

# Creating Sales Invoices

Available in All Versions of Sage 50 Accounting

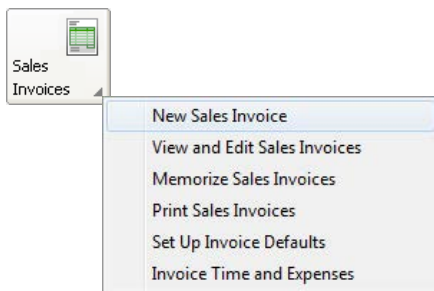
## Quick Reference Guide

### What is a Sales Invoice?

It's an invoice you send to your customers for products and services they've purchased from you. It shows how much money they owe you and when the payment is due. Sales invoices are also used to charge customers for items that were entered on sales orders. Unlike quotes and sales orders, invoices update your accounting information (such as the General Ledger).

### Where do I enter Sales Invoices?

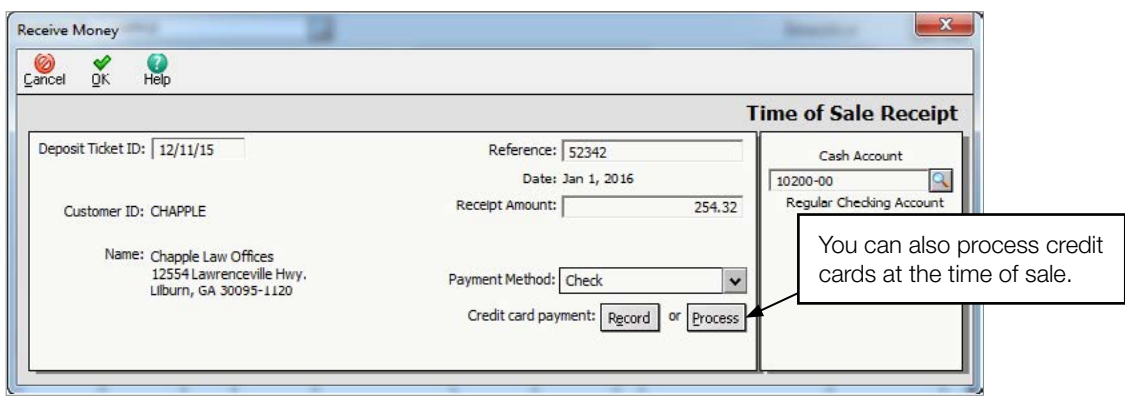
**Customers & Sales Navigation Center** > Sales Invoices > New Sales Invoice.



### What if a customer pays the invoice at the time of sale?

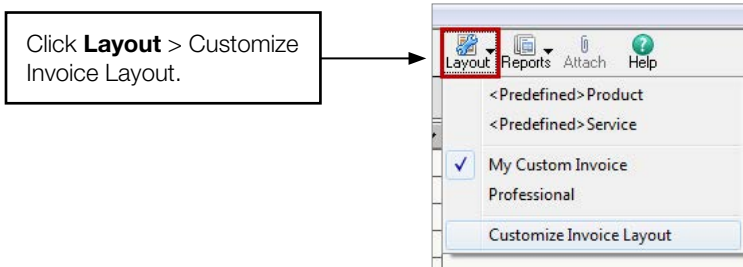
If you have received a partial or full payment for the invoice at the time of the sale, select **Amount Paid at Sale**. Sage 50 displays the Receive Money window, where you can enter receipt information.

	Sales tax:	14.40	GAGWINN
	Freight:	0.00	
Other applied credits	0.00	254.32	Invoice total
<b>Amount paid at sale</b>	0.00	254.32	Net due

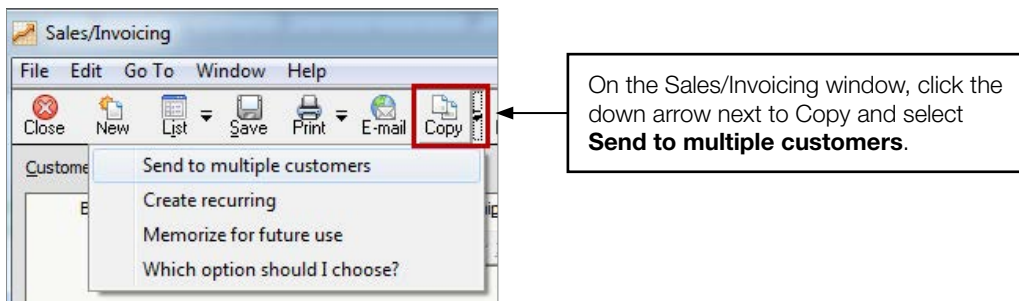


**Did you know?**

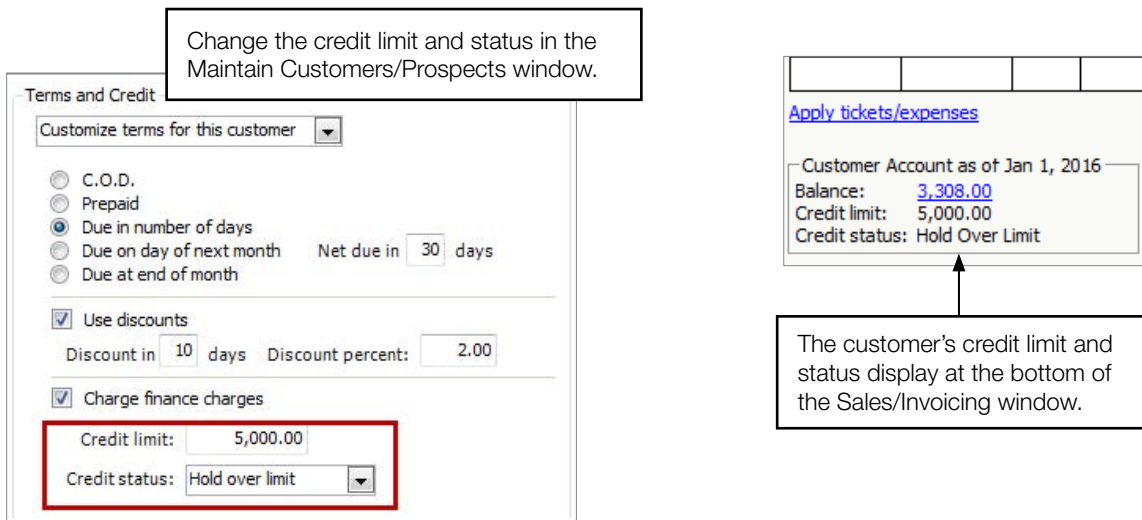
- You can **add** or **remove fields** on the Sales/Invoicing window.



- You can send the same invoice to multiple customers at once.



- You can **put a Hold on a customer's account** if they go over their credit limit. Modify the customer's credit limit and status by going to the **Customers & Sales Navigation Center** > Customers > View and Edit Customers. Select the customer and click Open. Click the **Payment and Credit** tab. In the Terms and Credit section, select Customize terms for this customer in the drop-down list.



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