

# Creating Sales Invoices

Many businesses create their own invoices (sales documents) and Google Sheets provides a medium for creating professional invoices, even linking them to a stock inventory.

## Entering the Labels of the Invoice

- 1 Load Google Sheets or start a NEW SPREADSHEET.

2 Enter the labels shown in the indicated cells.

3 Change each heading to BOLD. Remember, you can hold down the CTRL or COMMAND key to select multiple cells.

	A	B	C	D	E	F
1						
2						
3						
4						
5	Sold To:			Date:		
6						
7						
8	Qty	Code	Description	Unit Price	Amount	
9						
10						
11						
12						
13						
14						
15						
16				Sub-Total:		
17				GST:		
18				TOTAL:		
19						

4 HORIZONTALLY CENTRE cells A8 to C8 and RIGHT ALIGN cells D5 to E18.

	A	B	C	D	E	F
1						
2						
3						
4						
5	Sold To:			Date:		
6						
7						
8	Qty	Code	Description	Unit Price	Amount	
9						
10						
11						
12						
13						
14						
15						
16				Sub-Total:		
17				GST:		
18				TOTAL:		
19						

## Adding Borders

Borders need to be placed around relevant sections of the invoice.

The screenshot shows a Google Sheets interface with a spreadsheet titled "Untitled spreadsheet". The toolbar is visible, and the "Borders" icon is highlighted. A callout box points to the "All borders" option in the dropdown menu. The spreadsheet content includes a header row (A8-E8) with columns: Qty, Code, Description, Unit Price, and Amount. Below this is a "Sold To:" field (A5-D5) and a "Date:" field (D5-E5). The "Sub-Total:", "GST:", and "TOTAL:" labels are in cells D16, D17, and D18 respectively. A callout box on the right contains the following text:

1 Highlight cells A8 to E15 and use the BORDERS icon in the TOOLBAR to select ALL BORDERS.

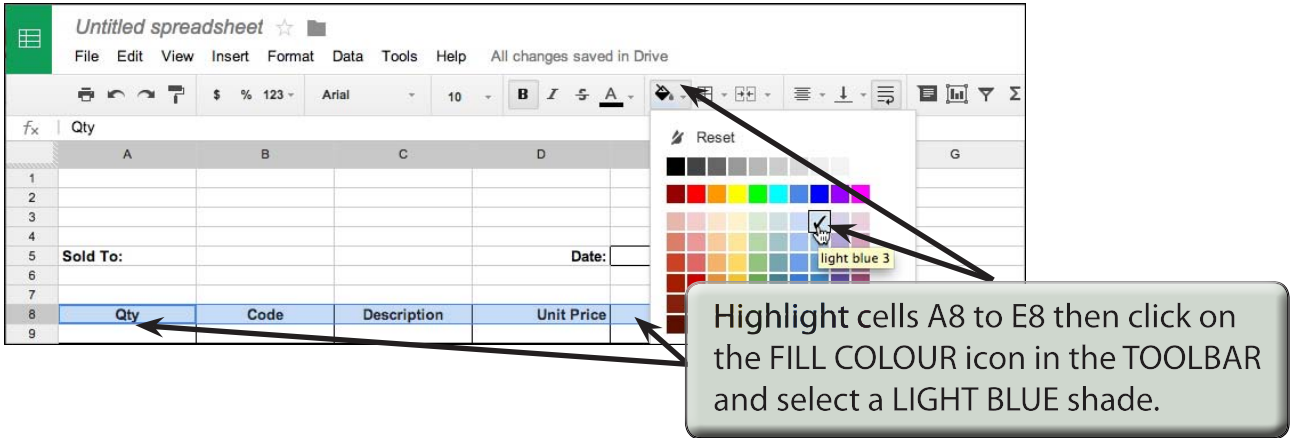
The screenshot shows the same Google Sheets interface. The "Sub-Total:", "GST:", and "TOTAL:" labels are now highlighted in cells D16, D17, and D18. The "All borders" icon in the toolbar is still highlighted. A callout box on the right contains the following text:

2 Highlight cells D16 to E18 and set their BORDERS to ALL BORDERS using the BORDERS icon.

The screenshot shows the same Google Sheets interface. The "Date:" field is now highlighted in cell E5. The "All borders" icon in the toolbar is still highlighted. A callout box on the right contains the following text:

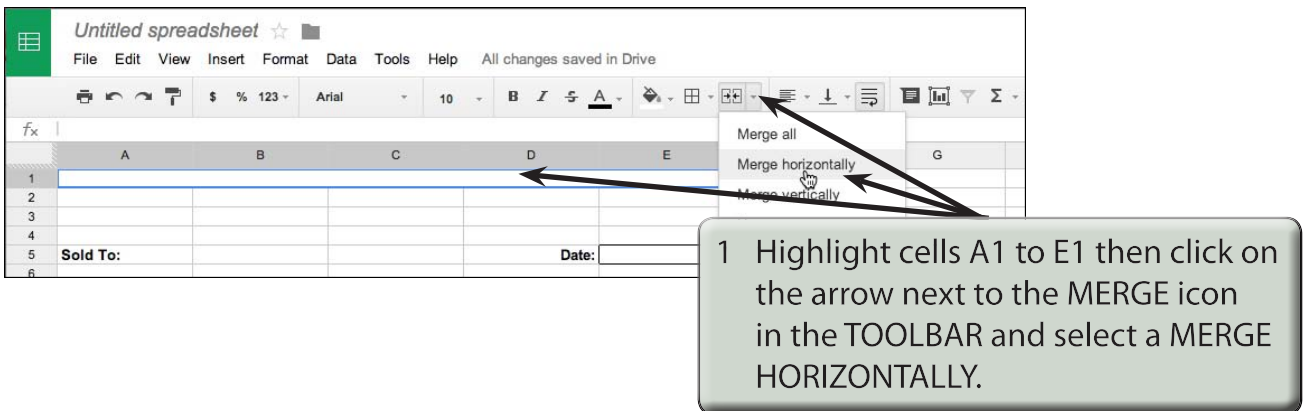
3 Set the border of cell E5 to ALL BORDERS.

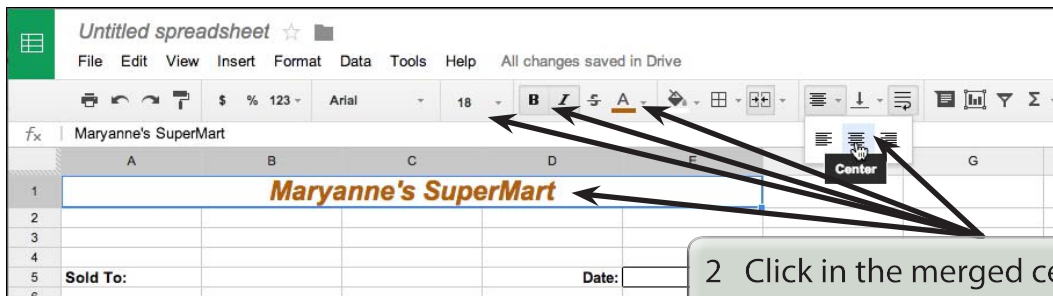
## Shading the Table Headings



## Creating the Company Title

The company's name needs to stand out from the rest of the invoice, although it should not be too overbearing. We could use Word Art or a TEXT BOX combined with an image using the INSERT DRAWING dialogue box, but to keep things simple, some text will be entered in merged cells.



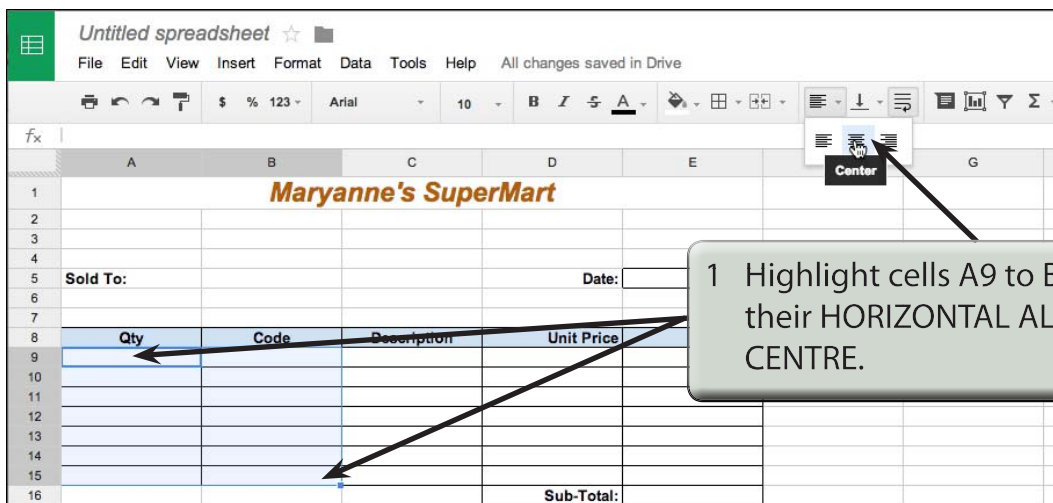


2 Click in the merged cells, enter:  
Maryanne's SuperMart  
and, in the TOOLBAR, set the  
FONT SIZE 18 pt, the STYLE to  
BOLD ITALIC, the TEXT COLOUR  
to ORANGE and the HORIZONTAL  
ALIGNMENT to CENTRE.

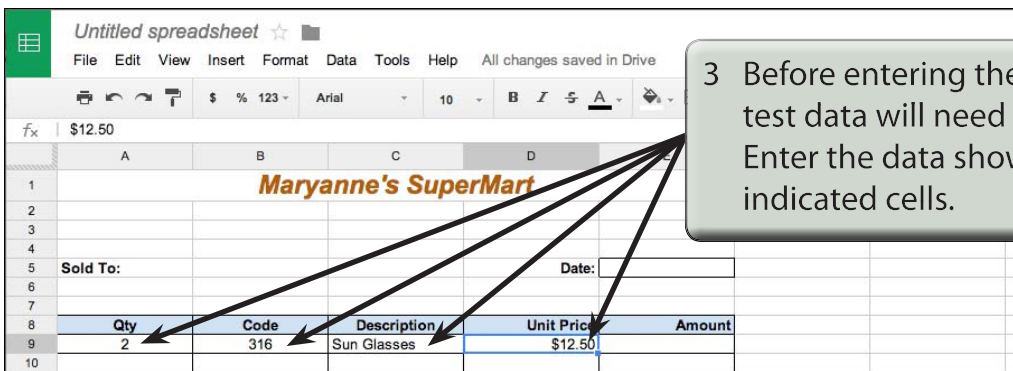
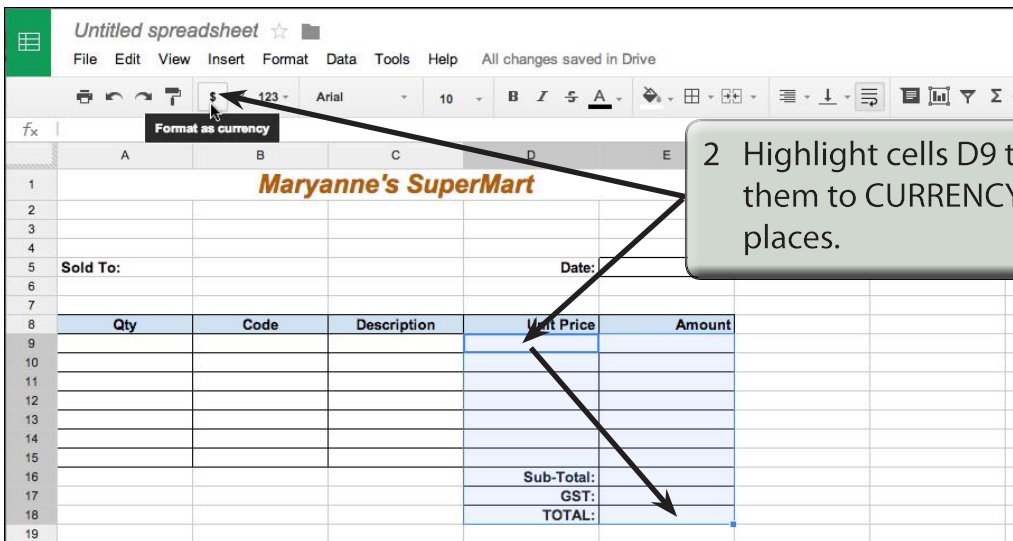
## Entering the Calculations

To complete the invoice we need to enter some formulas so that calculations can be conducted by the invoice.

### A Initial Settings



1 Highlight cells A9 to B15 and set  
their HORIZONTAL ALIGNMENT to  
CENTRE.



## B Calculating the Amount

The AMOUNT is the UNIT PRICE times the QTY, but we don't want anything displayed until an item is entered. An IF formula can be used to achieve this.

