

2007-301 - Proforma Invoices in Opto

Overview:

A Proforma Invoice in OPTO can be issued to receipt a client's deposit or can be issued as requested by a financial institution. A Proforma Invoice is not necessarily designed for recording deposits. Proforma Invoices can be created from both Sales Orders and Factory Orders. For this example we are creating the proforma invoices to record a deposit. **NOTE:** To utilise the Proforma Invoice feature to record deposits - please contact OPTO Support & Help Desk, as some set-up is required before use.

1. Create a Proforma Invoice from a Sales Order – Create or Edit the Sales Order, **click** on the “Despatch” tab and select a date for the proforma invoice. This can be either typed in, or by utilising the Calendar icon next to the date field. Enter the amount of the deposit (Optional) and a Deposit Note (see below) and **press** <F9> to save.

The screenshot shows the 'Edit Sales Order' window in the OPTO software. The top menu bar includes File, HOME, CONTACTS, RESOURCES, INVENTORY, QUOTES, PURCHASING, **ORDERS**, JOBS/SCHEDULING, and INVOICING. The 'ORDERS' tab is active, and the 'Edit Sales Order' option is highlighted. The main window displays the 'Edit Sales Order' form with the 'Despatch' tab selected. The 'Proforma Invoice' section is visible, showing fields for 'Proforma Date' (09/03/19), 'Deposit Amount' (100.00), and 'Deposit Notes' (Deposit Paid). The 'Print' icon is highlighted in the right-hand panel.

Re-open the order, **click** on the “Despatch” tab and **click** on the **Print** icon to print the Proforma Invoice or **click** on the **Email** icon to email the proforma invoice as an attachment.

This is a close-up of the 'Proforma Invoice' section. It contains the following fields: 'Proforma Date' (09/03/19), 'Deposit Amount' (100.00), and 'Deposit Notes' (Deposit Paid). To the right of these fields are two icons: a printer icon and an envelope icon, both of which are highlighted with a red box.

2. Create a Proforma Invoice from a Factory Order – Create or Edit the Factory Order. The Proforma Invoice procedure is slightly different in the Factory order only because of the positioning of the fields.

The "Deposit" field is located on the bottom of the "Details" tab, enter the deposit amount (Optional) and then **click** on the "Despatch" tab. Enter the date and **press** <F9> to save. Re-open the order, **click** on the "Despatch" tab and **click** on the **Print** icon to print or the **Email** icon to email the proforma invoice as an attachment.

Edit Factory Order

Order No: 1188 Client Code: FERRET Client Name: FERRET EARTHMOVING PTY LTD Contact Name: Forest Ferret Type: PR

Details Sub Parts More Info Review Despatch Desp Info Allocation QMS/Notes

Date Entered: 25/01/2018 Date Received: Emp No: 1 Robert JONES Shipping Address: Normal

Client Order No: PO:FE11772 Div: 1-1 Sales ID: Job Type: Cat: Machine Guard Plates

Job Desc: Machine Guard Plates

Project:

Quote 1: Quote 2: Quote 3: Sales Order No: Re-Work Job: Project Job:

| Part Code | Description | Ord... | Desp | Info | Unit Price | Total Unit | Due Date | Tax |
|-------------|-----------------------|--------|------|------|------------|------------|----------|-----|
| ASSB0001005 | Machine Guard Plates | 4 | 0 | | 166.0000 | 664.00 | 31/05/18 | 2 |
| ASSB300 | Some type of assembly | 2 | 0 | | 662.0000 | 1324.00 | 05/02/18 | 2 |
| ASSB300 | Some type of assembly | -1 | 0 | | 662.0000 | -662.00 | 10/01/19 | 1 |

Ph No: 07 5544 4455 Fax No: 07 5544 5454

NO DESPATCHES JOB IS ACTIVE - STARTED - Job Ticket's NOT printed -

Deposit: \$600.00 Total (Ex) \$1,326.00 Tax \$858.22 Total (Inc) \$2,184.22

Edit Factory Order

Order No: 1188 Client Code: FERRET Client Name: FERRET EARTHMOVING PTY LTD Contact Name: Forest Ferret Type: PR

Despatch Sub Parts More Info Review Despatch Desp Info Allocation QMS/Notes

| Desp No | Desp Date | Desp Amt | Invoice | Status | Exp Done | Sent |
|---------|-----------|----------|---------|--------|----------|------|
| 1 | | | | | | |

Order Conf Sent:

Service Job: ☐ Confirmed ☐ Forecast

Use in Scheduling: ☒ Use in Wip: ☒ Must Recreate: ☐ No Allocations: ☐ Called Client: ☐ Documents Received: ☐ Emp Sched Done: ☐ Invoice Sales Order: ☐ Exported SQL:

Address Label: BarTender BRW

Despatch Label: BarTender BRW

User: OPTO Date: 06/02/19 Cnt: 2 Initial:

Job Created: OPTO Date: 25/01/18 Cnt: 1 Initial:

Job Activated: OPTO Date: 25/01/18 Cnt: 1 Initial:

Job Completed: 25/01/18

First Work Date: Last Work Date: 25/01/18

Print

Delivery Docket Delivery Docket (Amount) Order Confirmation Despatch Slip Back Order Slip ☐ All **Proforma Invoice**

Proforma Date: 01/03/19

Project Jobs

| Job No | Status | % |
|--------|-----------|-----|
| 1189 | STARTED ! | 100 |

Status

Tickets Created: 1

Pick Status: 1 Partially Picked

No. Despatches:

Despatch Status: NO DESPATCHE:

A "Deposit Note" can be entered into the fields on the "Desp Infor" tab. The deposit amount can be entered on either tab. The "Deposit Note" field is for internal use only and does not print on the proforma invoice.

Edit Factory Order

Order No: 1188

Client Code: FERRET

Client Name: FERRET EARTHMOVING PTY LTD

Contact Name: Forest Ferret

Type: PR

☐ Test Certificate Required

☐ For Stock

☐ Special Rate

Details Sub Parts More Info Review Despatch **Desp Info** Allocation QMS/Notes

| | Part Code | Part Desc | Ord Qty | Del Qty | Calc Qty | Del 1 |
|---|-------------|-----------------------|---------|---------|----------|-------|
| 1 | ASSB0001005 | Machine Guard Plates | 4 | 0 | | |
| 2 | ASSB300 | Some type of assembly | 2 | 0 | | |
| 3 | ASSB300 | Some type of assembly | -1 | 0 | | |

Deposit Notes:
Internal Use Only

| Emp No | Emp Name | S/Date | S/Time | F/Date | F/Time |
|--------|----------|--------|--------|--------|--------|
| 1 | | | | | |

Packing No