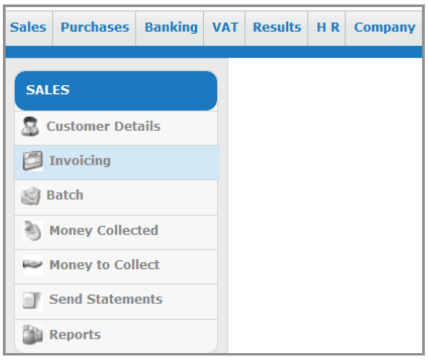
Enter a Sales Invoice

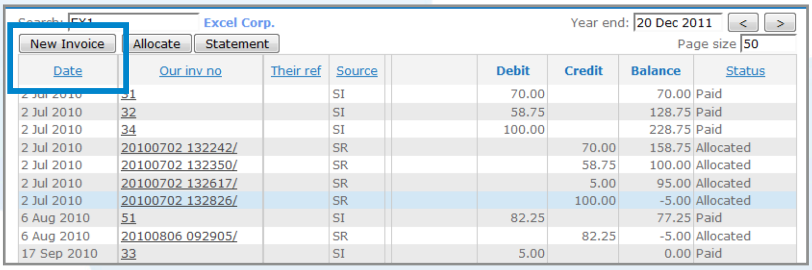
Press the Sales tab and then click on the Invoicing button.



If you have come from the Customer details screen, the invoice record shown will correspond to the last customer you looked at.

If the invoice record shown is not for the customer you want to work with, select the desired customer.

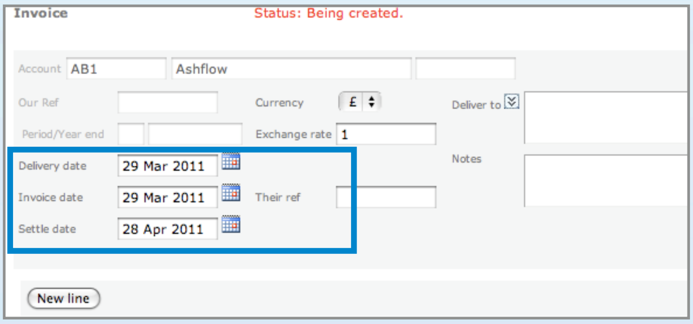
Now click on the New invoice button.



Date	Our inv no	Their ref	Source		Debit	Credit	Balance	Status
2 Jul 2010	31		SI		70.00		70.00	Paid
2 Jul 2010	32		SI		58.75		128.75	Paid
2 Jul 2010	34		SI		100.00		228.75	Paid
2 Jul 2010	20100702 132242/		SR			70.00	158.75	Allocated
2 Jul 2010	20100702 132350/		SR			58.75	100.00	Allocated
2 Jul 2010	20100702 132617/		SR			5.00	95.00	Allocated
2 Jul 2010	20100702 132826/		SR			100.00	-5.00	Allocated
6 Aug 2010	51		SI		82.25		77.25	Paid
6 Aug 2010	20100806 092905/		SR			82.25	-5.00	Allocated
17 Sep 2010	33		SI		5.00		0.00	Paid

The invoice number is automatically assigned by the system and appears in the Our invoice number field when the record is saved. This ensures that every invoice is uniquely identifiable.

Enter the Delivery date. If you put a full-stop [.] in this field and press tab, today's date will be entered. Alternatively, click on the calendar icon to choose a date.



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The Invoice date and Settle date are completed by the system. The Invoice date is the same as the delivery date. The Settle date is generated by the system by adding the number of days in your terms for that customer (e.g. 30 days). These can be overwritten if desired.

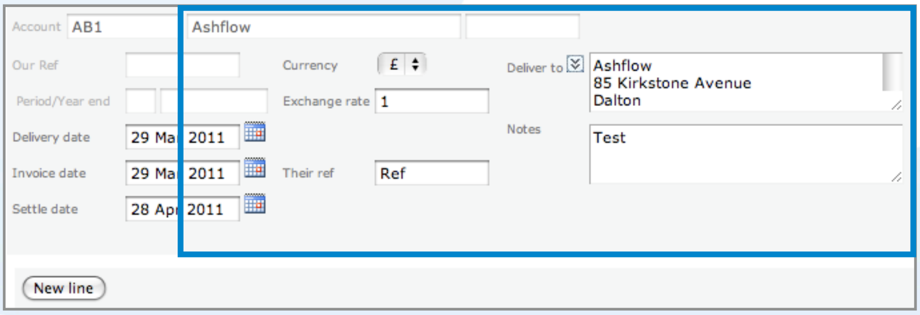
Complete any required optional fields:

Deliver to enables you to enter a delivery address or instructions. If left blank it will automatically pull the address entered onto the customer details page.

The Notes field allows you to make any additional notes about the order. Whatever you type here will NOT appear on the invoice. This field is only for your records.

Their Ref is a field to help the customer identify their order, e.g. a purchase order number.

Currency code/ rate will only appear if you have the multi-currency module enabled.



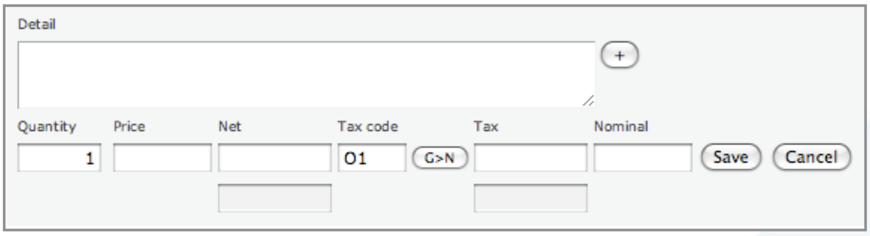
Press the New line button below.

For a simple line item, type the detail of the goods or services being invoiced into the Detail box. Press the [..] button to open the editor. The editor acts like a word- processor

Type the number of items sold in the Quantity field.

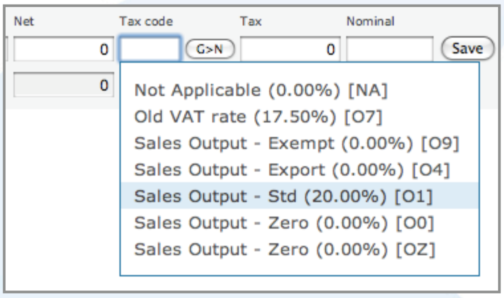
Enter the price per item in the Price field.

The software will calculate the **Net value** for you. If you only know the gross amount, enter the gross amount and then press the G>N button.

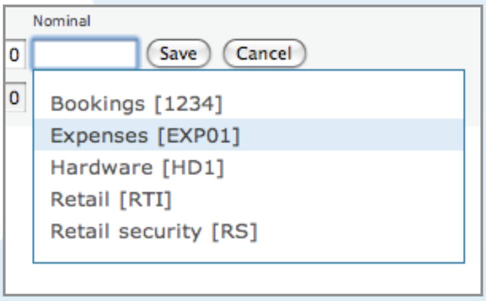


If you are registered for VAT, the **Tax code** box will default to whatever you have set it as in the customer details page. You can overwrite it if need be.

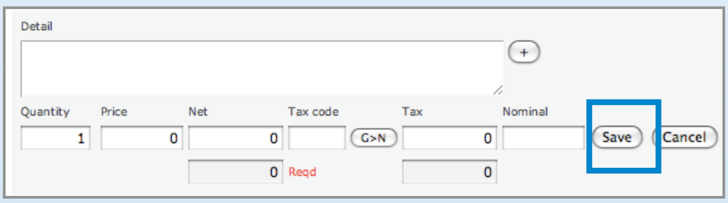
To select a different **Tax code** to the default one, simply select one from the drop down menu. To do this, you must either begin typing the code into the box (e.g. o1) or leave the field blank. The **VAT** will automatically be calculated.



Select the desired **Nominal** code from the drop down menu. If you have selected a default nominal code in the customer details screen, it will default to this. If the required nominal code is not there, you can create a new one on the **Nominal set-up** tab under the **Company** tab.



Press **Save** to complete the line.



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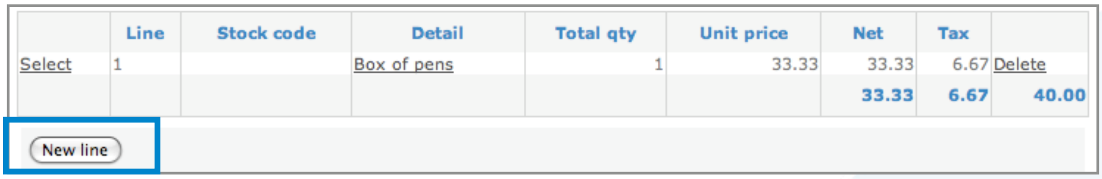
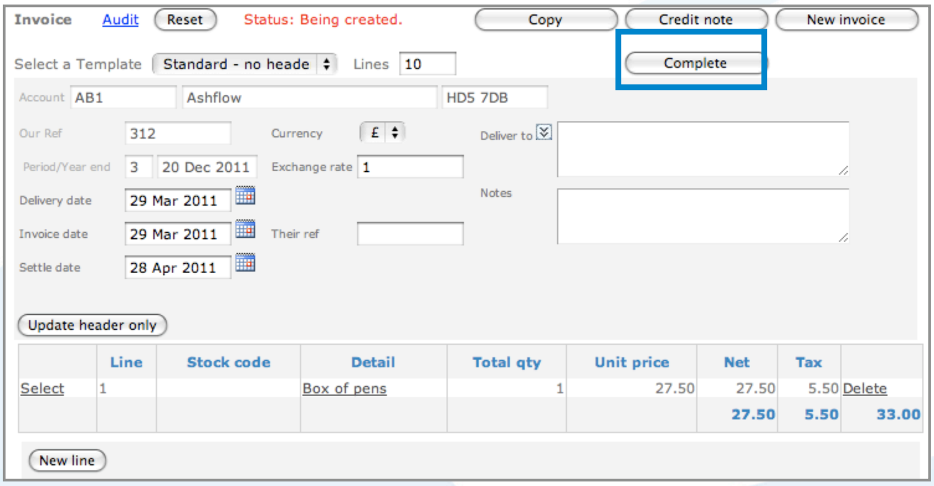
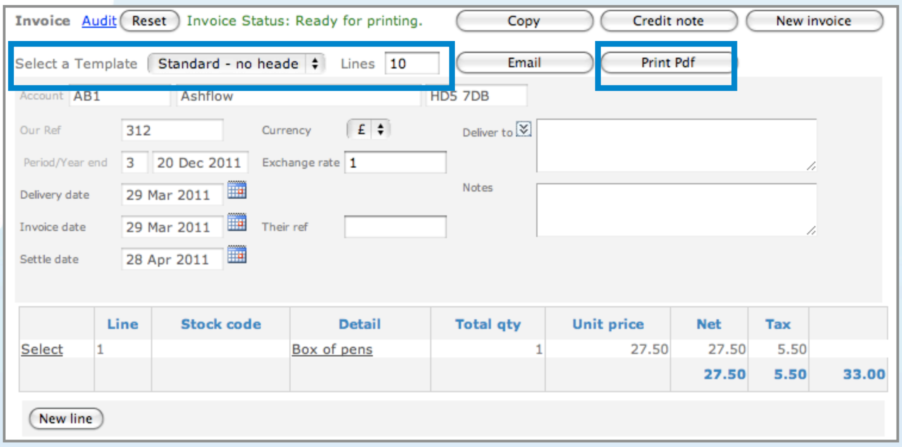
To add another line, press the **New line** button



When you have finished adding line items, check that all your figures are correct before marking the invoice complete by clicking the **Complete** button.



To print the invoice, press the **Print PDF** button. This button appears after you have completed the invoice. You can select a template from the drop down menu to the left, as well as select the number of lines to show on each page of the invoice. It will default to 10.



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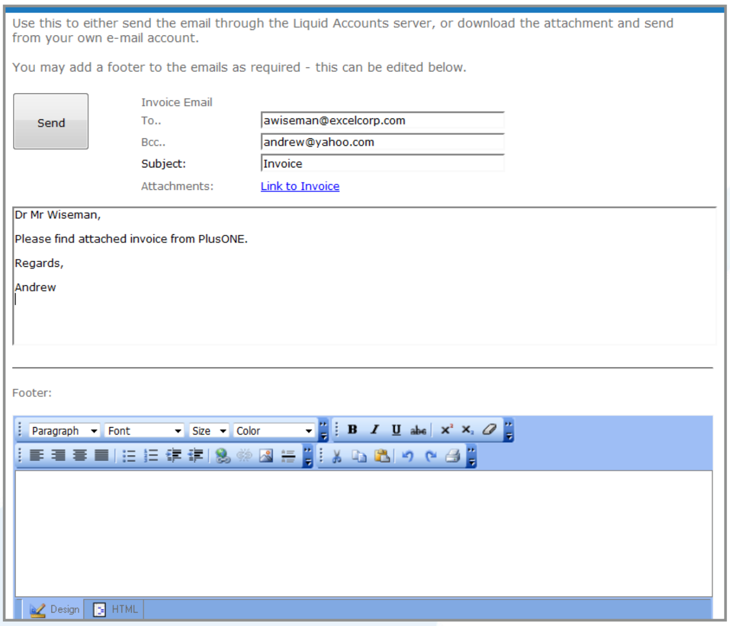
Alternatively, you can email the invoice directly from the system. To do so, select the template and then press the **Email** button. The screen below will now appear. From here, you can choose who to send it to, enter the subject of the email, write the email, and select a footer. Simply press **Send** to send the email.



It is not essential to create a copy for your records, as the invoice is held on the system. You can access it and produce a print or electronic copy at any time.

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