

Section 5.9

## CUSTOMER INVOICES

**CREATE INVOICE**

**Update for Pages 338 - 341**

## CREATE INVOICE

An Invoice is used to record sales when the customer will pay later. An Invoice is a bill that contains detailed information about the products and services provided to a customer.

Sandy Copper needs MTB Concierge to pick up Remy and take her to a follow-up vet visit. To create an Invoice:

- 1 Select **(+) New** icon
- 2 Select **Invoice**
- 3 From the Customer List drop-down menu, select **Customer: Sandy Copper: Remy**
- 4 Select **Terms: Net 30**
- 5 Enter **Invoice Date: 01/18/2024**
- 6 Verify **Due Date**
- 7 From the Product/Service List drop-down menu, select **Product/Service: Pet Wellness: Vet Visit**
- 8 If the Description does not autofill, enter **Description: Vet services concierge visit or take pet to vet**
- 9 Enter **Quantity (QTY): 1**
- 10 The **Rate** should autofill: **260.00**
- 11 Verify **Amount** is correct
- 12 Select **Save** and leave the Invoice form open

1 + New

[LastNameFirstInitial] Mookie The Beagle

CUSTOMERS	VENDORS	TEAM	OTHER
Invoice	Expense	Payroll ↗	Bank deposit
Receive payment	Check	Time entry	Transfer
Estimate	Bill	Add employee ↗	Journal entry
Credit memo	Pay bills	Add contractor	Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		Add product/service
Delayed charge	Print checks		
Add customer	Add vendor		

Invoice

Edit Email view PDF view Payor view

Manage Take tour Feedback Old layout

**INVOICE**

Add logo  
Max size: 1 MB

[LastNameFirstInitial] Mookie The Beagle Concierge MTB@MTB.com  
432 Phoenician Way Mountain View, CA 94043  
+1 (415) 555-1111

Edit company

Remy

3

Bill to  
Sandy Copper

4 Invoice no. 1004  
5 Terms Net 30  
6 Invoice date 01/18/2024  
7 Due date 02/17/2024

Tags (hidden):  
Start typing to add a tag Manage tags

Product or service

#	Product/Service	Description	Qty	Rate	Amount
1	Pet Wellness:Vet Visit	Vet services concierge visit or take pet to vet	1	260	\$260.00
2					

Add product or service

Customer payment options Edit

Subtotal \$260.00

Sales tax Set up

Invoice total \$260.00

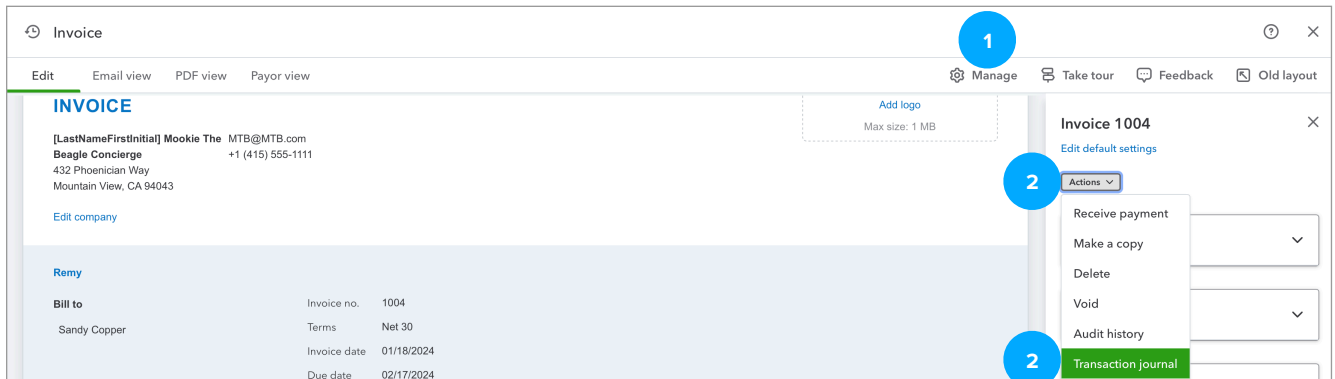
Edit totals

12 Save Review and send

## C5.4 Invoice

To view the Transaction Journal for the Invoice we just created:

- 1 From the Invoice window just saved, select **Manage**
- 2 Select **Actions > Transaction Journal**
- 3 In the journal entry recorded behind the screen for the Invoice, notice the **Debit** to the 1100 Accounts Receivable account
- 4 In the journal entry notice the **Credit** to the 4200 Sales account
- 5 In your journal entry, what is the amount of the Debit?
- 6 In your journal entry, what is the amount of the Credit?



The screenshot shows the 'Invoice' window for 'Invoice 1004'. The 'Manage' button is circled with a '1'. The 'Actions' dropdown menu is open, and 'Transaction journal' is highlighted with a '2'. Other options in the menu include 'Receive payment', 'Make a copy', 'Delete', 'Void', and 'Audit history'.

[LastNameFirstInitial] Mookie The Beagle Concierge

**Journal**  
All Dates

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
01/18/2024	Invoice	1004	Sandy Copper:Remy	Vet services concierge visit or ta...	1100	1100 Accounts Receivable (A/R)		
					4200	4200 Sales		
TOTAL								

