

Deposit Payments Within Sage 50 Accounts Professional.

"We request a deposit using an invoice from our customers. We then wish to despatch the goods to maintain stock control and create an Invoice for the correct amount."



Enter the Sales Order for the Stock Items

Product Sales Order

Details Order Details Footer Details Payment Details Despatched Invoices

A1 Design Services
67a Station Road

Blackpool
Lancashire
BP12 7HT

Type: Sales Order Product Sales Order

Date: 17/05/2012 Inv Ref: <AutoNumber>

A/C: A1D001 Item No: Item 2 of 2

Product Code	Description	Quantity	Price £	Net £	V.A.T. £
BOOKS001	A4 Ledger Book - 5 Column	1.00	7.60	7.60	1.48
CALC001	Calculator - Desktop	1.00	8.90	9.90	1.85

Deduction Description Net £ Total GBP £

Net Value Discount 0.00 17.10 3.33

Carriage GBP £ 0.00 0.00

Gross GBP £ 20.43

Less Deposit GBP £ 0.00

Amount Due GBP £ 20.43

Save Discard Quick Print Print Complete Cash Sales Close

- i Maintain Stock Control.
- i Produce Deposit Invoice.
- i Produce Sales Order
- i Delivery Note
- i Final Invoice Less Deposit already Paid
- i Visibility throughout the organisation
- i Product Support provided by Sage Experts Red Business Systems.
- i [View Full Range of Sage Manufacturing applications](#)

- Create a Separate Invoice for the Deposit Payment
- Use S3 Code on the Invoice. This allows the invoice to be produced but does not link to stock control
- Enter the deposit value against each item

Product Invoice

Details Order Details Footer Details Payment Details

A1 Design Services
67a Station Road

Blackpool
Lancashire
BP12 7HT

Type: Invoice Product Invoice

Format: Product Inv. No: <AutoNumber>

Date: 17/05/2012 Order No:

A/C: A1D001 Item No: Item 2 of 2

Product Code	Description	Quantity	Price £	Net £	V.A.T. £
S3	Deposit for A4 Ledger Book	1.00	2.00	2.00	0.39
S3	Deposit for Calculator Desktop	1.00	2.00	2.00	0.39

Deduction Description Net £ Total GBP £

Net Value Discount 0.00 4.00 0.78

Carriage GBP £ 0.00 0.00

Gross GBP £ 4.78

Less Deposit GBP £ 0.00

Amount Due GBP £ 4.78

Save Discard Quick Print Print Memorise Recall Close



Deposit Payments Within Sage 50 Accounts Professional.



When the deposit has been received update the Sales Order.

- Enter the Deposit Value or Deposit % received to the Item Line Discount on the Sales Orders.
- The Outstanding Amount to be paid against each Item Line will be calculated.

Once stock is available – Select the Sales Order and Allocate.

- Once available Allocate the Stock to the Sales Order.
- This will update the sales order status to Allocated.

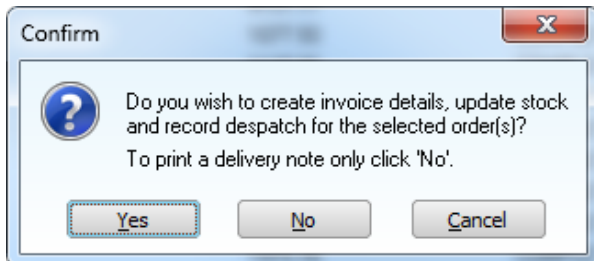
Stock is Allocated (Reserved for the Sales Order)

- The Stock Record will show
- 1 In stock.
- 1 Allocated.
- 0 Free Stock
- This prevents the Item being sold to a new Sales Order.

Deposit Payments Within Sage 50 Accounts Professional.

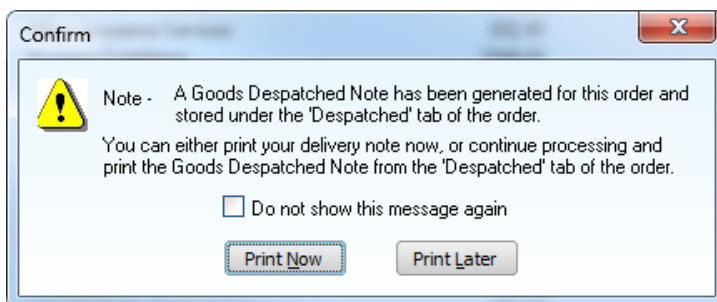


Select Despatch to Create a Delivery Note, Invoice and Update Stock as Despatched.

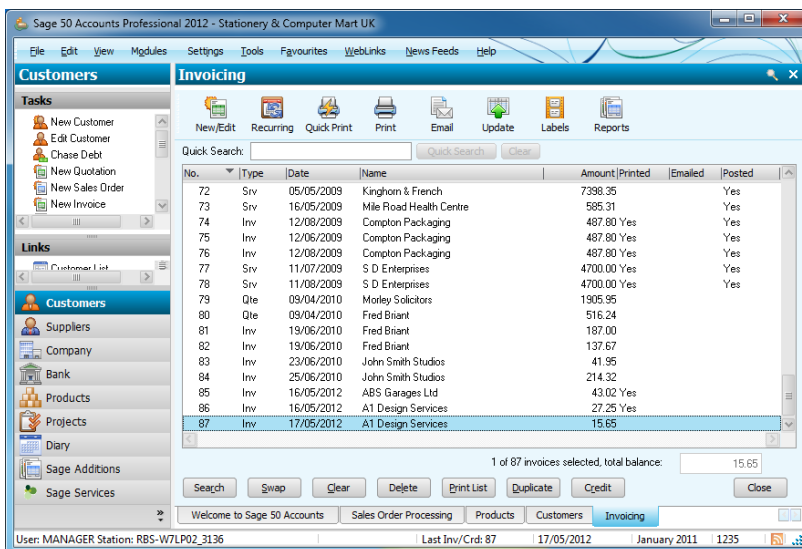


- Despatch the Products to the Sales Order.
- Select Yes to create the necessary documentation.

Print Now to Create Despatch Note



Invoice is Produced Automatically in Invoice List

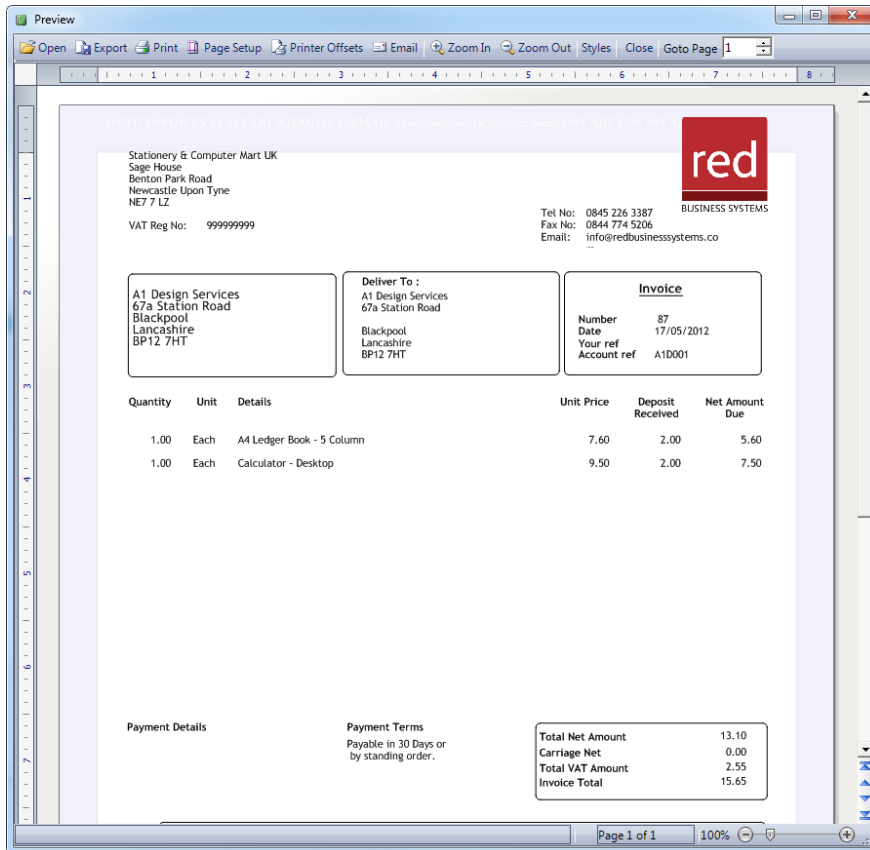


- The information from the Sales Order is copied to become an Invoice.
- The Invoice can be printed and posted from here.

Deposit Payments Within Sage 50 Accounts Professional.



Print Invoice. The correct invoice amount is printed and posted to the Sales Ledger



- Invoice displays Deposit Received against each Item Line.
- Total Displayed is amount to be paid now.

Key Features Include

- ✓ Deposit Payments Controlled
- ✓ VAT Compliant
- ✓ Easily Maintained
- ✓ Maintain Stock Control - Allocate and Despatch Stock
- ✓ Works on Item Line Level
- ✓ View Quantity In Stock, Quantity Allocated, On Order and Free Stock.

For further information or a demonstration please contact Red Business Systems
www.redbusinesssystems.com . Tel 01242 516885.