



Changing Your Quality of Life

Sales & Invoicing

RECEIVABLES MODULE

- Customer Aged Report
- The Sales Journal
- Customizing the Sales Journal Window
- Sales Invoice Styles
- Recording a Sales Quote
- Revising a Sales Quote
- Converting a Sales Quote into a Sales Order
- Daily Business Manager
- Pending Sales Orders Report
- Producing a Sales Invoice from a Sales Order
- Journalizing Sales Returns

THE RECEIPTS JOURNAL

- Journalizing a Receipt with Cash Discount
- Journalizing a Partial Receipt with No Discount
- Cancel an Invoice after Posting

THE CUSTOMERS LEDGER

- Adding a new Customer Record
- Journalizing the Sale

SPECIAL FEATURES

- The Lookup Feature
- Correcting a Posted Invoice
- Track additional Transaction Details
- Journalizing a Deposit
- Journalizing Cash/Cheque/Debit Sales
- Journalizing a Credit Card Sale
- Journalizing a Customer Account Write Off
- Recoding notes in Customer Files
- Journalizing Customers NSF Cheques
- Applying an Invoice to a Deposit
- Journalizing a Cash Sale with a Discount
- Journalizing Credit Card Receipts