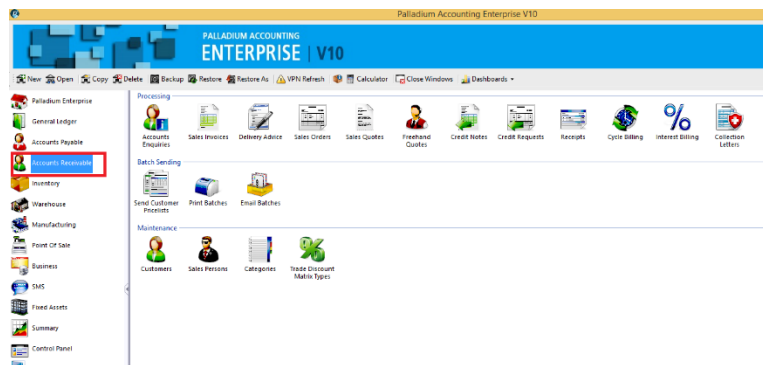


# palladium<sup>®</sup>

## ACCOUNTING

### Level 2 Intermediate Palladium Training

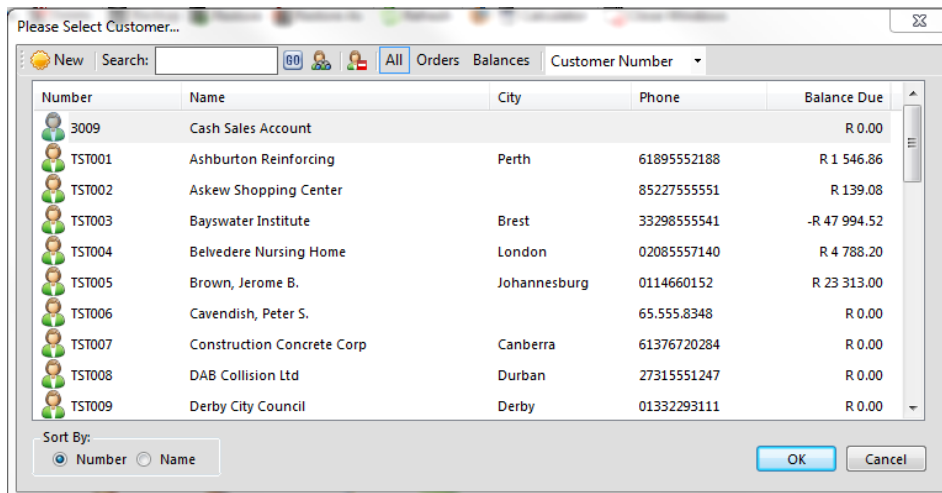
### ACCOUNTS RECEIVABLE/ CUSTOMERS



### Customers

In Palladium Accounting you must have a customer for each sale you make. All transaction windows require that you select a customer. If you have customers you sell to infrequently, you can setup a "cash customer" or "one time customer" for this purpose. To do this, you would just enter "cash customer" as the name.

From the home window select customers. A customer list will appear as follows:



## List window Functions

As with all Palladium list windows you have the option to add a new customer, select a customer and press edit to edit them, and select a customer and press delete to remove a customer. You can only remove a customer that has not been used, or, has had all their transactions cleared (after 2 years).

## List Window Searching

As with all Palladium list windows there is the ability to do an advanced search (click the yellow binocular button). This allows you to search for items inside text (not just the start of text) and also search by optional fields.

## List Window Filtering

As with all Palladium list windows, by default, your inactive items remain hidden. To see inactive items click the orange clock ("show inactive items"). The icon next to the item will also show an orange clock so that you can quickly identify which items are set inactive.

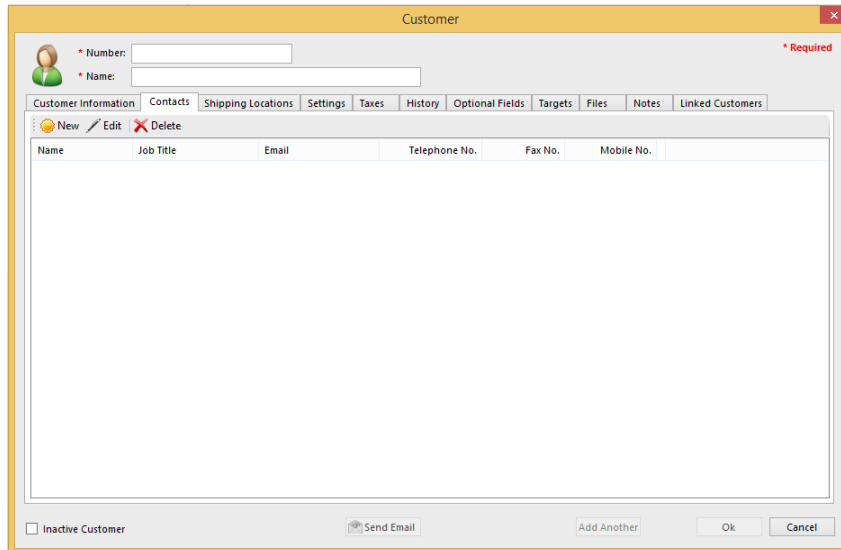
## Adding and Editing Customers

From the list window click new or edit to see the customer window as follows:

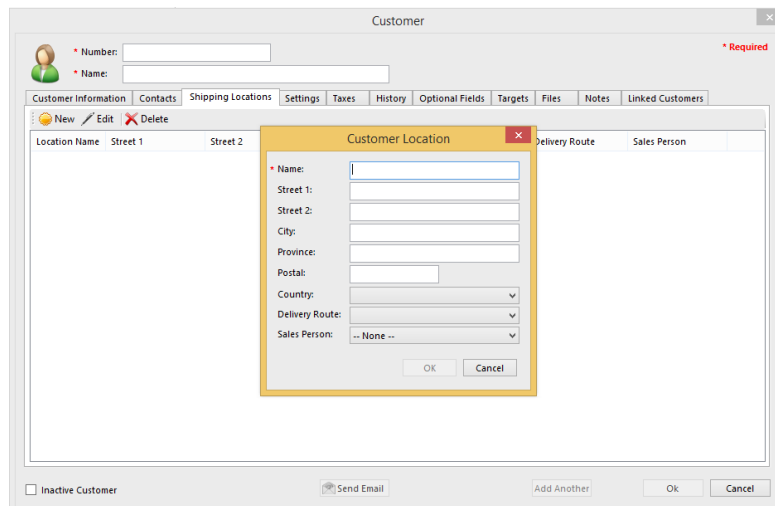
Number	Name	Open Orders	Balance Due	YTD Sales
3009	Cash Sales Account	R 0.00	R 0.00	R 88 819.68
TST001	Ashburton Reinforcing	R 0.00	R 1 546.86	R 1 546.86
TST002	Askew Shopping Center	R 1 393.08	R 139.08	R 139.08
TST003	Bayswater Institute	R 0.00	-R 47 994.52	R 2 005.48
TST004	Belvedere Nursing Home	R 0.00	R 4 788.20	R 4 788.20
TST005	Brown, Jerome B.	R 0.00	R 23 313.00	R 23 313.00
TST006	Cavendish, Peter S.	R 0.00	R 0.00	R 100.00
TST007	Construction Concrete Corp	R 0.00	R 0.00	R 0.00
TST008	DAB Collision Ltd	R 0.00	R 0.00	R 100.00
TST009	Derby City Council	R 0.00	R 0.00	R 100.00
TST010	Fogarty Motors	R 0.00	R 0.00	R 0.00
TST011	Garry College	R 0.00	R 0.00	R 0.00
TST012	Gigi's Pasta & Pizza	R 0.00	R 0.00	R 0.00
TST013	International Oil	R 0.00	R 0.00	R 0.00

You can add customer information including contact numbers, addresses etc.

You can also add the contact person and their job title.



You can add different shipping locations for a customer:



As with setting up a vendor, there are settings that you can put in place as parameters you set for that particular client. This includes payment terms, distribution methods, tender types, etc. as per the screen below:

The screenshot shows the 'Customer' settings window with the 'Settings' tab selected. Key fields include:

- Number:** [Empty field]
- Name:** [Empty field]
- Credit Control:**  Use Credit Control. Limit: 100,000.00.  Credit Hold. Interest Rate (APR): 22.00 %.
- Payment Terms:** 30 Days From Invoice
- Default Tender Type:** On Account
- Invoice Document Form:** - None -
- Sales Person:** - None -
- Currency:** South African Rand
- Order Document Form:** - None -
- Category:** DEFAULT
- Pricelist:** REGULAR
- Trade Discount:**  Fixed 0.00 %
- Profit Center:** [Empty field]
- Department:** - None -
- Trade Discount:**  Matrix Type
- Create Invoice Workflow:**  New Invoice Only,  Delivery Advice Only,  Sales Order Only
- Contract Pricing:** - None -
- Allow Backorders (Partial Deliveries):**  Allow,  Warning,  Cancel
- Distribution Method:** Print

Further to this, you can add default tax types you would like to be applicable to the customer.

The screenshot shows the 'Customer' settings window with the 'Taxes' tab selected. Key fields include:

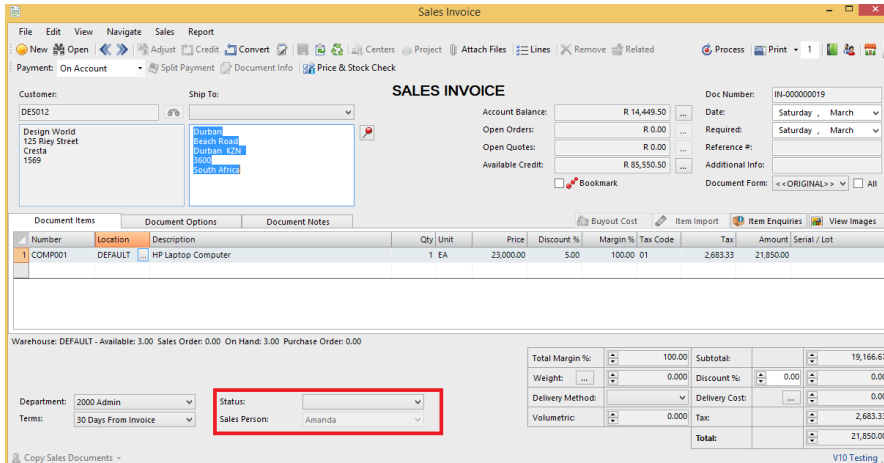
- Default Tax Code:** 01 - VAT on Sales
- Exemptions:** [Empty list with Add and Remove buttons]
- Withhold Tax Setup:**  Withhold Tax on Receipts
- Tax Code:** [Empty dropdown]
- Exemptions:** [Empty list with Add and Remove buttons]

## Sales Persons



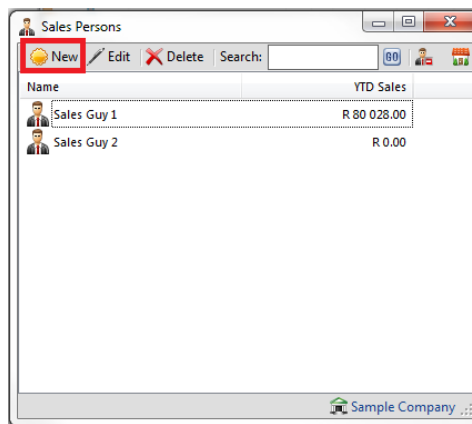
### Sales Persons

In Palladium Accounting you can track your sales person performance. This allows you to pay commissions or track how well your sales staff is doing. You can select a sales person at time of quote, sales order, or invoice.

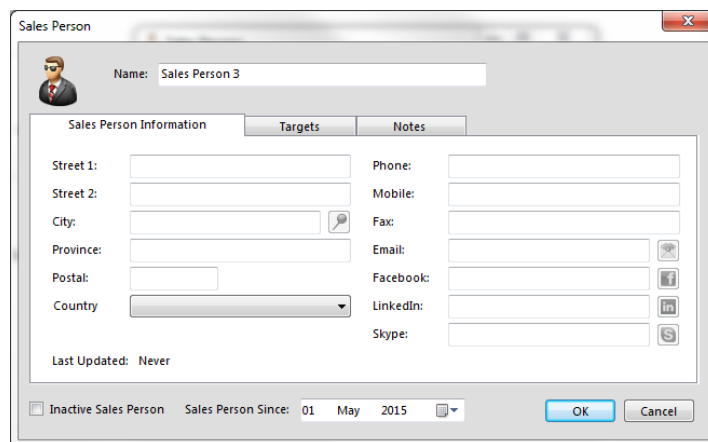


## Adding and Editing Sales Persons

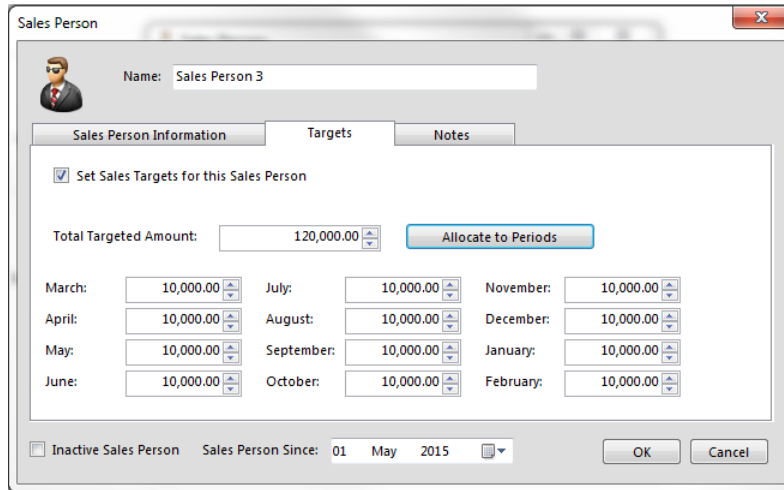
From the list window click new or edit to see the sales person window as follows:



Here you can enter the sales person's name, and contact details. You can also see their sales trends in graphical form on the trends tab.

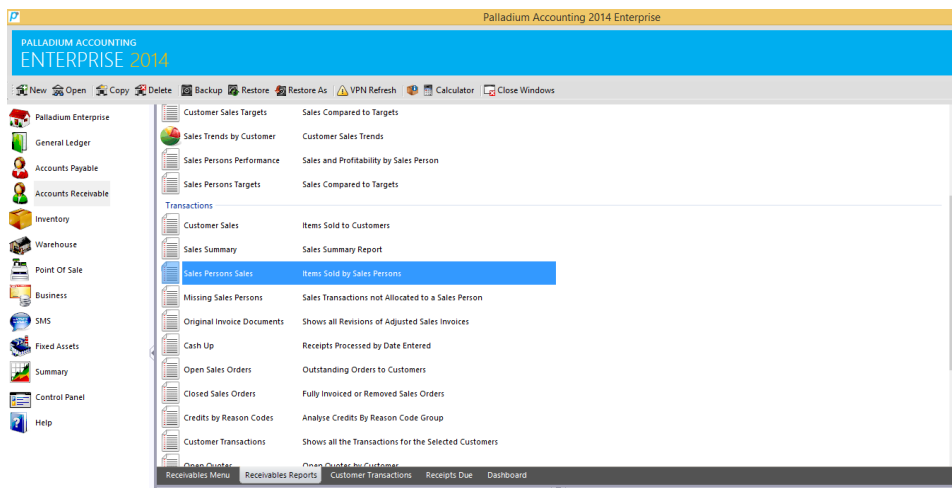


You are able to put targets to each sales person and allocate them accordingly.



## Tracking Performance

The reports for tracking sales person performance are located on the receivables tab, reports. You have the option of sales person's performance, sales person's sales, and invoices that are missing allocations to sales persons.



## Selecting a Transaction Type

The transaction type drop down can be seen right under the new and open buttons. You have a choice of the following 3 options:

1. Invoice: Enter a customer invoice (or convert an order or quote).



Sales Invoices

2. Sales Order: Enter an order from your customer (or convert a quotation). An order has no financial implication but does show stock items as being allocated. If you enter orders from your customers it will allow you to record the price you expect to charge them and to track orders that have not been shipped out yet. It also allows you to easily capture the customers invoice by converting your sales order.



Sales Orders

3. Quote& Freehand quote: A quote& freehand quote, has no financial implications to the system and does not change stock at all. It can be used to capture the prices and items your customer has requested a quotation for. Once the quotation is accepted, it can easily be converted to a sales order, or directly to an invoice.



Sales Quotes



Freehand  
Quotes

## Selecting a payment Method (Invoice Only)

The payment method selector allows you to enter if the sale was done on account (enter into AR and receive payments though receipts) or if the customer paid you directly for the item(s) using cash, cheque, EFT, or other instrument. If you select any method besides on account, Palladium will enter a receipt for you. The payment can be reversed in the receipts window as normal. Please see receipts for more information.

## Entering Transactions

The first step to entering a transaction is to select a customer. You do this by pressing the lookup button next to the customer text box. By default your focus returns here automatically,



so you should be able to just press the enter key on your keyboard. You select a customer in the customer lookup window and have the normal search options available to you. The next step is to set the date (to your far right). The next step is to tab or click to the number column in the list (far left column). You can press the lookup button in that column or press enter to lookup codes. You can also enter the code manually or use a barcode scanner in this field.

## **Opening an Existing Document**

At any time you can open a previously entered document by pressing the open button. Once you have opened a document you can go to the navigation menu to move between documents easily.

## **Clearing the Screen or Entering a New Document**

To clear the screen, press the new button.

## **Saving and Recalling a Document**

You can save documents you have entered by opening them, or you can save documents you just entered. Once you have the document on the screen, press the save button. To recall a saved document, press the new button to clear the screen and then click the recall button. Saving documents allows you to save capture time when you often have similar documents to capture over and over again.

## **Recalling Transactions in Bulk**

You can recall invoices one by one as explained above, or alternatively, you can recall invoices in bulk. The recall in bulk button is located just next to the recall button. You simply check the invoices you wish to process and Palladium will process all of them for you automatically.

## **Changing Information or Crediting**

If your administrator has allowed it, you have the option of adjusting documents and crediting them. To adjust a document, open that document and then press the adjust button. Make changes to the document as required and then record it again. Palladium will make all the necessary adjustments for you. If you wish to credit a document, open the document and press the credit button. A credit (reverse transaction) will be entered for you automatically. You then verify that the amounts are correct and press record.

You may adjust document notes, etc., by going to the edit menu and choosing edit document info. This allows you to change the non-financial information of the document without having to adjust it.

## **Orders & Quotes**

In Palladium Accounting the sales section is used to capture and manage your customer orders. You do this by changing the transaction type as appropriate (see sales for more information).

## Converting Documents

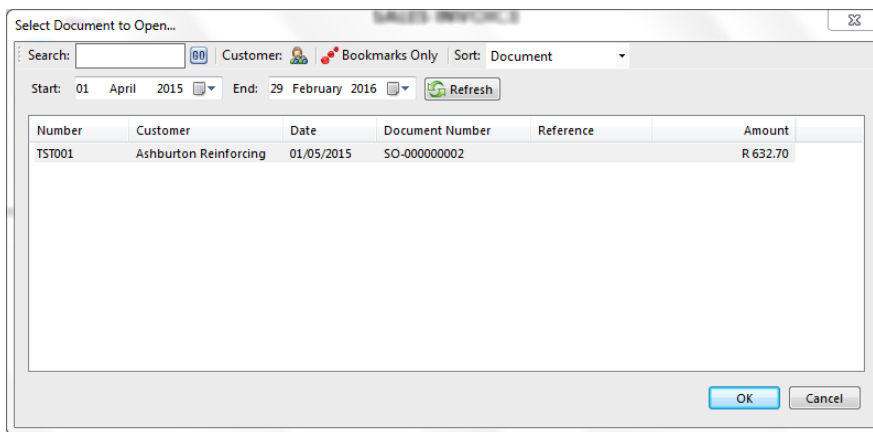
Capturing a sales quote or sales order is the exact same as capturing an invoice. This is explained in the previous topic sales. This section will cover how to convert a specific document from one type to another easily.

Step 1:

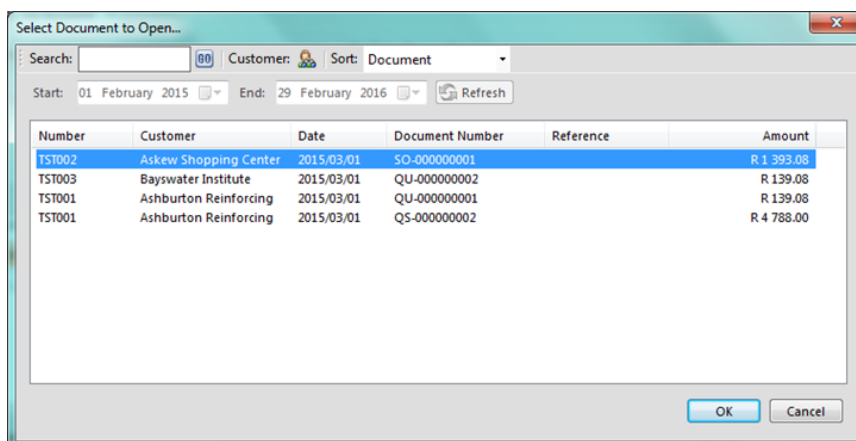
Always have the transaction type on the document you want to create. If you want to convert a sales order to an invoice, then select invoice as the transaction type. If you want to convert a quote to an order, have the transaction type set to sales order.

Step 2:

Press the convert button. The following window will appear:



Select the quote or order (as appropriate) in this window and then press OK. Your screen will fill with the information from the source document as follows:



Step 3:

Changing, removing, or adding items. At this point you can change items, remove items (click on the blue area to the far left where the numbers are and then press the delete key), or add items as appropriate.

## Understanding the Conversion Process

If you convert a quote to an order (or invoice), the entire quote is removed regardless of what is captured on the order. If you convert an order to an invoice Palladium Accounting keeps track of the quantity remaining on that order if you don't convert the order in full. If you remove a line from the invoice (as it was not sent) that line will still remain on the original order. If you lower the quantity of any given line, those items will still remain on the order as well.

## Viewing the Original Document during Conversion

Sometimes you may need to view the original document while converting. This is especially handy when only partial items remain on any given order, etc. You can view the original document by going to the view menu and choosing document converting.

## Cancelling Orders

Sometimes it is necessary to cancel an order or remove a quote that has not been converted. Removing a document will also remove the allocated quantity from your inventory if you are removing a sales order. This function can be used to remove a sales order even if it was partially converted, as when you want to cancel the remaining items on the order.

Open the document you would like to cancel (using the open procedure explained under the sales section). Then go to the file menu and choose remove document.

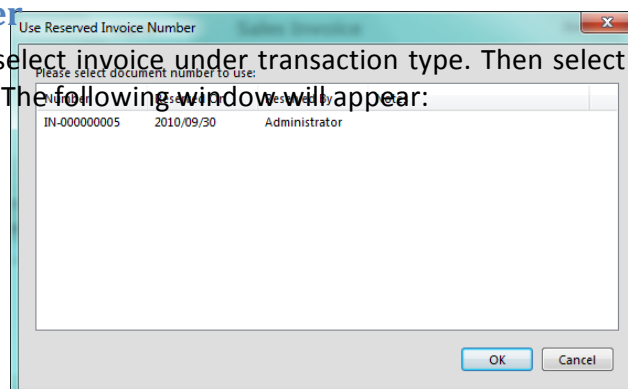
The document will be marked as cleared. You can still view cleared documents in Palladium as a security feature, but for all purposes the document will not be available to be converted and your inventory will be updated (allocated for sales orders).

## Reserve Invoice Numbers

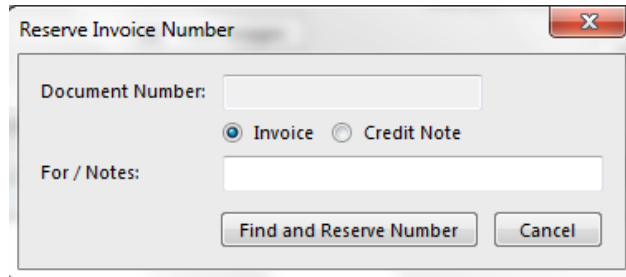
In Palladium you can reserve invoice numbers for use later. This can be handy when quoting specific invoice numbers to customers over the telephone and you don't have enough information at the time to actually enter the invoice.

### Reserve a Number

In the sales window select invoice under transaction type. Then select reserve invoice number from the sales menu. The following window will appear:



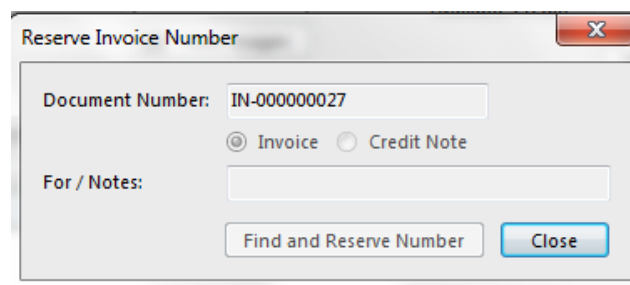
Determine if you would like to reserve an invoice or credit note number and then press the find and reserve number button to get your reserved document number:



The screenshot shows a dialog box titled "Reserve Invoice Number". It has a standard Windows-style title bar with a close button (X). Inside the dialog, there is a text input field labeled "Document Number:". Below this field are two radio buttons: "Invoice" (which is selected) and "Credit Note". Below the radio buttons is another text input field labeled "For / Notes:". At the bottom of the dialog are two buttons: "Find and Reserve Number" and "Cancel".

## Using a Reserved Number

When you are ready to enter your invoice, select the menu option: use reserved number under the sales menu in the sales window. The following window appears:



The screenshot shows the same "Reserve Invoice Number" dialog box. The "Document Number:" field now contains the text "IN-000000027". The "Invoice" radio button remains selected. The "Close" button at the bottom right is highlighted with a blue border, indicating it is the active button.

Click on the document number to use and press the OK button.

## Copy Sales Order to Purchase Order

Palladium enables you to create Purchase Order from a Sales order. You do so by selecting the Copy SO option and this will bring up all Sales Orders, where you can select the Sales Order to copy. This function is useful when ordering according to your anticipated customer requirements.

## Freehand Quotes

Freehand Quotes allows you to create a quotation for a non-existing item. You will also have the option of selecting a supplier for an item and also create a purchase document for the supplier. Once recorded, you can select to convert to an Accounts Payable document.

You also have the option to convert to Accounts Receivable documents, once selecting the option to convert the screen below will appear, prompting whether to create the item.

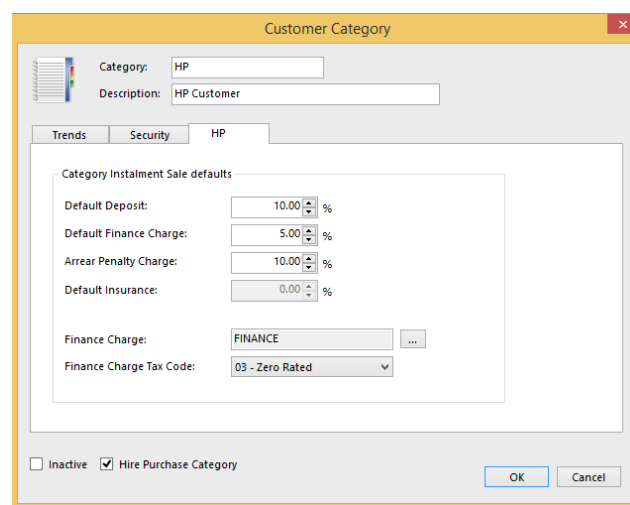
On the Vendors Tab whilst creating the item, the Vendor you selected on the FreeHand quotes will automatically be created as a preferred vendor. You may however change this to a different vendor should you need to.

Once the Item is created, you can then record the document once completed. The Item has been created and also invoiced to.

## Instalment Sale Terms (HP)

The instalment Sale Terms or Hire Purchase option allows you to sell goods over a fixed-term Period, managing the payment terms, deposits and even additional charges such as Finance charges and Insurance, with the ability to print a custom contract or agreement

You would first create a customer category:



The screenshot shows a 'Customer Category' dialog box with the following fields and values:

- Category: HP
- Description: HP Customer
- Security: HP
- Category Instalment Sale defaults:
  - Default Deposit: 10.00 %
  - Default Finance Charge: 5.00 %
  - Arrear Penalty Charge: 10.00 %
  - Default Insurance: 0.00 %
  - Finance Charge: FINANCE
  - Finance Charge Tax Code: 03 - Zero Rated
- Inactive  Hire Purchase Category
- Buttons: OK, Cancel

Here you will set the default Instalment Sale Terms at Customer Category Level that will be used during the creation process of the Instalment Sale transactions.

At the time of Invoicing you have the ability to add the relevant details to the specific Instalment Sale transaction adjusting the details like Insurance and Deposit values.

## Accounts Receivable Document Discounts

You can apply discounts on the following documents:

- Sales Quotes
- Sales Invoices
- Sales Orders

You can firstly setup on the feature by allowing or disallowing the user to grant discounts. This feature grants you security at user level.

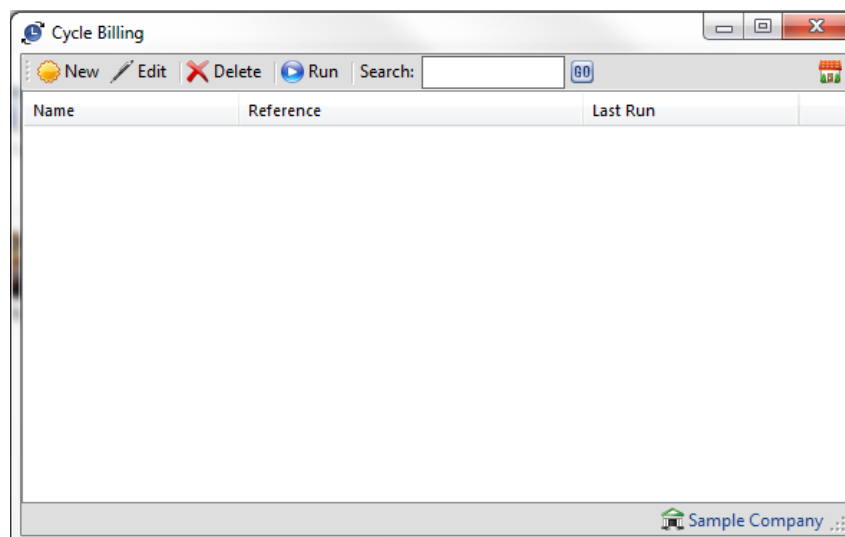
To process the discount at line level you can change on the line item level, which will apply a discount for only that item. You also have the option to process a discount at invoice level which discounts the entire document.

## Cycle Billing



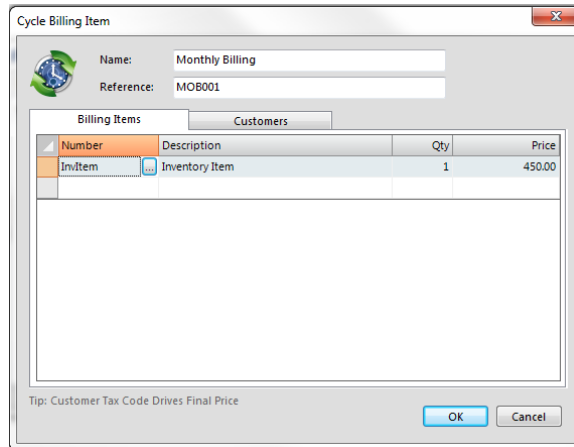
In Palladium Accounting you can save a billing template with items, link those items to customers, and then invoice all the customers based on the template with a single click. This functionality is called cycle billing. You can access cycle billing under the receivables tab, by clicking on the cycle billing icon.

The following window will appear:

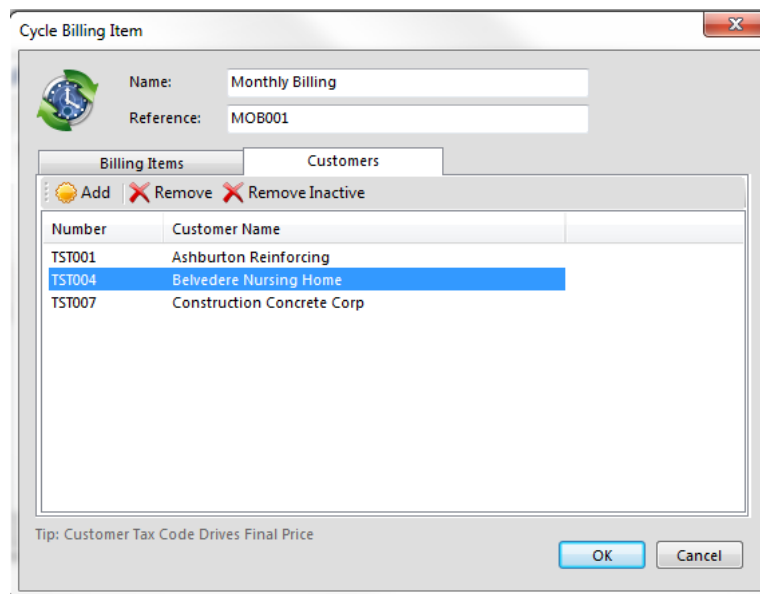


### Adding a New Cycle Billing Item

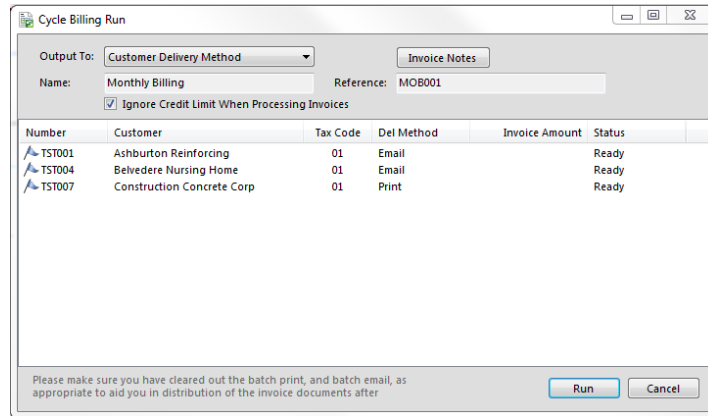
The first step is to give the billing item a name (monthly invoices for example) and enter the reference you would like to appear on the invoices. You then enter the billing items just as you would an invoice by selecting items, entering a description, entering quantity, and finally the price. Please note, the final price charged to the customer will be based on their tax code (adding taxes, exempt from taxes, etc.)



On the customers tab you add your customers into the billing item. You can select more than one customer to add by using the shift / control keys as appropriate. Later you can come back and edit this cycle item and press the remove inactive button to automatically remove customers that have been set as inactive since you added them. This is very handy for situations where the customer no longer should be billed on your billing cycles.



## Running the Cycle Billing Item

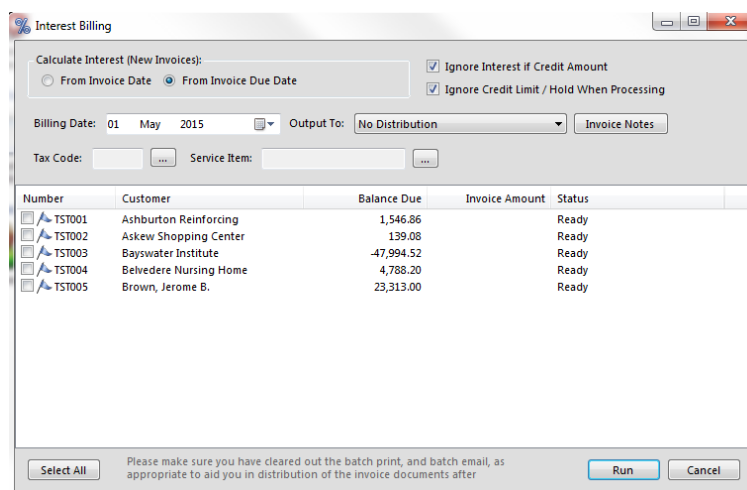


From the cycle billing window select a cycle item and press the run button. Here you can select the output option (print, email, etc.), change your session date (the date used on the invoices generated), and invoice notes. It is very important that you clear out the batch email and batch print functions so you can deliver your newly generated invoices easily. You can also choose to ignore the credit limit when processing invoices. If this is not checked, the invoice will not be processed and you will be notified of the error. If processing stops for any reason, you can resume processing the remaining invoices by pressing the continue button (the run button will change to continue).

## Interest Billing



In Palladium Accounting you can easily charge your customers interest for overdue accounts. Under the receivables tab, select interest billing. The following window will appear:

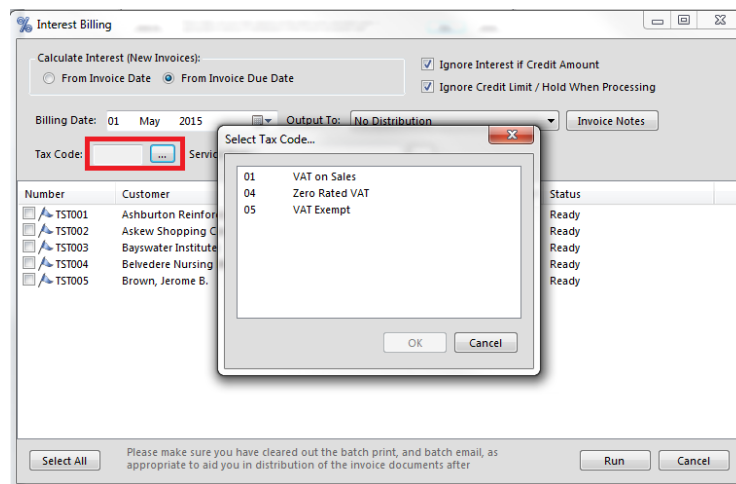


Here you can choose if you would like to charge interest from the invoice date (the actual date of the invoice) or the invoice due date (as specified under the customer's terms). This is for new invoices only. Palladium will remember when interest was last charged on an invoice and only

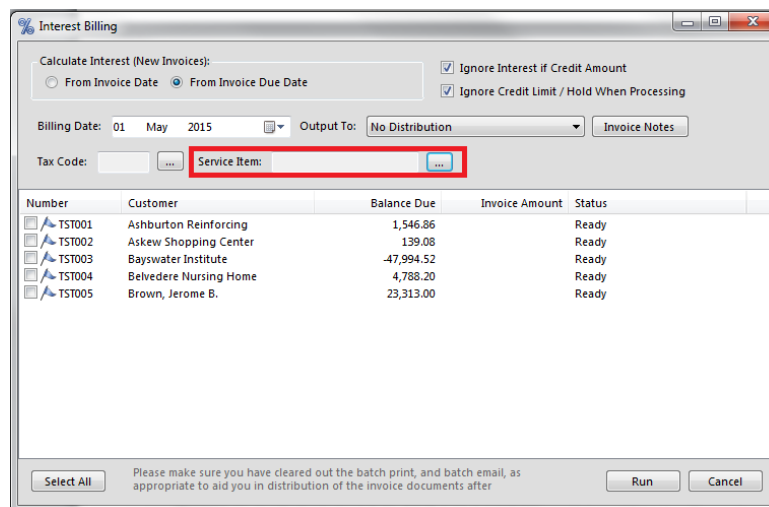


charge interest from that date forward. You cannot bill interest twice even if you run the interest billing utility twice. Continue by selecting the billing date (date on the invoice for interest), the output method (print, email, none), and any notes you would like to appear on the invoices generated. You also enter your interest rate (annual percentage rate).

The final step is to select a tax code for the invoices (your tax law may require you to charge taxes on interest or may not),



and finally select a service item to bill the interest to.

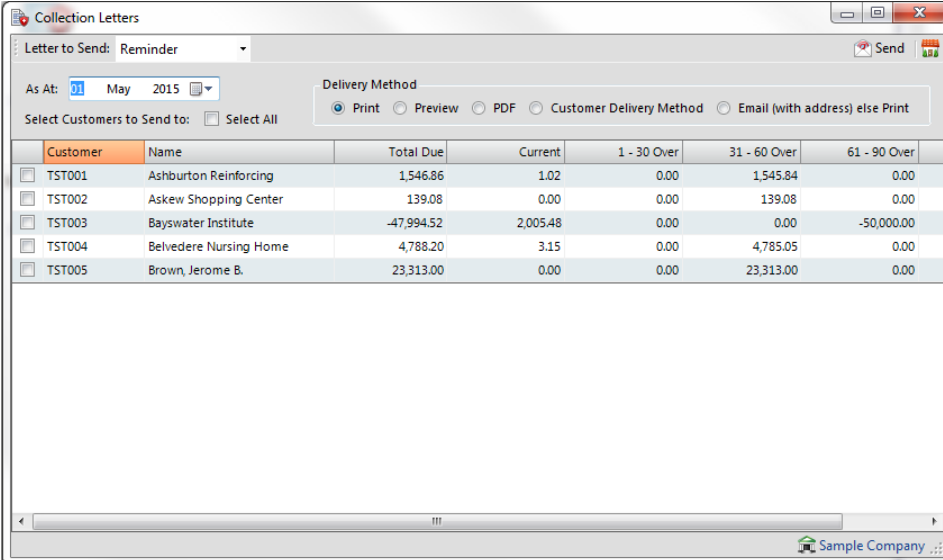


You can select all customers by checking them, or individual customers. The current amount due (based on billing date) is shown for each customer. The ignore interest if credit amount will cause Palladium to skip any customer that would have credit interest (would be a credit note). If you allow interest on credit balances, then clear this checkbox. The ignore credit limit / credit hold allows you to process interest invoices for customers even though their accounts have been placed on hold or have exceeded their credit limit. If this checkbox is clear, the processing will error and allow you to make changes to the invoice as necessary. You can then return to the interest billing window and continue processing the remaining items.

## Collection Letters



In Palladium Accounting you can easily remind your customers when their accounts become overdue. Under the receivables tab, select collection letters. The following window will appear:



Customer	Name	Total Due	Current	1 - 30 Over	31 - 60 Over	61 - 90 Over
<input type="checkbox"/>	TST001 Ashburton Reinforcing	1,546.86	1.02	0.00	1,545.84	0.00
<input type="checkbox"/>	TST002 Askew Shopping Center	139.08	0.00	0.00	139.08	0.00
<input type="checkbox"/>	TST003 Bayswater Institute	-47,994.52	2,005.48	0.00	0.00	-50,000.00
<input type="checkbox"/>	TST004 Belvedere Nursing Home	4,788.20	3.15	0.00	4,785.05	0.00
<input type="checkbox"/>	TST005 Brown, Jerome B.	23,313.00	0.00	0.00	23,313.00	0.00

## Setting up Collection Letters

The first step is to verify that your collection letters ("templates") are customized properly and linked under forms setup. You will find the 3 different letters under the forms directory in your installation folder. You can customize each letter with your specific text and company logo, and place in your customized forms folder. For more information on setting up forms and linking them into Palladium, please see forms setup under company setup.

## Sending Collection Letters

To send out collection letters, first select the letter (form) you wish to send in the drop down at the top of the screen.

Set the as at date to get the appropriate balances.

Select customers to send letters to by checking the box to the left of their name, or checking the select all box.

Select a delivery method you would like to use.

Press the send button.

## Receipts



## Receipts

In Palladium Accounting the receipts window is used to record payments for transactions made by your customers. These entries must have been captured as the "on account" payment method. You also capture your deposits (payments made to you where an invoice does not exist) in the receipts window. You also can reverse receipts as appropriate regardless if they were entered under receipts or captured as cash (non-account) transactions in other windows.

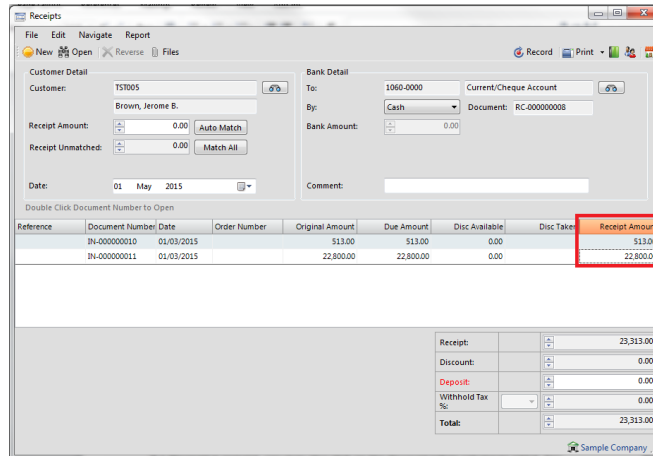
To access receipts click the receipts icon in the home window. The following window will appear:

As with all other transaction windows, you can press new for a new transaction or open to view a previously posted transaction.

## Entering a New Receipt

The first step is to find the customer you wish to enter a receipt for. Press the find button and either select or search for a customer as appropriate.

Once you have done this, you need to enter a receipt amount. Do this by clicking the row in the receipt amount column.



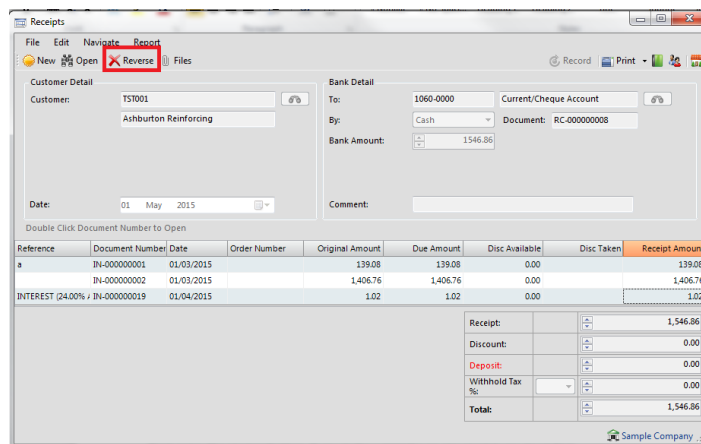
If a discount is present, you may also click on the discount taken column to add it. You may also enter a discount manually in this column as well.

## Entering a Deposit

If your customer paid you in advance you can enter a deposit by entering the amount in the deposit box in the lower right corner of the window. You can record just a deposit without selecting any invoices to pay, or in the case of an over payment, you can select a combination of invoices and use the deposit section to record the over payment amount.

## Reversing a Receipt

If you need to reverse a receipt for any reason, first open the receipt and get it on the screen.



Next press the reverse button. If you make a mistake on any receipt you must first reverse the receipt and then re-enter it again.

## Using Automatic Matching

The screenshot shows the 'Receipts' software window. The 'Customer Detail' section includes fields for 'Customer', 'Receipt Amount' (0.00), and 'Receipt Unmatched' (0.00). The 'Auto Match' button is highlighted with a red box. The 'Bank Detail' section includes 'To:' (1060-0000), 'By:' (Cash), and 'Bank Amount' (0.00). The 'Date' is set to 01 May 2015. A table at the bottom right shows 'Receipt: 0.00', 'Discount: 0.00', 'Deposit: 0.00', 'Withhold Tax %: 0.00', and 'Total: 0.00'.

You may enter a discount to match under discount amount and a receipt amount under receipt amount and then press the auto match button. Palladium will match up the appropriate amounts and enter any additional amounts as a deposit. You may also match the entire account (including discounts) by pressing the match all button.

## Cancelling Deposits or Offset Them against Invoices

If you wish to cancel a deposit you can just click the deposit amount under receipt amount (the receipt will show as negative) and then record it. Palladium will warn you that you are paying the money back to the customer in cash, just say yes.

If you wish to offset the deposit against entered invoices (once the invoice has been entered) you simply click the invoice and the deposit in the receipt amount column (both should equal to zero) and then record it. The invoice will be marked as paid against the deposit.

## Correcting Entries for Customers That don't Pay (WRITE OFF)

When customers pay late, you may want to charge them a penalty. You would do this under the sales window by creating a new invoice and entering the charge as appropriate. If a customer refuses to pay and you are unable to collect, you may need to write off the balance as bad debt. You have 3 ways to achieve this:

### Invoice Method

You can create a bad debt service item and link it to a bad debt account set, and then enter the amounts as a credit note in the sales section (as an invoice). You can also just enter a credit note for the sale as an invoice under the sales section.

### Receipt Method

Process a receipt but use a bad debt account under the bank account selector. If you have an expense account in your ledger that has a bad debt account class, it will appear in your bank account selection window when you browse for bank accounts. Process the receipt as normal and record it. Your receipt will clear the customer's account and make an entry for the costs in the bad debt account. However, you will not recover any sales taxes this way (if you are allowed to do so).

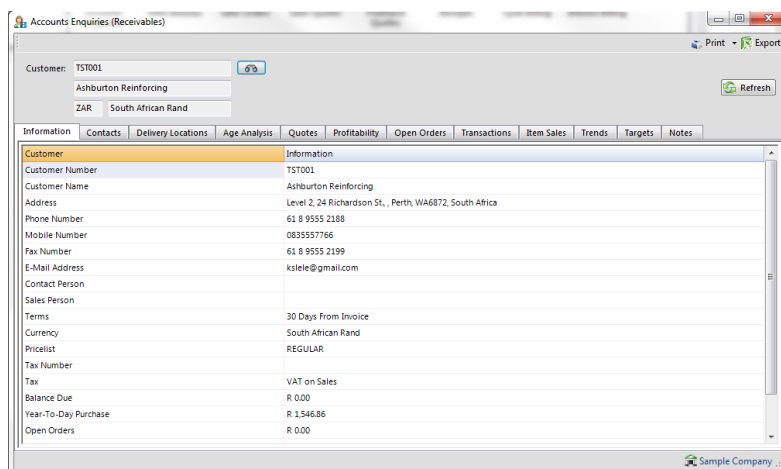
### Discount Method

Process a receipt for the amounts but enter the full amount of the invoices in the discount column. You can recover your sales taxes you charged when you press record (they will be calculated for you).

## Accounts Receivable - Accounts Enquiries

In Palladium Accounting the accounts enquiries is used to quickly see entries on a customer's account and drill down into them. You first start by selecting the customer by pressing the find button. Once the customer history is on the screen, you can drill into any document by double clicking on it.

The accounts browser allows quick and complete access to any account.



The enquiry screens allow a separate and secure view into all the general information and settings relating to a specific Customer, Supplier, Stock item or general Ledger account, alleviating the need to access the Customer Edit Function. The current customer enquiry includes the following tabs:

- Information
- Delivery locations
- Age analysis (with document drill down)
- Quotes (all customer quotes created for the date range selection with drill-down)
- Profitability (customer monthly sales and profitability)
- Orders (details of all open orders by item)
- Transactions (full customer transaction listing)
- Sales (product sales by item for a specific date range)
- Trends – graphical monthly sales trends)
- Targets – listing of the Customer’s monthly targets

## Accounts Receivable - Batch Printing



Print Batches

In Palladium Accounting you have the option to print your quotes, sales orders, and sales invoices in batches. If you wish to print documents in batches, you must not print them in the normal processing windows. Any document that has not been printed will automatically appear here. You access the print batches function by going to the receivables menu and click on print batches. The following window will appear:

Document	Date	Required	User Name	Customer	Reference	Total
<input type="checkbox"/> IN-000000001	01/03/2015	08/03/2015	Administrator	TST001	a	139.08
<input type="checkbox"/> IN-000000002	01/03/2015	08/03/2015	Administrator	TST001		1,406.76
<input type="checkbox"/> IN-000000003	01/03/2015	08/03/2015	Administrator	TST002		139.08
<input type="checkbox"/> IN-000000010	01/03/2015	08/03/2015	Tshepo	TST005		513.00
<input type="checkbox"/> IN-000000011	01/03/2015	08/03/2015	Tshepo	TST005		22,800.00
<input type="checkbox"/> IN-000000012	01/03/2015	08/03/2015	Tshepo	TST004		4,785.05
<input type="checkbox"/> IN-000000016	01/03/2015	08/03/2015	Tshepo	TST006		100.00
<input type="checkbox"/> IN-000000017	01/03/2015	08/03/2015	Tshepo	TST008		100.00
<input type="checkbox"/> IN-000000018	01/03/2015	08/03/2015	Tshepo	TST009		100.00
<input type="checkbox"/> IN-000000019	01/04/2015	01/04/2015	Tshepo	TST001	INTEREST (24.00% A...	1.02

From here select a document type (quote, order, or invoice). You may manually check the documents to print or click the select all button. The print selected button prints all the checked documents and the remove selected removes them. The print selected function will automatically remove the documents when printing is completed.

Please note: the remove selected button only removes them from the printing queue. The documents themselves are not removed.

## Accounts Receivable - Batch Email



### Email Batches

In Palladium Accounting you have the option to email your quotes, sales orders, and sales invoices in batches. If you wish to email documents in batches, you must not email them in the normal processing windows. Any document that has not been mailed will automatically appear here.

You access the email batches function by going to the receivables menu and click on email batches. The following window will appear:

Document	Date	Required	User Name	Customer	Reference	Total
<input type="checkbox"/> IN-000000001	01/03/2015	08/03/2015	Administrator	TST001	a	139.08
<input type="checkbox"/> IN-000000002	01/03/2015	08/03/2015	Administrator	TST001		1,406.76
<input type="checkbox"/> IN-000000003	01/03/2015	08/03/2015	Administrator	TST002		139.08
<input type="checkbox"/> IN-000000005	01/03/2015	01/03/2015	POS2	3009	Drawer1	1,539.00
<input type="checkbox"/> IN-000000006	01/03/2015	01/03/2015	POS2	3009	Drawer1	3,192.00
<input type="checkbox"/> IN-000000007	01/03/2015	01/03/2015	POS2	3009	Drawer1	2,277.72
<input type="checkbox"/> IN-000000008	01/03/2015	01/03/2015	POS2	3009	Drawer1	1,012.32
<input type="checkbox"/> IN-000000009	01/03/2015	01/03/2015	POS2	3009	Drawer1	770.64
<input type="checkbox"/> IN-000000010	01/03/2015	08/03/2015	Tshepo	TST005		513.00
<input type="checkbox"/> IN-000000011	01/03/2015	08/03/2015	Tshepo	TST005		22,800.00
<input type="checkbox"/> IN-000000012	01/03/2015	08/03/2015	Tshepo	TST004		4,785.05
<input type="checkbox"/> IN-000000013	01/03/2015	01/03/2015	POS1	3009	Drawer1	80,028.00
<input type="checkbox"/> IN-000000014	01/03/2015	01/03/2015	POS2	3009	Drawer 2	0.00
<input type="checkbox"/> IN-000000015	01/03/2015	01/03/2015	POS2	3009	Drawer 2	0.00
<input type="checkbox"/> IN-000000016	01/03/2015	08/03/2015	Tshepo	TST006		100.00
<input type="checkbox"/> IN-000000017	01/03/2015	08/03/2015	Tshepo	TST008		100.00
<input type="checkbox"/> IN-000000018	01/03/2015	08/03/2015	Tshepo	TST009		100.00
<input type="checkbox"/> IN-000000019	01/04/2015	01/04/2015	Tshepo	TST001	INTEREST (24.00% A...	1.02

From here select a document type (quote, order, or invoice). You may manually check the documents to email or click the select all button. The email selected button emails all the checked documents and the remove selected removes them. The email selected function will automatically remove the documents when emailing is completed.

Please note: the remove selected button only removes them from the queue. The documents themselves are not removed.



## ACTIVITY

1. Create a new Customer
2. Do 2 Quotations
3. Convert one of quotation to a Sales order
4. Do a picking slip from the Sales Order
5. Convert the Sales Order Picking slip into an Invoice
6. Credit the Invoice
7. Convert the second quotation into a Delivery Advice and then Invoice

## NOTES

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