

Creating Sales Invoices

Available in all versions of Sage 50 Accounting



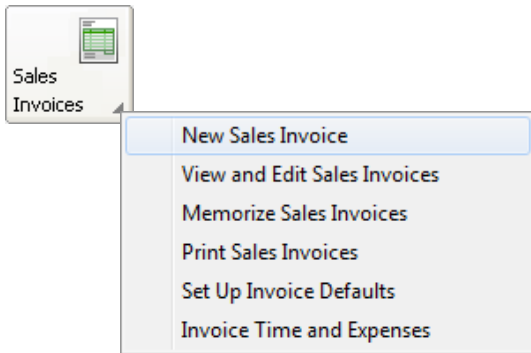
Quick Reference Guide

What is a Sales Invoice?

It is an invoice you send to your customers for products and services they've purchased from you. It shows how much money they owe you and when the payment is due. Sales invoices are also used to charge customers for items that were entered on sales orders. Unlike quotes and sales orders, invoices update your accounting information (such as the General Ledger).

Where do I enter Sales Invoices?

Customers & Sales Navigation Center > Sales Invoices > New Sales Invoice



What if a customer pays the invoice at the time of sale?

If you have received a partial or full payment for the invoice at the time of the sale, select the **Amount Paid at Sale** button. Sage 50 displays the Receive Payment window, where you can enter receipt information.

	Sales tax:	31.50	GAGWINN
	Freight:	0.00	
Other applied credits	0.00	556.50	Invoice total
Amount paid at sale	0.00	556.50	Net due

The 'Receive Payment' window displays the following information:

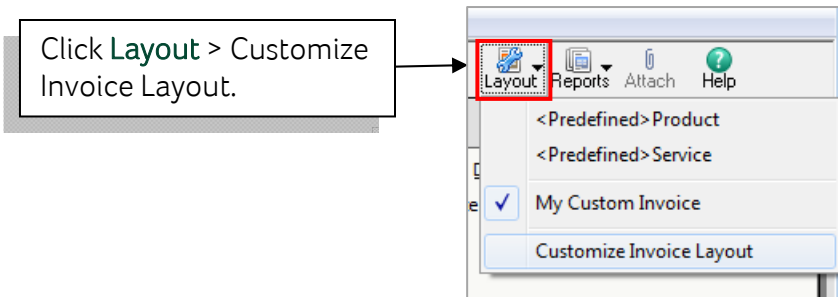
- Deposit Ticket ID: 07/23/12
- Reference: [Empty]
- Date: Jul 23, 2012
- Customer ID: ALDRED
- Receipt Amount: [Empty]
- Name: Aldred Builders, Inc.
412 Sever Rd
Norcross, GA 30092
- Payment Method: Check
- Cash Account: Regular Checking Account
- Credit card payment: Record or Process

A callout box points to the 'Record' and 'Process' buttons with the text: "You can also process credit cards at the time of sale."

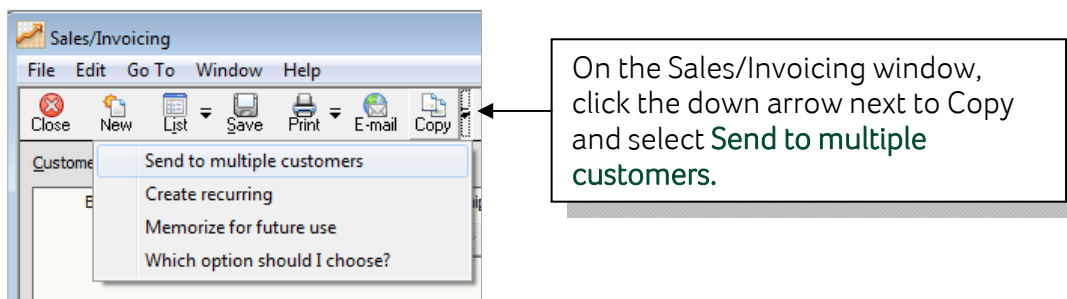


Did you know?

- You can **add or remove fields** on the Sales/Invoicing window.



- You can send the same invoice to multiple customers at once.



- You can **put a Hold on a customer's account** if they go over their credit limit. Modify the customer's credit limit and status by going to the **Customers & Sales Navigation Center** > Customers > View and Edit Customers. Select the customer and click Open. Click the **Payment and Credit tab**. In the Terms and Credit section, select Customize terms for this customer in the drop-down list.

