

**Key Point**

# Sales Invoice



A sales invoice is a bill for payment. It states the goods that have been sent and includes details of price.

**Completing the document:****Every sales invoice needs to include:**

1. Customers account number, today's date, despatch date and invoice number- should be the same as on the delivery note.
2. Item code, quantity and description – as on the delivery note.
3. Unit (quantity in which goods are sold) and Unit Price (price per unit)
4. Gross Value Column (Calculated unit price x quantity)
5. Discount Column (any discounts you offer your customers.
6. Net Value Column (Gross value – any deductions/discounts)
7. Total of each of the above columns.
8. VAT (Calculate at current rate and enter)
9. Total due (net value + VAT)
10. Terms (when the invoice must be paid by)
11. 'E&OE'. This stands for errors and omissions excepted which means suppliers have the right to change any error on an invoice even if they have put on the wrong price.

**Look out for the following mistakes**

- Entering the wrong quantity sold.
- Entering the wrong unit price.
- Inaccurate calculations.
- Forgetting to include the discount.
- Forgetting to include the carriage charge.

