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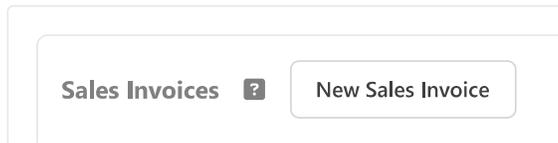
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## Sales Invoices

The **Sales Invoices** tab is used to request payments from customers for goods or services provided. Creating sales invoices increases the customer's subaccount balance in the **Accounts receivable** control account.



To create a new sales invoice, click the **New Sales Invoice** button.



The **Sales Invoices** tab features several columns:

### Issue Date

The **Issue date** column displays the invoice's issue date.

### Due Date

The **Due date** column displays the invoice's due date. It always shows the date, even if you've indicated the invoice is due a certain number of days after the issue date.

### Reference

The **Reference** column displays the invoice's reference number.

### Sales Quote

The **Sales Quote** column displays the reference number of the sales quote associated with an invoice.

## Sales Order

The **Sales Order** column displays the reference number of the sales order to which an invoice is connected.

## Customer

The **Customer** column displays the name of the customer to whom the invoice was issued.

## Description

The **Description** column provides an overall description of the invoice, rather than detailing descriptions for each line item. To see descriptions for individual line items, you will need to navigate to a different screen. See [Sales Invoices — Lines](#) for more information.

## Project

The **Project** column displays the name of the project associated with the invoice. Projects are chosen for each line item, so a single invoice may include multiple projects. When this occurs, the column will list the names of all the involved projects.

## Division

The **Division** column displays the name of the division associated with the invoice. Given that divisions are chosen for individual line items, a single invoice may include items from several divisions. If this occurs, the column will list the names of all divisions involved.

## Withholding Tax

The **Withholding tax** column displays the withholding tax amount for the invoice. This column will be left blank if the invoice does not include withholding tax.

## Discount

The **Discount** column displays the total discount applied to all line items. If no discount has been applied, this column will remain empty.

## Invoice Amount

The **Invoice Amount** column displays the sum of all totals from individual line items.

## Balance Due

The **Balance due** column indicates the remaining amount the customer needs to pay for this invoice.

## Days to Due Date

The **Days to Due Date** column indicates the number of days left until the due date. If the invoice is past its due date, this column will be left blank.

## Days Overdue

The **Days overdue** column indicates the number of days an invoice is overdue. If the invoice isn't overdue yet, this column will remain blank.

## Status

The **Status** column indicates if an invoice is paid, unpaid, or unpaid and overdue.

To choose which columns you want to display, click on the **Edit columns** button.



See [Edit columns](#) for more information.

Utilize **Advanced Queries** to further manipulate and interact with the data on this screen. For instance, if you wish to view exclusively the overdue sales invoices, organized by how many days they are overdue, you could customize your search with the following advanced query:

**Select**

Issue date      Reference      Customer      Invoice Amount      Balance due

Days overdue      Status

**Where...**

Status is

**Order by...**

Days overdue      Descending

You can group your invoices by customer and view total sales invoice amounts for each customer.

**Select**

Customer      Invoice Amount

**Group by...**

Customer

Here are a few ways you can benefit from advanced queries. You have the flexibility to use any column, including your custom fields, in your advanced queries. This opens up a wide range of possibilities. See [Advanced Queries](#) for more information.