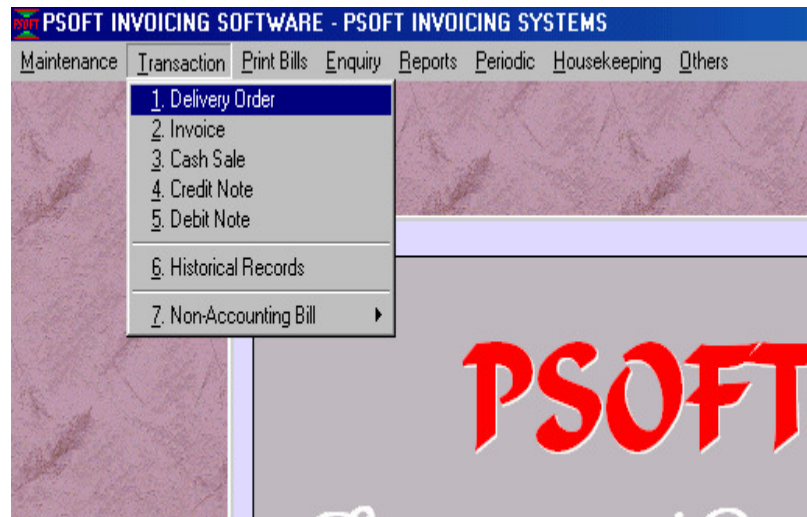# Chapter 2. Transaction

<u>Introduction:</u>

This section allows us to issue business bills like delivery order, invoice, cash sales, credit note and debit note that are used in our daily business transactions. We will go through each billing system on how to issue a bill, print/view a bill.

From the main menu of the Psoft Invoicing system, we can see that all the above billing system are present. To start using the system, we can choose the Delivery Option to issue a D.O.

Delivery Order:

This option allows us to issue a Delivery Order or D.O. when we want to deliver goods to our customer. Once we click this option the following dialog box will appear:

Issue a new Delivery Order:

From the dialog box, we can see that there is an **Add** button. This button **Add** is for us to add new D.O., ie issue a new D.O. Once we click the **Add** button, the system will allow us to enter the customer's account code number like 3000/A01 as shown above. This 3000/A01 is the account code assigned to our customer AA Co. The Psoft system require us to assign each and every customer a unique customer number. For eg another customer BB Co, we assign the

account number as 3000/B01. We use the first alphabet B as the sequential count. If there is another customer starts with B like BIC Co. then it shall be assigned with account number 3000/B02 as it is second company start with "B" so far. Once we have selected the customer's account number, we can continue to select the item that we are going to deliver. We can type in the item's code like D123 for this particular item called DD123 as shown in the above figure. And we also type in the quantity that we are to deliver. Once we have typed in the quantity, we can click the **save** button to confirm. If we have another item, just right click below the last item we have entered, a pop up menu ADD NEW ITEM will allow us to add in another item. Once the menu appear, we can click on it to begin entering new item. This procedure can be
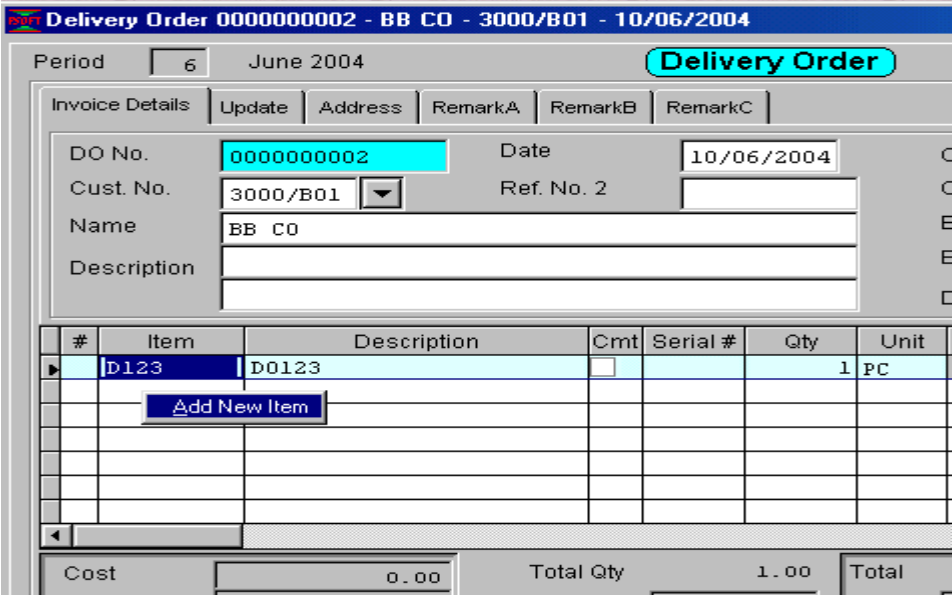

repeated for as many other item that we want to enter. Once all the items have been entered, we can then click on the **Save** button at the bottom menu bar to confirm the saving of the bill.

After this we can then print a hard copy of the Delivery Order. To

do this we just have click on the **Print** button on the same menu bar.

Once we click on the Print button, the dialog box below will pop up on the screen to allow us to preview the D.O. before priting a hard copy.
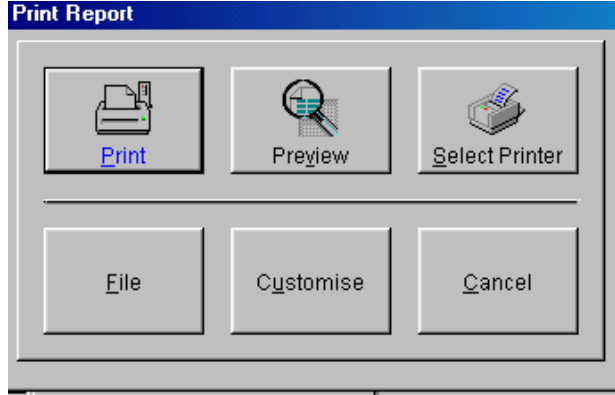
We just click on the Preview button and the D.O. form will appear as below. Note that this is a sample default D.O. form.

If we want a different & customised D.O. form, the Psoft support personnel will be able to help us to format any type of D.O. form that we want. All we need is to show them what type of D.O. we are currently using, and they program them into the system.

Search for an existing Delivery Order:

There are several options for us to find an existing Delivery order. From the D.O. menu, we can see the following buttons:

Top button - Click on this to go to the first Delivery Order.

Previous button – Click on this to go to the previous Delivery Order.

Next button – Click on this to go to the next Delivery Order.

Bottom button – Click on this to go to the latest Delivery Order.

Search button – Click on this and a dialog box will prompt us to search the D.O. by reference number, period, date, customers or sales agent.

Modify an existing Delivery Order:

To modify any existing D.O. we will have to search for the D.O. that we want to modify using any of the above method. Once we have found the required D.O. we can then edit or modify any of the item in the D.O.

After we have modified the D.O. we must click on the **Save** button to confirm the modifications that we have made. If we decide not to confirm the change, we just click on the **Exit** button to discard the changes.

Delete an existing Delivery Order:

To delete any existing D.O. we will have to search for the D.O. that we want to delete using any of the above search method. Once we have found the required D.O. we can click on the **Delete** button, a dialog button will prompt us to confirm the deletion. To confirm, we click the **Yes** button and to cancel, we click the **No** button.

Invoice :

This option allows us to issue an Invoice when we want to bill or after delivering goods to our customer. Once we click this option from the Transaction Menu the following dialog box will appear:

Issue a new Invoice:

From the dialog box, we can see that there is an **Add** button. This
button **Add** is for us to add new Invoice., ie issue a new Invoice.
Once we click the **Add** button, the system will allow us to enter the
customer's account code number like 3000/A01 as shown above.
This 3000/A01 is the account code assigned to our customer AA Co.
The Psoft system require us to assign each and every customer a
unique customer number. For eg another customer BB Co, we assign
the account number as 3000/B01. We use the first alphabet B as the
sequential count. If there is another customer starts with B like
BIC Co. then it shall be assigned with account number 3000/B02 as
it is second company start with "B" so far. Once we have selected
the customer's account number, we can continue to select the item
that we are going to sell. We can type in the item's code like
D123 for this particular item called DD123 as shown in the above
figure. And we also type in the quantity that we are to sell.
Once we have typed in the quantity, we can click the **save** button
to confirm. If we have another item, just right click below the
last item we have entered, a pop up menu ADD NEW ITEM will
allow us to add in another item. Once the menu appear, we can
click on it to begin entering new item.

When issuing new invoice, besides entering the quantity, we need
to enter the unit price, any discount or GST.

Please note that the Bill terms and sales agent (ie the salesperson)
can be entered as well if we want. However, the bill age is set by the
Psoft to be zero which means current month bill. We do not have to
change this bill age.

This procedure can be repeated for as many other item that we want to enter. Once all the items have been entered, we can then click on the **Save** button at the bottom menu bar to confirm the saving of the bill.

After this we can then print a hard copy of the Invoice Bill. To do this we just have click on the **Print** button on the same menu bar.

Once we click on the Print button, the dialog box below will pop up on the screen to allow us to preview the invoice before priting a hard copy.
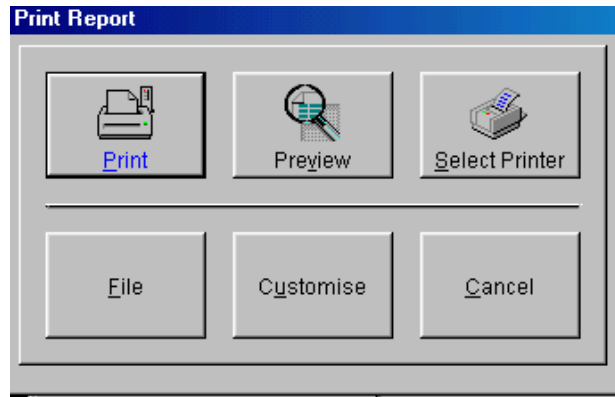
We just click on the Preview button and the Invoice form will appear as below. Note that this is a sample default Invoice form.

If we want a different or customised Invoice form, the Psoft support personnel will be able to help us to format any type of Invoice form that we want. All we need is to show them a sample type of Invoice we are currently using, and they will program them into the system.

INTEGRATED BUSINESS SYSTEMS

100 Jalan Sultan #03-40
Sultan Plaza Singapore 199001
Tel: 62953292/3 Fax: 62993378
Email: ibspl@singnet.com.sg

AA CO

INVOICE

NO.   : 0000000002
DATE : 27/08/2004
TERM :
PAGE : 1

A/C NO.   :   3000/A01

	ITEM NO.	DESCRIPTION	QTY	U.PRICE	AMOUNT
1	A111	ABC111	1 SET	200.00	200.00
			OUTSTANDING QTY : 1 SET		

Notice that in the above Invoice, the company's logo can also be scanned into the Psoft as required.

Search for an existing Invoice:

There are several options for us to find an existing Invoice bill. From the Invoice menu, we can see the following buttons:

Top button - Click on this to go to the first or the earliest Invoice.

Previous button – Click on this to go to the previous one Invoice.

Next button – Click on this to go to the next Invoice.

Bottom button – Click on this to go to the latest Invoice.

Search button – Click on this and a dialog box will prompt us to search the Invoice by reference number, period, date, customers or sales agent.

Modify an existing Invoice:

To modify any existing Invoice we will have to search for the Invoice that we want to modify using any of the above method. Once we have found the required Invoice, we can then edit or modify any of the item in the Invoice.

After we have modified the Invoice we must click on the **Save** button to confirm the modifications that we have made. If we decide not to confirm the change, we just click on the **Exit** button to discard the changes.

Delete an existing Invoice:

To delete any existing Invoice. we will have to search for the Invoice that we want to delete using any of the above search method. Once we have found the required Invoice, we can click on the **Delete** button, a dialog button will prompt us to confirm the deletion. To confirm, we click the **Yes** button and to cancel, we click the **No** button.