Month

month & year .... March 200

WORKED EXAMPLE with Instructions

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SALES RECORD

Date of Invoice	Date Paid	Customer	Invoice Number	Invoice Total £	p
4		John Smith's	026	82	75
5	4/5	B.I.G. Buyers & Co	027	962	43
8	30/3	Brown & Son	028	165	00
12		A. Supply Co	029	96	37
16	3/5	ABC Co	030	15	25
17		Brown & Son - CREDIT NOTE	031	(15	00)
19		B.I.G. Buyers & Co	032	650	00
23		D. Jones	033	85	50
23		A. Smith	034	23	15
~~26~~		~~A. Supply Co~~ Cancelled	~~035~~	~~90~~	~~00~~
26		A. Supply Co	036	95	00
31		ABC Co	037	160	26
31		John Smith's	038	104	84
		Total		2,425	55
Sub-total (carry forward to next column)					

When an invoice is paid, you could note the date in the "Date Paid" column. This is optional but useful for spotting any unpaid invoices.

At the end of the month, total up as shown above. If you fill more than one column, then do a sub-total at the bottom of the page.

SALES RECORD (continued)

Date of Invoice	Date Paid	Customer	Invoice Number	Invoice Total £	p
Sub-total (brought forward from first column)					
Total Sales for Month					

If you need to issue a Credit Note, then this could be recorded as shown left. The brackets indicate the figure has to be subtracted when totalling up the column.

If you need to cancel an invoice (as shown left), then you need to record it so that the sequence of invoice numbers remains complete.

Only a few sales entries are shown here to illustrate how to complete this page.