

Setting up Sales Items

What are sales items?

Sales items are units of product or service that your business sells. Each unit is described and a unit price is attached (both can be updated easily), this enables sales invoices to be both prepared easily and consistently and in a manner compliant with the VAT invoicing directive (2001/115/EC)

Examples could be:

<u>Sales Item Description</u>	<u>Unit of sale</u>	<u>Unit Sales Amount</u>
Motor Cycle Helmets	Each	35
Consulting	Daily Rate	450
Boiler Service	Job Rate	150

Note that the unit sales amount is entered as an amount; it is not any particular currency. Customers are set up with an invoicing currency (the default for which is sterling GBP) so that a sales invoice is created by extending a number of units of a sales item by the unit sales amount, the currency being determined by the customer invoicing currency.

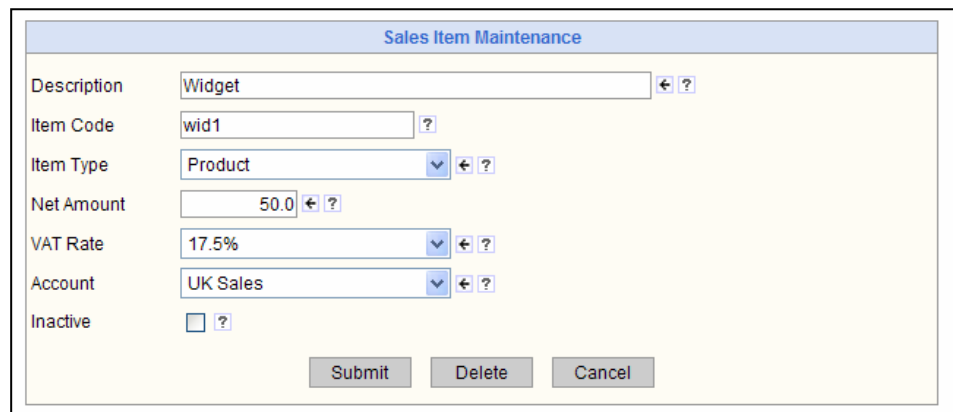
Setting up Sales Items

Setting up sales items is accessed via the **LISTS** menu.

LISTS → SALES ITEMS → LIST SALES ITEMS then **ADD** or **ADD SALES ITEM**

The Sales Item Maintenance Screen is presented.

- ◆ Enter a **DESCRIPTION** of the sales item (see examples above)
- ◆ The **ITEM CODE** field may be used to hold a user-defined alpha-numeric code for the sales item. If you enter a '+' the system will automatically insert the system record id for the sales item. This record id is guaranteed to be unique in the system - but may not be a consecutive sequence.
This field is useful for entering codes that cross-reference codes in other systems and is required if the invoice upload process is used (See **Invoice upload** user guide for more information.)
- ◆ From the **ITEM TYPE** (see note below) drop down list the nature of the sales, for example is it a product or service, a reimbursable expense or a commission.
- ◆ Enter **Net Amount** per unit of sale for the item.
See the examples above. If usually the amount varies, leave as zero, and edit the Net amount when creating an Invoice.



The screenshot shows the 'Sales Item Maintenance' window with the following data entered:

- Description: Widget
- Item Code: wid1
- Item Type: Product
- Net Amount: 50.0
- VAT Rate: 17.5%
- Account: UK Sales
- Inactive:

- ◆ If the entity has VAT tracking set a default **VAT Rate** can be selected from the drop down list. Note that at the point of creating the invoice this may be amended.

- ◆ When sales invoices are created the sales value is recorded in a sales account. Select from the drop down list the relevant sales **ACCOUNT** for this type of sales item. If a desired account is not available, set it up using **ADD A CUSTOM ACCOUNT** via the **ACCOUNTS** menu. See **Chart of Accounts** user guide for more information.
- ◆ When complete click on **SUBMIT** to store the new sales item.

Item Type

There eight item types, some have a special purpose in addition to describing the nature of the sales item.

- Service, an activity such as design, consulting and hiring
- Other Charge, used for unusual charges, such as penalties
- Discount, used for showing discount amounts on a sales invoice
- Product, used for Goods.
Note: If you are UK VAT registered trader that supplies goods to a registered trader in another member state, then an EC sales list (VAT101) is required each quarter. For online filing, the EC sales list created by the system will only include those invoices in which the supply of a product has taken place. More information is in the **VAT Online Filing User Guide** or from your advisor.
- Commission, if you invoice for sales commission
- Reimbursable Expenses, use when you have incurred expenses which a client will reimburse.
- Fixed Asset Sale, will also be picked up in the EC sales list if relevant (see note above)
- Deposit, used to record a deposit received pending a final sales invoice. See **Sales Deposits Received User Guide** for more information.

Editing a Sales Item

The details of any sales item may be edited. Edit is accessed via the **LISTS** menu

LISTS → SALES ITEMS → LIST SALES ITEMS then **EDIT** the relevant item.

The sales item maintenance screen (see above) is presented for the particular item. Amend as necessary and **SUBMIT** or if you wish to exit without making any changes click on **CANCEL**.

Deleting a Sales Item

A sales item may be deleted via the **LISTS** menu

LISTS → SALES ITEMS → LIST SALES ITEMS then **EDIT** the relevant item.

Click on **DELETE** and the sales item will be removed.