Make a Credit Sale

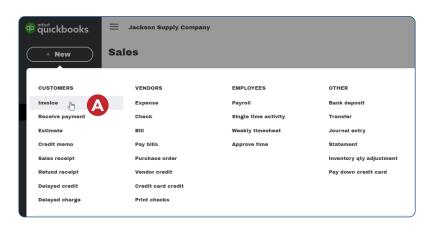
The Invoice window is used to process and record a sale when payment is expected in the future. After entering information and saving the completed Invoice window, the following has occurred:

| Transactions | DR | CR | Subsidiary Records Updated | General Ledger Updated |
|--|----|----|-------------------------------|---------------------------|
| Accounts Receivable | \$ | | \checkmark | \checkmark |
| Cost of Goods Sold* | \$ | | | √ * |
| Sales Revenue | | \$ | | \checkmark |
| Inventory* | | \$ | ✓* | √ * |
| Sales Taxes Payable | | \$ | | \checkmark |
| *Applies only to sales of inventory, not services. | | | | |

Quick Reference Table

| Step | Box or Other Location | Procedure |
|------|-----------------------|--|
| A | QBO Home Page | Click the + New button \rightarrow Invoice (in the Customers category) to open the Invoice window. |
| B | Customer | Select a customer from the drop-down list or add new. |
| C | Terms | Accept the default terms or select different terms from the drop-down list. |
| D | Invoice date | Accept the default date or change. |
| 6 | Invoice no. | Accept the invoice number or change. |
| 6 | Product/Service | For the first item sold, select the item from the drop-down list or add new. |
| G | Description | Accept the default description or edit. |
| 0 | Qty | Enter the quantity ordered by the customer. |
| 0 | Rate | Accept the default price or edit. |
| J | Various | Repeat steps F-I for each inventory item sold. |
| K | Balance Due | Verify that the balance due is correct. |
| l | Invoice window | Review the information to verify that it is correct. |
| M | Save options | Save the invoice and close the window. |

Make a Credit Sale QBO windows



| Customer ei | Customer email ⑦ Cc/Bcc | | Online payments Get set up Cards 💌 🕨 🖝 | - | | BALANCE DUE |
|--------------------|---------------------------------------|--|--|---|--|--|
| | Separate emails with a comma | | Bank transfer | | | \$0.00 |
| Send late | r (?) | | | | | |
| Terms 🕐 🕻 | | involce date | Due date | | Invoice no. | |
| 2% 10/Net 30 | • | 01/30/2023 | 03/01/2023 | | 1 | B |
| | 0 | Create recurring in | voice | | | |
| | | | Manage tag | s | | |
| g | | | | | | |
| | | | | | | |
| ERVICE ⑦ | SKU | DESC | RIPTION | QTY | RATE | AMOUNT |
| | | | G | () | 0 | 亩 |
| | | | | | | ā |
| I lines Add subtot | al | | | | Subtotal | \$0.00 |
| | | | | Discount p | ercen 🔻 | \$0.00 |
| e invoice. | | | | | | dd sales tax |
| | | | | | A | uu sales tax |
| | | | | | | |
| | Send late Torms () 2% 10/Not 30 | Send later (?) Terms (?) 2% 10/Net 30 (*) ERVICE (?) SKU | Send later () Invoice date 2% 10/Net 30 Create recurring in g ERVICE () SKU DESCR | Separate emails with a comma Send later Have been been been been been been been be | Separate emails with a comma Bank transfer Send later (?) Due date 2% 10/Net 30 01/30/2023 Create recurring invoice Manage tags g ERVICE (?) SKU Description QTY G H | Separate emails with a comma Send later () Terms () 1nvolce date 2% 10/Net 30 () 01/30/2023 03/01/2023 Create recurring involce Manage tags ERVICE () SKU DESCRIPTION QTY RATE |

