Proforma Invoice

Module Guide: Proforma Invoice

Module Location

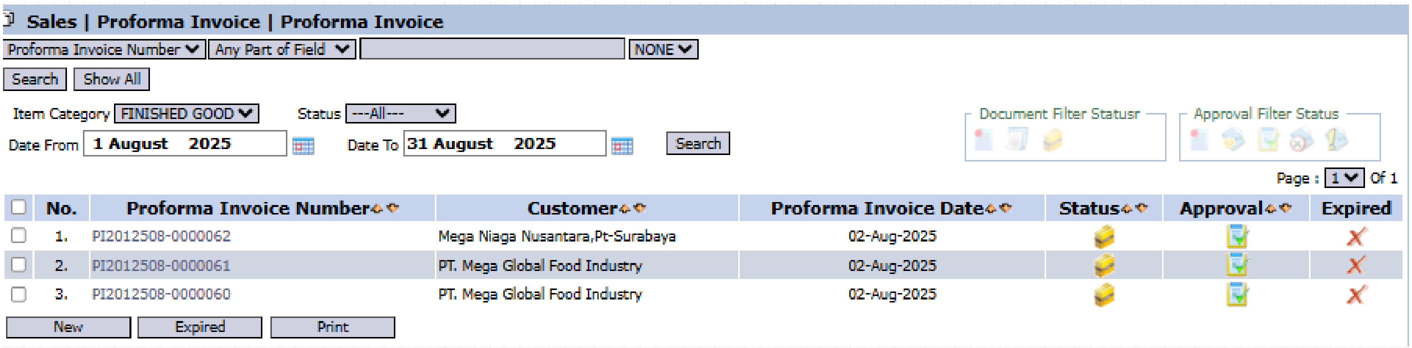
Sales > Proforma Invoice > Proforma Invoice

Module Objective

The **Proforma Invoice** module is used to create a preliminary or estimated bill that is sent to a customer before the goods are shipped. A Proforma Invoice is **not** a legitimate commercial invoice and is not recorded as a receivable. Its purpose is to serve as a sales commitment letter and it is often used to request a **down payment** from the customer before the sales process proceeds.

1. Main View (Proforma Invoice List)

The main page of this module displays a list of all Proforma Invoices that have been created.



View Explanation & Filters

This page is for viewing and managing all existing Proforma Invoices.

- **Filters**: You can search for a specific document by **Proforma Invoice Number**, **Item Category**, **Status**, or a date range (**Date From / Date To**).

- **Invoice List**: The table below displays all documents that match the filters, with columns such as **Proforma Invoice Number**, **Customer**, **Proforma Invoice Date**, **Status**, and **Approval**.

Button Functions

- **New**: The primary button to create a new Proforma Invoice.

- **Expired**: To change the status of a document that has passed its validity period to "Expired".

- **Print**: To print a selected document to be sent to the customer.

2. Steps to Create a Proforma Invoice

Step 1: Create a New Proforma Invoice

From the Main View, click the **New** button to open the **New Proforma Invoice** form. 

Step 2: Fill in Header Information

On the form that appears, fill in the general information:

- **Quotation Number**: You can pull data from an existing quotation by selecting the relevant Quotation Number. This will automatically pull the customer and item data.


- **Customer**: Select the customer who will receive the Proforma Invoice. 

- **Payment Schedule & Expected Delivery Date**: Fill in important details such as the Payment Schedule and the Estimated Delivery Date.

- **Upload File**: You can also upload a PO (Purchase Order) document from the customer as a reference.

Step 3: Detail the Items and Prices

In the detail table at the bottom, ensure all items, quantity (**Qty**), price (**Unit Price**), and **Discount** are in accordance with the agreement. The system will calculate the totals automatically in the bottom-right section.

Step 4: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the Proforma Invoice as a draft. 

- **Confirm**: To finalize and send the document into the approval workflow.

- **Cancel**: To cancel the entry. 

Tips & Important Notes

- Remember, a Proforma Invoice is **not an actual commercial invoice** and is not recorded as a receivable. It is a sales commitment document.

- After the customer makes a payment based on this Proforma Invoice, you can proceed by creating the actual **Sales Order** and **Sales Invoice**.

- A document that has been **Confirmed** will likely go to a **Proforma Invoice Inbox** for an approval process by a manager.

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