## Sage Advisor



# Creating Sales Invoices Available in All Versions of Sage 50 Accounting Quick Reference Guide

#### What is a Sales Invoice?

It's 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?

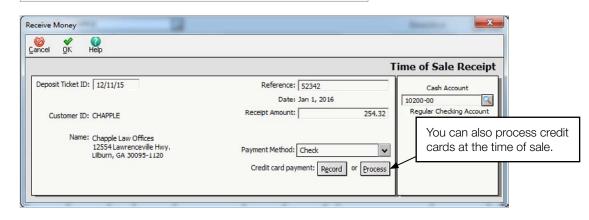
Customers & Sales Navigation Center > Sales Invoices > New Sales Invoice.

Sales	
Invoices 🔺	
	New Sales Invoice
	View and Edit Sales Invoices
	Memorize Sales Invoices
	Print Sales Invoices
	Set Up Invoice Defaults
	Invoice Time and Expenses

#### 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 **Amount Paid at Sale**. Sage 50 displays the Receive Money window, where you can enter receipt information.

	Sales ta <u>x</u> :	14.40	GAGWINN
	Freight:	0.00	
Other applied credits	0.00	25 <mark>4.</mark> 32	Invoice total
Amount paid at sale	0.00	254.32	Net due

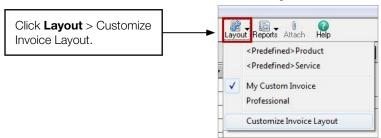


### Sage 50 Accounting—U.S. Edition

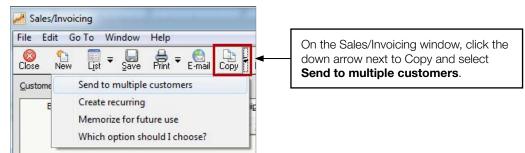


#### Did you know?

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

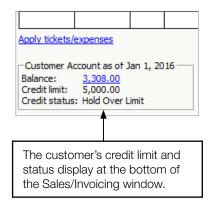


You can send the same invoice to multiple customers at once.



 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.

erms and Credit	Maintain C	Sustomers/F	Pros	pects wind	ok
Customize terms	for this customer				
C.O.D.					
Prepaid					
Oue in number 10 Due	per of days				
Due on day	of next month	Net due in	30	days	
Due at end	ofmonth				
Use discour	its				
Discount in	10 days Dis	count percent:		2.00	
V Charge fina	nce charges				
Credit limit	5,000.0	0			
Cradit status	Hold over limit				



#### For more info, visit: <u>Sage.com</u> or contact us at 866-996-7243

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