# Sales Invoice Inbox

## Module Guide: Sales Invoice Inbox

### Module Location

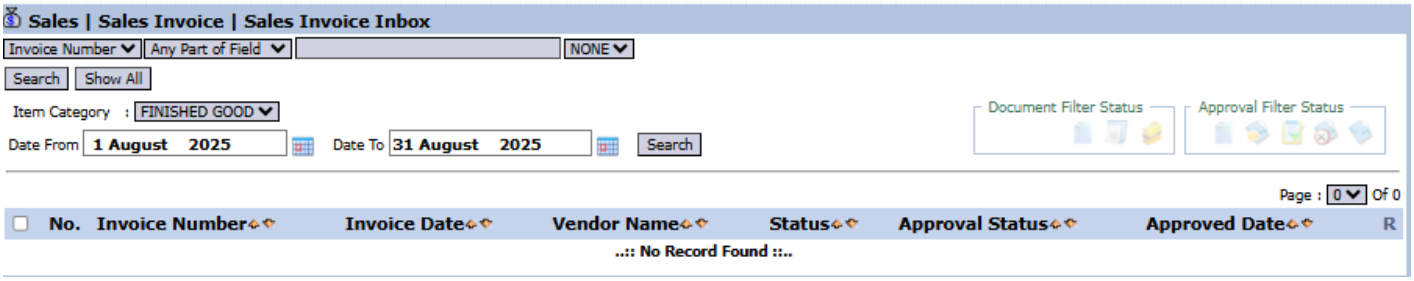
Sales > Sales Invoice > Sales Invoice Inbox

### Module Objective

The **Sales Invoice Inbox** module serves as the approval center for all **Sales Invoice** documents that have been created and submitted. This module is used by a superior or manager who is authorized to conduct a final review and provide approval before an official invoice is posted to the Accounts Receivable Ledger.

## 1. Main View (Sales Invoice List)

The main page of this module is an "inbox" that displays all Sales Invoices requiring your action.




### View Explanation & Filters

This page provides a summary of all invoices that are awaiting approval.

- **Filters**: You can search for a specific invoice by **Invoice Number**, **Item Category**, or a **Date From** and **Date To**

range.

- **Request List**: The table below will display all invoices awaiting action. The table currently shows "...No Record Found...".

**Column Explanation**

- **Invoice Number**: The unique number of the submitted Sales Invoice document.
- **Invoice Date**: The date the invoice was created.
- **Vendor Name**: This column displays the **customer's** name, although it is labeled 'Vendor Name'.
- **Status / Approval Status**: Icons that indicate the document's status and the approval process status.

# 2. Approval Process Steps

The following is the standard workflow for an approver.

**Step 1: Access the Inbox**

Open the **Sales Invoice Inbox** module to see the list of invoices that require approval.

**Step 2: Review the Sales Invoice Details**

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the product details, prices, discounts, taxes, and its consistency with the shipping document.

**Step 3: Provide Approval**

After you open and review the invoice details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

# 3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., a sales admin) creates a document in the **Sales Invoice** module and clicks **Confirm**.

2. **Entering the Queue**: The confirmed invoice automatically enters the queue in this **Sales Invoice Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Posting to Receivables**: After approval, the Sales Invoice becomes a valid document, and its value will be officially posted to the **General Ledger and the Accounts Receivable Ledger**, creating a bill that must be paid by the customer.

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