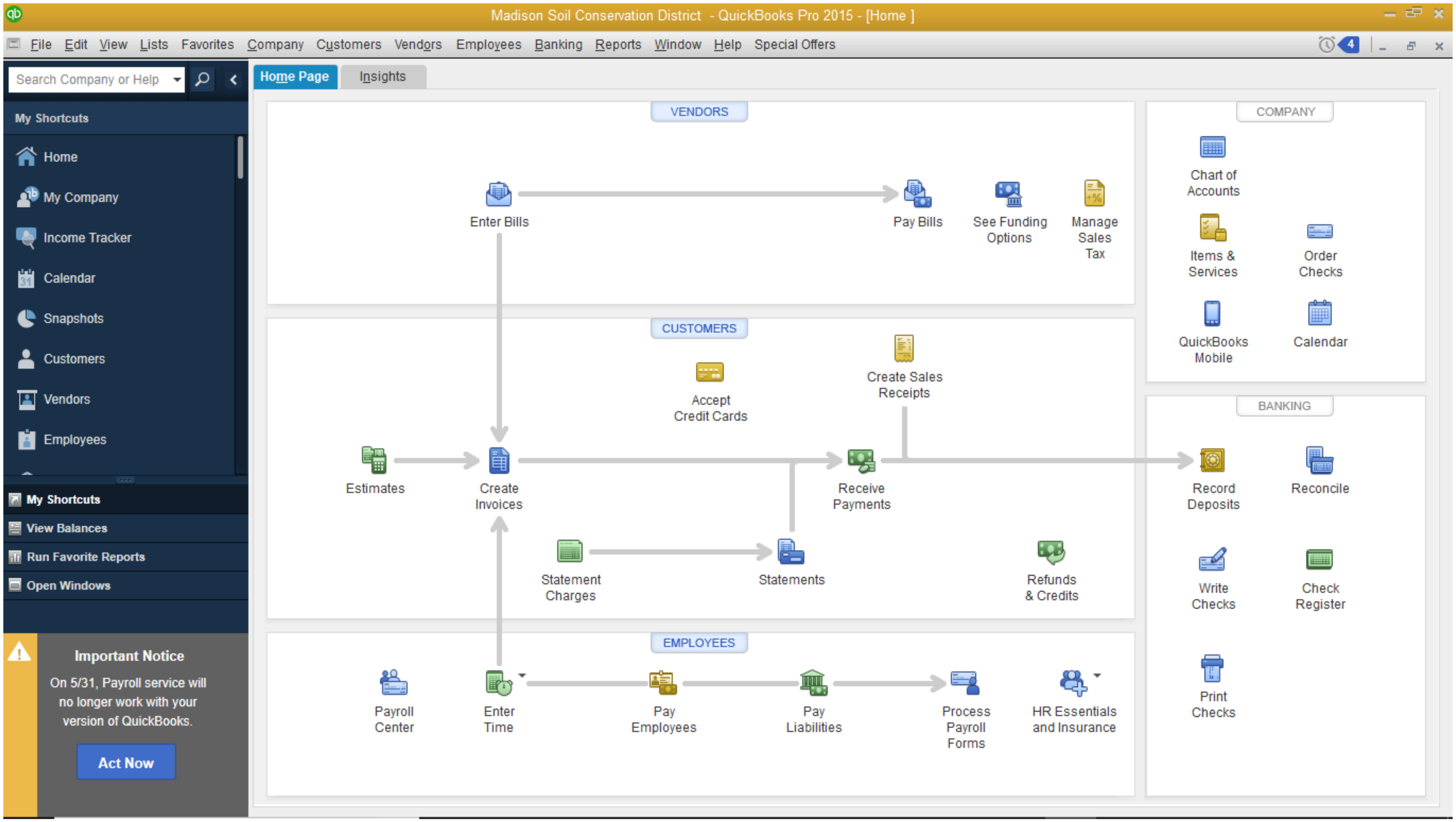
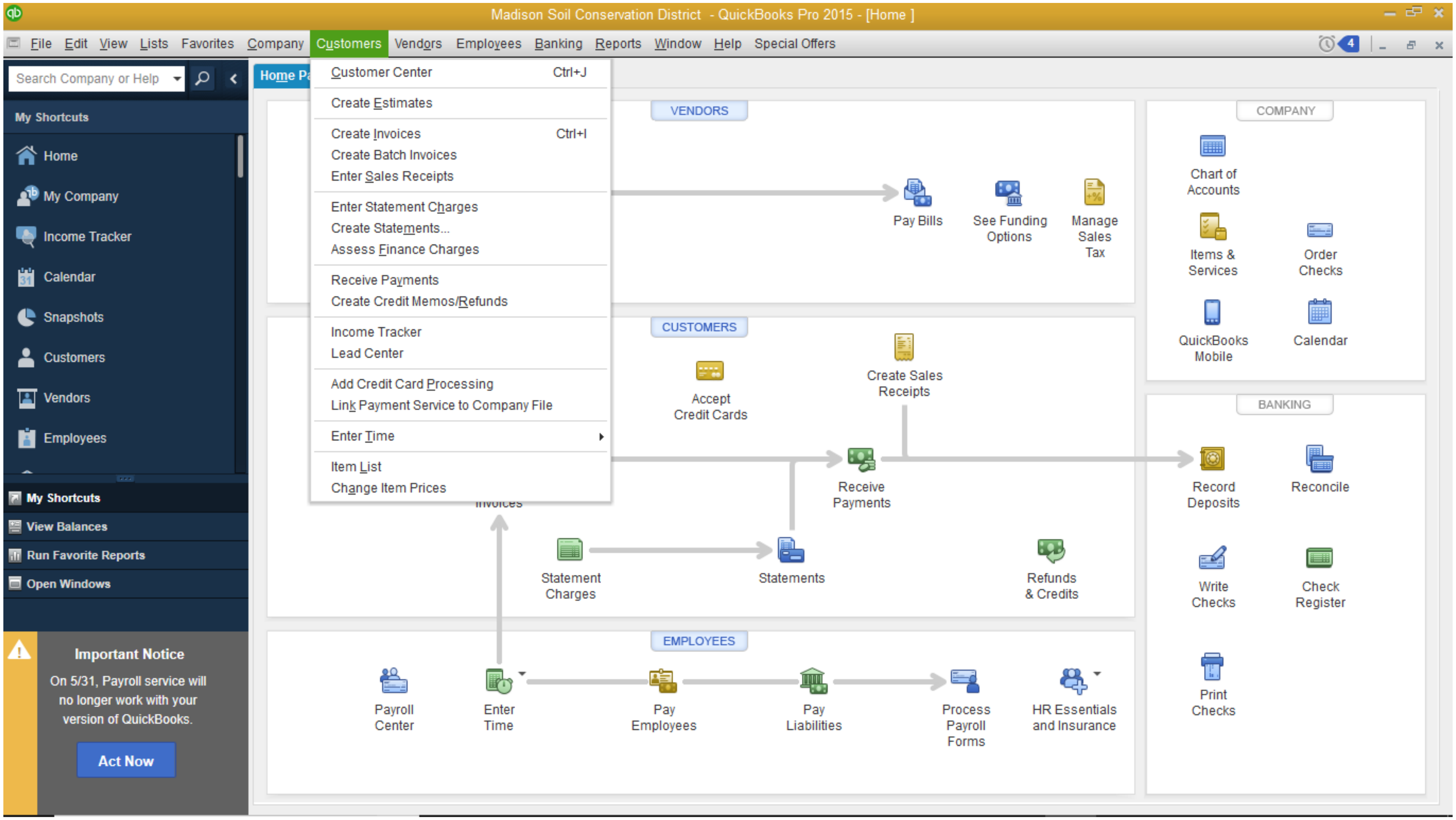
Sales Receipts & Invoices



The easiest two ways to prepare either a Sales Receipt or Invoice is either on your home screen or by clicking on the Customers button in the top menus. A basic rule is if you receive payment upon the sale of items or services then prepare a Sales Receipt. If payment will be received later, then when items or services are purchased then prepare an Invoice. A good example for Invoices is government entities or school districts.

Sales Receipts & Invoices



The above screen shows the Customers button be used to select Sales Receipt or Invoice.

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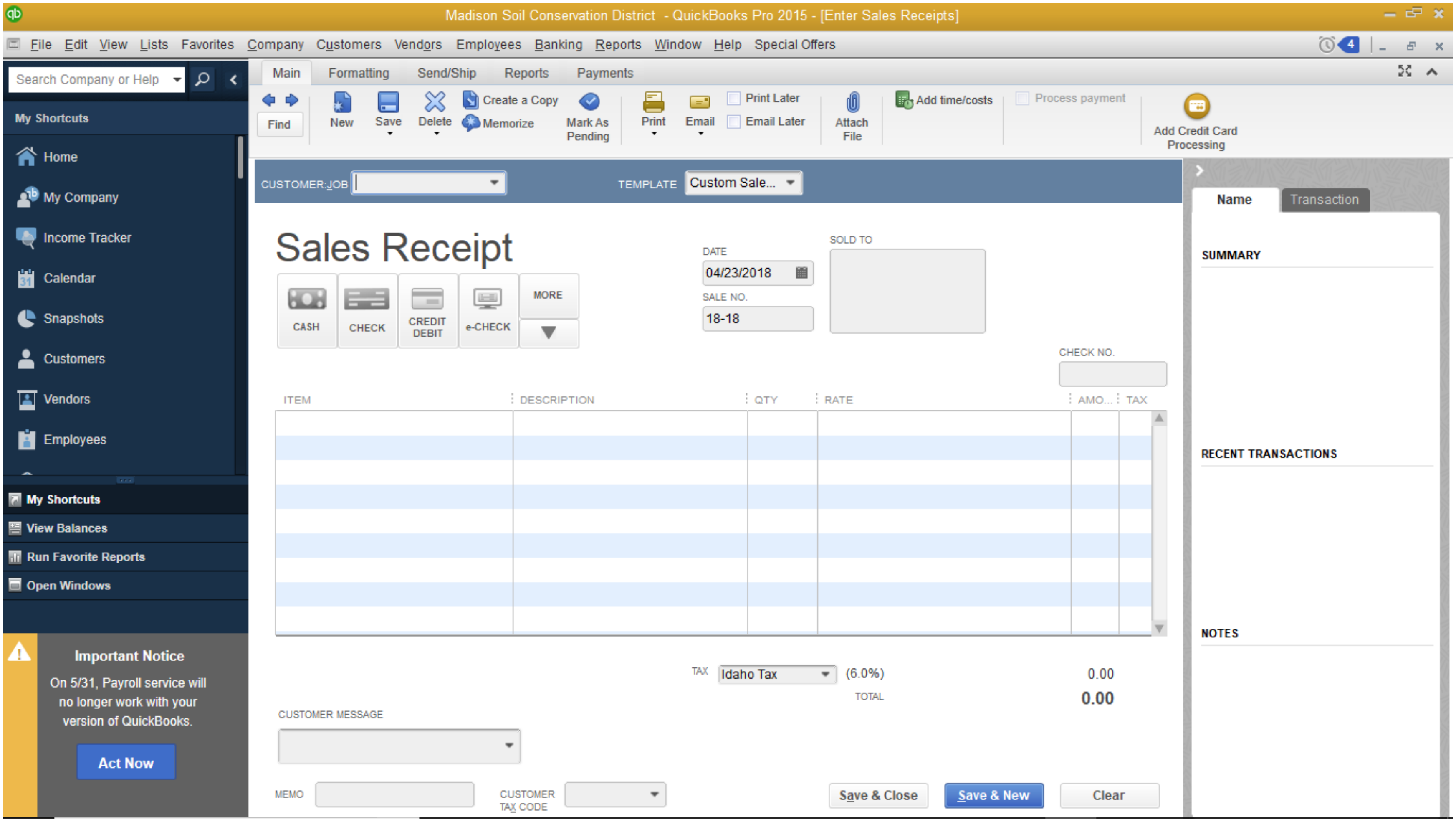
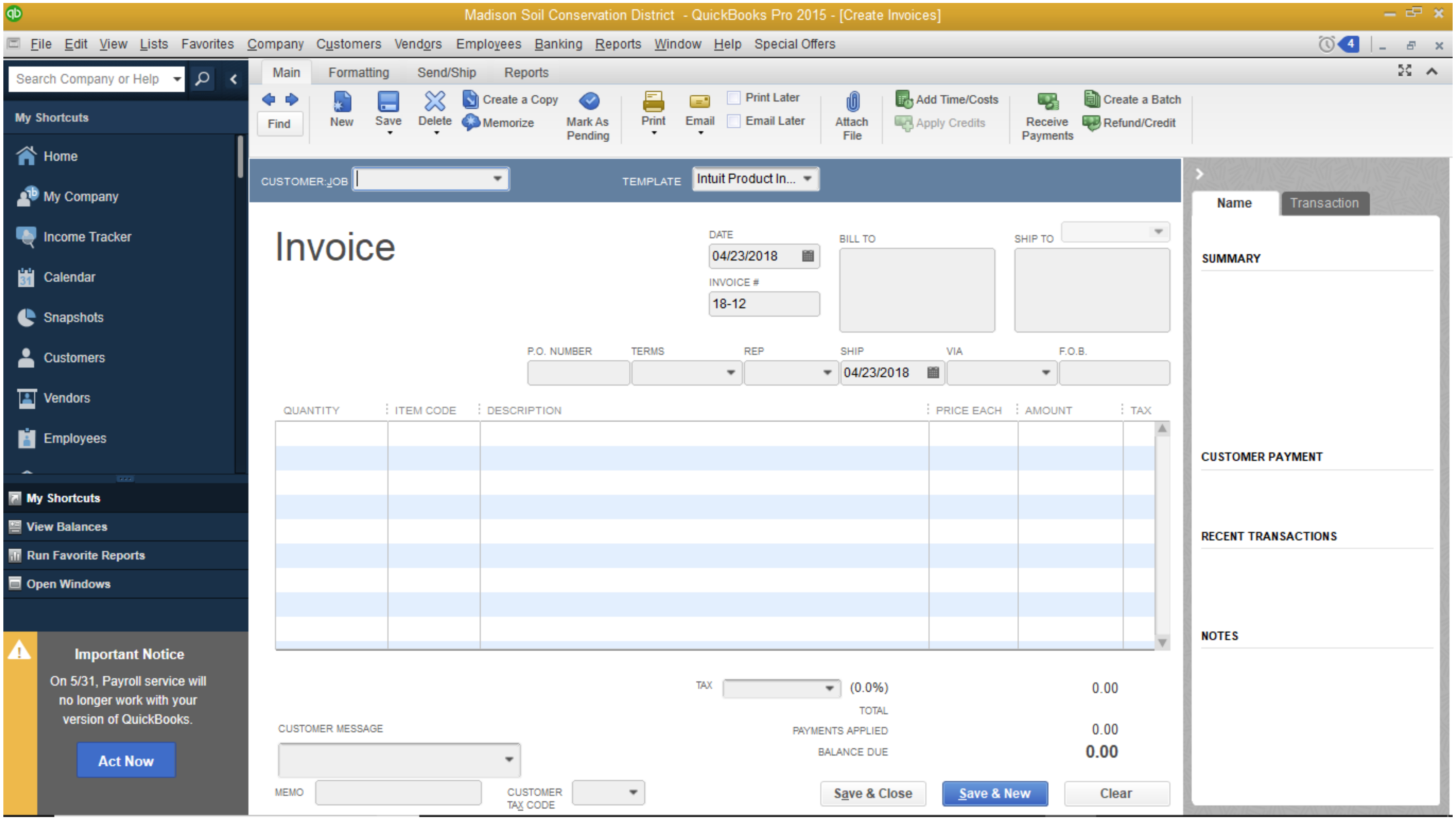


The above screen shows a Sales Receipt. Note that when the Sales Receipt is complete and saved, the payment will then show up when you prepare you next deposit. To indicate which type of payment was used click on the Cash, Check or Credit Card (if applicable) button & make sure you put in the check number if the payment is made by check.



The above screen shows what an Invoice looks like.