

# 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 displays the 'Add Invoice' window for customer Barry Anderson. The invoice date is 09/24/2024 and the due date is 10/15/2024. The terms are N15. The invoice includes one line item: #1 Clear Diesel, with a quantity of 200.000, a unit price of 4.49, and a total of 898.00. The summary at the bottom right shows a subtotal of 898.00, sales tax of 67.36, and an amount due of 965.36. The 'COD' checkbox is checked and highlighted with a red box.

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	100.0000	898.00	<input checked="" type="checkbox"/>	DsIC00	1Clear

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

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

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

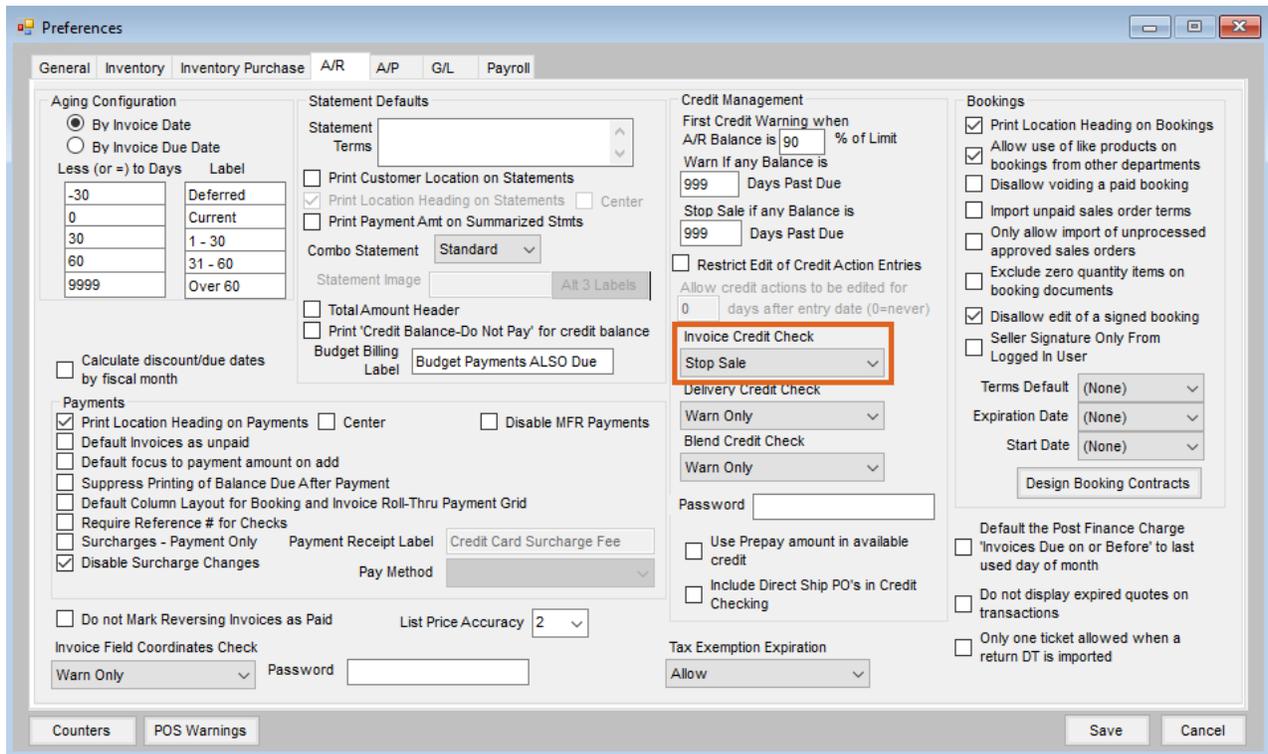
5. Choose the *Print Receipts* option to print a payment receipt.

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.