







Sage Business Cloud Accounting: **Invoices**

Learning Objectives

After completing this chapter, you will be able to:

- Create Sales Invoices
- Configure dashboard columns
- Search for invoice by status/type
- Understand how to change a due date for a specific customer
- Understand how products/services appear as a selection on an invoice
- Understand which ledger cost code Sales Invoices post to
- Adjust stock levels
- Understand price rates/defaults and how they appear on an invoice
- Understand how to use discounts
- Understand what taxes auto populate
- Invoice completion options
- Drafts and pro-forma's
- Sales Reporting at a glance

NOTE Throughout the duration of the course, you will encounter important icons and visual conventions as part of your learning experience to guide learners through the chapters. Some of the cues are indicated here.

| | | |
|---|--|--|
|  | Important Information / Important Note / Additional Information | Item where caution and attention is required or additional insight and information is provided. |
|  | Exercise | Your opportunity to practice a concept. |
|  | End of Exercise | Indicates the end of an exercise. |
|  | Check Your Knowledge | Review questions at the end of a lesson to check your understanding and ability to implement concepts. |
|  | Summary | Overview of the most important items covered in a section or lesson. |
|  | End of Lesson | The end of the lesson. |

Sales Invoices

As a new business owner, cash flow is very important. Sales Invoices represent an expected payment in the future, facilitate cash flow, keep track of customer purchases, how much is owed and when payment is due. Invoices can be printed or to automate the process, emailed individually or in a batch. **Accounting** has cloud functionality to invoice customers directly from their mobile device as well. We'll explore mobile features later in another lesson.

To expedite creating an invoice, contact records for customers, as well as new products and services, should be created ahead of time, as we did with Lisa Smith's record. Customers that haven't been set up yet, as well as products and services can be created on the fly directly from the invoice screen, however. By creating those records ahead of time makes them readily available when creating invoices, saving time.

Divine Chocolates has several options to customize their invoices and reflect their company brand. The invoice customizations can be done within **Settings** within the **Record and Transaction Settings**. They include:

- Add a trade and/or company logo
- Select a template: Product or Service, including color and font
- Set up default email messages: As discussed in a previous module
- Specify invoice form settings: Determine numbering convention, how prefixes appear and terms & conditions
- What addresses appear on the invoice: delivery etc.
- Determine how taxes are displayed: 1-line summary or condensed
- Invoice Date: Default is 30 days but can be customized at the customer level

Customer Profile Review

Now that Divine Chocolates has received their first order, they'll need to create an invoice to request payment from their customer to ensure prompt payment. **Prior** to creating any sales invoices, there are several key customer settings that should be reviewed in the profile record. To review customer settings, navigate to **Contacts** and select from the list below:

Contacts

Create and manage your customer and vendors records. To view a contact's account details and transactions, click their record.

0 of 4 selected

Search

New Customer New Vendor

| Contact Type | Company / Name | Reference | Email | Telephone | Balance Due | Balance |
|-------------------------------------|---------------------------------|-----------|-------------------------------|----------------|-------------|---------|
| <input checked="" type="checkbox"/> | Customer Lisa Smith | Wedding | lsmith@aol.com | | 206.13 | 0.00 |
| <input type="checkbox"/> | Vendor Toronto Chocolate Makers | 98035 | chocolatemakers@chocolate.com | (416) 460-1234 | 0.00 | 0.00 |
| <input type="checkbox"/> | Customer John Jones | | jjones@yopmail.com | | 3,762.50 | 0.00 |
| <input type="checkbox"/> | Customer POS - Walk In | | | | 0.00 | 0.00 |

Show 10 records Page 1 of 1 4 records

- Navigate to the information contained within the tabs in the middle of the screen
- In the **Contacts and Addresses** tab review the:
 - Invoice Address
 - Delivery Address
 - Who should be cc'd on invoice/statement emails

Lisa Smith (Customer)

Ref: Wedding

OUTSTANDING (1) \$206.13 OVERDUE (0) -\$141.25 SALES TO DATE (1) \$466.13 SALES THIS YEAR (1) \$466.13 CREDIT LIMIT \$1,500.00 CREDIT TERMS 30 Days LAST SALE 05 Mar 2018 AVERAGE SALE \$466.13

Activity Contacts and Addresses Payment Details Options Notes

Parents of the Bride - Invoice Address MAIN Lisa Smith MAIN Jane Jones Wedding Planner Delivery Address

200 Ediston Avenue Toronto ON M3N 1H7 Canada (CA)

lsmith@aol.com Cc'd into emails 3938404902

Jane.JoneWeddings@weddings.com Cc'd into emails 3994820494

200 Ediston Avenue, Toronto, ON, M3N 1H7






Payment Details Tab, review:

- **Credit Limit** – the sales amount customer shouldn't exceed
- **Credit Terms** – days granted to exceed or decrease the default 30-day term for payments due
- **Terms and Conditions** – Term's and condition's that print on invoices specific to your customer. This overrides the default T's and C's printed on all customer statements.
- **Bank Details** – remember, this is information only.

| Activity | Contacts and Addresses | Payment Details | Options | Notes |
|---|------------------------|-----------------|---------|-------|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Payment Terms </p> <p>Credit Limit (\$) 1,500.00 </p> <p>Credit Terms 30 Days </p> <p>Terms and Conditions Lisa, thank you for your business! We look forward to creating delicious wedding favors for your wedding day!</p> <p>Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup.</p> </div> <div style="width: 45%;"> <p>Bank Details </p> <p>Account Name Add an Account Name</p> <p>Transit Number Add a Transit Number</p> <p>Institution Number Add an Institution Number</p> <p>Account Number Add an Account Number</p> <p>BIC/Swift Add a BIC/Swift</p> </div> </div> | | | | |

Options Tab, review:

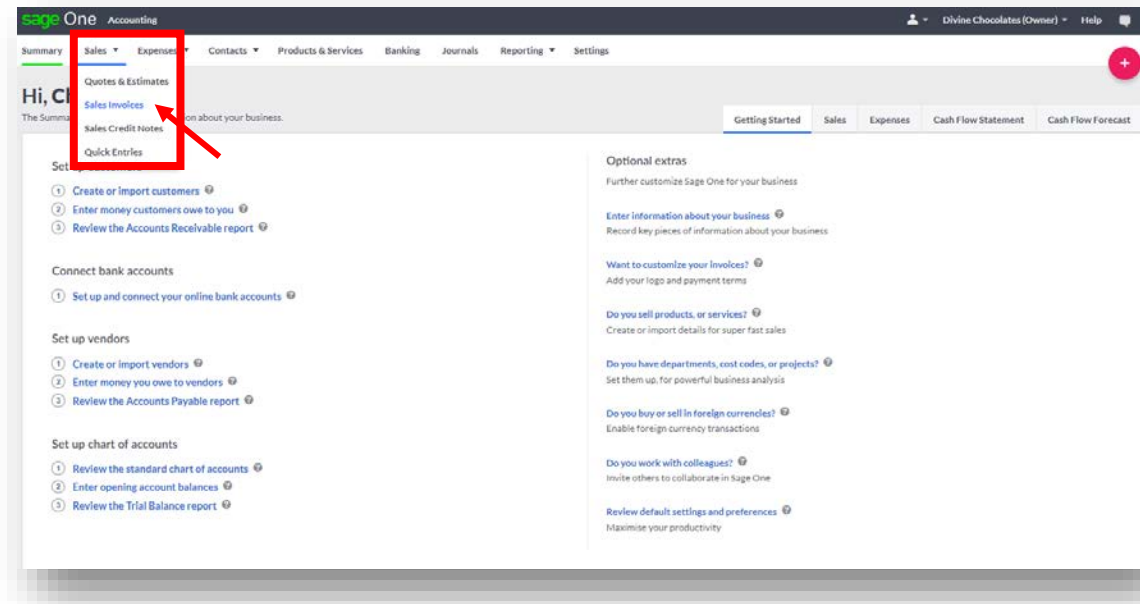
- **Price default.** Remember Sage Accounting allows up to 10 prices. When creating a sales invoice, the price chosen here will override the default price contained within the settings. IF you are sending an invoice for a specific product or service, that price will override both the customer pricing level and the default pricing. ***This is something to remember!!***
- **Language:** To change what language invoices appear in, review French or English here.
- **Account Default:** This will determine what GL account sales will point to when running reports. Otherwise the default will be chosen from within **Record and Transaction Settings**.
- **Send Statements/Statement Runs:** This indicator determines whether or not your customer will receive statements electronically or regular mail. If set to electronically, they will be included in all batch statement runs.

| Activity | Contacts and Addresses | Payment Details | Options | Notes |
|---|---|-----------------|---------|-------|
| Account Details  | | | | |
| Company / Name | Lisa Smith | | | |
| Reference | Wedding | | | |
| Price Default | Sales Price  | | | |
| Language | English (Canadian) | | | |
| Account Default | 4000 - Sales - Products | | | |
| Business Number | Add a Business Number | | | |
| Statement Runs BETA  | | | | |
| Send Statements | Yes  | | | |
| Statement Run | Sent by email  | | | |
| Contact to send to | Jane Jones | | | |
| Address | Parents of the Bride - Invoice Address | | | |

Sales Invoice Dashboard

Now that we've reviewed the customer profile settings that can affect invoices, let's navigate to the **Sales Invoice** dashboard.

- From the menu bar at the top, select **Sales** and then **Sales Invoices**.



- The **Sales Invoice** dashboard will display. The customer list will display.

The dashboards throughout **Accounting** have similar features and functions and similar appearance for ease of use. The sales invoice screen lists all invoices in list form at the bottom of the page.

Sales Invoices

Create, view and manage the invoices you send to your customers.

0 of 34 selected

From 04/07/2016 To 05/07/2018

New Invoice

| Invoice Number | Invoice Date | Customer | Telephone | User | Currency | Total | Outstanding | Issued | Status | Who | Total Tax |
|----------------|--------------|------------------------------|-------------------|------|----------|----------|-------------|--------|---------|-------------|-----------|
| SI-297 | 05/02/2018 | Lisa Smith | | KS | CAD | 62.15 | 0.00 | No | Void | Kim Steward | 7.15 |
| SI-296 | 04/18/2018 | Jacks Fish Store | | KS | CAD | 91.88 | 91.88 | No | Unpaid | Kim Steward | 4.38 |
| SI-295 | 02/10/2018 | Dole | 403-110-8494 | JS | CAD | 1,695.00 | 0.00 | No | Paid | Jack Smith | 195.00 |
| SI-294 | 01/31/2018 | Hudson and Sons | 266-415-5666x7409 | KS | CAD | 55.50 | 55.50 | Yes | Overdue | Kim Steward | 5.50 |
| SI-293 | 01/31/2018 | Crist, Altenwerth and Jacobs | 603.786.4678 | KS | CAD | 86.23 | 86.23 | Yes | Overdue | Kim Steward | 11.23 |
| SI-292 | 10/30/2016 | Hudson and Sons | 266-415-5666x7409 | KS | CAD | 330.00 | 330.00 | No | Overdue | Kim Steward | 30.00 |
| SI-291 | 09/28/2016 | Dole | 403-110-8494 | KS | CAD | 52.50 | 52.50 | No | Overdue | Kim Steward | 2.50 |
| SI-290 | 01/10/2017 | Johns Fish service | | KS | MXN | 844.46 | 844.46 | No | Overdue | Kim Steward | 90.48 |
| SI-289 | 01/05/2017 | Handy Haircuts | | KS | CAD | 4,093.04 | 4,093.04 | No | Overdue | Kim Steward | 438.54 |
| SI-288 | 01/02/2017 | Dole | 403-110-8494 | KS | CAD | 288.75 | 288.75 | No | Overdue | Kim Steward | 13.75 |

Show 10 records Page 1 of 4 34 records

Column View

- To change the columns as they appear on the dashboard, click on the wheel to the left of the **Invoice Number**:

Sales Invoices

Create, view and manage the invoices you send to your customers.

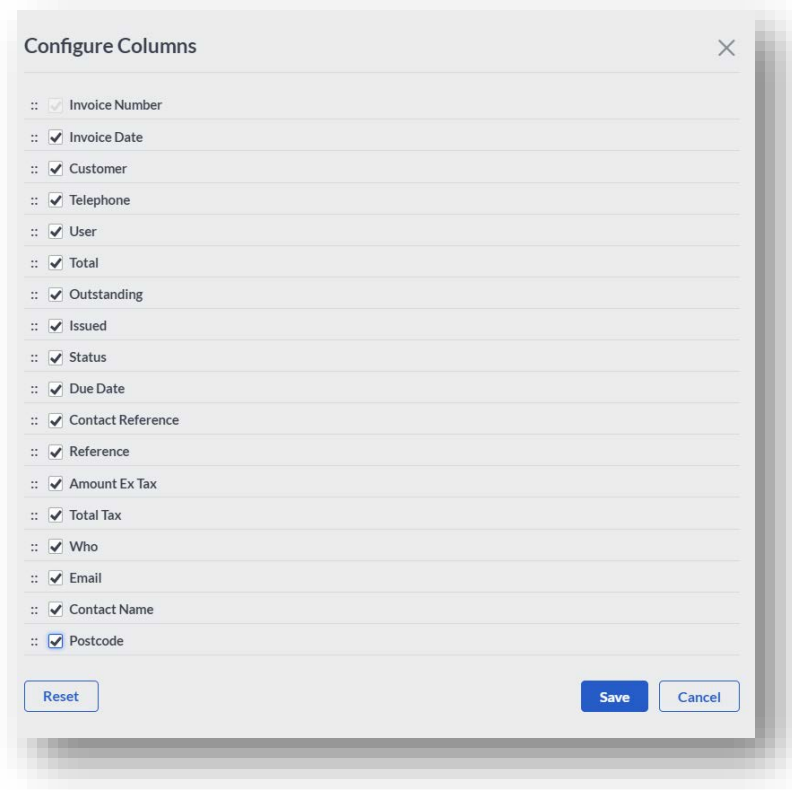
From 02/07/2018

Status All

0 of 2 selected

| Invoice Number | Invoice Date | Customer |
|----------------|--------------|------------|
| SI-2 | 03/05/2018 | Lisa Smith |
| SI-1 | 03/05/2018 | Lisa Smith |

- In doing so, the configure columns box will launch. For purposes of this lesson, check the remaining boxes so Divine Chocolates will have full visibility of all customer information available on the dashboard:

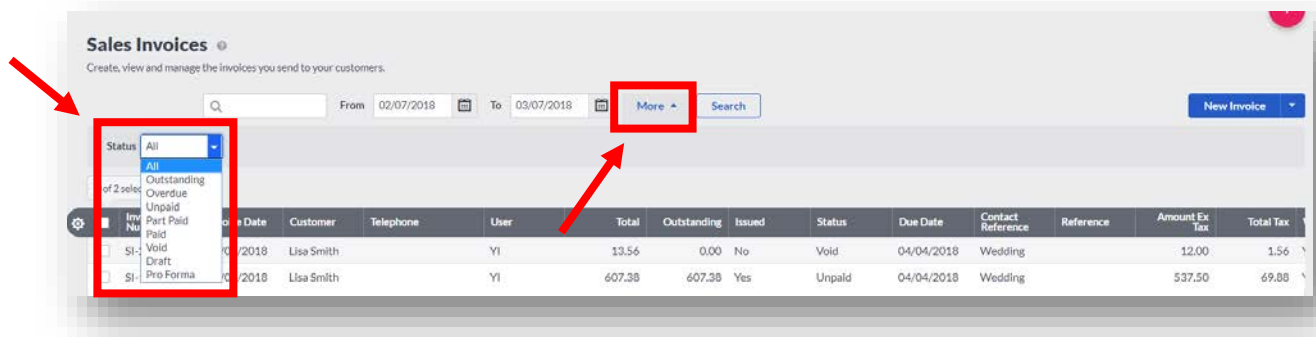


- Once clicking **Save**, you'll notice the column headers at the top of the dashboard have changed and many more have been added:

| Invoice Number | Invoice Date | Customer | Telephone | User | Total | Outstanding | Issued | Status | Due Date | Contact Reference | Reference | Amount Ex Tax | Total Tax |
|-------------------------------|--------------|------------|-----------|------|--------|-------------|--------|--------|------------|-------------------|-----------|---------------|-----------|
| <input type="checkbox"/> SI-2 | 03/05/2018 | Lisa Smith | | YI | 13.56 | 0.00 | No | Void | 04/04/2018 | Wedding | | 12.00 | 1.56 |
| <input type="checkbox"/> SI-1 | 03/05/2018 | Lisa Smith | | YI | 607.38 | 607.38 | Yes | Unpaid | 04/04/2018 | Wedding | | 537.50 | 69.88 |

Invoice Status Search

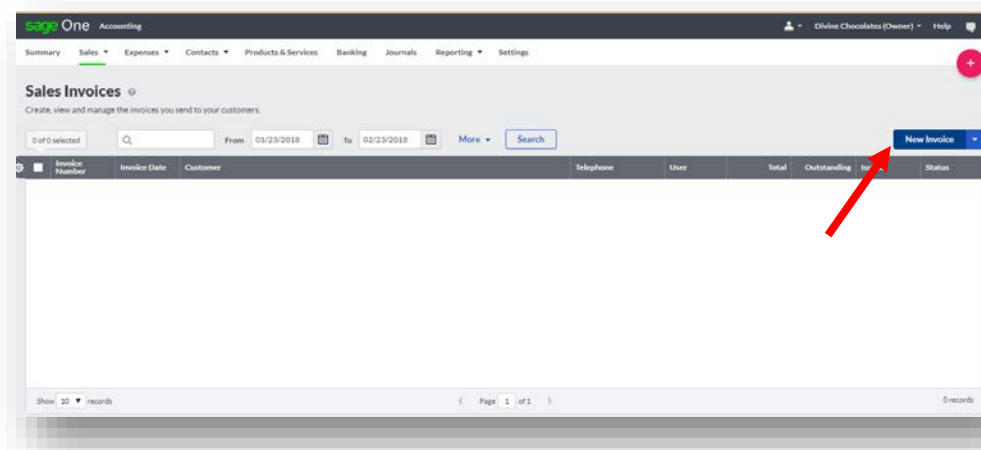
- To search for an invoice by type, click on **More** and navigate to **Status**. Filter invoices by *Outstanding, Overdue, Unpaid, Part Paid, Paid, Void, Draft* and *Pro-Forma*



Sales Invoice Creation

Let's create our first invoice for Divine Chocolates! In doing so, this will create an accounts receivable for the company.

- From the **Sales Invoice** screen, navigate to and select the blue **New Invoice** icon:



- A blank sales invoice will launch:

New Sales Invoice

Create a new invoice to send to your customer. To search for or to create a new customer, start typing in the name box.

Customer** Invoice Date** 02/23/2018 Due Date** 03/23/2018 Reference

| Product/Service | Item | Ledger Account | Qty/Ucs | Price/Rate | Discount | Tax Rate | Tax Amount | Total |
|-----------------|------|-------------------------|---------|------------|----------|------------|------------|-------|
| | | 4000 - Sales - Products | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |

Notes

Terms and Conditions

Shipping* 0.00

Discount 0.00

Amount Ex Tax 0.00

Total 0.00

Save as: Draft Invoice

Draft and Pro Forma Invoices do not update your Accounts

English (Canada) © The Sage Group plc 2015

- Navigate to **Customer** and select your customer from the drop-down menu. Select *Lisa Smith*.
- For customers that haven't yet been created, click on **+Add a customer** and add them on the fly.

Customer**

Lisa Smith (Wedding)

+ Add a customer

Create a new customer

Business Name* Email

Contact Name Mobile

Reference Telephone

Account Details | Delivery Address | Payment Details | Defaults | Notes

Canada

Address 1 Account Default 4000 - Sales - Products

Address 2 Business Number

City

Province*

Postal Code

All customer information added when the contact was created will automatically pre-populate the invoice, including the delivery and invoice address. Remember: Per Lisa's request, we changed the invoice address from Lisa Smith to her parent's address, and has automatically pre-filled here.

The screenshot shows the 'New Sales Invoice' form in Sage One Accounting. The 'Invoice Address' field is highlighted with a red box and a red arrow. The address is '200 Ediston Avenue, Toronto ON M3N 1H7'. Other fields include Customer (Lisa Smith (Wedding)), Invoice Date (02/23/2018), and Due Date (03/23/2018).

- **Invoice Date:** This is the date the invoice was created and will default to today's date:

The screenshot shows the 'New Sales Invoice' form in Sage One Accounting. The 'Invoice Date' and 'Due Date' fields are highlighted with red boxes and red arrows. The 'Invoice Date' is 05/02/2018 and the 'Due Date' is 06/01/2018. Other fields include Customer (Lisa Smith (Wedding)), Reference (e.g. Order Number), Invoice Address (200 Ediston Ave, Toronto ON M3N 1H7), and Delivery Address (200 Ediston Ave, Toronto ON M3N 1H7).

- **Due Date:** The invoice due date will automatically default to the number of days set in default settings. **Accounting** automatically sets the terms to 30 days.



Remember, this is pulled from the **Record and Transaction Settings** and reflects the amount of time *all invoices* are due for *all customers* unless customized credit terms were granted when setting up the customer contact record.

Record and Transactions Settings

Choose the preferences and defaults to use when creating records and transactions.

CUSTOMERS

Days before invoices overdue**

Set defaults for your sales to customers. You can override these for individual sales later if you like.

Ageing (for reporting) From

To Older

Create a new customer

Business Name* Email

Contact Name Mobile

Reference Telephone

Account Details | Delivery Address | **Payment Details** | Defaults | Notes | Analysis

PAYMENT TERMS

Set Credit Limit (\$)

Set Credit Terms days

Payments must be made within 14 days of receipt

BANK DETAILS

Account Name

Bank Transit Number

Institution Number

Account Number

BIC/SWIFT

- Both dates, the default and what was created within the customer record can be changed simply by selecting a new date within the invoice. We'll leave Lisa's invoice date as is:

New Sales Invoice

Create a new invoice to send to your customer. To search for or to create a new customer, start typing in the Name box.

Customer** Invoice Date**

Due Date** Reference

Invoice Address* Delivery Address

| Product/Service | Description* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|-----------------|--------------|----------|-------------|-----------|------------|-------------|-------|
| | | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |

Notes: Open Monday - Friday 9-5

Shipping*

Discount

Amount Ex Tax

- The **invoice** or **delivery address** can be easily edited here without having to leave the invoice. Simply click on the pencil icon and make any necessary changes. In doing so, it will automatically save any changes to the customer record.
- Navigate to the first line of **Product/Service** and select the product or service you'd like to bill your customer for. We are billing Ms. Smith for *Milk Chocolate Wedding Bells*. Select the product from within the drop-down list:

New Sales Invoice

Create a new invoice to send to your customer. To search for or to create a new customer, start typing in the Name box.

Customer** Lisa Smith (Wedding) Invoice Date** 02/28/2018 Due Date** 03/27/2018 Reference e.g. Order Number Invoice Address* 200 Ediston Avenue Toronto ON M3H 1H7 Delivery Address 200 Ediston Avenue Toronto ON M3H 1H7

| Product / Service | Item* | Ledger Account* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|--|-------|-------------------------|----------|-------------|-----------|------------|-------------|-------|
| Delivery Service (DEL - 200) | | 4000 - Sales - Products | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |
| Milk Chocolate Wedding Bells (MCWB-100) | | | | | | | | |
| Solid dark chocolate square with company logos (DCC - 102) | | | | | | | | |
| Solid white chocolate baby stroller favors (WCB-101) | | | | | | | | |
| + Create Item | | | | | | | | |

Terms and Conditions
Lisa, thank you for your business! We look forward to creating delicious wedding favors for your wedding day!
Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup.

Shipping* HST 13.00% 0.00
Discount 0.00
Amount Ex Tax 0.00
Total 0.00

Save as: Draft Invoice Save

Draft and Pro Forma Invoices do not update your Accounts



If you recall from a previous lesson, **Products and Services** that appear as a selection within the drop-down menu when creating an invoice are created from the **Products and Services** menu as seen in the screen shot below. All inventory is created there first. If it doesn't appear within the drop-down menu, it either hasn't been created or has been set to **Inactive** to avoid appearing for use throughout **Accounting**.

Edit Item
Make changes to this item's details or values

Item Information

Type: Stock [Change type](#)

Item Code* MCWB-100

Item Description* Milk Chocolate Wedding Bells

Category: Wedding

Inactive ?

I Sell This Item

| Price Name | Price (\$) |
|-------------|------------|
| Sales Price | 7.50 |
| Trade | 6.50 |
| Wholesale | 0.00 |

Sales Account* 4000 - Sales - Products

Once selecting the product we're billing Ms. Smith for, the **General Ledger Account** automatically populated to *4000 – Sales – Products*.

| Product / Service | Item* | Ledger Account* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|-------------------|------------------------------|-------------------------|----------|-------------|-----------|------------|-------------|-------|
| Milk Chocolate W | Milk Chocolate Wedding Bells | 4000 - Sales - Products | 1.00 | 7.50 | 0.00 | HST 13.00% | 0.98 | 8.48 |
| | | 4000 - Sales - Products | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |

Let's take a little deeper dive at where the **GL Account number** is being pulled from. If you recall, in a previous lesson, I mentioned GL Accounts can pull either from the default settings, the customer contact record or the product itself. When the product *Milk Chocolate Wedding Bells* was setup in inventory, a specific GL account was chosen to post all sales to. Since we're billing Ms. Smith for a specific product, *Milk Chocolate Wedding Bells*, that GL Sales Account will take precedence over all others. The **General Ledger Account 4000 – Sales – Products** is pulling directly from the product information for *Milk Chocolate Wedding Bells* when Christina set it up in Inventory as opposed to the default GL Account in **Settings**.

Edit Item
Make changes to this item's details or values

Item Information

Type Stock [Change type](#)

Item Code* MCWB-100

Item Description* Milk Chocolate Wedding Bells

Category Wedding

Inactive ?

I Sell This Item

Sales Prices

| Price Name | Price (\$) |
|-------------|------------|
| Sales Price | 7.50 |
| Trade | 6.50 |
| Wholesale | 0.00 |

Sales Account* 4000 - Sales - Products



Otherwise, the GL Account would pull from the default **Record and Transaction Settings** within **Settings**:

Record and Transactions Settings ⓘ

Choose the preferences and defaults to use when creating records and transactions.

CUSTOMERS

Set defaults for your sales to customers.
You can override these for individual sales later if you like.

Days before invoices overdue**

Ageing (for reporting)

From

To Older

Sales Ledger Account**

Sales Discount Ledger Account**

Carriage Ledger Account**

Customer Statement Type

Or from the customer **Contact** record within the options tab, under **Account Default**:

Account Details

Company / Name Lisa Smith

Reference Wedding

Price Default Sales Price

Language French (Canadian)

Currency Canadian Dollar (CAD)

Account Default 4000 - Sales

Business Number [Add a Business Number](#)

Now that we have a clear understanding of the multiple places the General Ledger Account Code can pull from when creating an invoice, let's finish filling out the rest of the invoice.

Qty/Hours: We'll select the amount of chocolate bells we're billing Ms. Smith for. If you can't recall, you can check the **Notes** within her contact record. This field is also used if/when billing for service hours to indicate the amount of hours.

| Product / Service | Item* | Ledger Account* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|-------------------|------------------------------|-------------------------|----------|-------------|-----------|------------|-------------|-------|
| Milk Chocolate W | Milk Chocolate Wedding Bells | 4000 - Sales - Products | 1.00 | 7.50 | 0.00 | HST 13.00% | 0.98 | 8.48 |
| | | 4000 - Sales - Products | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |

Accounting

Summary Sales Expenses **Contacts** Products & Services Banking Journals Reporting Settings

Lisa Smith (Customer)

Ref: Wedding

OUTSTANDING (0) 0.00 \$ OVERDUE (0) 0.00 \$ SALES TO DATE (0) 0.00 \$ SALES THIS YEAR (0) 0.00 \$

CREDIT LIMIT 1,500.00 \$ CREDIT TERMS 30 Days LAST SALE Never AVERAGE SALE 0.00 \$

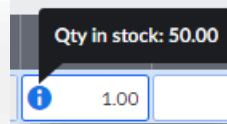
Main Contact
4740402949
lisas@rogers.com
Mississauga, ON, L4T1A2

Notes

Lisa Smith is new customer from our Grand Opening Event. She placed an order for 100 solid chocolate bells for her wedding on August 18, 2018. Wedding favors will be placed in white boxes. Order will be delivered to 100 Queen Street, Toronto, ON M5A 1S7 on August 17, 2018. She is the main POC for the event. Chocolate to be refrigerated immediately upon arrival

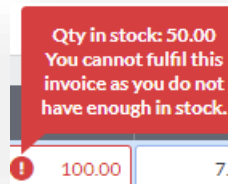
The **Quantity/Hours** will default to a quantity of 1. By hovering over the **i**, **Accounting** displays a notification what quantity currently exists in inventory. Lisa Smith ordered 100 for her wedding favors. Divine Chocolates has 50 *Milk*

Chocolate Wedding Bell favors in stock from their recent purchase from Chocolate Makers of Toronto, but not enough to fulfill the order.



| Product/Service | Item* | Ledger Account* | Qty in stock: 125.00 | Unit* | Discount* | Tax Rate* | Tax Amount* | Total |
|------------------|------------------------------|-------------------------|----------------------|-------|-----------|------------|-------------|-------|
| Milk Chocolate W | Milk Chocolate Wedding Bells | 4000 - Sales - Products | 1.00 | | 0.00 | HST 13.00% | 0.98 | 8.48 |
| | | 4000 - Sales - Products | 1.00 | | 0.00 | HST 13.00% | 0.00 | 0.00 |

Accounting does not allow stock levels to go into a negative value and will only allow us to invoice for the amount available in inventory. If you try to create a sales invoice and the amount entered exceeds your inventory, **Accounting** will display the following notification, 'Qty in stock:(value). You cannot fulfill this invoice as you do not have enough stock' and prevent an order from being placed without adding additional inventory.



- To add additional inventory, navigate to **Products and Services** and **Adjust Stock Level**:

Summary Sales Expenses Contacts **Products & Services** Banking Journals Reporting Settings

STOCK Milk Chocolate Wedding Bells MCWB-100 + [Adjust Stock Level](#) [Edit](#)

| Stock Levels | | | Sales | | Purchases | | |
|-------------------|---------------|------------------|-------------|------------|-----------------|---------------|--------------|
| QUANTITY IN STOCK | REORDER LEVEL | REORDER QUANTITY | SALES PRICE | LAST SALE | LAST COST PRICE | LAST PURCHASE | AVERAGE COST |
| 124.00 | 25.00 | 100.00 | \$7.50 | 05/02/2018 | \$3.00 | 05/01/2018 | \$3.00 |

- Enter the amount of stock the quantity is increasing by and select **Reason - Stock Take Adjustment** and click **Save**.

Adjust Stock Level
Increase or decrease your stock levels without buying or selling.

Stock Item Milk Chocolate Wedding Bells (MCWB-100)

Date 05/01/2018

Type Increase Quantity Decrease Quantity

Cost Price* 3.00

Quantity in Stock 124.00

Increase By* 0.00

New Quantity in Stock: 124.00

Reason Stock take adjustment

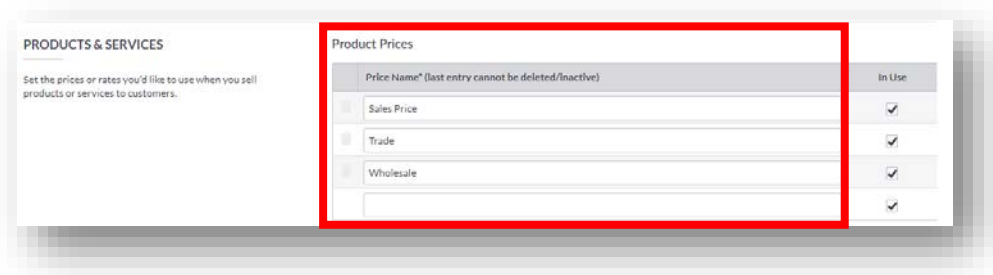
Save

Once additional quantities are added in inventory, we can return to the **Sales Invoices** to complete Lisa Smith's invoice.

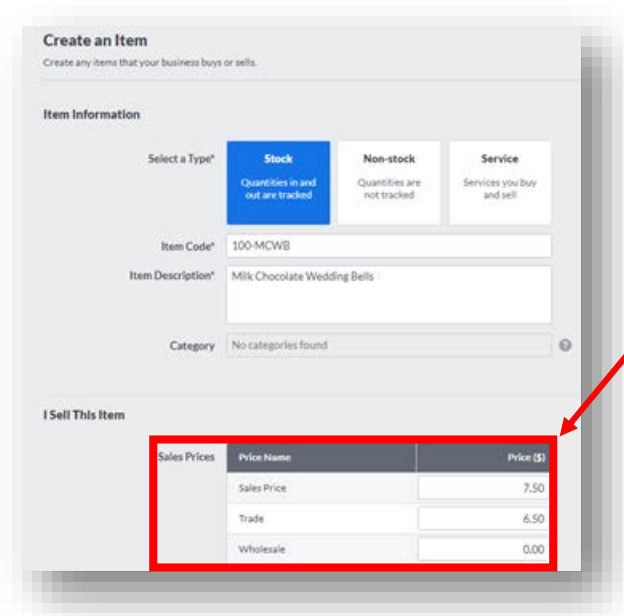
Price/Rate: The **Price/Rate** automatically prefills on the invoice once a product is selected.

| Product / Service | Item* | Ledger Account* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total | |
|---|------------------------------|-------------------------|----------|-------------|-----------|------------|-------------|-------|--|
| Milk Chocolate W | Milk Chocolate Wedding Bells | 4000 - Sales - Products | 1.00 | 7.50 | 0.00 | HST 13.00% | 0.98 | 8.48 | |
| | | 4000 - Sales - Products | 1.00 | | | | 0.00 | 0.00 | |
| Notes Terms and Conditions Lisa, thank you for your business! We look forward to creating delicious wedding favors for your wedding day! Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup. | | | | | | | 0.00 | 0.00 | |
| Discount | | | | | | | | 0.00 | |
| Amount Ex Tax | | | | | | | | 7.50 | |
| HST 13.00% | | | | | | | | 0.98 | |
| Total | | | | | | | | 8.48 | |

 If you recall, Christina set up the **Product Pricing** names in the **Record and Transaction Settings**.



The *actual price* of the product was determined when Christina created her inventory for Divine Chocolates:



Christina has the ability to select a specific price/rate based on a particular group or circumstance. Examples: Senior Rate, Military Rate, Student Rate, Mr. Jones, Trade, Wholesale, etc.

By clicking *inside* the **Price/Rate** field, the price rates that have been set up in the default settings will appear here and can be changed by selecting another price within the drop-down box. You'll find this to be a convenient feature for customers who have specific pricing/rates. *Note: You'll need to click **inside** the Price/Rate box for the other pricing selections to appear.*

- Since Lisa Smith is a regular customer, we'll select **Sales Price 7.50** (Retail)

Pricing Review

The pricing that appears when creating an invoice is determined by *three* different factors:

| Product / Service | Item* | Ledger Account* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|---|------------------------------|-------------------------|----------|-------------|-----------|------------|-------------|-------|
| Milk Chocolate W | Milk Chocolate Wedding Bells | 4000 - Sales - Products | 1.00 | 7.50 | 0.00 | HST 13.00% | 0.98 | 8.48 |
| | | 4000 - Sales - Products | 1.00 | | | | 0.00 | 0.00 |
| Notes Terms and Conditions Lisa, thank you for your business! We look forward to creating delicious wedding favors for your wedding day! Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup. | | | | | | | 0.00 | 0.00 |
| Amount Ex Tax | | | | | | | 7.50 | |
| HST 13.00% | | | | | | | 0.98 | |
| Total | | | | | | | 8.48 | |

1. The **Account Details** setup when creating a new **Customer** record:

Create a new customer

Business Name* Lisa Smith Email

Contact Name Mobile

Reference e.g. Account Number Telephone

Account Details Delivery Address Payment Details Defaults Notes

Price Default **Sales Price**

Language

Save

Activity Contacts and Addresses Payment Details **Options** Notes

Account Details

Company / Name Lisa Smith

Reference Wedding

Price Default Sales Price

Language English (Canadian)

Account Default 4000 - Sales - Products

Business Number [Add a Business Number](#)

2. The **Sales Prices** contained within **I sell this item** when the product was initially set up as in **Inventory**:

Item Information

Type: Stock [Change type](#)

Item Code*: MCWB-100

Item Description*: Milk Chocolate Wedding Bells

Category: Wedding

Inactive ⓘ

I Sell This Item

| Sales Prices | Price Name | Price (\$) |
|--------------|-------------|------------|
| | Sales Price | 7.50 |
| | Trade | 6.50 |
| | Wholesale | 0.00 |

Sales Account*: 4000 - Sales - Products

3. **Record and Transaction Setting Defaults.** If the product pricing names weren't created here first, they *won't* appear as a selection when creating your product or service within inventory OR when creating an invoice.

Remember you can create up to 10 different **Product Prices** and **Service Rates!** **Sales Price, Trade and Wholesale** are the default price names automatically set up for you.

10

Example **Product Prices** and **Service Rates** are shown here:

Product Prices

| Price Name* (last entry cannot be deleted/inactive) | In Use |
|---|-------------------------------------|
| Retail | <input checked="" type="checkbox"/> |
| Wholesale | <input checked="" type="checkbox"/> |
| Discount | <input checked="" type="checkbox"/> |
| AAA | <input checked="" type="checkbox"/> |
| Senior Rate | <input checked="" type="checkbox"/> |
| Employee | <input checked="" type="checkbox"/> |
| Selling Price 7 | <input checked="" type="checkbox"/> |
| Students | <input checked="" type="checkbox"/> |
| Military | <input checked="" type="checkbox"/> |
| Home Owners Association | <input checked="" type="checkbox"/> |

Default Non-stock Ledger Accounts

Sales Account** Product Sales (4040)

Expense Account** Cost of Services Sold (5000)

Default Stock Ledger Accounts

Expense Account Inventory (1200)

Weight Settings

Service Rates

| Rate Name (last entry cannot be deleted/inactive) | In Use |
|---|-------------------------------------|
| Rate | <input checked="" type="checkbox"/> |
| Preferred Rate | <input checked="" type="checkbox"/> |
| Hourly Rate | <input checked="" type="checkbox"/> |
| Yearly Rate | <input checked="" type="checkbox"/> |
| Consulting Rate | <input checked="" type="checkbox"/> |
| Education Rate | <input checked="" type="checkbox"/> |
| HDA Rate | <input type="checkbox"/> |
| Club Sponsor Rate | <input checked="" type="checkbox"/> |
| Member Rate | <input checked="" type="checkbox"/> |
| Super Saver Rate | <input checked="" type="checkbox"/> |

Default Service Ledger Accounts

Sales Account** Professional Fees (4000)


Expense Account Miscor (misc)

Sort order for Product/Service Menus Item Description

Now we know where the product and price rates are derived from and where they can be changed. Let's continue creating the invoice we're going to send to Lisa Smith for her wedding favors.

Stock Tracking Movement

Creating a sales invoice *reduces* the amount in stock. **Accounting** tracks your stock by recording stock movements each time stock is bought and sold. Each stock movement has a type which records whether stock was added or removed. Whenever a sales invoice is recorded in **Accounting** that includes a stock item, an **Adjustment Out** transaction is tracked and **Accounting** automatically reduces stock levels for this item. By adding *100 Chocolate Wedding Bells* to Lisa Smith's Invoice, it can be reflected as **Goods Out** within the Inventory Management Screen. When the inventory was added to Divine Chocolates it was recorded as a **Stock Take Adjustment** under **In**.

STOCK 

Milk Chocolate Wedding Bells Adjust Stock Level Edit

MCWB-100

| Stock Levels | | | Sales | | Purchases | | |
|-------------------|---------------|------------------|-------------|------------|-----------------|---------------|--------------|
| QUANTITY IN STOCK | REORDER LEVEL | REORDER QUANTITY | SALES PRICE | LAST SALE | LAST COST PRICE | LAST PURCHASE | AVERAGE COST |
| 25.00 | 25.00 | 100.00 | \$7.50 | 05/02/2018 | \$3.00 | 05/01/2018 | \$3.00 |

Activity Item Details

0 Selected Type to search From 04/02/2018 To 05/02/2018 Filter

| Date | Type | Reference | Details | In | Out | Cost Price | Sales Price |
|------------|---------------|-----------|-----------------------------|--------|--------|------------|-------------|
| 05/02/2018 | Goods Out | SI-4 | Sales Invoice to Lisa Smith | | 100.00 | | 7.50 |
| 05/01/2018 | Adjustment In | | Stock take adjustment | 100.00 | | 3.00 | |

Show 10 records Page 1 of 1 7 records

Discounts

Discounts can be offered in the form of a flat rate amount *or* a percentage. You can offer either/or, but not both on one-line item. If you recall, Divine Chocolates was offering all customers 10% off all orders placed on Grand Opening day.

| Product / Service | Item* | Ledger Account* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|-------------------|------------------------------|-------------------------|----------|-------------|-----------|------------|-------------|-------|
| Milk Chocolate W | Milk Chocolate Wedding Bells | 4000 - Sales - Products | 1.00 | 7.50 | 0.00 | HST 13.00% | 0.98 | 8.48 |
| | | 4000 - Sales - Products | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |

- *Input 10* in the percentage box and **Accounting** will automatically calculate the discount amount of 37.50\$ off the gross amount of the bride's order.

Tax Rate

The Tax Rate calculated here is determined by the Province Divine Chocolates indicated, when creating the business account within **Accounting** within the Quick Start wizard during customer set up:

Step 2 of 3
Let's set up your business

Where do you run your business from day-to-day?

Business Trading Address

Address 1** 150 Hershey Way

Address 2

Town / City** Toronto

Province Ontario

Postal code** M3C 0C1

Telephone** 392050200

Save and Continue

Step 3 of 3
Let's set up your business

And finally, do you charge Sales Tax?

Sales Tax

Collect I collect HST
 I don't collect any tax

HST Number* 123456789 RT 1234

Tax rates for Ontario

All Done!

Divine Chocolates indicated the location for conducting business was located in the **Province** of Ontario and that they will charge and collect **Sales Tax** during the set-up wizard. **Accounting** automatically calculated/stored all applicable taxes. Divine Chocolates is thrilled knowing they will always be compliant with the Canada Revenue Agency.

Tax Amount

Once the Tax Rate has been pre-filled, **Accounting** will calculate the sales tax and display the amount in the **Tax Amount** column along with the line item total in the **Total** column.

New Sales Invoice ⊙
Create a new invoice to send to your customer. To search for or to create a new customer, start typing in the Name box.

Customer** Lisa Smith (Wedding) Invoice Date** 03/01/2018 Due Date** 03/01/2018 Reference e.g. Order Number Invoice Address* 200 Ediston Avenue Toronto ON M3N 1H7 Delivery Address 200 Ediston Avenue Toronto ON M3N 1H7

| Product / Service | Item* | Ledger Account* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|-------------------|------------------------------|-------------------------|----------|-------------|-----------|------------|-------------|--------|
| Milk Chocolate W | Milk Chocolate Wedding Bells | 4000 - Sales - Products | 50.00 | 7.50 | 0.00 | HST 13.00% | 48.75 | 423.75 |
| | | 4000 - Sales - Products | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |

Notes

Terms and Conditions
Lisa, thank you for your business! We look forward to creating delicious wedding favors for your wedding day!
Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup.

Shipping* HST 13.00% 0.00
Discount 0.00
Amount Ex Tax 375.00
HST 13.00% 48.75
Total 423.75

Save as: Draft Invoice
Draft and Prep Form Invoices do not update your Accounts

Save Save & Email Cancel

Tax Settings

Divine Chocolates will charge HST tax so we'll leave it selected for the invoice. If a tax rate doesn't appear within the invoice **Tax Rate** selection, or needs to be modified, it can be done within **Sales Taxes** within **Settings**:



SETTINGS > FINANCIAL SETTINGS > SALES TAXES

Sales Tax Settings ⓘ

Sage One automatically applies the right sales tax rate, depending on the province where you deliver goods or provide services. All you need to do is enter your tax registration numbers for the provinces where you'd like to do business below.

| Tax Type | Province | I will not collect tax here | Registration Number | Tax Return Frequency |
|----------|------------------|-----------------------------|---------------------|----------------------|
| GST/HST | All | <input type="checkbox"/> | 576576576 RT 7899 | Monthly |
| PST | British Columbia | <input type="checkbox"/> | PST - 1234 - 1234 | Please select |
| PST | Manitoba | <input type="checkbox"/> | PST - 123456789 | Please select |
| QST | Quebec | <input type="checkbox"/> | 1234567890 TQ 1234 | Please select |
| PST | Saskatchewan | <input type="checkbox"/> | PST - 123456789 | Please select |

Save **Cancel**

- If the tax rate needs to be changed within the invoice, select the correct tax situation from the drop-down arrow:

Tax Rate*

HST 13.00% ▼

HST 13.00%

HST 5.00%

Zero Rated 0.00%

Exempt 0.00%

No Tax

HST/PST/QST –

- HST or the harmonized sales tax is a consumption tax in Canada. It is used in provinces where both the federal goods and services tax (GST) and the regional provincial sales tax (PST) have been combined into a single value added sales tax.
- PST are separate provincial sales taxes and are dependent upon region. PST are collected in the provinces of British Columbia, Saskatchewan, Manitoba and Quebec. The PST applies to both taxable and zero-rated items and is paid to the CRA. This includes Harmonized Sales Tax, Provincial Sales Tax
- QST - Québec places an additional levy called Québec Sales Tax in addition to the GST

Zero Rated, No Tax, Exempt - Items are not subject to sales tax.



For additional information regarding sales taxes in Canada, you can refer to the following information: <https://www.sage.com/ca/Sage-Advice/Articles/19768/2015/7/3/GST-PST-QST-%E2%80%93-a-guide-to-Canadian-taxes>

Now that we've added all applicable products/services from inventory Divine Chocolates want to bill Lisa Smith for, let's finish filling out the rest of the invoice. Navigate down to **Notes** and **Terms and Conditions**.

| Product / Service | Item* | Ledger Account* | Qty/Hrs* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|-------------------|------------------------------|-------------------------|----------|-------------|-----------|------------|-------------|--------|
| Milk Chocolate W | Milk Chocolate Wedding Bells | 4000 - Sales - Products | 100.00 | 7.50 | 0.00 | HST 13.00% | 97.50 | 847.50 |
| | | 4000 - Sales - Products | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |

Notes

Default Notes appear here

Terms and Conditions

Lisa, thank you for your business! We look forward to creating delicious wedding favors for your wedding day!

Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup.

Shipping* HST 13.00% 0.00

Discount 0.00

Amount Ex Tax 750.00

HST 13.00% 97.50

Total 847.50

Save Save & Email Cancel

Notes

These shouldn't be confused with the **Notes** added when setting up the customer record. Those are for informational purposes only, whereas these **Notes** appear on the invoice when emailed or mailed to customers.

⚙️ These default notes *apply to all customers* and are pulled automatically from **SETTINGS > INVOICE FORM SETTINGS > TERMS & CONDITIONS/NOTES**

TERMS & CONDITIONS

Standard terms of sales for your customers, such as payment due details. You can edit these further when you create each document.

Invoice Delivery Note Quote Estimate

Default Terms and Conditions appear Here

Terms (from Record and Transactions Settings)

30 days

NOTES

Standard information you'd like to print on each document, such as bank details for payment. You can edit these further when you create each document.

Invoice Credit Note

Default Notes appear here

You can override the default note by typing a unique message specific to a single customer here within the customer contact record. Type the example shown here for Lisa Smith's invoice:

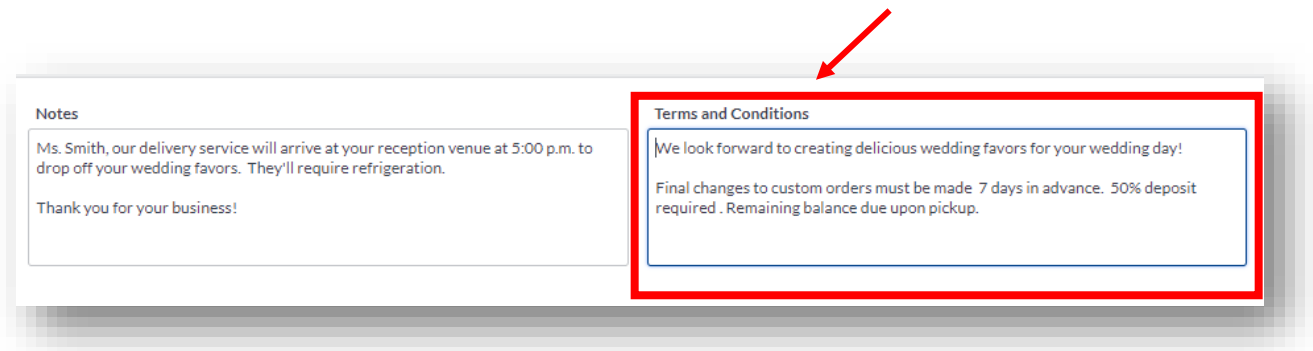
Ms. Smith, our delivery service will arrive at your reception venue at 5:00 p.m. to drop off your wedding favors. They'll require refrigeration. Thank you for your business!

OR

*Hours: Monday - Friday 10 a.m. - 7:00 p.m., Saturday - 10 a.m. - 6:00 p.m.
Closed Thanksgiving, Christmas and Boxing Day. Be sure to pre-order!*

Terms and Conditions

As with the notes above, you can personalize terms or conditions specific to Lisa Smith regarding her account here, overriding the default terms and conditions found within **Settings**. If we didn't add any to her customer **Contact** record the **Notes** and **Terms and Conditions** would pull from the default messages in **Settings**.



The screenshot shows a customer record interface with two main sections: 'Notes' and 'Terms and Conditions'. The 'Notes' section contains the text: 'Ms. Smith, our delivery service will arrive at your reception venue at 5:00 p.m. to drop off your wedding favors. They'll require refrigeration. Thank you for your business!'. The 'Terms and Conditions' section contains the text: 'We look forward to creating delicious wedding favors for your wedding day! Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup.' A red arrow points to the 'Terms and Conditions' section, which is highlighted with a red border.

If you recall, when we created Lisa Smith's customer record, we added specific **Terms and Conditions** which have automatically populated on the invoice:

Lisa, thank you for your business! We look forward to creating delicious wedding favors for you wedding day! Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup/delivery.

Activity Contacts and Addresses **Payment Details** Options Notes

Payment Terms

Credit Limit (\$) 1,500.00

Credit Terms 30 Days

Terms and Conditions

Lisa, thank you for your business! We look forward to creating delicious wedding favors for your wedding day!

Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup.

If we didn't add any **Notes** or **Terms and Conditions** to her record they would pull from the default messages in **Settings** shown below.



The **Terms and Conditions** shown on the invoice are pulled from **SETTINGS > INVOICE FORM SETTINGS UNLESS** specific Terms & Conditions have been created within the customers record.

TERMS & CONDITIONS

Standard terms of sales for your customers, such as payment due details. You can edit these further when you create each document.

Invoice Delivery Note Quote Estimate

Default Terms and Conditions appear Here

Terms (from Record and Transactions Settings)

30 days

NOTES

Standard information you'd like to print on each document, such as bank details for payment. You can edit these further when you create each document.

Invoice Credit Note

Default Notes appear here

Our invoice is almost complete. Let's look at the totals on the bottom right:

- **Shipping:** If your company is shipping products, and charge taxes to ship those items, select the correct tax rate within the drop-down menu. If you don't charge tax to ship your products, leave this box at 0.00\$.

- **Discount:** Any applicable discounts applied to your order above will be calculated and displayed here. Since Lisa Smith placed her order during the Grand Opening event, she received a 10% discount, which automatically calculated to be \$37.50.

| | | |
|---------------|------------|---------------|
| Shipping* | HST 13.00% | 0.00 |
| Discount | | 37.50 |
| Amount Ex Tax | | 537.50 |
| HST 13.00% | | 69.88 |
| Total | | 607.38 |

Save Save & Email Cancel

- **Amount Ex Tax:** This is the Total amount of the invoice for all products and services listed above, excluding any sales tax.
- **HST 13.00%:** The tax amount shown on this line item is calculated based on the tax rates for the products and services selected on the invoice as well as the province in which Divine Chocolates is doing business, Ontario.
- **Total:** The total amount of the invoice, including/excluding any taxes, shipping costs and applicable discounts.

Invoice Completion Options

Now that Divine Chocolates has finished their first invoice, Christina has multiple completion options. She can:

Save as: Draft Invoice
Draft and Pro Forma Invoices do not update your Accounts

Save Save & Email Save & Print Save & New Cancel

- **Save** the invoice. This will update ledger accounts.
- **Save and email** the invoice. This will update ledger accounts and email the individual invoice to the customer.
- **Save & Print** the invoice, which will update ledger accounts and print out a physical copy.
- **Save & New** will update ledger accounts and start creating a new invoice.

- **Draft Invoice** will not update ledger accounts. These are invoices not ready to be sent with non-posting transactions, also known as 'Delayed Charges'.
- **Pro-Forma Invoice** will not update ledger accounts. These are invoices not ready to be sent with non-posting transactions, or 'Delayed Charges'

A screen shot of each scenario is shown below.

Save:

Sage One Accounting | Divine Chocolates (Owner) | Help

Summary | Sales | Expenses | Contacts | Products & Services | Banking | Journals | Reporting | Settings

Sales Invoice: SI-1 | UNSENT | AWAITING PAYMENT

View, edit or manage your Sales Invoice.

Great! Invoice Created
Add another invoice | View all invoices

To: **Lisa Smith (Wedding)**

Invoice Address: 200 Edlston Avenue, Toronto ON M3N 1H7
 Delivery Address: 200 Edlston Avenue, Toronto ON M3N 1H7
 Invoice Date: Mar-05, 2018
 Due Date: Apr-04, 2018
 Due in 30 days

| Item | Qty/Hrs | Price/Rate | Discount | Tax | Amount |
|---|---------|------------|-----------------|----------------------|-----------------|
| Milk Chocolate Wedding Bells Sales - Products (4000) | 50.00 | 7.50 | 37.50 10.00% | 43.88 HST 13.00% | 337.50 |
| White Wedding Favor Boxes with White Boxes Sales - Products (4000) | 50.00 | 1.50 | 0.00 0.00% | 9.75 HST 13.00% | 75.00 |
| Delivery Service Sales - Services (4001) | 1.00 | 125.00 | 0.00 0.00% | 14.25 HST 13.00% | 125.00 |
| | | | | Subtotal | 537.50 |
| Includes a discount of 37.50 | | | | | |
| | | | | Tax Breakdown | |
| | | | | HST: 537.50 @ 13.00% | 69.88 |
| Total (101.00 items) | | | | | \$607.38 |

AMOUNT PAID: \$0.00 | AMOUNT OUTSTANDING: \$607.38
Record Payment

Activity: MAR 05, 2018 - 2:05 PM Created

Once saving, the invoice appears as a single line item on the **Sales Invoices** Dashboard:

The screenshot shows the Sage One Accounting interface for Sales Invoices. The table below is highlighted with a red border, and a red arrow points to the 'Customer' column for the first row.

| Invoice Number | Invoice Date | Customer | Telephone | User | Total | Outstanding | Issued | Status |
|----------------|--------------|------------|-----------|------|--------|-------------|--------|--------|
| SI-1 | 03/05/2018 | Lisa Smith | | Y1 | 607.38 | 607.38 | No | Unpaid |

Save and Email:

The 'Email Invoice' dialog box is shown with the following details:

To** lsmith@aol.com

Cc JaneJoneWeddings@weddings.com

Copy to me (Christina.Lopez88208@sageone.com)

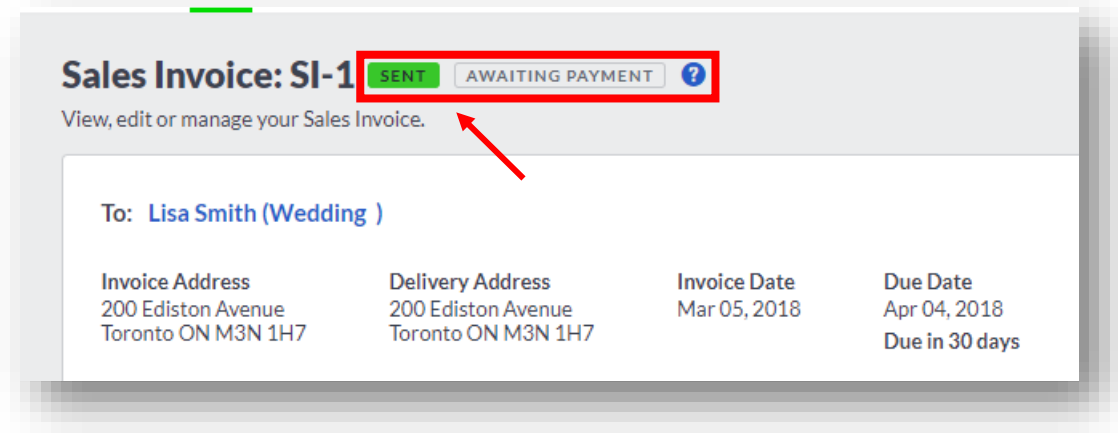
Subject** Invoice# SI-1 from Divine Chocolates

Message** Thank you for your business - we're pleased to attach your invoice in PDF.
Full details, including payment terms, are included.
If you have any questions, please don't hesitate to contact us.
Kind regards,
Divine Chocolates
7389729929

Edit your email defaults in Settings

Send Cancel

A notification will appear at the top that the invoice has been sent (emailed) and highlighted in green:



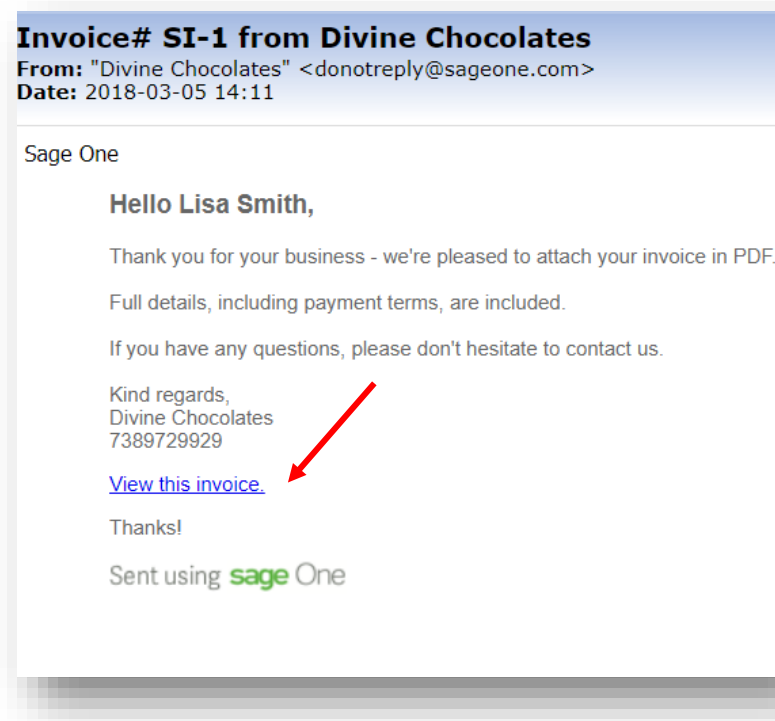
Sales Invoice: SI-1 **SENT** **AWAITING PAYMENT** ?

View, edit or manage your Sales Invoice.

To: **Lisa Smith (Wedding)**

| Invoice Address | Delivery Address | Invoice Date | Due Date |
|--|--|--------------|--------------------------------|
| 200 Ediston Avenue Toronto ON M3N 1H7 | 200 Ediston Avenue Toronto ON M3N 1H7 | Mar 05, 2018 | Apr 04, 2018 Due in 30 days |

The customer will receive an email to pay their invoice:



Invoice# SI-1 from Divine Chocolates
From: "Divine Chocolates" <donotreply@sageone.com>
Date: 2018-03-05 14:11

Sage One

Hello Lisa Smith,

Thank you for your business - we're pleased to attach your invoice in PDF.
 Full details, including payment terms, are included.
 If you have any questions, please don't hesitate to contact us.

Kind regards,
 Divine Chocolates
 7389729929

[View this invoice.](#)

Thanks!

Sent using **sage One**

Upon clicking on '**View this Invoice**' the customer can make a payment directly from their bill. You must set up credit card terms in **Accounting** settings, otherwise a link will not appear for the customer to make a payment.

⚙️ **SETTINGS > CONNECT > ONLINE PAYMENTS > PAYA**

Online payment settings

Set up your business to receive online payments from customers.

PayPal **Paya**

Paya Account

Account Settings: [Edit](#) [Disable](#)

* Required field

Merchant ID**
206630534218

Merchant Key**

Default Bank Account**
Student /Instructor Account - Chequing (1090)

Credit card transaction reports

View your credit card transaction reports in the Paya Virtual Terminal

Save **Cancel**



NOTE: This invoice shows no customizations. We will learn how to add a link later in the lesson.

Upon launching the invoice, this is what Ms. Smith would see. If credit card payments were enabled, a link would appear at the bottom.

View invoice [Save PDF](#) [Print](#)

Invoice

Number: SI-1
Issued: 03/05/2018
Due: 04/04/2018

Deliver To
200 Ediston Avenue
Toronto ON M3N 1H7

Lisa Smith (Lisa Smith)
200 Ediston Avenue
Toronto ON M3N 1H7

0 / 0

Divine Chocolates
100 Chocolate Way
Toronto ON M4B 1B3
Canada
7389729929
Christina.Lopez88208@sageone.com
GST/HST 123456789 RT 1234

| Item | Qty/Hrs | Price/Rate | Discount | Sales Tax | Amount |
|--|---------|------------|----------------|------------|-----------------|
| MCWB-100 Milk Chocolate Wedding Bells | 50.00 | 7.50 | 37.50 (10.00%) | HST 13.00% | 337.50 |
| WH - Boxes 2 oz. White Wedding Favor Boxes with White Bows | 50.00 | 1.50 | | HST 13.00% | 75.00 |
| DEL - 200 Delivery Service | 1.00 | 125.00 | | HST 13.00% | 125.00 |
| Subtotal | | | | | 537.50 |
| HST 13.00% | | | | | 69.88 |
| Invoice Total | | | | | 607.38 |
| Total to Pay | | | | | \$607.38 |

Comments
Ms. Smith, our delivery service will arrive at your reception venue at 5:00 p.m. to drop off your wedding favors. They'll require refrigeration. Thank you for your business!

Terms and Conditions
Final changes to custom orders must be made 7 days in advance. 50% deposit required. Remaining balance due upon pickup.

Save & New:

A blank new invoice is launched without any of the previous customer's information. An invoice can be easily copied to expedite having to rekey identical or similar invoices.

New Sales Invoice

Create a new invoice to send to your customer. To search for or to create a new customer, start typing in the Name box.

Customer** Invoice Date** 03/05/2018 Due Date** 04/04/2018 Reference

| Product/Service | Item* | Ledger Account* | Qty/Units* | Price/Rate* | Discount* | Tax Rate* | Tax Amount* | Total |
|-----------------|-------|---------------------|------------|-------------|-----------|------------|-------------|-------|
| | | 4000-Sales-Products | 1.00 | 0.00 | 0.00 | HST 13.00% | 0.00 | 0.00 |

Notes: Default Notes appear here

Terms and Conditions: Default Terms and Conditions appear Here

Shipping* HST 13.00% 0.00

Discount 0.00

Amount Ex Tax 0.00

Total 0.00

Save as: Draft Invoice

Save Save & Email Cancel

With the invoice complete, inventory is automatically updated:

STOCK

Milk Chocolate Wedding Bells
MCWB-100

Adjust Stock Level Edit

| Stock Levels | | | Sales | | Purchases | | |
|-------------------|---------------|------------------|-------------|------------|-----------------|---------------|--------------|
| QUANTITY IN STOCK | REORDER LEVEL | REORDER QUANTITY | SALES PRICE | LAST SALE | LAST COST PRICE | LAST PURCHASE | AVERAGE COST |
| 0.00 | 25.00 | 100.00 | \$6.75 | 03/05/2018 | \$3.00 | 02/27/2018 | \$3.00 |

Activity Item Details

0 Selected

From 02/10/2018 To 03/12/2018 Filter

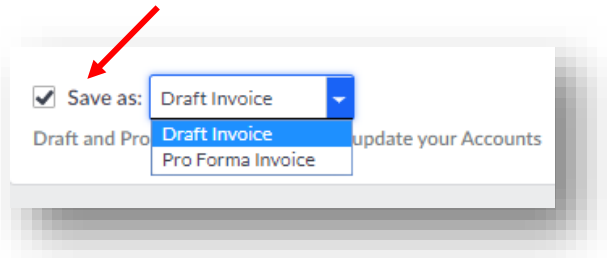
| Date | Type | Reference | Details | In | Out | Cost Price | Sales Price |
|------------|----------------|-----------|-----------------------------|-------|-------|------------|-------------|
| 03/05/2018 | Goods Out | SI-1 | Sales Invoice to Lisa Smith | | 50.00 | | 6.75 |
| 02/27/2018 | Adjustment In | | Stock take adjustment | 2.00 | | 3.00 | |
| 02/27/2018 | Adjustment Out | | Item damaged | | 2.00 | | |
| 02/27/2018 | Adjustment In | | Opening Balance | 50.00 | | 3.00 | |

Show 10 records Page 1 of 1 4 records

Draft and Pro Pro-Forma:

Pro-Forma's are different than an invoice in that they're not a payment demand or request. Pro-forma invoices can be sent from a business as a 'good faith' agreement designed to give customers an idea of how much products or services they buy from you will cost, before you deliver them. Some businesses request pro forma invoices for their internal purchasing approval process.

Be sure to click on the **Save As** box on the bottom left. Select either **Draft Invoice** or **Pro-Forma** from the drop-down box



Creating a pro forma does not update the values in your accounts; the invoice is purely informational. Once a customer confirms they will buy the product or service, both a pro-forma and a draft can easily be converted to a full invoice to be sent for payment.

What's the difference?

So what's the difference between a draft, a quote/estimate and a pro-forma? A draft is 2-dimensional. It's less formal. You create one and then, when it's agreed, you convert it to an invoice. The others typically follow a process from draft through completed, accepted, invoiced or rejected.

Completed Invoice Options

You've just completed your first invoice! Let's explore all the options within the invoice:

- Recording Payment
- Editing
- Email
- Copy
- Download
- Print
- Add/crate a Credit Note
- Print a Packing Slip
- Void
- Customer/Invoice Activity/History

Sales Invoice: SI-1 SENT AWAITING PAYMENT ⓘ

View, edit or manage your Sales Invoice.

To: **Lisa Smith (Wedding)**

Invoice Address: 200 Ediston Avenue, Toronto ON M3N 1H7
 Delivery Address: 200 Ediston Avenue, Toronto ON M3N 1H7
 Invoice Date: Mar 05, 2018
 Due Date: Apr 04, 2018
 Due In 30 days

| Item | Qty/Uls | Price/Rate | Discount | Tax | Amount |
|--|---------|------------|-----------------|---------------------|-----------------|
| ▶ Milk-Chocolate Wedding Bells Sales - Products (4000) | 50.00 | 7.50 | 37.50 10.00% | 45.00 HST 13.00% | 337.50 |
| ▶ White Wedding Favor Boxes with White Bows Sales - Products (4000) | 50.00 | 1.50 | 0.00 0.00% | 9.75 HST 13.00% | 75.00 |
| ▶ Delivery Service Sales - Services (4001) | 1.00 | 125.00 | 0.00 0.00% | 16.25 HST 13.00% | 125.00 |
| Subtotal | | | | | 537.50 |
| Includes a discount of 37.50 | | | | | |
| Tax Breakdown | | | | | |
| HST: 537.50 @ 13.00% | | | | | 69.88 |
| Total (101.00 Items) | | | | | \$607.38 |

AMOUNT PAID: \$0.00 **AMOUNT OUTSTANDING: \$607.38**

[Record Payment](#)

[Email](#) [Print](#)
[Edit](#) [Add credit note](#)
[Copy](#) [Print packing slip](#)
[Download](#) [Void](#)

Activity

MAR 05, 2018 - 2:05PM
 Created

Show me how it used to be... [We'd love your feedback](#)

Sales Reporting at a Glance

Sales and revenue are the heart and soul of every business. Analyzing data is important regardless of industry or size. For Divine Chocolates, this information will keep Christina well informed. She'll know exactly how her business is doing, what is working, and what isn't. By reviewing her sales and revenue numbers as often as possible will keep her on track to meet monthly goals. Knowing sales and revenue is key so she can compare it against her expenses. One way to do this in **Accounting** is in the **Sales** tab, next to the **Getting Started** dashboard.

Accounting | Divine Chocolates (Owner) | Help

Summary | Sales | Expenses | Contacts | Products & Services | Banking | Journals | Reporting | Settings

Hi, Kim

The Summary tab gathers key information about your business.

Getting Started | **Sales** | Expenses | Cash Flow Statement | Cash Flow Forecast

Set up customers

- Create or import customers
- Enter money customers owe to you
- Review the Accounts Receivable report

Connect bank accounts

- Set up and connect your online bank accounts

Set up vendors

- Create or import vendors
- Enter money you owe to vendors
- Review the Accounts Payable report

Set up chart of accounts

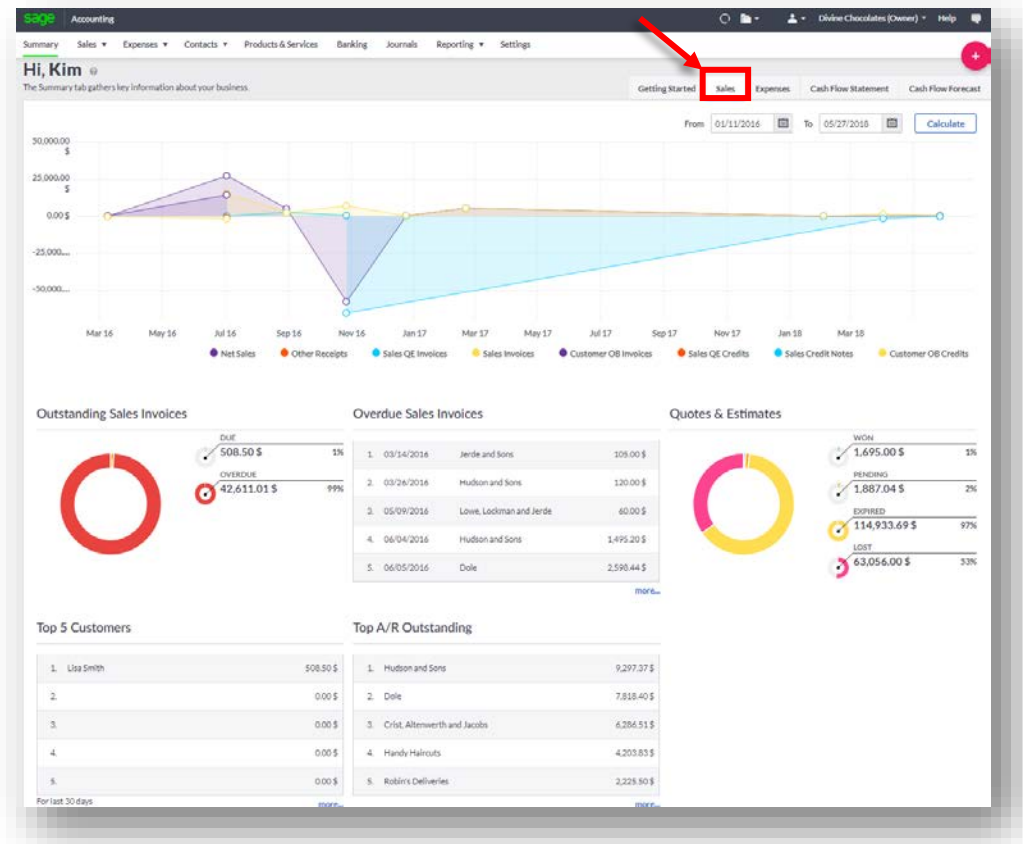
- Review the standard chart of accounts
- Enter opening account balances
- Review the Trial Balance report

Optional extras

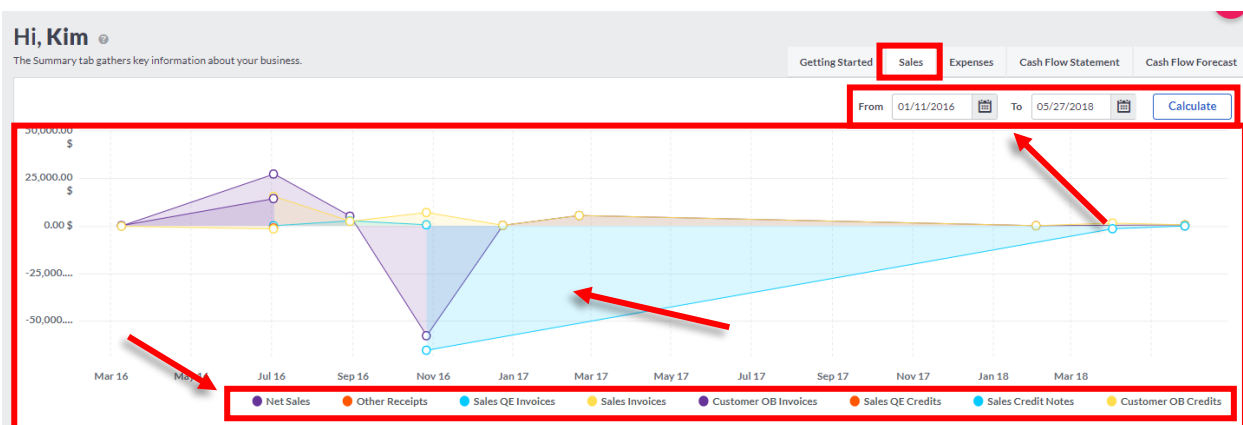
More customization settings

- Enter information about your business
- Record key pieces of information about your business
- Want to customize your invoices?
- Do you sell products, or services?
- Do you have departments, cost codes, or projects?
- Do you buy or sell in foreign currencies?
- Do you work with colleagues?
- Review default settings and preferences

Click on the second tab, **Sales**.



On the top, Christina's able to get an overview of the value of her **Sales Invoices** and **Credit Notes** net value of her sales for the last 30 days. The snapshot can be edited by changing the date range by entering specific dates in the **From and To** fields. Additionally, she can zoom in on and highlight a range on the chart to explore in detail. By clicking on the circular buttons underneath the graph, Christina is able to change what sales information she sees.





Lesson: Add the remaining items Divine Chocolates will be invoicing Lisa Smith for:

- ✓ Delivery Service
- ✓ Wedding favor boxes/bows



Check Your Knowledge

Answer the following questions about the material covered in this lesson.

Short Answer

Write a short answer to the question below.

1. How do you get to the Sales Invoices menu to create an invoice?
-
-

Multiple Choice

Mark the correct answer(s) to the question below.

2. Divine Chocolates wants to search for an invoice by **Status Type**. However, the field doesn't seem to be appearing. What did Christina forget to do?
 - A. Sign Out
 - B. Click on 'More' on the dashboard below
 - C. Balance her ledger accounts
 - D. Create a bank account

3. To change the appearance of how columns appear on the **Sales Invoice** dashboard:
 - A. Drag and drop the columns to position them
 - B. Column headers can't be change on the dashboard
 - C. Type the new name of the column at the top
 - D. Click on the wheel to the left of the Invoice Number

4. You can search by Invoices multiple ways on the Invoice dashboard. What are they?
 - A. Outstanding, Overdue, Unpaid

- B. Cancelled, Pending, Picked-Up
C. Part Paid, Paid
D. Void, Draft and Pro-Forma
5. Where can you override the *default* settings for a specific customer to change the credit limit/credit terms (number of days an invoice is due):
A. Record and Transaction Settings
B. User Management
C. Customer Contact Record, Payment Details Tab
D. Banking
6. While Christina was creating an invoice for Lisa Smith, she tried adding an item to the invoice, but for some reason, the inventory item wasn't appearing in the drop down box within the Product/Services menu. What could the reason be? Select all that apply:
A. The customer cancelled the order
B. The item wasn't created in Inventory, within the Products and Services menu
C. Payment is overdue
D. The inventory item has been set to inactive
7. There are three places a GL (general ledger/chart of accounts) code can pull from when creating an invoice. What are they? There is a hierarchal level that determines which one is used. Select all that apply:
A. Default Settings, Record and Transaction Settings
B. Customer Contact Record, Options tab, Account Details
C. Settings, Financial Settings
D. Products and Services, Inventory, Sales Account
8. While Christina was creating an invoice, she received an error message stating there wasn't enough quantity in stock to fulfill the invoice. She received a shipment this morning but hasn't had an opportunity to update her inventory before creating the bill. How can she proceed with completing the invoice?
A. She is unable to. She'll need to cancel her invoice.
B. Save her invoice as a draft. Navigate to Products and Services and Adjust Stock Level, enter the amount of stock the quantity is increasing by and select Reason - Stock Take Adjustment.
C. Add the inventory on the fly directly from the Sales Invoice
D. Ask the customer to delay their order
9. Divine Chocolates offers senior citizens and members of the Humane Society - Canada a 10% discount the 1st Monday of every month on all purchases online or in

the store. It's a very busy day for Divine Chocolates. Instead of typing in the discounted rate on every invoice, Christina knows she can create a special rate for those customers to expedite invoices. How? Select all that apply:

- A. Give them a token when they come in the door
- B. Select one item to offer the discount on, use her calculator to determine the discount and override the price in the amount column
- C. Add the discount in the form of a credit on their account for future use
- D. Setting up a special pricing default under Product Prices/Service Rates within Record and Transaction Settings for Seniors/Humane Society Members.

10. Whenever a sales invoice is recorded in **Accounting** that includes a stock item, a/an _____ transaction is tracked and Accounting automatically _____ stock levels for this item.

- A. Adjustment In / Increases
- B. Incomplete / Replenishes
- C. Adjustment Out / Reduces
- D. Temporary / Reorders

11. The following are accurate statements regarding taxes in Accounting: (Check all that apply)

- A. The tax amount that appears on an invoice is determined by the Province a company is doing business in
- B. The tax amount is determined when setting up a company in the Quick Start Wizard
- C. Tax rates can be overridden here at the invoice level
- D. A registration number is needed and the tax return frequency needs to be determined when collecting tax. This can be changed/edited in Settings > Financial Settings > Sales Taxes

12. Notes/Terms and Conditions can print on all invoices, be overridden when creating an invoice or customized for a particular customer. How can you ensure customized message appears for one of your customers every time an invoice is created? (Select all that apply)

- A. Retype it every time a new invoice is created
- B. Navigate to Settings and change it within Record and Transaction Settings.
- C. Add it to the Notes/Terms and Conditions directly from within the Customer Contact Record within the Payment Details tab
- D. Customer accepts terms and conditions

13. There are several options for completing an invoice. What are they? (Select all that apply)

- A. _____ Save as a Draft / Save as a Pro - Forma
- B. _____ Save, Save and New
- C. _____ Save and Email, Save and Print
- D. _____ Save and Request Payment

14. Once an invoice is completed, there are several options. What are they? (Select all that apply)

- A. _____ Record Payment, Edit
- B. _____ Initiate automatic funds transfer from customer account to company account
- C. _____ Create a Credit, Void, Print Packing Slip
- D. _____ Email, Copy, Download a PDF

True or False

Enter 'T' for True or 'F' for False for each of the affirmations below.

- 15. _____ Creating an invoice creates an Accounts Payable for the company
- 16. _____ **Prior** to creating any sales invoices, there are several key customer settings that should be reviewed in the profile record including invoice address, who should be cc'd on invoice/statement emails, credit terms, price defaults and how customer statements should be received.
- 17. _____ To expedite creating an invoice, contact records for customers, products and services, should be created ahead of time
- 18. _____ The Invoice Date defaults to today's date. By default, customers have 120 days to pay their bill and is set within the Record and Transaction Settings.
- 19. _____ Accounting allows stock levels to go into a negative value
- 20. _____ Accounting allows up to 50 different price defaults for products/services
- 21. _____ Creating a sales invoice increases the amount in stock
- 22. _____ Accounting automatically calculates Discounts within the invoice. You can offer a flat rate amount **and** a percentage for two discounts.

Please note:

Every effort has been made to ensure that the information provided in this educational series is accurate, up-to-date, and complete, but no guarantee is made to that effect. URLs and additional resources 'Beyond the Classroom' are continuously changing. Because the software is customizable in a number of ways, the language used in this guide may be different from what you 'see' when you work with your company's data file(s).

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