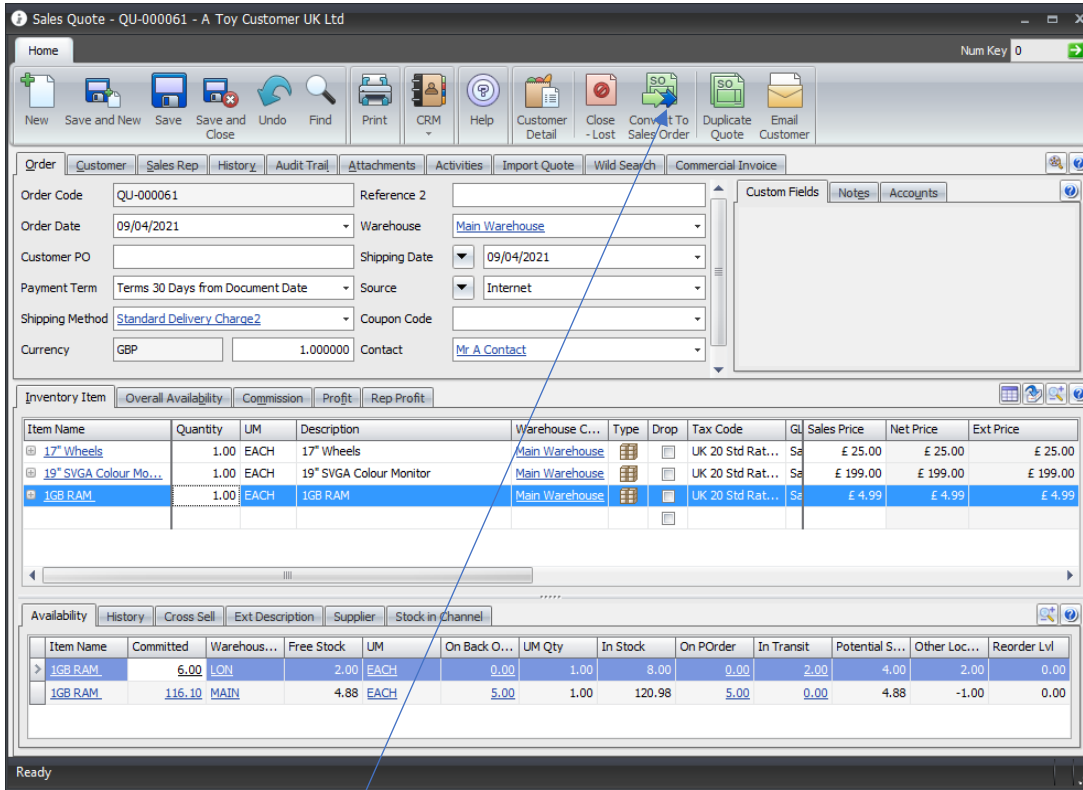




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Deposit Payment On Account

How to handle Proforma / Payment on Account / Deposits for Orders



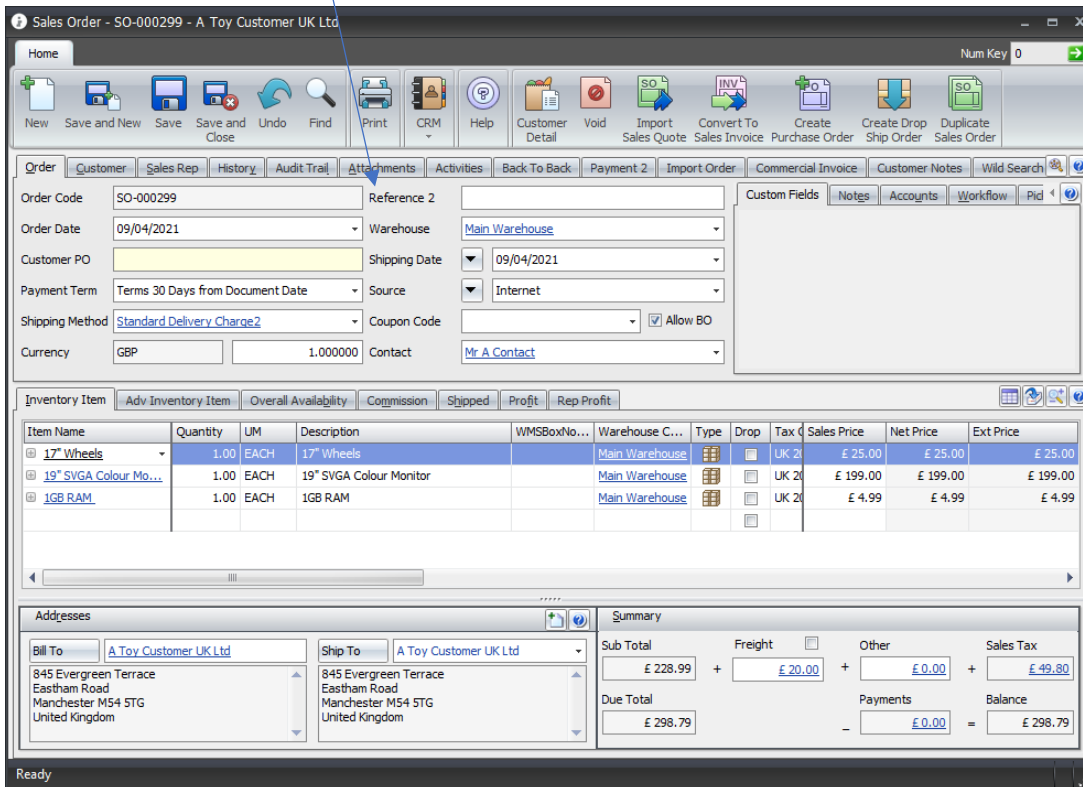
The screenshot shows the 'Sales Quote - QU-000061 - A Toy Customer UK Ltd' window. The 'Convert To Sales Order' button in the top toolbar is highlighted with a blue arrow. The main form contains the following data:

Order Code	QU-000061	Reference 2	
Order Date	09/04/2021	Warehouse	Main Warehouse
Customer PO		Shipping Date	09/04/2021
Payment Term	Terms 30 Days from Document Date	Source	Internet
Shipping Method	Standard Delivery Charge2	Coupon Code	
Currency	GBP	Contact	Mr A Contact

Item Name	Quantity	UM	Description	Warehouse C...	Type	Drop	Tax Code	GL	Sales Price	Net Price	Ext Price
17" Wheels	1.00	EACH	17" Wheels	Main Warehouse			UK 20 Std Rat...	Se	£ 25.00	£ 25.00	£ 25.00
19" SVGA Colour Mo...	1.00	EACH	19" SVGA Colour Monitor	Main Warehouse			UK 20 Std Rat...	Se	£ 199.00	£ 199.00	£ 199.00
1GB RAM	1.00	EACH	1GB RAM	Main Warehouse			UK 20 Std Rat...	Se	£ 4.99	£ 4.99	£ 4.99

Item Name	Committed	Warehouse...	Free Stock	UM	On Back O...	UM Qty	In Stock	On POrder	In Transit	Potential S...	Other Loc...	Reorder Lvl
1GB RAM	6.00	LON	2.00	EACH	0.00	1.00	8.00	0.00	2.00	4.00	2.00	0.00
1GB RAM	116.10	MAIN	4.88	EACH	5.00	1.00	120.98	5.00	0.00	4.88	-1.00	0.00

Create the usual Proforma and send to customer like above. When the customer pays convert the proforma/quote to a sales order.



The screenshot shows the 'Sales Order - SO-000299 - A Toy Customer UK Ltd' window. The 'Convert To Sales Order' button in the top toolbar is highlighted with a blue arrow. The main form contains the following data:

Order Code	SO-000299	Reference 2	
Order Date	09/04/2021	Warehouse	Main Warehouse
Customer PO		Shipping Date	09/04/2021
Payment Term	Terms 30 Days from Document Date	Source	Internet
Shipping Method	Standard Delivery Charge2	Coupon Code	
Currency	GBP	Contact	Mr A Contact

Item Name	Quantity	UM	Description	WMSBoxNo...	Warehouse C...	Type	Drop	Tax	Sales Price	Net Price	Ext Price
17" Wheels	1.00	EACH	17" Wheels		Main Warehouse			UK 20	£ 25.00	£ 25.00	£ 25.00
19" SVGA Colour Mo...	1.00	EACH	19" SVGA Colour Monitor		Main Warehouse			UK 20	£ 199.00	£ 199.00	£ 199.00
1GB RAM	1.00	EACH	1GB RAM		Main Warehouse			UK 20	£ 4.99	£ 4.99	£ 4.99

Sub Total	£ 228.99	Freight	£ 20.00	Other	£ 0.00	Sales Tax	£ 49.80
Due Total	£ 298.79			Payments	£ 0.00	Balance	£ 298.79



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Deposit Payment On Account

If the goods are fast moving, then enter a payment on account as it will not be there for long.

If the order is going to cross a VAT quarter, then do the following:

Create a non-stock item invoice for the deposit amount. Via New Invoice.

Sales Invoice - INV-000111 - A Toy Customer UK Ltd

Order Code: INV-000111 Reference 2

Invoice/Tax Date: 09/04/2021 Warehouse: Main Warehouse

Customer PO: Shipping Date: 09/04/2021

Payment Term: Terms 30 Days from Document Date Source: Internet

Shipping Method: Standard Delivery Charge2 Coupon Code: Allow BO

Currency: GBP 1.000000 Contact: Mr A Contact

Item Name	Quantity	Ship	BO	UM	Description	WMSBoxNo...	Warehouse C...	Type	Drop	Tax Code	GL Account	Pricing	Sales Price	Net Price	Ext Price
DEPOSIT	1.00	1.00	0.00	EACH	Deposit		Main Warehouse			UK 20 Std Rat...	Other Debtors	Admin User	£ 248.99	£ 248.99	£ 248.99

To make this easier, a non-stock item called DEPOSIT can be created. This should default the nominal to something on the balance sheet like Other Debtors. This gives the customer an invoice so they can claim their vat back and puts it into the vat return as of the date the payment was made.

Amend the sales order to add a negative qty item line called DEPOSIT with the same nominal code for the value received. In the example below it was the whole order value.

Sales Order - SO-000299 - A Toy Customer UK Ltd

Order Code: SO-000299 Reference 2

Order Date: 09/04/2021 Warehouse: Main Warehouse

Customer PO: Shipping Date: 09/04/2021

Payment Term: Terms 30 Days from Document Date Source: Internet

Shipping Method: Standard Delivery Charge2 Coupon Code: Allow BO

Currency: GBP 1.000000 Contact: Mr A Contact

Item Name	Quantity	UM	Description	WMSBoxNo...	Warehouse C...	Type	Drop	Tax Code	GL Account	Pricing	Discount	Coupon...	Due Date	Sales Price	Net Price	Ext Price
17" Wheels	1.00	EACH	17" Wheels		Main Warehouse			UK 20 Std Rat...	Sales Type A - UK	Customer	0.000%	0.000%	09/04/202	£ 25.00	£ 25.00	£ 25.00
19" SVGA Colour Mo...	1.00	EACH	19" SVGA Colour Monitor		Main Warehouse			UK 20 Std Rat...	Sales Type A - UK	Good Customer Price ...	0.000%	0.000%	09/04/202	£ 199.00	£ 199.00	£ 199.00
1GB RAM	1.00	EACH	1GB RAM		Main Warehouse			UK 20 Std Rat...	Sales Type A - UK	Customer	0.000%	0.000%	09/04/202	£ 4.99	£ 4.99	£ 4.99
DEPOSIT	-1.00	EACH	Deposit		Main Warehouse			UK 20 Std Rat...	Other Debtors	Admin User	0.000%	0.000%	09/04/202	£ 248.99	£ 248.99	(£ 248.99)

Summary			
Sub Total	£ 20.00	Freight	£ 20.00
Due Total	£ 0.00	Other	£ 0.00
		Payments	£ 0.00
		Balance	£ 0.00



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Deposit Payment On Account

This allows the order to be processed. It also allows the sales values to be put against the item lines. The balance of the Other Debtors nominal should be 0 once the sales order is invoiced.