

Create an Invoice – Process Sheet

Overview:

To create an invoice the user must first create a 'New Sales Order' or a 'New Factory Order'. The invoice is a part of the Process Sheet Procedure. An order must be created and despatched before an invoice is created. The 'Create Invoice' function is password protected and the user will need to have permission and an internal employee password.

To Change Permission Settings

From the OPTO ribbon, select the 'Resources' tab then **click** the 'New/Edit Employee' icon to open the 'Employee Details' window. **Press <F2>** and select an employee from the list, then **click OK**. Select the 'Security' tab then enter a tick in the **Create Invoice** field.

The screenshot displays the OPTO software interface. The 'RESOURCES' tab is selected in the ribbon. The 'New/Edit Employee' icon is highlighted with a red box. Below it, the 'Employee Details' window is open, showing the 'Security' tab. The 'Create Invoice' checkbox is checked and highlighted with a red box. The window also shows various other permissions and settings for the employee 'JONES, Robert'.

Emp No:	Employee Name or Surname:	Given Name:	Middle Name:	Initial:	Current Shift:
1	JONES	Robert	B		Shift 1

Details More Info **Security** Emp Sched Pictures Notes QMS

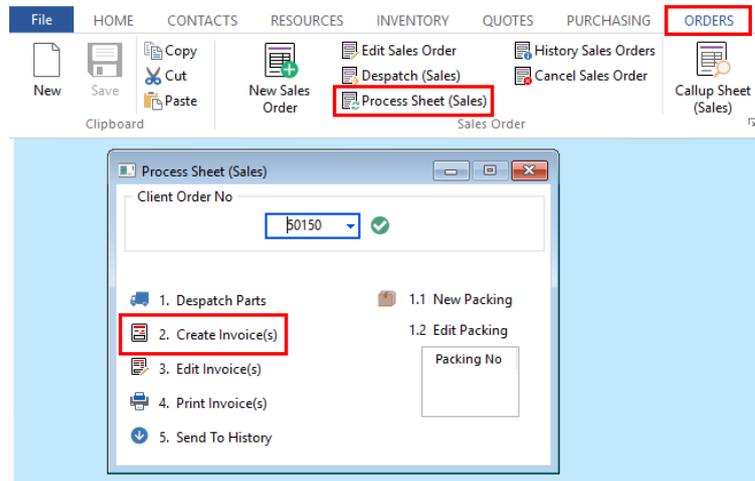
- Signature Purchase
- Change Client Code
- Change Supplier Code
- Show Financial History (Clients)
- Show Financial History (Suppliers)
- [3] Hide Despatch Amount
- Change Part Code
- Delete Parts
- Change Parts Stock
- Create New Part Code
- Create New Material Code
- Password Despatch (Production)
- Password Despatch (Client Order)
- Password Material Delivery
- Update - Parts (Utility)
- Update - Material (Utility)
- Add NCR or ECR
- QA - NCR/ECR (Complete)
- [3] Quote Fast Markup (Override)
- Release Client Orders
- Check - Clock Time
- Check - Jobs
- Despatch Awaitin: Add Transport
- Change Revision Tick in Parts
- Change Material Code
- Delete Material
- Change Material Stock
- Lock/Unlock Parts for Editing
- Save Changes to Locked Parts
- Substitute Items
- Update Parts Cost Price
- Allow Part Sell Price change (setup Param Client)
- Show Supplier Total
- Show Client Total Show Pick Date (Cit Callup)
- [3] Show Order/Invoice Total, plus Cost
- Use Div for selected Reports
- Point Of Sale Access
- Change Due Date in Order Book
- Purchase Restrict
- Stock Take Restrict
- Send Production Order -> History
- Back from History <- Production Order
- Cancel - Production Order
- Send Client Order -> History
- Back from History <- Client Order
- [3] Credit Orders and Purchase , Orders Only
- Cancel - Client Order Return Goods
- Change Credit, Desp Stop
- Show Job Cost Screen
- ON-Hold (Cit)
- Edit History Order Book
- ON-Hold (Prd)
- Change Part Production Stop
- Show All Doc's (Incl. - No Public Access)

Emp Cost: \$ / Min .6666 \$ / Hr 40.00
Supervising: .0000 .00
Charge: 1.0000 60.00
Boss Rating: 1 Qualifications apply
Budget:

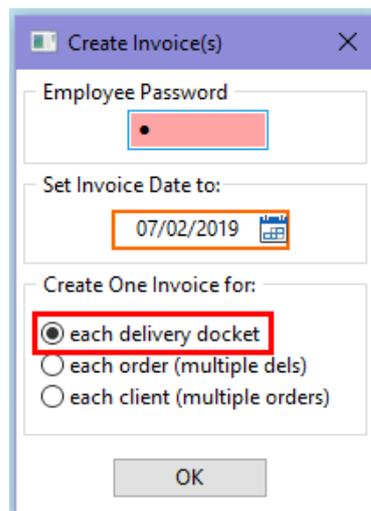
To Create an Invoice After the Sales Order has been Created and Saved

From the OPTO ribbon, select the 'Orders' tab and **click** on the 'Process Sheet (Sales)' icon. With the 'Process Sheet (Sales)' window displayed, **press <F2>** and select the required order from the pop-up list and **click OK**. **Click** on the arrow icon next to Despatch Parts and despatch the required parts.

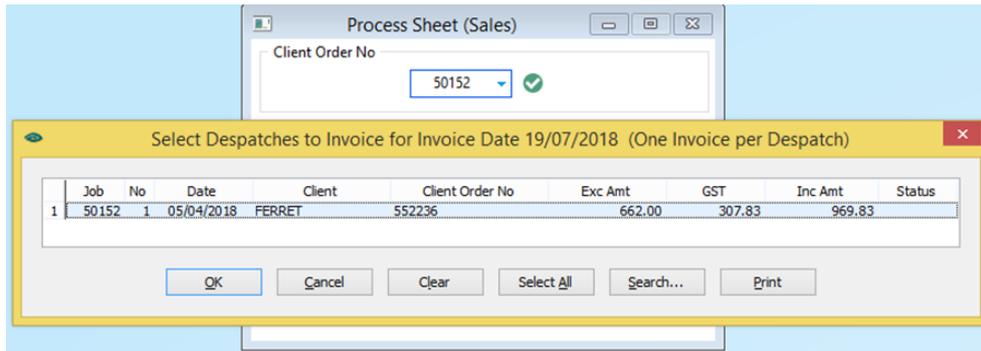
1. **Click** on the 'Create Invoice(s)' icon to display the 'Create Invoice(s)' panel.



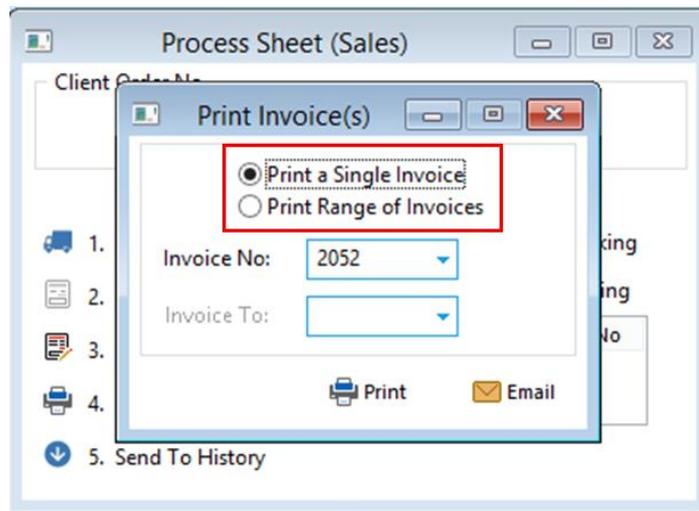
2. Enter your internal employee password, set an invoice date, select each delivery docket and **click** on OK.



3. The order items ready for despatch appears, **click** on the order and **click** OK.



4. Select the invoice, or a range of invoices if required and **click** 'Print'. To email the invoice, **click** 'Email'.



5. To save a copy of the invoice, **click** on the suitcase icon (circled below) and browse your computer to select the location.

