

# Create an issued invoice for merch order

1. Open the **merch order** and check the partner and set it as "**checked**"
2. Copy partner's address onto the merch order (with the buttons)
3. Change the packing order status to "**closed**" and click the in "+ **Documents**" button for document generation:



4. Select the packing list and press the "**create**" button on the modal form that appears.



Check documents and order items for which you wish to create documents.



Delivery note



Packing list



Shipping list

Gal Ograjenšek

PARTNER



DOCUMENT NO.

PRODUCTS

PA-00074-2024

IN PROGRESS



- 2x RPR.0000025.000: DEWESOFT-WINTER-HAT
- 1x RPR.0000880.000: DS-POWERBANK-2023
- 2x RCT.0001753.000: T-SHIRT-MENS-L
- 1x RCT.0001763.000: LONG-SLEEVE-TEE-BLACK-MAN-L
- 1x RCO.0000004.000: USB-KEY-KRYPTON-3.0-16GB
- 1x RPR.0000882.000: DS-2023-NOTEPAD
- 2x RPR.0000008.000: DEWESOFT-STICKY-NOTES
- 1x RCT.0001754.000: T-SHIRT-MENS-XL
- 1x RCT.0001760.000: T-SHIRT-WOMENS-L

Create

5. Next, press the **"Move to transit"** button.

ITEMS: 9

OK



1/5/2024



Move to transit warehouse location?

Move to transit

Move to transit and notify accounting

Cancel

+ Documents



6. After that, create a new invoice for that packing list.

ITEMS: 9OK

1/5/2024

1/25/2024

+ Documents

1/25/2024

Invoice

Add new invoice

PREPAYMENTS

Nothing found

PARTNER

Gal Ograjenšek

SALES TYPE

Dobava blaga in storitev

INVOICE DATE

25. 01 . 2024

MRN TRACKING

PAYMENT DATE

24. 02 . 2024

CLAUSE

EXPORT DECLARATION

NO

RENTAL INVOICE

NO

Items with stock tracking must be handed via shipments.

Create

7. Once create, go to that invoice and select bank transactions that correspond to the invoice. Input customer's first and last name and select "Card payment" and "Voucher Payment". These will together make up the amount of the invoice and the invoice will be automatically closed.

Bank transactions

NAME	INCOME AMOUNT	BANK COMMISSION	CURRENCY RATE	TRANSACTION SOURCE
No data for table				

+ Add new

or choose existing:

BANK TRANSACTIONS

Gal Ograjenšek, 52.22, STRIPE NAKAZILO

Gal Ograjenšek, 100, Voucher payment

Gal Ograjenšek, 53.11, Card payment

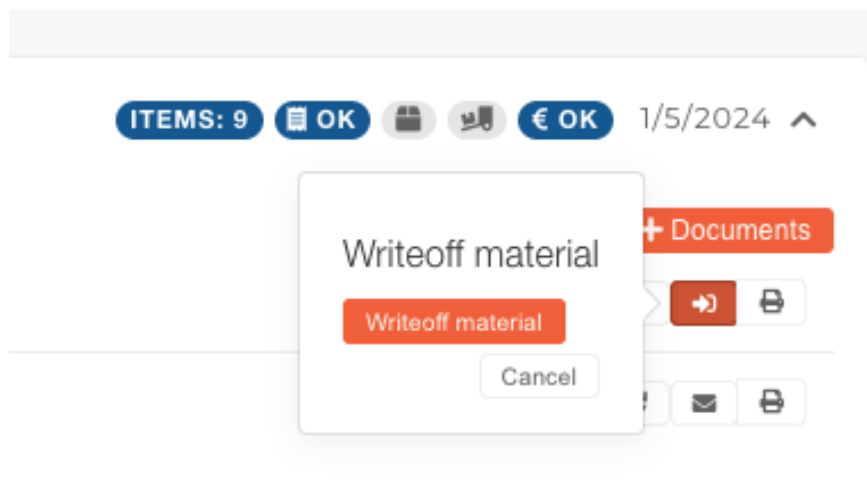
+ Compensations

8. In the "**Bank transactions**" section, transaction source of the **voucher payment** must be set to "**Voucher**" and for **Card payment** the transaction source must be set to **prepayment** (this has to be done to ensure the invoice is properly structured).

— Bank transactions				
NAME	INCOME AMOUNT	BANK COMMISSION	CURRENCY RATE	TRANSACTION SOURCE
Voucher payment	€100.00	€0.00	1	Voucher
Card payment	€53.11	€0.00	1	Prepayment

Shipping and packaging	EUR	0,00
TOTAL	EUR	125,50
VAT 22.0 %	EUR	27,61
Invoice total	EUR	153,11
Net prepayment amount	EUR	81,97
VAT prepayment	EUR	18,03
Total prepayment received on 02. 01. 2024	EUR	100,00
Net prepayment amount	EUR	43,53
VAT prepayment	EUR	9,58
Total prepayment received on 02. 01. 2024	EUR	53,11
REMAINS FOR PAYMENT	EUR	0,00

9. After that, return to the merch order, write off the material and send the invoice to the customer's email.



10. After the invoice was sent, update the status of order to **"shipped"**.

Revision #1

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