MODULE 2 - SALES & PURCHASES

PRICE LIST

WHAT

Add individual sale items to your price list

WHY

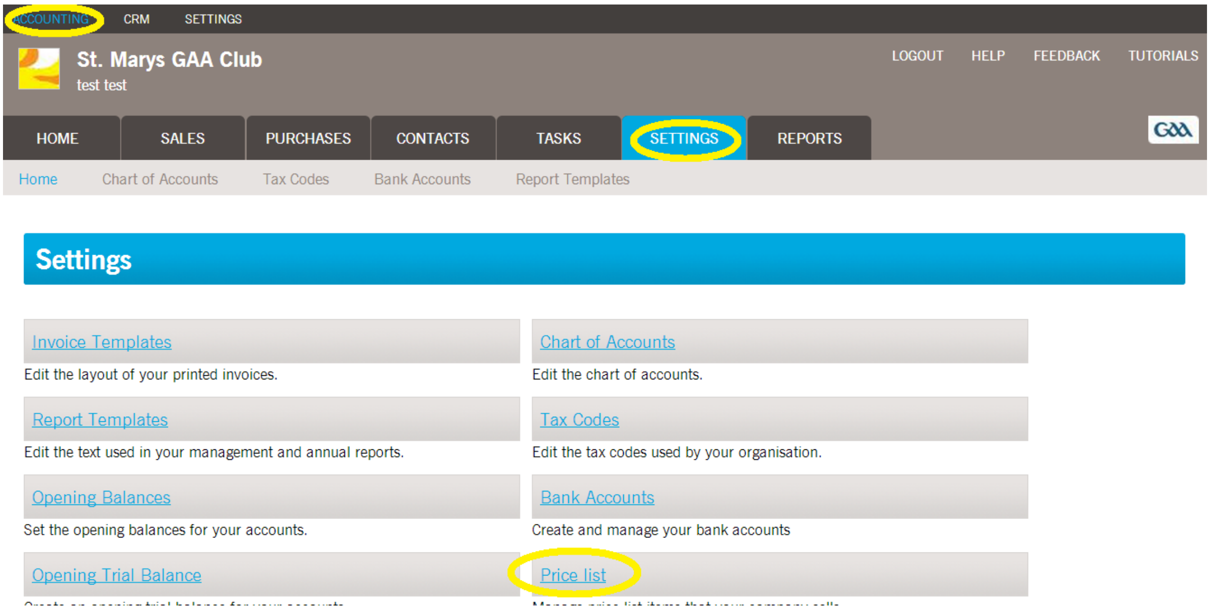
Allows you to quickly and easily select the items for a sales invoice

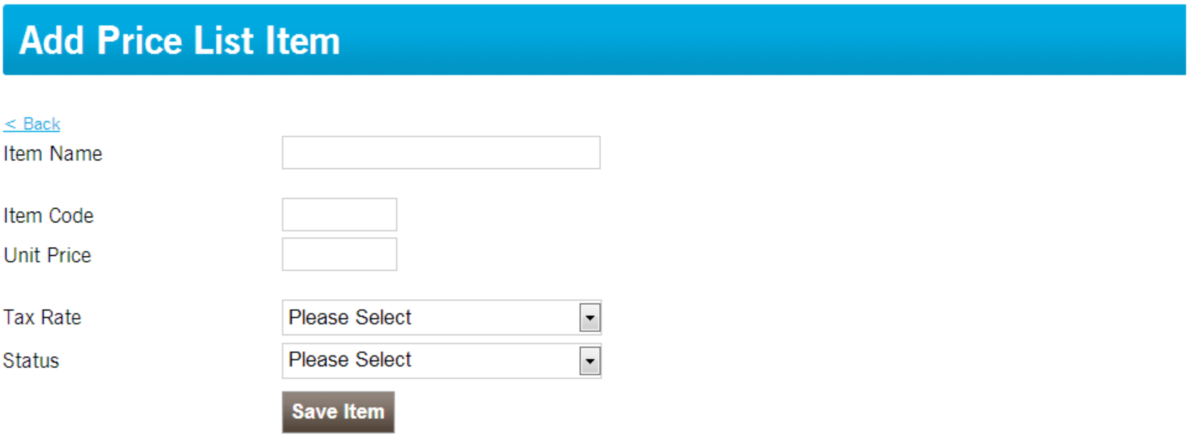
HOW

Click **"ACCOUNTING"**
Click **"SETTINGS"**
Click **"Price List"**

1. **ITEM NAME:** This is the name of the product/service
2. **ITEM CODE:** If you wish to allocate an internal reference code for the item
3. **UNIT PRICE** The price of the unit NOT including VAT
4. **TAX RATE:** Select the applicable VAT rate from the drop-down menu
5. **STATUS:** Select **"Approved/Active"** from the drop-down menu

Click **"Save Item"**


ACCOUNTING
CRM
SETTINGS
St. Marys GAA Club
test test
LOGOUT
HELP
FEEDBACK
TUTORIALS
HOME
SALES
PURCHASES
CONTACTS
TASKS
SETTINGS
REPORTS
Home
Chart of Accounts
Tax Codes
Bank Accounts
Report Templates
Settings
Invoice Templates
Edit the layout of your printed invoices.
Chart of Accounts
Edit the chart of accounts.
Report Templates
Edit the text used in your management and annual reports.
Tax Codes
Edit the tax codes used by your organisation.
Opening Balances
Set the opening balances for your accounts.
Bank Accounts
Create and manage your bank accounts
Opening Trial Balance
Price list


Add Price List Item
< Back
Item Name
Item Code
Unit Price
Tax Rate
Please Select
Status
Please Select
Save Item

CREATING A SALES INVOICE

WHAT

Creating your first sales invoice in Yendo

WHY

Record a sale and automatically send an invoice to your customer

HOW

Click **"ACCOUNTING"**

Click **"SALES"**

Click **"Create your first Sales Invoice"** (After your first invoice you will need to click on **"Add Invoice"** to create a new invoice)

The add invoice screen is split into 3 sections (see screenshot at the end of the section)

1) Invoice Details
2) Sales items
3) Save Invoice

INVOICE DETAILS

ESSENTIAL

1. **CONTACT**: Select a contact from the drop-down menu. If it is a new contact you can click **"+"** to add them to the contact list. (Creating a contact was dealt with earlier in the course). When you saved the contact click on the drop-down menu and the new contact will be located at the very bottom of the list for this invoice only. After that that contact will be included in the contacts list by alphabetical order.
2. **TRANSACTION DATE:** The default date is set to today but you can change the date by clicking on the existing date and using the calendar to select a new date. Strictly speaking this is the date of the supply of goods or services. In practice the date on the invoice is often the day the invoice is sent and not the supply of the actual goods or services.
3. **INVOICE TYPE:** Select **"Invoice".** If the invoice is a credit note then select **"Credit Note"**
4. **DUE DATE:** This is the date that payment is due from your customer. The standard credit terms offered in Ireland is 30 days. The default date set by Yendo is 30 days from today. (Note if you have changed the invoice date you will need to update the due date to reflect the credit you offer) This is a very useful tool because once the date has passed and no payment has been received Yendo will include this invoice in the overdue HOME and SALES dashboard.
5. **DESCRIPTION:** This is a headline description to describe the sale.

6. **INVOICE NUMBER:** This is where you enter your own reference number for the sale. A default sequential number is already allocated by the system . You can change this if you wish.
7. **TEMPLATE:** This allows you to select which template you want Yendo to use when generating the sales invoice to send to your customer. If nothing is selected the default invoice template will be used.

OPTIONAL

1. **CATEGORY:** These categories allow you to filter your sales by different categories. Select a category from the drop-down menu. If it is a new category you can click **"+"** to add them to the category list. When you have saved the category click on the drop-down menu and the new category will be located at the very bottom of the list for this invoice only. After that that category will be included in the list by alphabetical order.
2. **ASSIGNED TO:** This label is used to assign a sale to a particular sales person. This is useful for calculating sales commission or simply to compare the performance of your sales people against one another.
3. **TAGS:** This option allows you to tag the invoice with keywords. You will then be able to search for invoices by these tags.
4. **PURCHASE ORDER NUMBER:** This is an internal reference code provided by your customer

SALES ITEMS

AN ITEM ON YOUR PRICELIST

1. **ITEM:** If you have already created products or services you can simply select them here and Yendo will automatically fill in the details.
2. **QUANTITY:** The amount of the item you are selling
3. **AMOUNT:** Yendo will automatically calculate the total of each line
4. **ACCOUNT:** This allows you to select what type of revenue this is for example "adult membership"

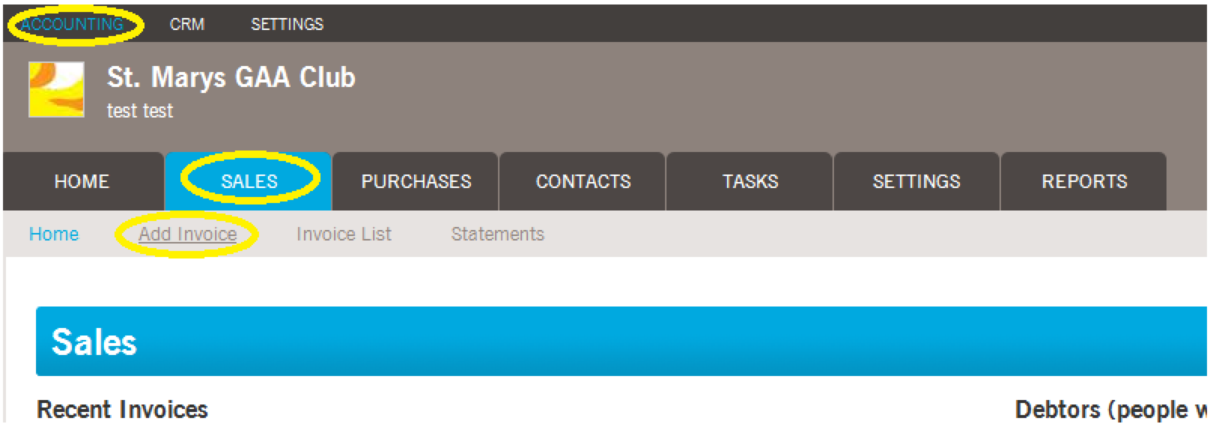
AN ITEM NOT ON YOUR PRICELIST

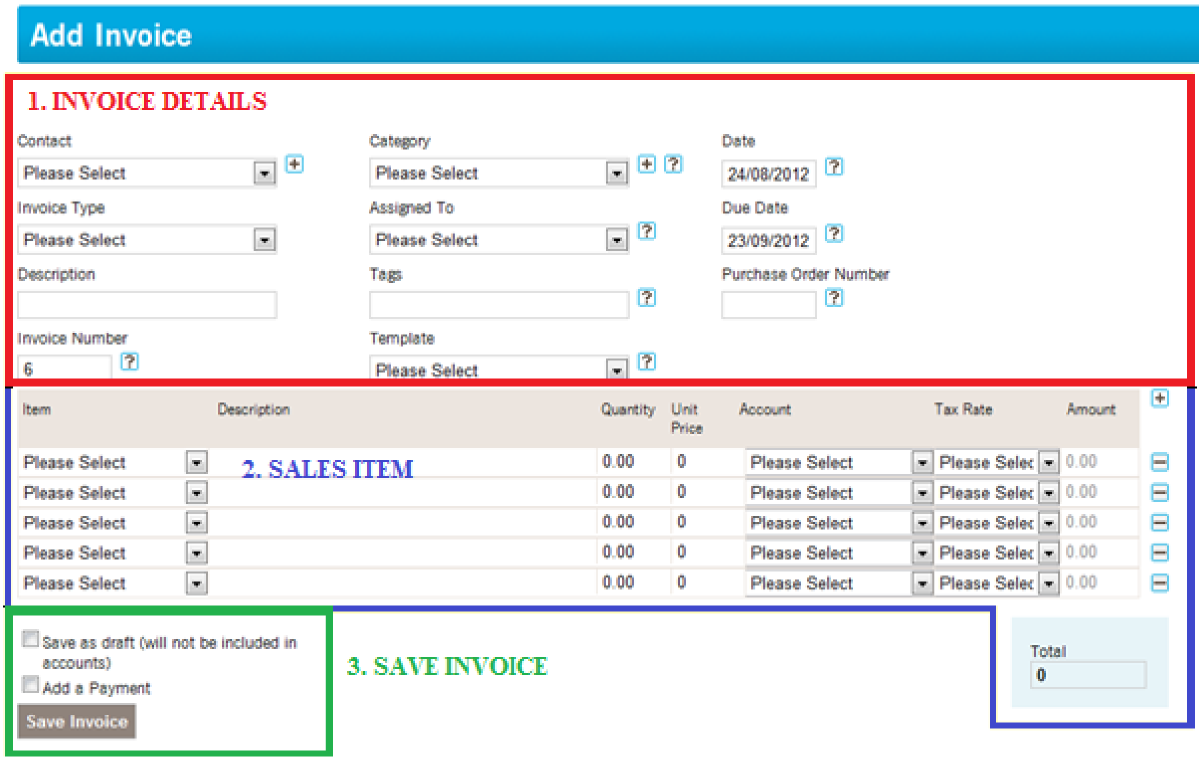
1. **DESCRIPTION:** This is a description of the item being sold. For example "Membership fees 2012/13"
2. **QUANTITY:** The amount of the item you are selling
3. **UNIT PRICE:** The price of each individual item.
4. **ACCOUNT:** This allows you to select what type of revenue this is for example "adult membership"
5. **TAX RATE:** This is the VAT rate that is applicable to the sale. Select the correct rate from the drop-down menu.
6. **AMOUNT:** Yendo will automatically calculate the total of each line

SAVE INVOICE

1. **SAVE AS DRAFT:** Tick this box if you want to save the invoice as a draft if you wish to complete the sale at a later date. Draft invoices are not included in your accounts.
2. **ADD A PAYMENT:** Tick this box if you want to record money that has come in against this invoice. Details of how to record the money will be dealt with later in the course

Click **"Save Invoice"**





EMAILING AN INVOICE TO YOUR CUSTOMER

WHAT

Sending an automatically generated invoice to your customer using Yendo

WHY

This saves time manually creating and invoice and it also a far more cost effective way of sending the invoice to your customer

HOW

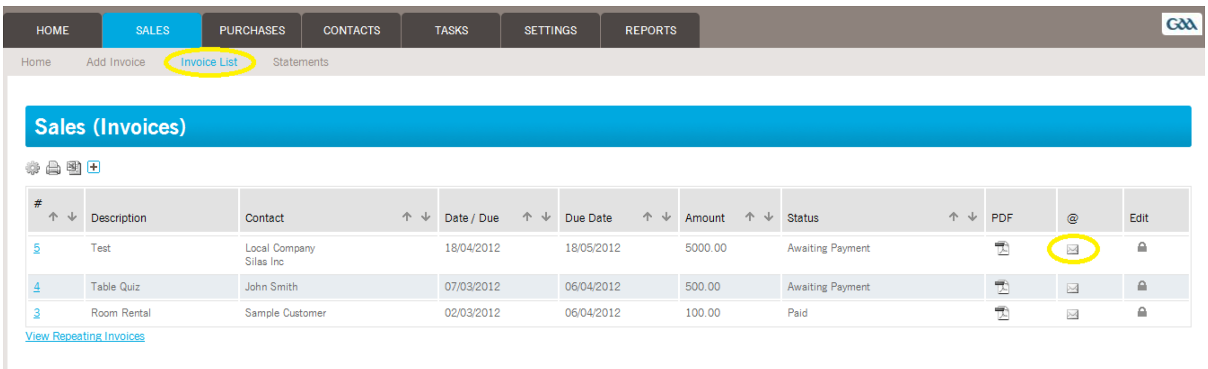
Click **"SALES"**

Click **"Invoice List"**

Click on the envelope icon below the **"@"** symbol for the invoice you want to send to your customer

1. **FROM:** This field is automatically filled with info from your profile. This is the address your customer will see when they receive the email
2. **EMAIL TO:** This field will be automatically filled with the contact details for the customer
3. **EMAIL COPY TO (CC):** This allows you to email the invoice to other parties
4. **SUBJECT:** Subject of your choosing. For example you could include the invoice number
5. **ATTACHEMENT:** The invoice is automatically attached here.
6. **TEXT BOX:** This allows you to include a personalised message to your customer. The default text in this box will be the description that you originally applied to the invoice

Click **"Send email"**



Send Invoice

From	morgan@yendo.com
Email To	
Email Copy To (CC)	
Subject	
Attachment	invoice.pdf

Test

Send Email

CREATING A PURCHASE INVOICE

WHAT

Creating your first purchase invoice in Yendo

WHY

To record a purchase

HOW

Click **"ACCOUNTING"**
Click **"PURCHASE"**
Click **"Create your first purchase invoice"** (After your first invoice you will need to click on **"Add Purchase"** to create a new invoice)

The add invoice screen is split into 3 sections. Sections 1 and 3 almost exactly the same as the sales invoice we have previously covered but the notes are included here in full for your reference

1) Invoice Details
2) Purchase items
3) Save Invoice

INVOICE DETAILS

ESSENTIAL

1. **CONTACT**: Select a contact from the drop-down menu. If it is a new contact you can click **"+"** to add them to the contact list. (Creating a contact was dealt with earlier in the course). When you saved the contact click on the drop-down menu and the new contact will be located at the very bottom of the list for this invoice only. After that that contact will be included in the contacts list by alphabetical order.
2. **TRANSACTION DATE:** The default date is set to today but you can change the date by clicking on the existing date and using the calendar to select a new date. Strictly speaking this is the date of the supply of goods or services. In practice the date on the invoice is often the day the invoice is sent and not the supply of the actual goods or services.
3. **INVOICE TYPE:** Select **"Invoice".** If the invoice is a credit note then select **"Credit Note"**
4. **DUE DATE:** This is the date that payment is due to your supplier. The default date set by Yendo is 30 days from today. (Note if you have changed the invoice date you will need to update the due date to reflect this)
5. **DESCRIPTION:** This is a headline description to describe the purchase.

6. **INVOICE NUMBER:** This is where you enter your own reference number for the purchase. A default sequential number is already allocated by the system. You can change this if you wish.

OPTIONAL

1. **CATEGORY:** These categories allow you to filter your costs by different categories. Select a category from the drop-down menu. If it is a new category you can click **"+"** to add them to the category list. When you have saved the category click on the drop-down menu and the new category will be located at the very bottom of the list for this invoice only. After that that category will be included in the list by alphabetical order.
2. **ASSIGNED TO:** This label is used to assign a cost to a particular member of staff.
3. **TEMPLATE:** You can ignore this for purchases because you do not need to generate an invoice for your suppliers
4. **TAGS:** This option allows you to tag the invoice with keywords. You will then be able to search for invoices by these tags.
5. **SUPPLIER NUMBER:** This is an internal reference code provided by your supplier

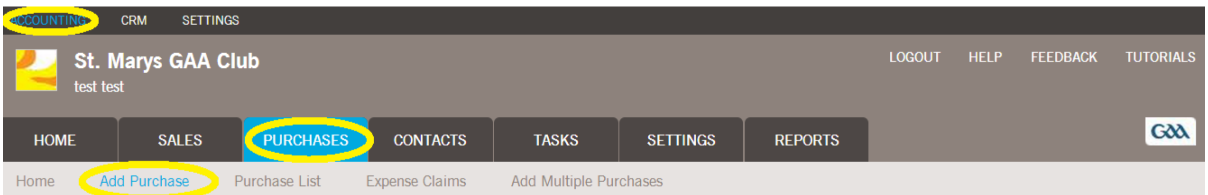
PURCHASE ITEMS

1. **DESCRIPTION:** This is a description of the item being purchased
2. **QUANTITY:** The amount of the item you are selling
3. **UNIT PRICE:** The price of each individual item.
4. **ACCOUNT:** This allows you to select what type of cost this is for example "mobile phone"
5. **TAX RATE:** This is the VAT rate that is applicable to the purchase. Select the correct rate from the drop-down menu.
6. **AMOUNT:** Yendo will automatically calculate the total of each line

SAVE INVOICE

1. **SAVE AS DRAFT:** Tick this box if you want to save the invoice as a draft if you wish to complete the purchase at a later date. Draft invoices are not included in your accounts.
2. **ADD A PAYMENT:** Tick this box if you want to record money you have paid in against this invoice. Details of how to record payments will be dealt with later in the course.

Click **"Save Invoice**



RECORDING MONEY IN AGAINST AN INVOICE

(Sale or Purchase)

WHAT

Recording receipts against a sales invoice or a payment against a purchase invoice

WHY

This allows you to manage which customers and supplier balances

HOW

Click **"SALES"**

Click **"Invoice List"**

OR

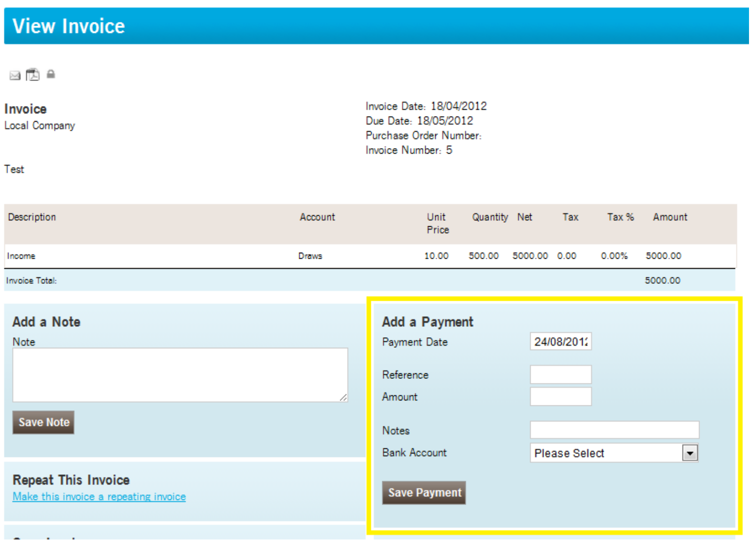
Click **"PURCHASE"**

Click **"Purchase List"**

Click on the invoice you want to record the payment in/out against

1. **PAYMENT DATE:** This is the date of the payment in/out
2. **REFERENCE:** Generally speaking you would include the sales/purchase invoice number here
3. **AMOUNT:** Enter the full amount of the payment (including VAT)to be allocated against the invoice. Only when the full payment has been received will Yendo mark the invoice as paid
4. **NOTES:** This is the description that will appear in the bank account on Yendo.
5. **BANK ACCOUNT:** Select the bank account into which the payment was made

Click **"Save Payment"**



CREDIT NOTE
(Sales or Purchases)

WHAT

Raising a credit note for either sales or purchases

WHY

So you can record a refund relating to a previous sales/purchase invoice

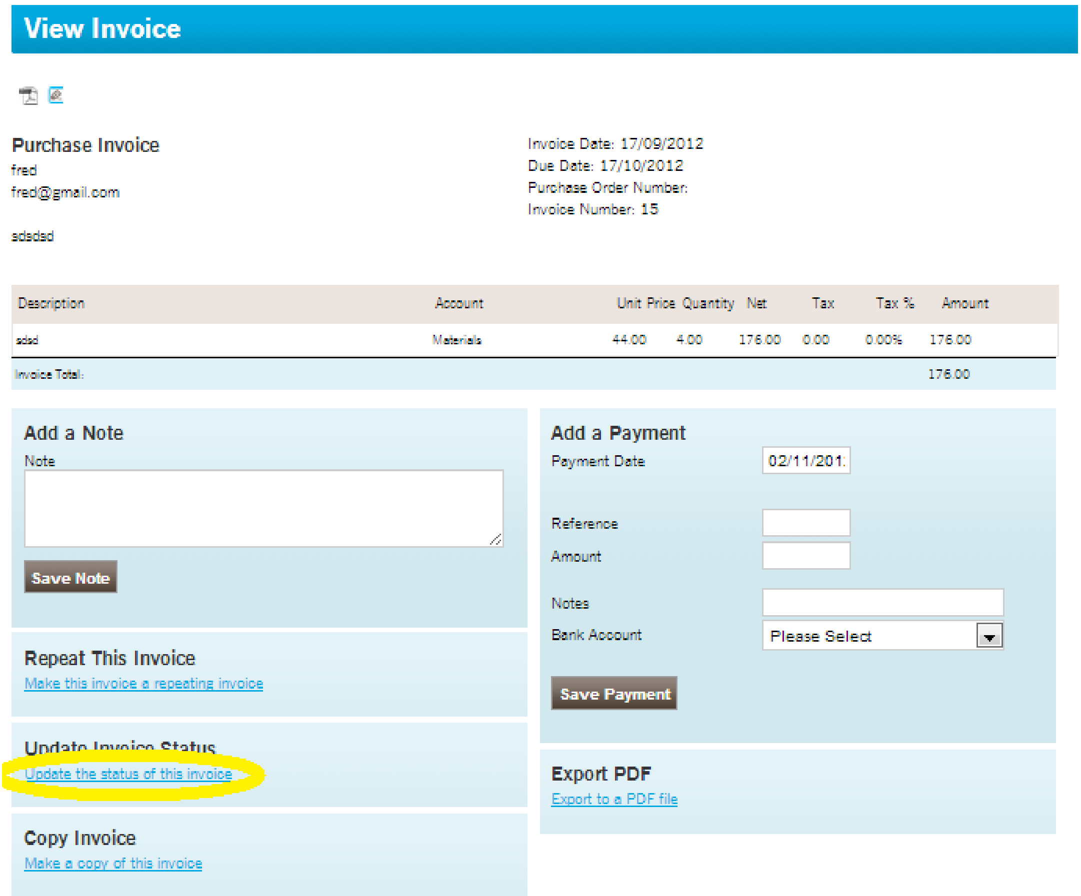
HOW

Click into the relevant credit note

Follow the steps exactly the same as if you were creating a sales/purchase invoice. The only difference is when **"Invoice Type"** or **"Purchase Type"** make sure that you chose **"Credit Note"**

PAYMENT STATUS: Select "paid"

Click **"Save Status"**



DELETING AN INVOICE
(Sales or Purchases)

WHAT

Deleting an invoice that you created in error

WHY

So your accounts are not understated/overstated by an incorrect invoice

HOW

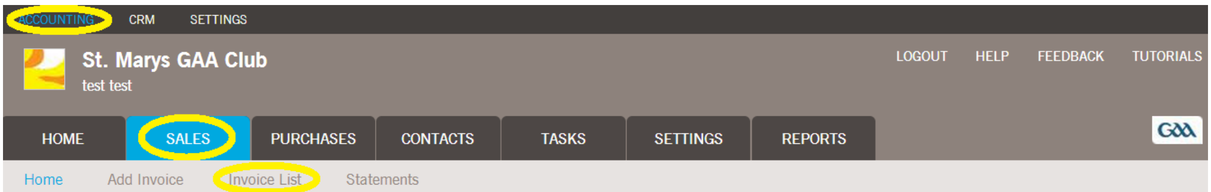
NB – Before deleting an invoice take note of any payments made against the invoice. You will need to manually delete this payment once you have deleted the invoice.

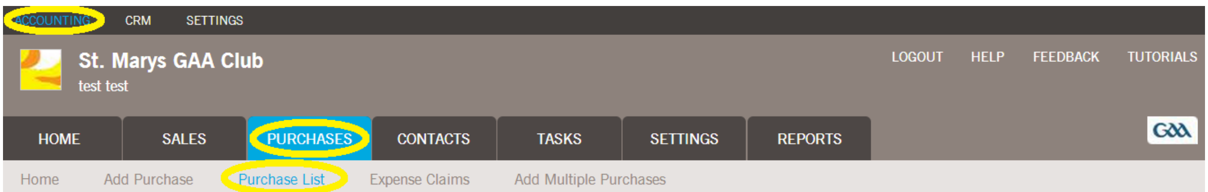
TO DELETE THE INVOICE

Click **"ACCOUNTING"**
Click **"SALES"** or **"PURCHASES"**
Click **"Invoice List"** or **"Purchase List"**
Select the relevant Invoice by clicking on the number
Click **"Update the status of this invoice"**
Select **"Deleted"** from the drop-down menu beside **"Invoice status"**
Click **"Save Status"**

TO DELETE THE PAYMENT

Click **"ACCOUNTING"**
Click on the bank account on the main screen
Click on the pencil symbol in the **"edit"** column for the relevant transaction
Select **"Deleted"** from the drop-down menu beside **"Status"**
Click **"Save Status"**





Purchases

#	Description	Contact	Date	Due Date	Amount	Status	PDF	@	Edit
15	sdsdsd	fred	17/09/2012	17/10/2012	176.00	Awaiting Payment			

View Repeating Purchases

View Invoice

Purchase Invoice

fred
fred@gmail.com

sdsdsd

Invoice Date: 17/09/2012
Due Date: 17/10/2012
Purchase Order Number:
Invoice Number: 15

Description	Account	Unit Price	Quantity	Net	Tax	Tax %	Amount
sdsd	Materials	44.00	4.00	176.00	0.00	0.00%	176.00
Invoice Total:							176.00

Add a Note

Note

Save Note

Repeat This Invoice

Make this invoice a repeating invoice

Update Invoice Status

Update the status of this invoice

Copy Invoice

Make a copy of this invoice

Add a Payment

Payment Date 02/11/201.

Reference

Amount

Notes

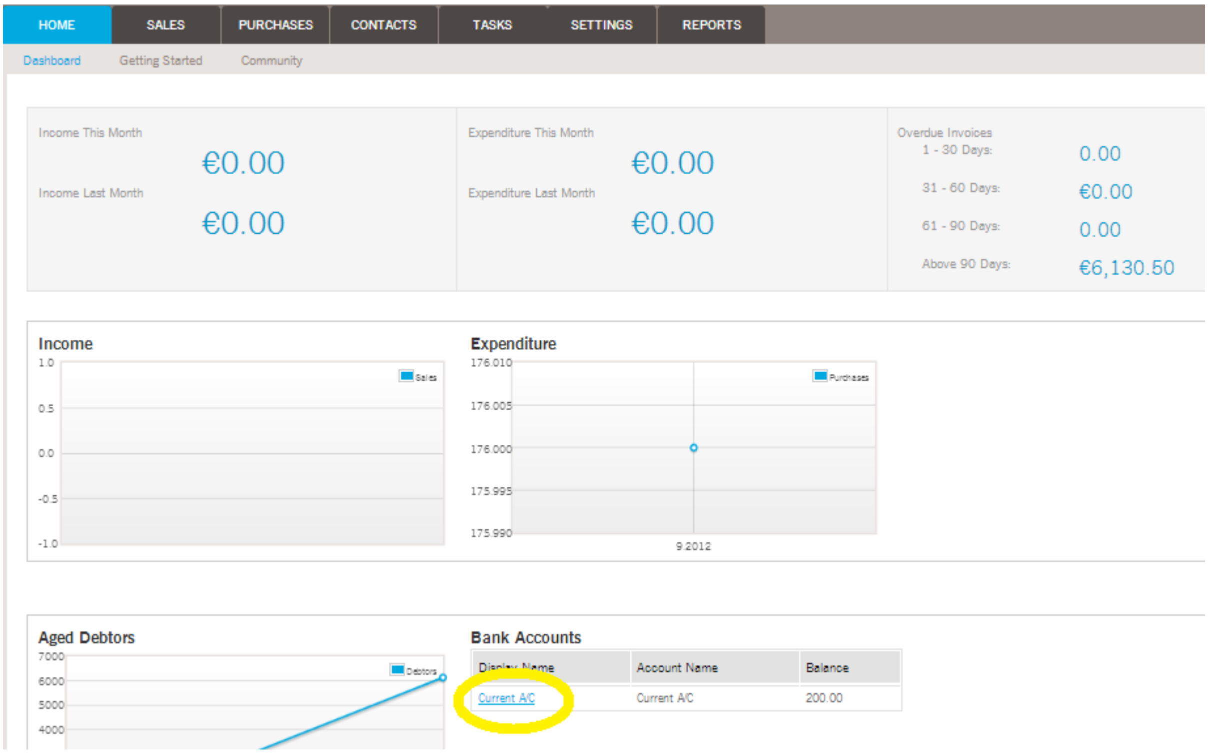
Bank Account Please Select

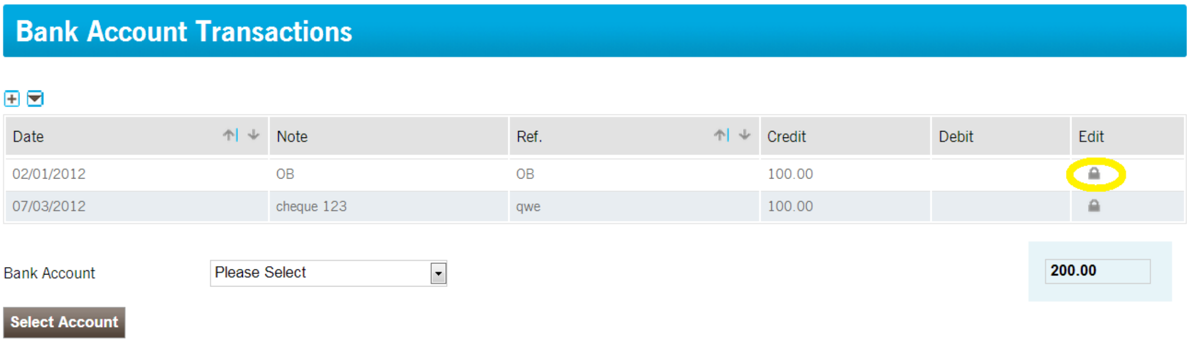
Save Payment

Export PDF

Export to a PDF file

Yendo


HOME
SALES
PURCHASES
CONTACTS
TASKS
SETTINGS
REPORTS
Dashboard
Getting Started
Community
Income This Month
€0.00
Income Last Month
€0.00
Expenditure This Month
€0.00
Expenditure Last Month
€0.00
Overdue Invoices
1 - 30 Days:
0.00
31 - 60 Days:
€0.00
61 - 90 Days:
0.00
Above 90 Days:
€6,130.50
Income
Expenditure
9.2012
Aged Debtors
Bank Accounts
Account Name
Balance
Current A/C
Current A/C
200.00


Bank Account Transactions
Date
Note
Ref.
Credit
Debit
Edit
02/01/2012
OB
OB
100.00
07/03/2012
cheque 123
qwe
100.00
Bank Account
Please Select
200.00
Select Account