

## Sales Deposits Received

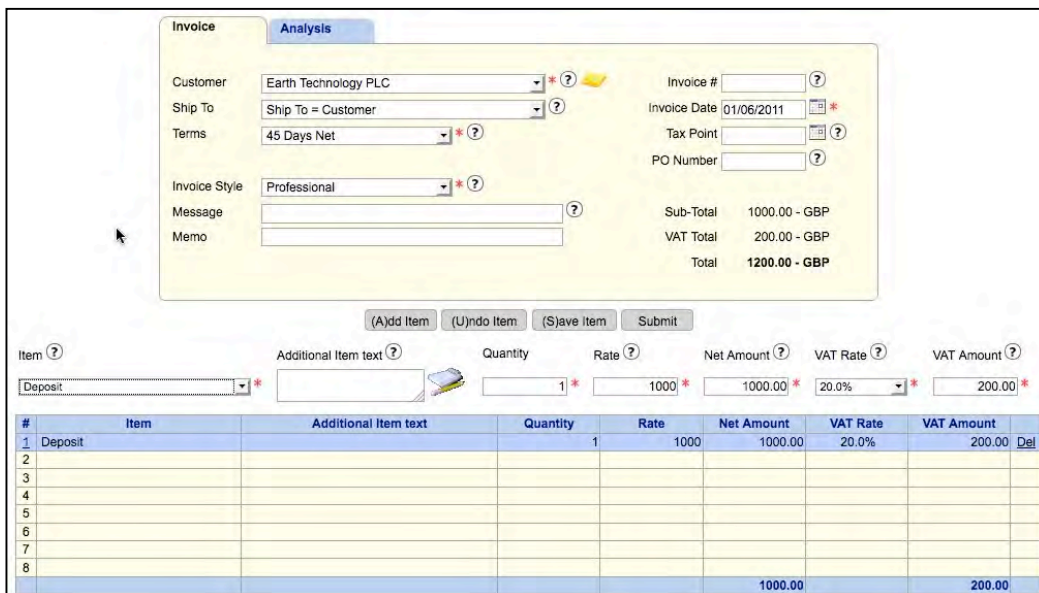
If a customer makes an initial deposit payment as an advanced payment pending the completion of a project and final invoicing, We suggest following the simple process described below.

### Creating the Sales Deposit Invoice Transaction

Create a sales invoice as usual; this is accessed via the **ACTIVITIES** Menu. The **Create Sales Invoice** user guide provides full details.

#### ACTIVITIES → CREATE INVOICE

- ◆ Enter information as usual.
- ◆ When entering the line item, select **Deposit** as the **Item**.
- ◆ Enter the deposit amount, and if VAT registered the **VAT rate** and **VAT Amount**. We recommend that you consult your accountant if you are unsure as to the VAT position.



#	Item	Additional Item text	Quantity	Rate	Net Amount	VAT Rate	VAT Amount	Del
1	Deposit		1	1000	1000.00	20.0%	200.00	Del
2								
3								
4								
5								
6								
7								
8								
					1000.00		200.00	

- ◆ **Submit**, records the transaction.
- ◆ The confirmation line shows both print and email icons for the required action.
- ◆ The printed Invoice will show a deposit description and amount.
- ◆ The transaction appears as Accounts Receivable as usual and until paid as an Open Invoice.
- ◆ The deposit appears as a liability in the **Sales Deposits Received** account.

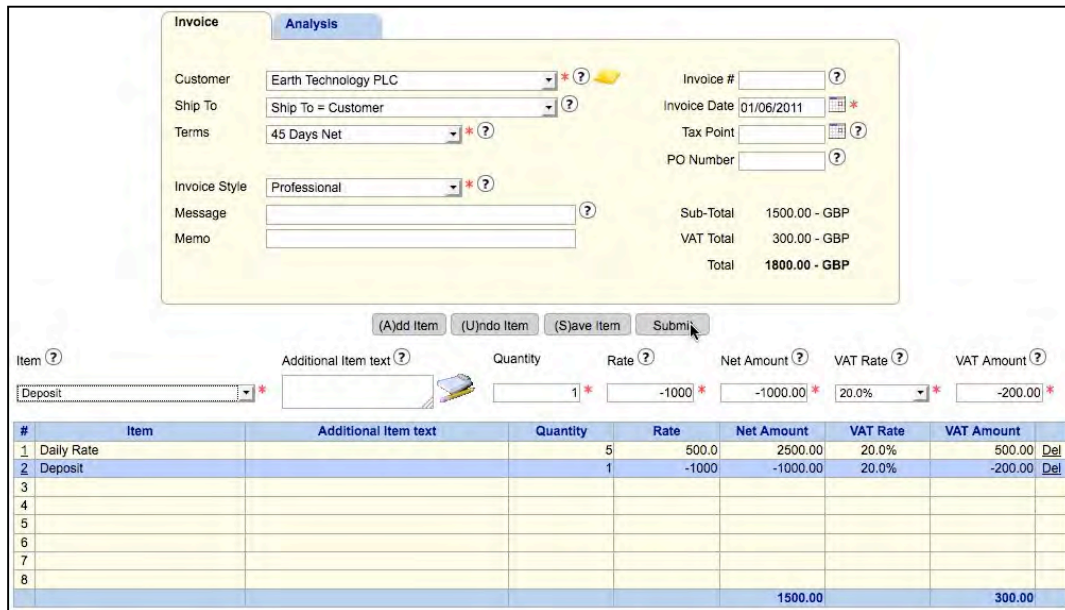
If necessary view the transaction in the Sales Deposits Received account

#### ACCOUNTS → LIABILITY ACCOUNTS → VIEW Sales Deposits Received

### Creating the Final Sales Invoice Transaction

Create a sales invoice as usual; this is accessed via the **ACTIVITIES** menu. The **Create Sales Invoice** user guide provides full details.

- ◆ Enter information as usual.
- ◆ Enter the line item or items for the full invoice value.



#	Item	Additional Item text	Quantity	Rate	Net Amount	VAT Rate	VAT Amount
1	Daily Rate		5	500.0	2500.00	20.0%	500.00
2	Deposit		1	-1000	-1000.00	20.0%	-200.00
3							
4							
5							
6							
7							
8							
					1500.00		300.00

- ◆ The final item needs to be **Deposit** as the **Item**.
- ◆ Enter the **Quantity** as a positive 1, and the **Rate** as a NEGATIVE figure. The extension gives a negative **Net amount** and if relevant a negative **VAT Amount**.
- ◆ The Invoice will now show the balance still to be received for this particular project.
- ◆ **Submit** will complete the transaction and at the same time reverse the sales deposit liability.
- ◆ The confirmation line shows both print and email icons for the required action.



## Editing an Invoice Transaction

Any time after an invoice has been created it can be edited, stored and reprinted. Please be sure that the changes are necessary particularly if the invoice has already been sent to the customer, or has already been paid by the customer. If an invoice has been included in a VAT return then the details of the Invoice may only be viewed they cannot be changed or the invoice deleted. Likewise if an invoice is dated in a closed financial year it also cannot be changed.

Edit an invoice via the **LISTS** menu.

### **LISTS** → **CUSTOMER INVOICES/CREDITS**

- ◆ Locate the relevant Invoice and click on **EDIT**
- ◆ The full Create Invoice screen (see above) is displayed with the current data.
- ◆ Edit the data as necessary
- ◆ When editing line item entries, highlight the appropriate line by clicking on it. The information appears in the edit line. Amend as necessary and **SAVE EDIT** to complete.
- ◆ When all changes have been made, clicking on **SUBMIT** saves and confirms the transaction.