

Cash Sales

Last Modified on 03/09/2026 2:56 pm CDT

Agvance does not distinguish between cash and charge sales. A cash sale in Agvance charges the Customer and then takes a payment for the sale. There are two types of cash sales:

- Sales that are considered incidental for which tracking the sales activity by Customer is not necessary. A generic Customer called Cash Sale or something similar can be set up for these kinds of sales.
- Sales by Customers whose activity should be tracked. This procedure may be used on Invoices with multiple Customers even if some are paying now and the others are later.

How to Enter a Cash Sale/Cash Invoice

1. Go to *Accounting / A/R / Invoice* or choose the **Add an Invoice** icon and fill out the Invoice as normal.
2. Choose the *COD* option on the *Add Invoice* window and select **Save**.

The screenshot shows the 'Add Invoice' window with the following details:

Split	ID	AndBa	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer		Barry Anderson		0.00	14480.68	3000.00	75000

<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prod I
#1 Clear Diesel	200.000	Gal	List		4.49	Gal	898.00	1	100.000	898.00	<input checked="" type="checkbox"/>	DsIC00	1Clear

Subtotal	898.00
Prepay \$ Used	0.00
Sales Tax	67.36
Amount Due	965.36

The 'COD' checkbox is checked, and the 'Save' button is highlighted.

3. This automatically defaults the *Take a Payment* option as selected on the *Print Invoice Documents* window. Make the appropriate selections and choose **OK**.

Print Invoice Documents

Select Range of Invoices

Location: 00MAIN Starting Inv#: 1200945 Ending Inv#: 1200945

Include Voiced Invoices
 Previous Years
 Print Emailed Invoices

Print Invoice: ADOBE PDF 1 Copies

Print Delivery Ticket 1

Print Haz Mat Sheet 1

Print SDS 1

Print WPS: ADOBE PDF 1

Print Custom Apps

Print Bill of Lading 1

Print Invoice No Roll up

Take a Payment: Capture Signature

Suppress Invoice Splits

OK Cancel

4. On the *Receive Payment(s) on Account* window, enter the *Date*, *Disc*, *Payment Total*, *Pay Method(s)*, and *Pay Amount(s)*. The total of the *Pay Amount(s)* must equal the *Payment Total*. Select *Use UAC* to apply Unapplied Cash toward the Invoice.

Receive Payment(s) on Account

Check which customers you are receiving payment from. These Payments will automatically be applied against the invoice you just created.

Payment Number: 120369 Date: 09/24/2024

ID	Name	Gross	Disc	Payment Total	Pay Method 1	Ref #	Use UAC	UAC Balance	Pay Amount
1	AndBa Barry Anderson	965.36	0.00	965.36	Check		<input type="checkbox"/>	3000.00	965.36

<Disc Acct> 4100000-00

Description

Control # Print Receipts

Clear Locks Apply Save Cancel

Note: If the payment is cancelled at the roll-through payment screen, the Invoice will automatically be voided. A COD sale can only be completed if the entire transaction, including the payment, is completed. If the payment is cancelled, the following message displays:

Receive Payment(s) on Account

 The COD Invoice will be voided since you are not taking a payment.

OK

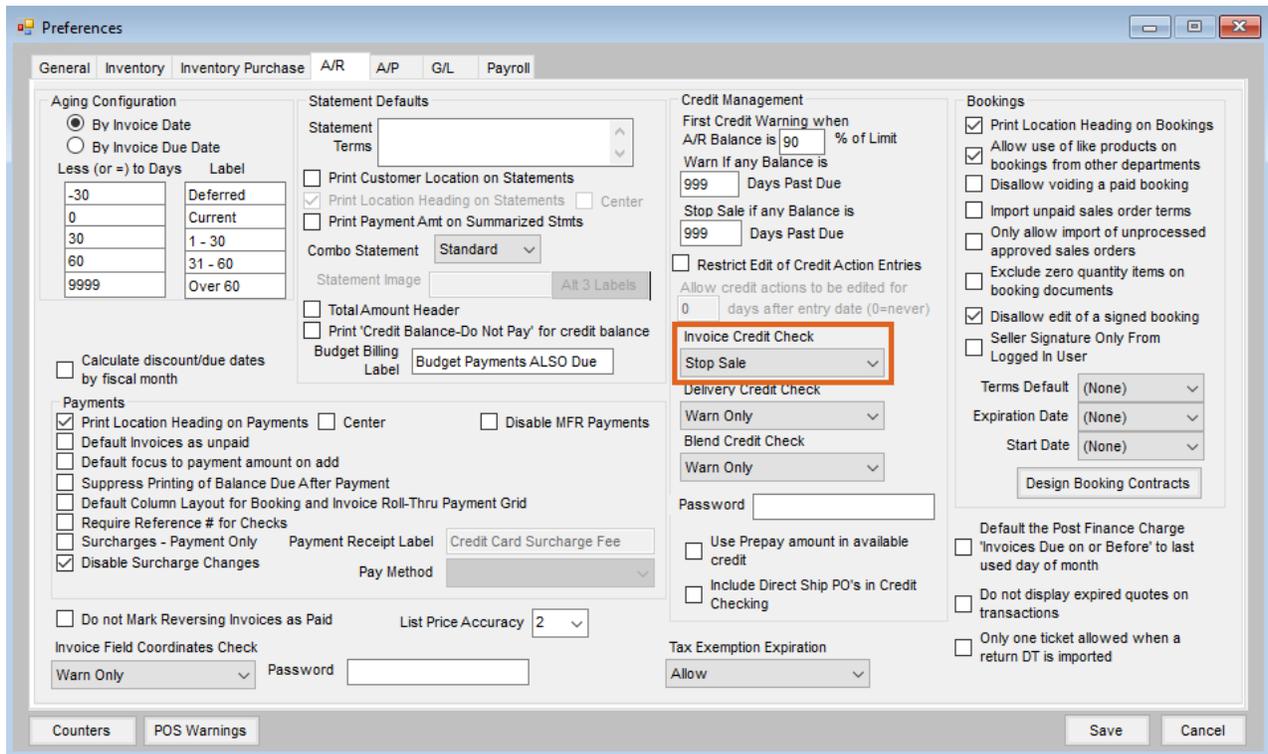
5. Choose the *Print Receipts* option to print a payment receipt.

6. Select **Save** to finish the transaction.

To reprint a COD invoice, go to *Accounting / A/R / Invoice*. Highlight the invoice and select **Reprint**.

COD Invoices require a payment immediately upon saving the Invoice. If a COD Invoice is canceled on the *Print Invoice Documents* window, the Invoice is voided and, therefore, cannot be reprinted by editing and saving.

If a Customer has reached the credit limit and the *Invoice Credit Check* preference is set to *Stop Sale* on the A/R tab at *Accounting / Setup / Preferences* and the Customer would like to pay cash, select the *COD* option.



By using the *COD* option, the sale will be allowed to continue to a roll-through *Payment on Account* screen.