

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.

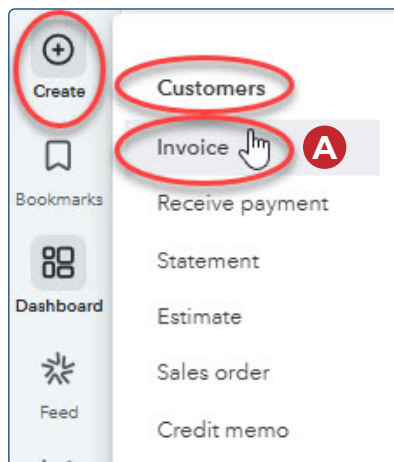
Quick Reference Table

| Step | Box or Other Location | Procedure |
|----------|---------------------------|--|
| A | QBO Navigation bar | + Create → Invoice (in the Customers category) to open the Invoice window . |
| 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 | 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. |



Make a Credit Sale

QBO windows



L **INVOICE** Balance due (hidden): \$0.00

Jackson Supply Company studentnug2025@gmail.com
+1 (269) 601-0419

[Add logo](#)
Max size: 1 MB

[Edit company](#)

B Add customer

Invoice no. 1005 **C**
Terms 2% 10/Net 3 **D**
Invoice date 01/15/2023 **E**
Due date 02/14/2023

Store (hidden):

F Product or service **G** Description **H** Qty **I** Rate **J** Amount

| # | Product/service | Description | Qty | Rate | Amount |
|---|-----------------|-------------|-----|------|--------|
| 1 | | | | | |

[Add product or service](#) [Clear all lines](#)

K Customer payment options [Edit](#)

Subtotal \$0.00
Sales tax [Set up](#)
Discount 0% \$0.00
Invoice total \$0.00 **K**

[Print or download](#) [Save](#) [Review and send](#) **M**