

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

Order Code: QU-000061
 Order Date: 09/04/2021
 Customer PO:
 Payment Term: Terms 30 Days from Document Date
 Shipping Method: Standard Delivery Charge2
 Currency: GBP 1.000000
 Contact: Mr A Contact

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

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

Order Code: SO-000299
 Order Date: 09/04/2021
 Customer PO:
 Payment Term: Terms 30 Days from Document Date
 Shipping Method: Standard Delivery Charge2
 Currency: GBP 1.000000
 Contact: Mr A Contact

Item Name	Quantity	UM	Description	WMSBoxNo...	Warehouse C...	Type	Drop	Tax Code	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

Addresses

Bill To: A Toy Customer UK Ltd
 845 Evergreen Terrace
 Eastham Road
 Manchester M54 5TG
 United Kingdom

Ship To: A Toy Customer UK Ltd
 845 Evergreen Terrace
 Eastham Road
 Manchester M54 5TG
 United Kingdom

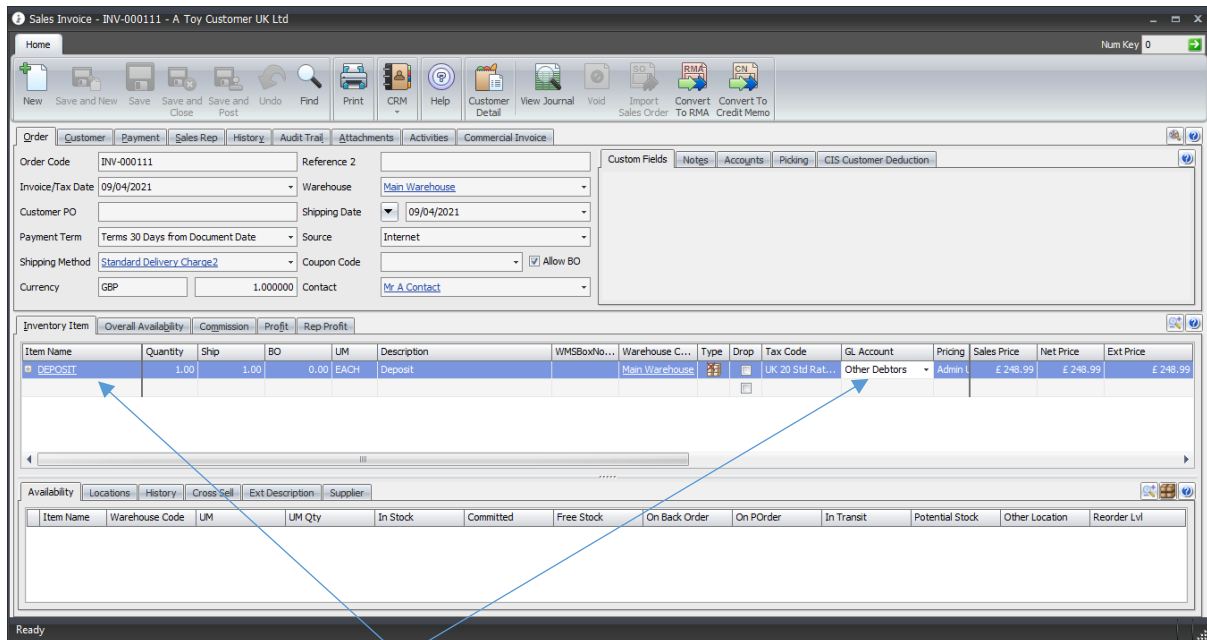
Summary

Sub Total: £ 228.99
 Freight: £ 20.00
 Other: £ 0.00
 Sales Tax: £ 49.80

Due Total: £ 298.79
 Payments: £ 0.00
 Balance: £ 298.79

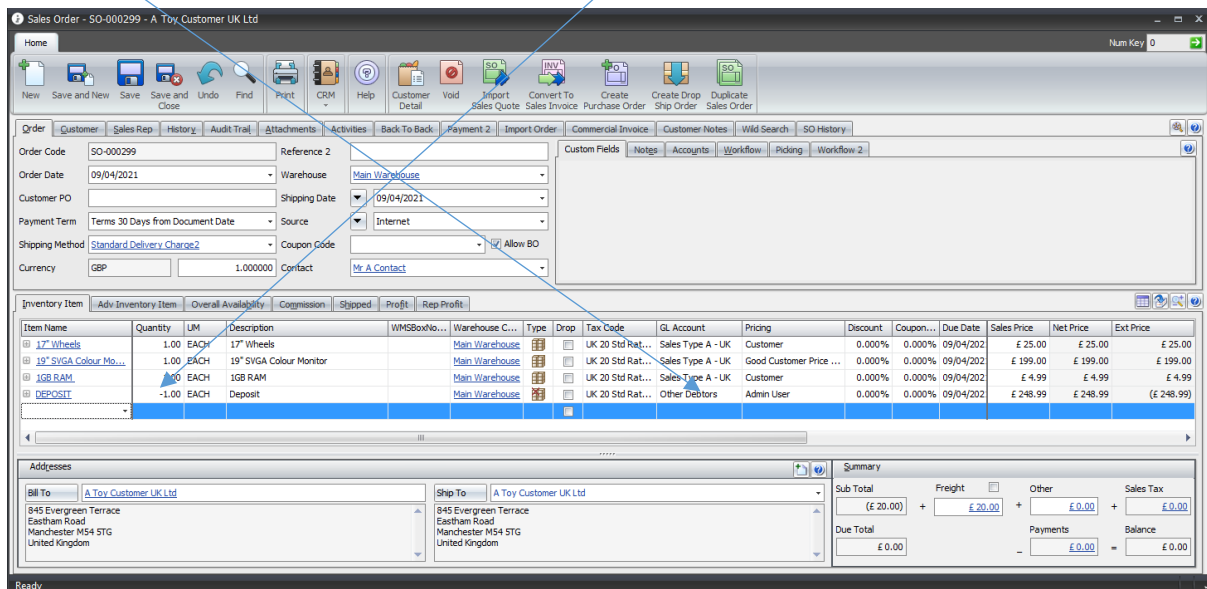
If your goods are fast moving then a payment on account will not be there long. If the order is going to cross a vat QTR then you should do the following:

You need to now create a non stock item invoice for the deposit amount. Via New Invoice.



I created a non stock item called DEPOSIT. 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 your vat return as of the date you got the money.

You now need to 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.



This allows you to process the order still. 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.