

Part 6 – Sales Invoice/Receipt Maintenance

Instructions:

The following exercises are designed to familiarize you with setting up the content that prints on sales invoices and receipts. Refer to Chapter 1 of the Accounting Supplement manual for help. Complete the following exercises and review your progress with your supervisor.

Modify Address

- The association has moved offices; therefore, the address that prints on the top of the Sales Invoices and Receipts is incorrect. Using the appropriate setup form, change the address for both Association and MLS charges to:

**123 Pleasant View Lane
Shady Brook Estates
Anytown, CA 90292**

- The association would like to advertise the upcoming Golf Tournament. One way to do this is to customize the message that prints on the invoices and receipts for over-the-counter transactions. Modify the message that prints on receipts as follows:

Thank you for your purchase. Don't forget that the Annual Golf Tournament will be taking place Sunday, May 13th at the Shady Brook Country Club. Tee off starts at 8:00am. Tickets may be purchased at the Board Store or over the phone at 800-555-1212. Come and join in the fun!

- Carol Barker has entered the store and is purchasing a book called "Power of Positive Thinking." Create an invoice for this charge and pay it off. Print the receipt and verify that the address and message has been updated correctly.

- Answer the following questions:

1. You can create an invoice in:

- a) The Sales Invoice Form
- b) The Cash Receipts Posting Form
- c) Both of the above

Answer: _____

2. To change the default message on the sales invoice, you must modify the "Default Invoice Message" section in the:

- a) Sales Invoice Form
- b) Cash Receipts Form
- c) Sales Invoice Setup Form

Answer: _____

Reviewed By: _____

Date: _____

Trainee: _____