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	$		✓	✓
Cost of Goods Sold*	$			✓ *
Sales Revenue		$		✓
Inventory*		$	✓	✓
Sales Taxes Payable		$	*	✓ *

*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** → **Invoice** (in the **Customers category**) to open the **Invoice window**. If Intuit's old Invoice layout appears, click the **Update layout link** to access the newer format used in these materials.
B	Add customer	Select a customer from the drop-down list or add new.
C	Invoice no.	Accept the invoice number or change.
D	Terms	Accept the default terms or select different terms from the drop-down list.
E	Invoice date	Accept the default date or change.
F	Product/Service (may say Variant)	For the first item sold, select the item from the drop-down list or add new.
G	Description	Accept the default description or edit.
H	Qty	Enter the quantity ordered by the customer.
I	Rate	Accept the default price or edit.
J	Various	Repeat steps F-I for each inventory item sold.
K	Invoice total	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.

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QBO windows