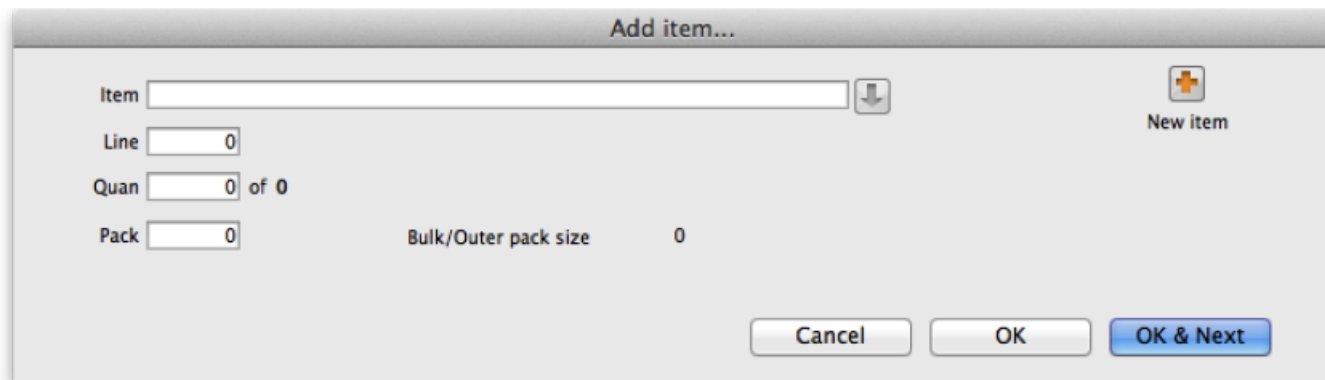


whose name starts with “b”. Double-click the “Blue Cross Hospital” entry to select it.

- In the **Their ref** field enter “PO882”.
- In the **Comment** field enter “This afternoon by courier”
- Click the **New line** button to add a line to the invoice. You are presented with the “Add item” window.

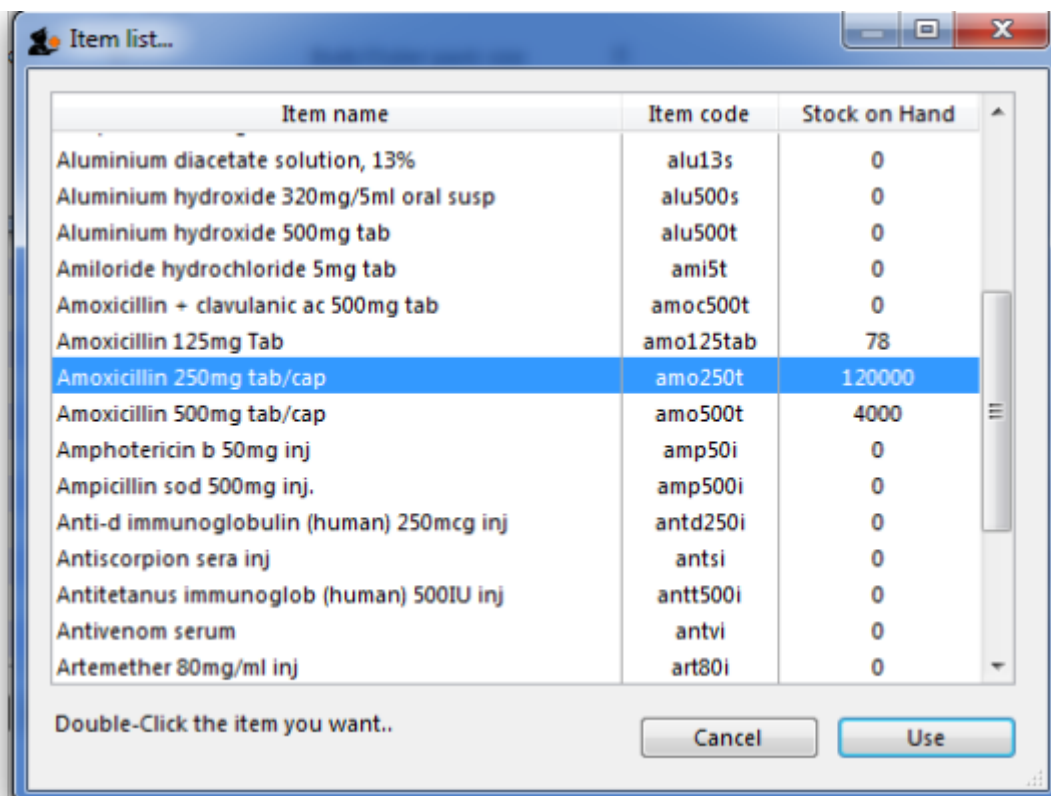


The "Add item..." dialog box contains the following fields and buttons:

- Item**: A text input field with a dropdown arrow.
- Line**: A text input field with the value "0".
- Quan**: A text input field with the value "0", followed by "of 0".
- Pack**: A text input field with the value "0".
- Bulk/Outer pack size**: A text input field with the value "0".
- New item**: A button with a plus icon.
- Buttons**: "Cancel", "OK", and "OK & Next".

Enter the following details:

- Type “a” into the *Name* field then press the Tab key. In the list you are presented with, double-click the “Amoxicillin 250mg tab/cap” entry.



The "Item list..." dialog box displays a table of available stock items. The "Amoxicillin 250mg tab/cap" entry is selected.

Item name	Item code	Stock on Hand
Aluminium diacetate solution, 13%	alu13s	0
Aluminium hydroxide 320mg/5ml oral susp	alu500s	0
Aluminium hydroxide 500mg tab	alu500t	0
Amiloride hydrochloride 5mg tab	ami5t	0
Amoxicillin + clavulanic ac 500mg tab	amoc500t	0
Amoxicillin 125mg Tab	amo125tab	78
Amoxicillin 250mg tab/cap	amo250t	120000
Amoxicillin 500mg tab/cap	amo500t	4000
Amphotericin b 50mg inj	amp50i	0
Ampicillin sod 500mg inj.	amp500i	0
Anti-d immunoglobulin (human) 250mcg inj	antd250i	0
Antiscorpion sera inj	antsi	0
Antitetanus immunoglob (human) 500IU inj	antt500i	0
Antivenom serum	antvi	0
Artemether 80mg/ml inj	art80i	0

Double-Click the item you want..

Buttons: Cancel, Use

- You will see that a list of available stock has appeared in the window, and the cursor has moved to the **Line number** field. Enter “2” to choose line 2. (The list is sorted so batches with the shortest expiry date are at the top - usually you would choose the shortest expiry batch, but today we're being different!).

Item: Amoxicillin 250mg tab/cap amo250t New item

Line: **1**

Quan: 100 of 190

Pack: 100 ea Bulk/Outer pack size: 0

Add Place holder

Li...	Issue	Availa...	Tot in st...	Pack	H...	Batch	Expdate	Supplier	Location	Cost Pr...	Sell pr...	Status
1	0	190	200	100		b39399	01/01/12	ar buck	A	343.00	343.00	
2	0	1000	1000	100		B93333	31/12/15	Ac mep		344.00	344.00	

Total quantity issued: 0
Total quantity available: 119000

Cancel OK **OK & Next**

- Quantity field - the line we have chosen has a pack size of "100", so we need to enter a quantity of "100" to make a total of 10,000

Click the **OK & next** button to add the second line of the order.

This time enter "c" and press the tab key. Double-click the "Cotrimoxazole 240mg/5mL susp" entry. The window will close and the list of available batches and quantities will be completed.

Item: Cotrimoxazole 240mg/5mL susp cot240s New item

Line:

Quan: 0 of 65

Pack: 60 ml Bulk/Outer pack size: 0

Add Place holder

Li...	Issue	Availa...	Tot in st...	Pack	H...	Batch	Expdate	Supplier	Location	Cost Pr...	Sell pr...	Status
1	0	65	65	60		BB23D	31/10/15	Ac mep		21.00	21.00	
2	0	100	100	60		BB22D	31/01/16	Ac mep		21.00	21.00	

Total quantity issued: 0
Total quantity available: 9900

Cancel OK **OK & Next**

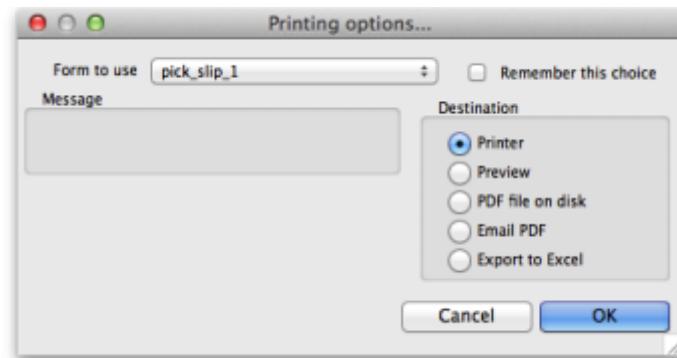
Note that in the list of available stock, the second line we entered from "Acme pharmaceuticals" is now at the top of the list - this is because the list is sorted so that the item with the shortest expiry date comes to the top of the list.

Line 1 is selected, despite the fact that there is insufficient stock of line 1 to meet the order of 120. Nevertheless, you should enter "120" in the *Quantity* field, press **Tab**, and the following message will appear:

At the bottom right of the invoice you will see the invoice total.

- As the customer has requested an express courier, we will charge them Rs200 for the service (Rs = “rupees” the currency in our tutorial). At the bottom of the window you will see the *Other charges* field:
- There, enter “Courier charge” and press the **Tab** key
- In the “amount” field enter “200” and press the **Tab** key. The new total should be “37,020.00”

Now we are ready to print a packing slip. Make sure that **Print** is checked in the bottom right corner, and click **OK**; a window appears displaying your print options:



We want to print a packing slip, so the default settings suit our purpose. You will notice the packing slip printed has a column where you can write down the actual quantity packed.

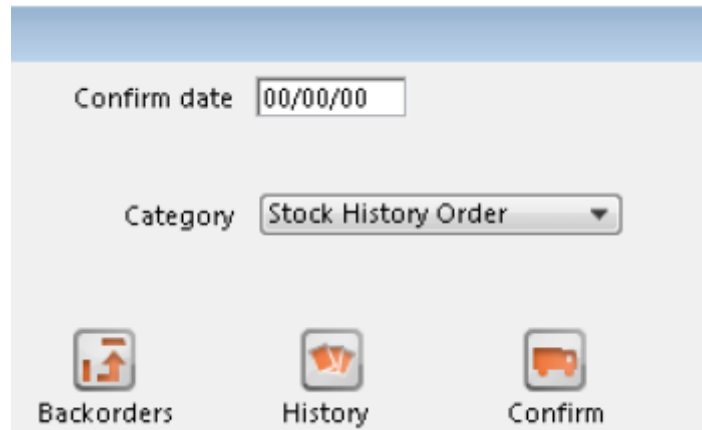
Confirming the invoice

Let's suppose the order was successfully packed according to the packing slip, and you now want to confirm the order and print an invoice to pack with the goods. (We're in a hurry - the express courier is on her way!)

First, we need to look up the invoice. Here's an easy way to look up the last invoice you have entered:

- Choose **Show invoices..** from the **Customer** menu.
- If you know the invoice number (printed on the packing slip) you can enter it. To bring a list of the most recent invoices, you enter the number of invoices to view. As we know the invoice we want is the last one to be entered, we just type “1” and click **OK** - you will be taken straight to the invoice.

Click the **Confirm** truck icon,



and today's date will appear in the **Confirm date** field. Click **OK** to confirm you want to proceed.

The invoice is confirmed, and you are given the opportunity to print an invoice.

Previous: [3.08. Enter incoming goods \(supplier invoices\)](#) | | Next: [3.10. Entering quotations](#)

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