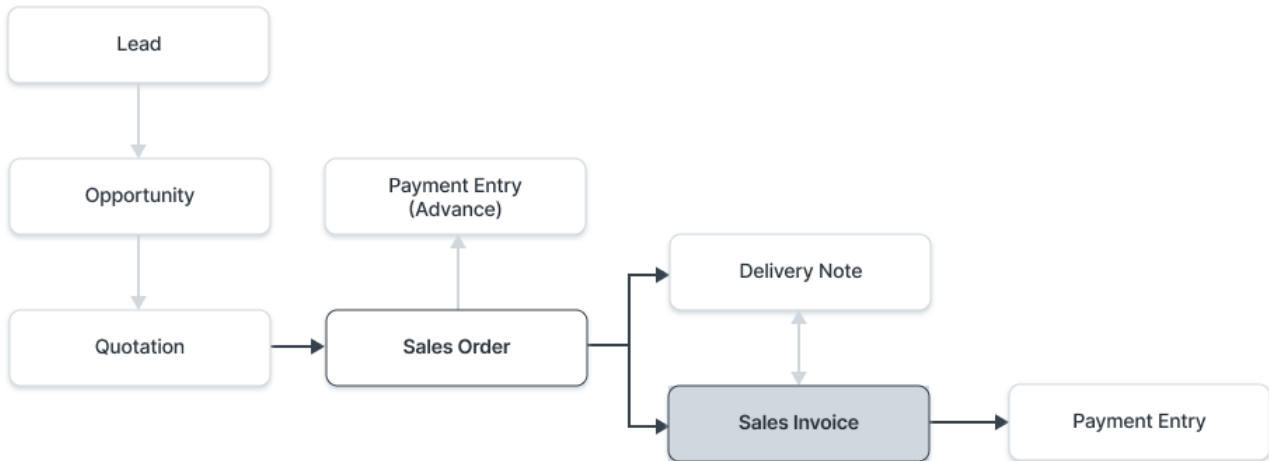


Sales Invoice

A **Sales Invoice** is issued to a customer after delivering goods or services. Submitting a sales invoice records income and creates a receivable entry.



Steps to create a sales invoice:

1. Navigate to **Home** → **Accounting** → **Accounts Receivable** → **Sales Invoice** and click **New**.
2. Select the **Customer**; the system fetches default customer details such as address and payment terms.
3. Set the **Due Date** (defaults to the posting date) and add items with quantities and rates. Prices and taxes are fetched from the item master and price lists.
4. Verify or edit the **Posting Date** and **Posting Time**. You can add shipping and other charges under **Taxes and Charges**.
5. Save and **Submit** to book the revenue and create a receivable. The invoice status will change from *Draft* to *Submitted* and later to *Paid* when payment is received.

☰ **Ubisoft** Unpaid

Cancel e-Invoice View ▾ Create ▾ < > 🖨️ ⋮ Cancel

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Details Address & Contact LHDN Details Annexure Payments Terms More Info Connections

Customer

CUST-2025-00001

Date *

05-12-2025

Include Payment (POS)

Is Return (Credit Note)

Customer Name

Ubisoft

Posting Time *

10:37:55

Is Rate Adjustment Entry (Debit Note)

Issue a debit note with 0 qty against an existing Sales Invoice

Company *

NEBULA SYSTEMS SDN BHD

Payment Due Date *

05-12-2025

e-Invoice Type *

Invoice

Accounting Dimensions ▾

Revision #5

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