

QuikOne FSM

User Guide – Finance

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11. Finance

The **Finance** module enables organizations to manage customer billing, invoices, payments, refunds, and credit notes. It provides a centralized platform for generating financial documents, tracking payment status, and maintaining accurate accounting records throughout the service lifecycle.

11.1 Proforma Invoice

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Proforma Invoice

Proforma Invoice

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Refunds

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Credit Notes

Proforma Invoice

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	Customer Name	Proforma Invoice Id	Contract No	Work Order No	Product Name	Point Of Sale No	Type Of Invoice	Total Amount	Balance Ar
☐	Dass Company	PROFORMA-2026-00004	CON-2026-12	-	-	-	Contract	6540.00	-19620
☐	Sathish M	PROFORMA-2026-00004	CON-2026-27	-	-	-	Contract	61037.82	61037.82
☐	Sathish M	PROFORMA-2026-00004	CON-2026-6	-	-	-	Contract	1321.08	1321.08
☐	Sathish A	PROFORMA-2026-00001	-	-	-	252	Inventory	384.00	384.00
☐	Ganesh	PROFORMA-2026-00001	CON-2026-23	-	-	-	Contract	65400	65400
☐	Sathish A	PROFORMA-2026-00001	CON-2026-21	-	-	-	Contract	1090	1090
☐	Sathish A	PROFORMA-2026-00001	CON-2026-19	-	-	-	Contract	959.2	959.2
☐	Sathish A	PROFORMA-2026-00001	CON-2026-18	-	-	-	Contract	959.2	959.2

Proforma Invoice

The **Proforma Invoice** feature allows organizations to generate a preliminary invoice before issuing the final invoice. It serves as a quotation or payment request and provides customers with an estimate of the products or services to be billed.

Proforma invoices can be generated for contract-based services as well as inventory sales and help customers review charges prior to payment.

Navigation

Finance → Proforma Invoice

Overview

The Proforma Invoice screen displays all generated proforma invoices along with customer information, invoice details, contract references, work order references, and payment amounts.

Users can search, sort, export, and review invoice records from a centralized list.

Available Information

Each Proforma Invoice displays the following information:

Field	Description
Customer Name	Customer for whom the invoice is generated.
Proforma Invoice ID	Unique identifier of the proforma invoice.
Contract No	Associated customer contract, if applicable.
Work Order No	Related work order reference.
Product Name	Product included in the invoice (if applicable).
Point of Sale No	POS transaction reference for inventory sales.
Type of Invoice	Indicates whether the invoice is Contract, Inventory, or other supported type.
Total Amount	Total estimated invoice amount.
Balance Amount	Outstanding balance payable by the customer.

Key Features

Generate Preliminary Invoices

Create proforma invoices before issuing the final tax invoice, allowing customers to review estimated charges.

Contract-Based Billing

Generate proforma invoices for:

- Annual Maintenance Contracts (AMC)
- Service Contracts
- Preventive Maintenance Contracts

- Other customer agreements

Inventory Billing

Generate proforma invoices for inventory or Point of Sale transactions before converting them into finalized invoices.

Invoice Tracking

Maintain complete visibility of all generated proforma invoices, including customer details, contract references, billing type, and payment balances.

Search and Filter

Quickly locate invoices using:

- Customer Name
- Invoice Number
- Contract Number
- Work Order Number
- Invoice Type

Sorting

Sort invoice records by:

- Customer
- Invoice Number
- Contract
- Invoice Type
- Total Amount
- Balance Amount

Export

Export the invoice list for reporting, auditing, or offline analysis.

11.2 Invoice

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Finance

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Invoice

📄📄🔍 Search...

	Invoice ID	Customer Name	Customer Branch Name	Invoice Date	Product Name	Service Category Name	Contract No	Scheduler No
☐	INV-2026-00018	Sathish A	-	07-08-2026	Anonymous Products (Standard)	-	-	-
☐	INV-2026-00017	Sathish A	-	06-08-2026	-	-	-	-
☐	INV-2026-00016	Ganesh	-	05-08-2026	-	-	-	-
☐	INV-2026-00015	Ganesh	-	05-08-2026	-	-	-	-
☐	INV-2026-00014	Dass Company	New Branch	04-08-2026	-	-	-	-
☐	INV-2026-00013	Ganesh	-	04-08-2026	-	-	-	-
☐	INV-2026-00012	Ganesh	-	04-08-2026	-	-	-	-
☐	INV-2026-00011	Ganesh	-	04-08-2026	Anonymous Products (Standard)	-	-	-

The **Invoice** feature enables organizations to generate, manage, and track final invoices for services, contracts, work orders, and inventory transactions. It provides a centralized view of all customer invoices and supports complete billing lifecycle management.

Navigation

Finance → Invoice

Overview

The Invoice screen displays all generated invoices along with customer information, invoice dates, products or services billed, contract references, and related work order information.

Users can search, sort, export, and review invoice records from a single location.

Available Information

Each invoice record includes the following details:

Field	Description
Invoice ID	Unique invoice number generated by the system.
Customer Name	Name of the customer being billed.
Customer Branch Name	Customer branch associated with the invoice, if applicable.
Invoice Date	Date the invoice was generated.
Product Name	Product included in the invoice, if applicable.
Service Category Name	Service category associated with the invoice.
Contract No	Customer contract reference, if applicable.
Scheduler No	Associated scheduler or service visit reference.

Key Features

Generate Final Invoice

Create final invoices for completed services, contracts, recurring maintenance, and inventory sales.

Multiple Billing Sources

Invoices can be generated from:

- Work Orders
- Service Schedulers
- Customer Contracts
- Inventory Sales (Point of Sale)
- Products and Materials
- Recurring Maintenance Services

Invoice Tracking

Maintain complete visibility of all customer invoices, including invoice status, billing information, customer details, and service references.

Search and Filter

Locate invoices using:

- Invoice ID
- Customer Name
- Customer Branch
- Contract Number
- Product Name
- Service Category
- Scheduler Number
- Invoice Date

Sorting

Invoice records can be sorted by:

- Invoice ID
- Customer
- Invoice Date
- Product
- Service Category
- Contract Number
- Scheduler Number

Export

Export invoice records for accounting, auditing, taxation, and financial reporting purposes.

11.3 Receipts

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Search...

	Customer Name	Receipt ID	Remarks	Payment Mode	Transaction Id	Total Amount	Total Paid Amount	Created At
☐	Sathish A	REC-2026-00018	Payment Id : pay_TMqEyxpcnqQg...	-	pay_TMqEyxpcnqQg3	384.00	0.00	07-08-2026, 03:39 pm
☐	Sathish A	REC-2026-00017	Contract Paid	Cash	-	121116015.99	121116015.99	06-08-2026, 08:16 pm
☐	Ganesh	REC-2026-00016	CASH PAYMENT	Cash	-	28500	28500	05-08-2026, 06:23 pm
☐	Ganesh	REC-2026-00015	CASH PAYMENT	Cash	-	500	500	05-08-2026, 01:47 pm
☐	Dass Company	REC-2026-00014	CASH PAYMENT	Cash	-	8500	8500	04-08-2026, 05:42 pm
☐	Ganesh	REC-2026-00013	CASH PAYMENT	Cash	-	8500	8500	04-08-2026, 05:38 pm
☐	Ganesh	REC-2026-00012	Payment Id : pay_TLgcp42n1pq3cc...	-	pay_TLgcp42n1pq3cc	436	0.00	04-08-2026, 05:36 pm
☐	Ganesh	REC-2026-00011	Payment Id : pay_TLfnrF9m9GcOb...	-	pay_TLfnrF9m9GcOb9	384.00	0.00	04-08-2026, 04:48 pm

Receipts

The **Receipts** feature records customer payments received against invoices, contracts, and sales transactions. It provides a centralized repository for tracking payment details, payment methods, transaction references, and received amounts, enabling organizations to maintain accurate financial records.

Navigation

Finance → Receipts

Overview

The Receipts screen displays all customer payment receipts generated by the system. Each receipt contains information about the customer, payment mode, transaction reference, payment amount, and receipt creation date.

Users can search, sort, export, and review receipt records from a single location.

Available Information

Each receipt record includes the following information:

Field	Description
Customer Name	Name of the customer who made the payment.
Receipt ID	Unique receipt number generated by the system.
Remarks	Payment remarks or reference notes.
Payment Mode	Method used to make the payment (Cash, Card, Bank Transfer, Online Payment, etc.).
Transaction ID	Reference number provided by the payment gateway or banking system.
Total Amount	Total amount billed for the transaction.
Total Paid Amount	Amount received from the customer.
Created At	Date and time when the receipt was generated.

Key Features

Record Customer Payments

Capture payments received from customers for:

- Service Invoices
- Contract Invoices
- Inventory Sales
- Point of Sale (POS) Transactions
- Other Billable Services

Multiple Payment Methods

Supports recording payments through various payment methods, including:

- Cash
- Credit Card
- Debit Card
- Bank Transfer
- Cheque
- Online Payment Gateway
- UPI / Digital Payments (if configured)

Transaction Reference

Store payment gateway or banking transaction reference numbers for easy reconciliation and auditing.

Payment Tracking

Maintain a complete history of customer payments, including paid amounts, outstanding balances, payment remarks, and receipt generation dates.

Search and Filter

Users can quickly locate receipts using:

- Receipt ID
- Customer Name
- Payment Mode
- Transaction ID
- Receipt Date

Sorting

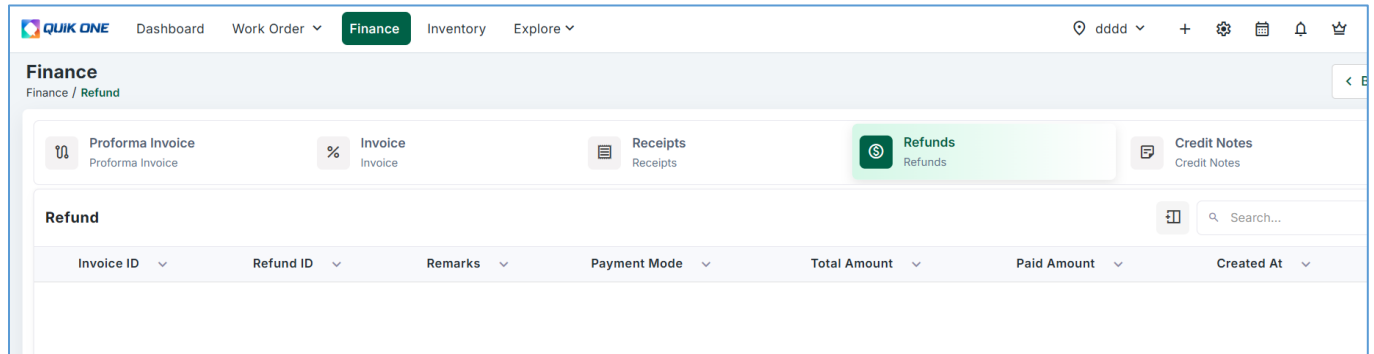
Receipt records can be sorted by:

- Customer Name
- Receipt ID
- Payment Mode
- Total Amount
- Paid Amount
- Receipt Date

Export

Export receipt records for accounting, auditing, reconciliation, and financial reporting purposes.

11.4 Refunds



The **Refunds** feature enables organizations to record and manage customer refunds issued against invoices, receipts, or overpayments. It provides complete visibility into refunded transactions, payment methods, refund amounts, and refund history, ensuring accurate financial reconciliation.

Navigation

Finance → Refunds

Overview

The Refunds screen displays all customer refund transactions generated by the system. Each refund record includes the associated invoice, refund reference, payment method, refunded amount, remarks, and creation date.

Users can search, sort, and review refund records from a centralized location.

Available Information

Each refund record includes the following information:

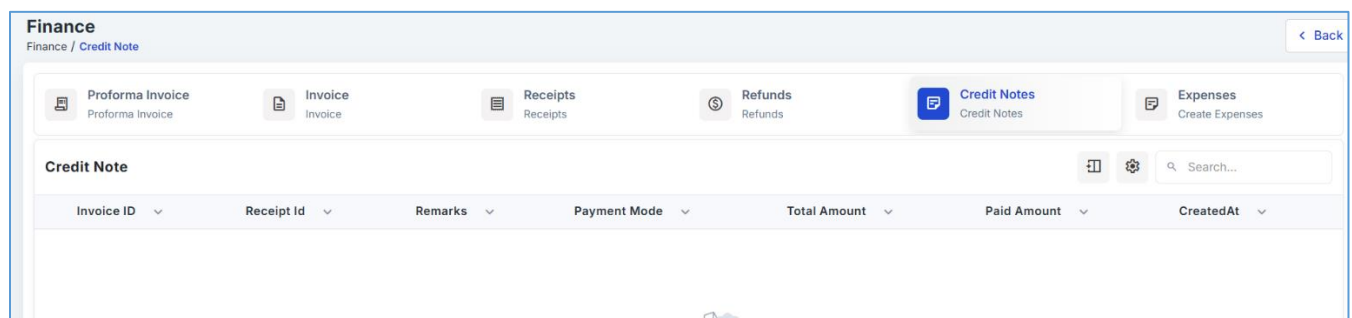
Field	Description
Invoice ID	Invoice against which the refund is processed.

Refund ID	Unique identifier generated for the refund transaction.
Remarks	Notes or reason for issuing the refund.
Payment Mode	Method used to process the refund (Cash, Bank Transfer, Card, Online Payment, etc.).
Total Amount	Original invoice amount.
Paid Amount	Amount refunded to the customer.
Created At	Date and time when the refund was recorded.

Refund Tracking

Maintain a complete history of customer refunds, including refund amount, payment method, associated invoice, remarks, and processing date.

11.5 Credit Notes



Credit Notes

The **Credit Notes** feature enables organizations to issue credits against previously generated invoices. Credit notes are typically used to adjust customer balances due to returned products, service cancellations, billing corrections, pricing adjustments, or other approved financial modifications.

Navigation

Finance → Credit Notes

Overview

The Credit Notes screen displays all credit note transactions along with the associated invoice, receipt, payment details, credited amount, remarks, and creation date. It provides a centralized view for managing customer credits and maintaining accurate financial records.

Users can search, sort, export, and review credit note records from a single location.

Available Information

Each credit note record includes the following details:

Field	Description
Invoice ID	Invoice against which the credit note is issued.
Receipt ID	Associated receipt reference, if applicable.
Remarks	Reason or notes explaining the credit adjustment.
Payment Mode	Payment method associated with the original transaction.
Total Amount	Original invoice amount.
Paid Amount	Amount credited to the customer.
Created At	Date and time when the credit note was generated.

Invoice Adjustment

Credit notes are linked to the original invoice, allowing organizations to maintain a complete audit trail of billing corrections and customer account adjustments.

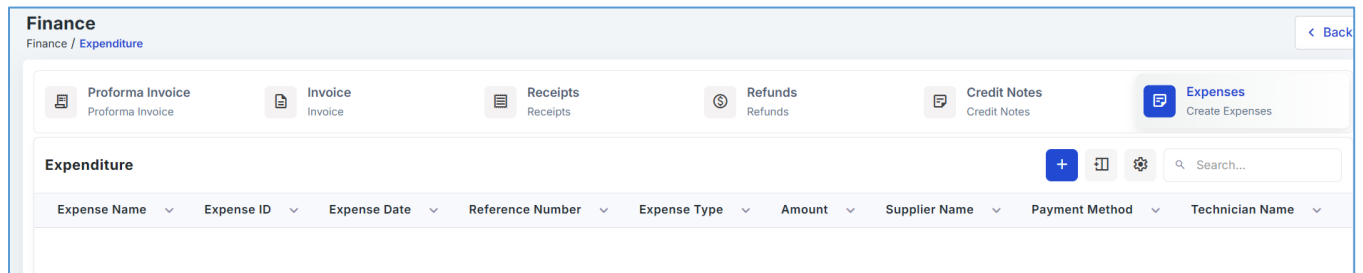
Customer Credit Tracking

Maintain a complete history of all credit notes issued to customers, including credited amounts, payment references, and reasons for adjustment.

Export

Export credit note records for financial reporting, auditing, reconciliation, and statutory compliance.

11.6 Expenses



The **Expenses** feature enables organizations to record and manage business expenses incurred during daily operations. It provides a centralized repository for tracking operational costs, supplier payments, technician reimbursements, and other expenditures, helping organizations maintain accurate financial records and monitor spending.

Navigation

Finance → Expenses

Overview

The Expenses screen displays all recorded expense transactions along with expense details, payment information, supplier details, and technician references. Users can create, search, sort, export, and manage expense records from a centralized location.

Available Information

Each expense record includes the following details:

Field	Description
Expense Name	Name or description of the expense.

Expense ID	Unique identifier generated for the expense record.
Expense Date	Date on which the expense was incurred.
Reference Number	Invoice, receipt, voucher, or external reference number.
Expense Type	Category of the expense.
Amount	Total expense amount.
Supplier Name	Supplier or vendor associated with the expense.
Payment Method	Method used to settle the expense.
Technician Name	Technician associated with the expense, if applicable.

Expense Categorization

Classify expenses by type to simplify financial tracking, reporting, and analysis.

Supplier Management

Associate expenses with suppliers or vendors for better procurement tracking and payment reconciliation.

Technician Expense Tracking

Record expenses incurred by technicians during service delivery, enabling reimbursement and operational cost monitoring.

Multiple Payment Methods

Support recording expenses paid through various payment methods, including:

- Cash
- Bank Transfer
- Credit Card
- Debit Card
- Cheque
- UPI / Digital Payments

- Other configured payment methods