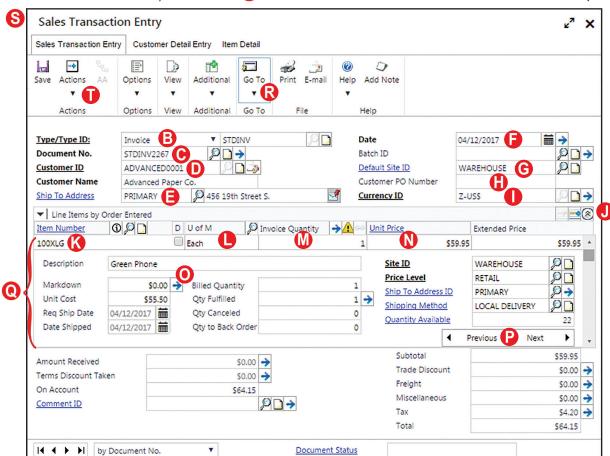# MAKE A CREDIT SALE

OVERVIEW

The Sales Transaction Entry window is used to process and record a credit sale invoice. After the Sales Transaction Entry window is posted, the accounts receivable subsidiary records and the perpetual inventory records are updated for the effects of the transaction. Later, when the transaction is posted to the general ledger, accounts receivable and cost of goods sold are debited and sales revenue, inventory, and sales taxes payable are credited.

QUICK REFERENCE TABLE

Step	Box or Other Location	Procedure
A	Navigation Pane buttons	Click *Sales* → *Transactions* → *Sales Transaction Entry*.
B	Type/Type ID	Select Invoice as the document type.
C	Document No.	Accept the default invoice number or type the correct invoice number.
D	Customer ID	Select the Customer ID.
E	Ship To Address	Accept the default Ship To Address or select a different address.
F	Date	Review the default invoice date and change if necessary.
G	Default Site ID	Accept the Default Site ID or select a different Site ID.
H	Customer PO Number	Type the customer's purchase order number, if applicable.
I	Currency ID	Select Z-US$ or another currency if the transaction is not in US dollars.
J	Show Details button	Click the Show Details button.
K	Item Number	Select the inventory item sold.
L	Unit of Measure (U of M)	Accept the default or select a different unit of measure for the item.
M	Invoice Quantity	Accept the default quantity sold or type the correct quantity.
N	Unit Price	Accept the default Unit Price or type the correct price if different.
O	Markdown box and expansion button	Enter price markdown information, if applicable.
P	Next button	Click the Next button if there are additional items being sold.
Q	Various	Repeat steps K through P for each type of inventory item sold.
R	Go To menu/Distributions option	Click the Go To menu and select the Distributions option to verify the general ledger distributions.
S	Sales Transaction Entry window	Review the Sales Transaction Entry window for completeness and accuracy.
T	Actions menu/Post option	Click the Actions menu and select the Post option to post the invoice.

Sales Transaction Entry Window (A) *Sales → Transactions → Sales Transaction Entry*

DETAILED INSTRUCTIONS

A. Click *Sales → Transactions → Sales Transaction Entry*

▶ *Click Sales → Transactions → Sales Transaction Entry to access the Sales Transaction Entry window in the Sales Order Processing Module.*

B. Select Invoice as the document type

The Sales Transaction Entry window can be used to enter sales quotes, orders, invoices, and sales returns.

▶ *Select Invoice as the document type.*

C. Accept the default invoice number or type the correct invoice number

Microsoft Dynamics GP automatically assigns the next sequential invoice number in the Document No. box.

▶ *Accept the default invoice number or type the correct invoice number.*

D. Select the Customer ID

▶ *Use the adjacent lookup button to select the Customer ID. The customer name will then appear in the box below.*

E. Accept the default Ship To Address or select a different address

▶ *Accept the default customer Ship To Address or select a different ship to address. The Ship To Address is the customer's address that the products should be shipped to.*

F. Review the default invoice date and change if necessary

▶ *If the invoice date is different than the date shown, type the correct date.*

G. Accept the Default Site ID or select a different Site ID

The Site ID identifies which of the company's locations the inventory will be shipped from.

▶ *Accept the Default Site ID or type the correct Site ID.*

H. Type the customer's purchase order number, if applicable

▶ *If the customer submits a purchase order, type the purchase order number. If there is no purchase order, skip the box.*

I. Select Z-US$ or another currency if the transaction is not in US dollar.

▶ *Select Z-US$ for the currency if the transaction is in US dollars. If the transaction is in a different currency, select the corresponding currency.*

J. Click the Show Details button

A Show Details button appears in the Sales Transaction Entry window to the right of the description field "Extended Price." The Show Details button reveals the additional boxes you will need to enter the sale of inventory items (Description, Markdown, Unit Cost, Extended Price, etc.).

▶ *Click the Show Details button to reveal all boxes in the scrolling window below.*

K. Select the inventory item sold

▶ *Use the Item Number lookup button to select the inventory item sold.*

L. Accept the default or select a different unit of measure for the item

▶ *Accept the default unit of measure (U of M) or select a different unit of measure if the inventory item is being sold in a different unit of measure.*

M. Accept the default quantity sold or type the correct quantity

▶ *Either accept the default quantity sold (1) or type the correct quantity.*

N. Accept the default Unit Price or type the correct price if different

▶ *Either accept the default unit price or type the correct price.*

O. Enter price markdown information, if applicable

The Markdown box is used to enter a price reduction for an inventory item. If there is a price reduction for the item, complete the following five steps:

▶ (1) *Click the Markdown box for the item being sold at a reduced price.*
▶ (2) *Click the Markdown expansion button to access the Sales Markdown Entry window.*
▶ (3) *In the Sales Markdown Entry window, click either the Percentage button or the Amount button, depending on the type of markdown. The default button is the Percentage button.*
▶ (4) *Type the price reduction percentage or amount in the box adjacent to the Percentage and Amount buttons.*
▶ (5) *Click the OK button to save the price reduction information.*

P. Click the Next button if there are additional items being sold

▶ *Click the Next button if there are additional inventory items being sold. Clicking the Next button will take you to a blank line item entry screen where you can type in the information for the next item sold.*

Q. Repeat steps K through P for each type of inventory item sold

▶ *Continue entering information for each type of inventory item sold. After you have entered all information for the last item sold, make sure you have clicked the Next button so that the screen shows a blank Item Number box. This allows Microsoft Dynamics GP to complete all window calculations (including the amount in the Tax box).*

R. Click the Go To menu and select the Distributions option to verify the general ledger distributions

After the last inventory item sold has been entered into the Sales Transaction Entry window, you are ready to review the general ledger account distributions and edit them if necessary.

▶ *Click the Go To menu and then select the Distributions option to access the Sales Distribution Entry window.*

Microsoft Dynamics GP automatically distributes amounts from the transaction to general ledger accounts based on information on file for the selected customer and the inventory items sold. These accounts are visible in the Sales Distribution Entry window.

The cost of goods sold and inventory portions of the entry do not show here, but the correct postings to these accounts are made when the invoice is posted. Because *Microsoft Dynamics GP* is designed to accommodate a multiple-user environment, and because many companies use

inventory methods that are dependent upon when a transaction occurs (LIFO, FIFO, etc.), cost of goods sold and inventory calculations are not made until each sale transaction is posted.

> ▶ *Click the Show Details button to display general ledger account descriptions for each posting account.*

> ▶ *If the account distributions are correct, close the window.*

> ▶ *To change an account distribution, click anywhere on the account number to be changed. Either type the new account number or click the Account lookup button to select the correct account number. After all account distribution changes are made, click the OK button to save the changes and to return to the Sales Transaction Entry window.*

S. Review the Sales Transaction Entry window for completeness and accuracy

Before the invoice is posted, most errors can be corrected by clicking the box with the error and making the correction. If you discover that an incorrect item number was entered for inventory sold, *Microsoft Dynamics GP* does not allow you to change the item number without first deleting the line with the incorrect item number on it.

Certain boxes cannot be changed after they are originally completed. For example, the invoice or document number and the customer selected cannot be changed after entered. Errors in these boxes can only be corrected by deleting the transaction and entering the transaction again.

> ▶ *Review the Sales Transaction Entry window for completeness and accuracy. If you find an error while reviewing the window, click the box with the error and make corrections. If you need to change the Item Number box for an inventory item sold, click any box for that item (Item Number, Description, Unit Price, etc.), and then click the Delete Row option (the red X on the left side of the Show Details/Hide Details button). Reenter all information for the correct item.*

> ▶ *If the box with the error cannot be accessed or changed, click the Delete button and click Delete again when asked if you are sure that you want to delete this record. Enter the transaction again by returning to step B.*

T. Click the Actions menu and select the Post option to post the invoice

The transaction is posted from the Actions menu using the Post option. Clicking the Post option posts the transaction to the customer and inventory subsidiary records, but does not post the transaction to the general ledger. Posting to the general ledger is discussed in another section. (See the Reference Material Guide, Post Transactions to the General Ledger).

> ▶ *After you are satisfied with all of the data in the Sales Transaction Entry window, click the Actions menu and then select the Post option to post the invoice.*

> ▶ *Close the Sales Transaction Entry window.*

TRANSACTION REVIEW

After clicking the Post option in the Sales Transaction Entry window, you can determine if the transaction has been posted to the subsidiary records by completing the steps that follow. Recall that the invoice has not yet been posted to the general ledger.

▶ *Click Sales → Inquiry → Transaction by Customer to open the Receivables Transaction Inquiry – Customer window. Use the lookup button to select the customer from your last transaction that you wish to review.*

Posted receivables transactions by document are shown in the scrolling window of the Receivables Transaction Inquiry – Customer window. All invoices contain the letters "SLS" in the Type box of the scrolling window.

▶ *Click once on the line containing the invoice just posted. With the selected invoice highlighted, move the cursor over the Document Number description field until the cursor turns into a hand.*

▶ *When the hand appears, click once on the Document Number description field to zoom to the Sales Transaction Inquiry Zoom window for the selected invoice.*

The window that appears is a replica of the Sales Transaction Entry window for the selected invoice. It is not possible to change information through the Sales Transaction Inquiry Zoom window. You can review the account distributions for the selected invoice by clicking the Go To menu and selecting the Distributions option. Observe that the inventory and cost of goods sold amounts have been automatically posted by *Microsoft Dynamics GP*. By clicking the Show Details button, you can review details for each inventory item sold.

▶ *Close the Sales Transaction Inquiry Zoom window and the Receivables Transaction Inquiry – Customer window.*

ERROR CORRECTION AFTER POSTING A TRANSACTION

If you discover an error after posting a credit sale, refer to Appendix A.