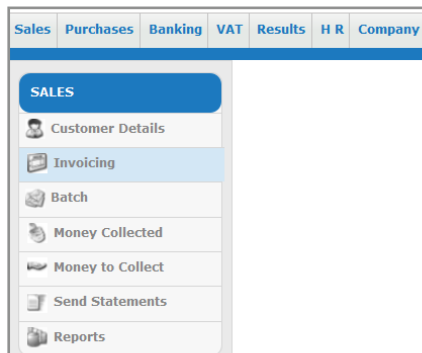


## Enter a Sales Invoice

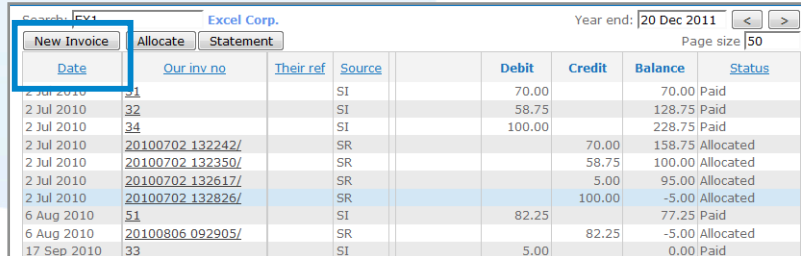
Press the **Sales** tab and then click on the **Invoicing** button.



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.

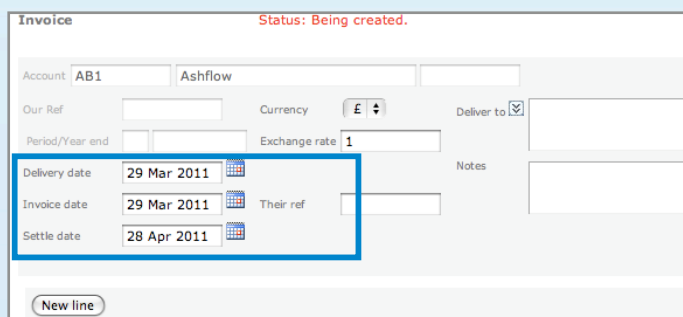
Now click on the **New invoice** button.



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.



**Invoice** Status: Being created.

Account: AB1 Ashflow

Our Ref: Currency: £ Deliver to:

Period/Year end: Exchange rate: 1

Delivery date: 29 Mar 2011

Invoice date: 29 Mar 2011 Their ref:

Settle date: 28 Apr 2011

New line

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.

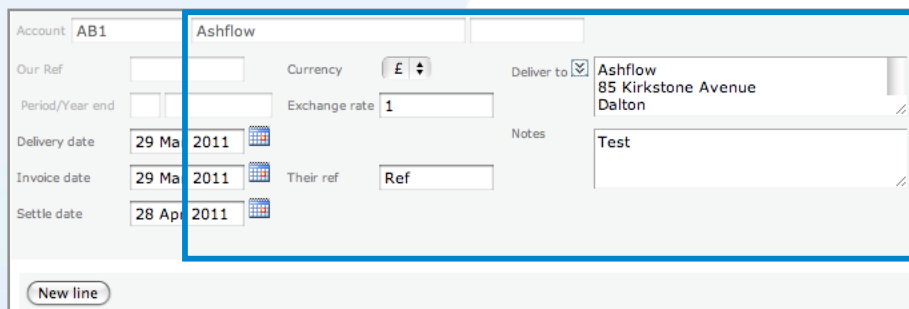
Complete any required optional fields:

**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.



Account: AB1      Ashflow

Our Ref:       Currency: £      Deliver to:  Ashflow  
 85 Kirkstone Avenue  
 Dalton

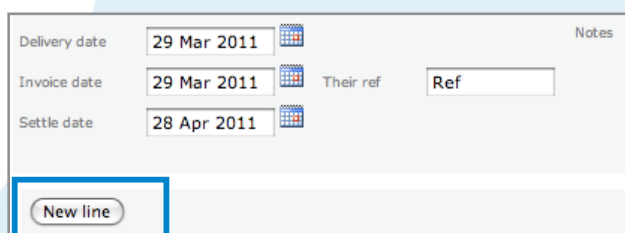
Period/Year end:       Exchange rate: 1      Notes: Test

Delivery date: 29 Mar 2011      Their ref: Ref

Invoice date: 29 Mar 2011

Settle date: 28 Apr 2011

Press the **New line** button below.



Delivery date: 29 Mar 2011      Notes

Invoice date: 29 Mar 2011      Their ref: Ref

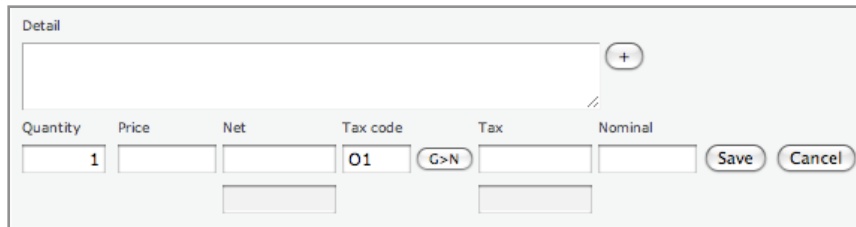
Settle date: 28 Apr 2011

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.



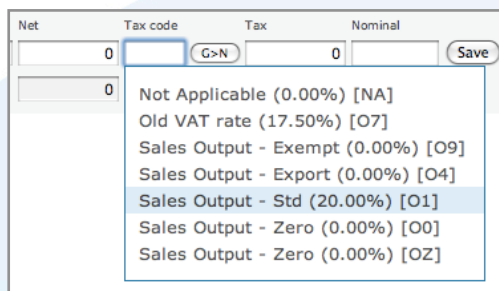
Detail

Quantity Price Net Tax code Tax Nominal

1 0 0 O1 G>N 0 0 Save Cancel

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. 01) or leave the field blank. The **VAT** will automatically be calculated.

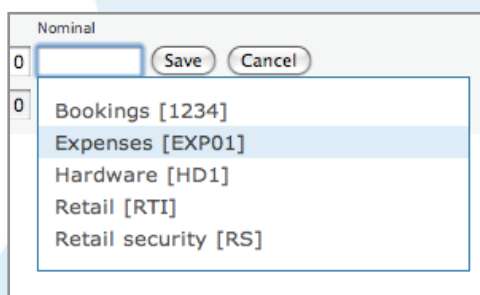


Net Tax code Tax Nominal

0 0 G>N 0 0 Save

- Not Applicable (0.00%) [NA]
- Old VAT rate (17.50%) [O7]
- Sales Output - Exempt (0.00%) [O9]
- Sales Output - Export (0.00%) [O4]
- Sales Output - Std (20.00%) [O1]
- Sales Output - Zero (0.00%) [O0]
- Sales Output - Zero (0.00%) [OZ]

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.

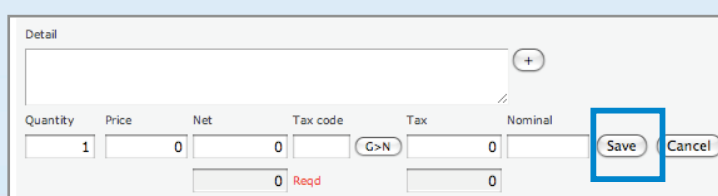


Nominal

0 0 Save Cancel

- Bookings [1234]
- Expenses [EXP01]
- Hardware [HD1]
- Retail [RTI]
- Retail security [RS]

Press **Save** to complete the line.



Detail

Quantity Price Net Tax code Tax Nominal

1 0 0 0 G>N 0 0 Save Cancel

0 Reqd 0

To add another line, press the [New line](#) button

	Line	Stock code	Detail	Total qty	Unit price	Net	Tax	
Select	1		Box of pens	1	33.33	33.33	6.67	Delete
						<b>33.33</b>	<b>6.67</b>	<b>40.00</b>

[New line](#)

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

Invoice [Audit](#) [Reset](#) Status: Being created. [Copy](#) [Credit note](#) [New invoice](#)

Select a Template [Standard - no head](#) Lines  [Complete](#)

Account

Our Ref  Currency  Deliver to

Period/Year end   Exchange rate

Delivery date  Notes

Invoice date  Their ref

Settle date

[Update header only](#)

	Line	Stock code	Detail	Total qty	Unit price	Net	Tax	
Select	1		Box of pens	1	27.50	27.50	5.50	Delete
						<b>27.50</b>	<b>5.50</b>	<b>33.00</b>

[New line](#)

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.

Invoice [Audit](#) [Reset](#) Invoice Status: Ready for printing. [Copy](#) [Credit note](#) [New invoice](#)

Select a Template [Standard - no head](#) Lines  [Email](#) [Print Pdf](#)

Account

Our Ref  Currency  Deliver to

Period/Year end   Exchange rate

Delivery date  Notes

Invoice date  Their ref

Settle date

	Line	Stock code	Detail	Total qty	Unit price	Net	Tax	
Select	1		Box of pens	1	27.50	27.50	5.50	
						<b>27.50</b>	<b>5.50</b>	<b>33.00</b>

[New line](#)

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.

Use this to either send the email through the Liquid Accounts server, or download the attachment and send from your own e-mail account.

You may add a footer to the emails as required - this can be edited below.

<input type="button" value="Send"/>	Invoice Email	
	To..	<input type="text" value="lawiseman@excelcorp.com"/>
	Bcc..	<input type="text" value="andrew@yahoo.com"/>
	Subject:	<input type="text" value="Invoice"/>
	Attachments:	<a href="#">Link to Invoice</a>

---

Dr Mr Wiseman,  
Please find attached invoice from PlusONE.  
Regards,  
Andrew

---

Footer:

Paragraph Font Size Color **B** *I* U abc

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Design HTML

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.