	Bank account	Amount	Cash	REC	1,200.00	paid (without credit notes and down payments)		1,200.00	Billed		1,200.00	Remaining unpaid		0.00
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<div>3. Scroll down to the bottom of the page to find the related worksheet and click on the Worksheet No (also called Lab No).<div>a. Find the Report matching this Worsheet/Lab No.</div></div>	<div>RELATED OBJECTS</div> <table><tr><th>Type</th><th>Ref.</th><th>Date</th></tr><tr><td>Worksheets</td><td>2211-30062</td><td>03/11/2022</td></tr></table>	Type	Ref.	Date	Worksheets	2211-30062	03/11/2022									
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<div>4. When delivering report, make sure to<div>a. click on CLASSIFY DELIVERED. Worksheet status will change to Delivered on top right corner.</div><div>b. Also make a note in Report Delivery Khata as per previous practice. (This step will be removed in future)</div></div>	<div><div>CLASSIFY DELIVERED</div><div>Delivered</div></div>															