

Invoice and Financial Settings

The invoice and financial settings option allows you to customise some of the Account options, such as:

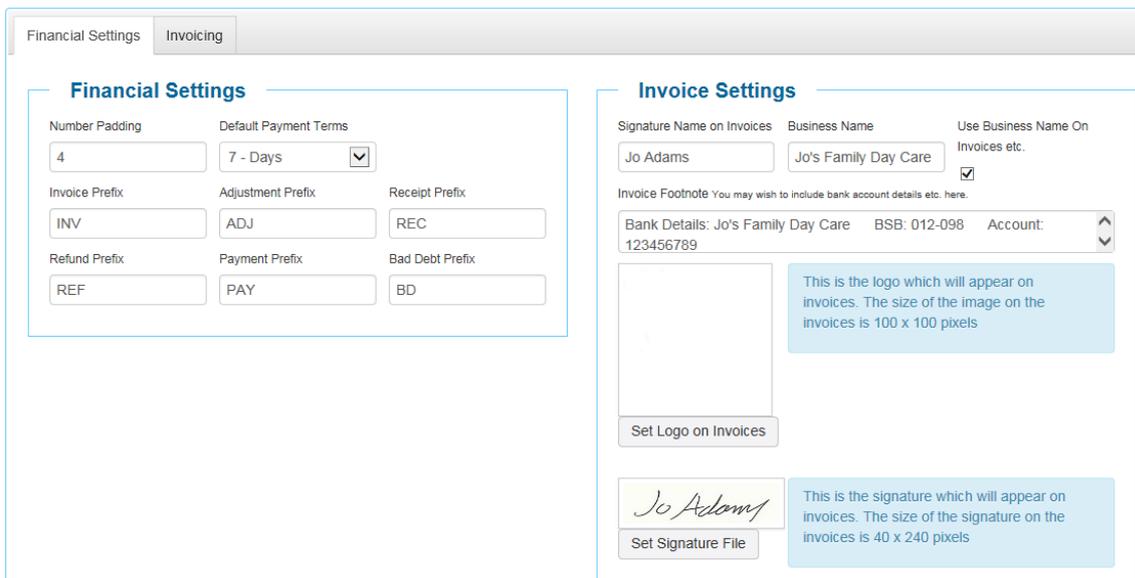
- The format of the unique numbers used in the accounts, such as Invoice Numbers, Receipt Numbers, etc.
- The normal Payment Terms for when an invoice is due for payment.
- The business name that will appear on documents, such as invoices and receipts.
- The signature name that will appear on documents, such as invoices and receipts.
- The signature file that will be printed on documents, such as invoices and receipts.
- Activate Invoicing to allow you to create Timesheet and Non-Timesheet Invoices.

To change the invoice and financial settings

Click “**Accounts**” from the main menu.

Click “**Invoice Settings**”.

A window similar to the following will be displayed:



The “**Financial Settings**” tab allows you to set the following:

The “**Number Padding**” allows you to specify the number of digits to appear after the prefix for the unique numbers used in the accounts. For example, the first invoice you create will be numbered:

- If the prefix is “INV” and the number padding is 4, “INV-1001”.
- If the prefix is “INV” and the number padding is 8, “INV-00001001”.

INVOICING

[+ Create Invoices From Time Sheets](#)
[+ Create New Invoice](#)

Na...	Invoice #	Timesheet	Adjusted From	Invoice Date	Due	Total	Balance	St...	
Rae Altes (Parent)	INV-1022	Yes		06/12/2016	13/12/2016	\$236.33	\$236.33	Issued	🔍 ⬇️ 📧
Florenco Abdig (Parent)	INV-1021	Yes						Issued	🔍 ⬇️ 📧
Evelynn Annuzzi (Parent)	INV-1020	Yes		06/12/2016	06/12/2016	\$246.20	\$246.20	Issued	🔍 ⬇️ 📧
Bob Vine (Parent)	INV-1019	Yes		06/12/2016	06/12/2016	\$194.60	\$194.60	Issued	🔍 ⬇️ 📧

The Invoice Number uniquely identifies each invoice.

Although you can specify the prefix to be displayed for the unique numbers for the following account entries:

- Invoices
- Adjustment Invoices
- Receipts
- Refunds
- Payments
- Bad Debts

we recommend you use the prefixes that have already been set up for each entry:

Invoice Prefix <input type="text" value="INV"/>	Adjustment Prefix <input type="text" value="ADJ"/>	Receipt Prefix <input type="text" value="REC"/>
Refund Prefix <input type="text" value="REF"/>	Payment Prefix <input type="text" value="PAY"/>	Bad Debt Prefix <input type="text" value="BD"/>

Select the **“Default Payment Terms”** from the list.



Select...
 0 - Days
 1 - Day
 2 - Days
 3 - Days
 4 - Days
 5 - Days
 6 - Days
 7 - Days
 8 - Days
 9 - Days
 10 - Days
 11 - Days
 12 - Days
 13 - Days
 14 - Days
 30 - Days
 60 - Days

When you create an invoice, the selected entry will be used to calculate the date the invoice is due for payment. For example, when you create a Non-timesheet invoice, if you select “7 – days” as the **“Default Payment Terms”** above and the invoice is created on 07/12/2016, the due date will be 14/12/2016.

Invoice Date <input type="text" value="07/12/2016"/>	Payment Terms <input type="text" value="7 - Days"/> ▼	Due Date <input type="text" value="14/12/2016"/>
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NOTE:

The “Default Payment Terms” will be used when Timesheet Invoices are created; however, you can override the “Payment Term” for a Non-timesheet Invoice when you create the invoice.

The text you enter into the **“Signature Name on Invoice”** will be printed on documents, such as invoices and receipts. If you leave this field empty, you will need to manually write you name on those documents. The following is an extract from a printed invoice:

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Authorised Signature:		Signature printed from a signature file.
Full Name:	Jo Adams	Signature name.

The **“Business Name”** you enter will be printed on documents, such as invoices and receipts, provided you check (or tick) the **“Use Business Name On Invoices etc.”** check box. If a **“Business Name”** is not specified, your name will be printed instead. The following is an extract from a printed invoice:

Invoice Number: INV-1022
Educator: Jo's Family Day Care

<p>From: Funshine Family Day Care 24 Bayview Drive LAKESIDE QLD 4340 Ph: +610262392034 F: 4444444444 ABN: 48123123124</p>	<p>To: Altes, Rae 15 November Close SUMMERLAND QLD 4018</p>
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Business name printed instead of the educator's name.

The **“Invoice Footnote”** is printed at the bottom of an invoice and is normally used to print your bank details, such as Account Name, BSB Number, and Account Number. The following is an extract from a printed invoice:

<p>Authorised Signature: </p> <p>Full Name: <u>Jo Adams</u></p>	<p>Bank Details: Jo's Family Day Care BSB: 012-098 Account: 123456789</p>
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The footnote printed at the bottom of an invoice.

If your business has a logo, you can select the **“Set Logo on Invoices”** button to upload your logo, which will be printed on some documents.

NOTE:

Currently, the service's logo is printed on invoices and receipts instead of your own logo. The following is an extract from a printed invoice:

	<p>From: Funshine Family Day Care 24 Bayview Drive LAKESIDE QLD 4340 Ph: +610262392034 F: 4444444444 ABN: 48123123124</p>	<p>To: Altes, Rae 15 November Close SUMMERLAND QLD 4018</p>
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Invoice Number: INV-1022
Educator: Jo's Family Day Care

The Service's logo is printed instead of the Educator's log.

Invoice Date: 06/12/2016 Due Date: 13/12/2016

If you have your signature saved in a signature file, you can select the **“Set Signature File”** button to upload your signature file, which will be printed on some documents, such as invoices and receipts.

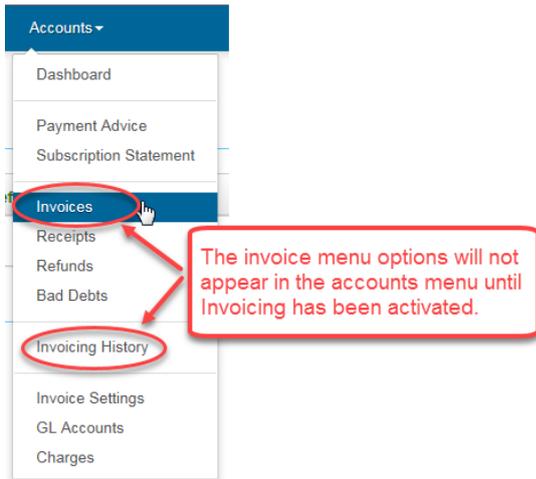
NOTE:

If the size of your logo or signature file is too large, it will not print on your documents. Please check the file sizes before uploading. If your file is too large, you should:

- *Copy your original file to another file name.*
- *Open the copy of your file in an image editor, such as Microsoft Paint, and resize your image to 100 x 100 pixels for the logo and 40 x 240 pixels for the signature file.*
- *Save the file.*
- *Use the “Set Logo on Invoices” button or the “Set Signature File” button to select your revised file.*

To activate invoicing

Before you can create your invoices, you must activate invoicing to allow the invoice menu options to appear in the accounts menu.



Click the **“Invoicing”** Tab

The following sample window will be displayed:

INVOICE/FINANCIAL SETTINGS Save

Financial Settings | Invoicing

Configure

Invoicing Activated Start Invoicing Week Ending (Sunday)

You must check (or tick) the **“Invoicing Activated”** check box.

You must enter a **“Start Invoicing Week End (Sunday)”** date. Although you can type in a date, it is easier to select a date from the calendar that is displayed when you click on the date.

NOTE:

The “Start Invoicing Week End” date is important because timesheet invoices will be created starting from the Monday of the week that you enter.

If you enter the incorrect “Start Invoicing Week End” date, you can change the date prior to creating your first Timesheet Invoice.

To save your Invoice and Financial Settings

Once you have entered the details on the **“Financial Settings”** and **“Invoicing”** tabs, click the **“Save”** button to save the details.

The following message will be displayed:

INVOICE/FINANCIAL SETTINGS

Settings Saved Successfully. You may need to log out and log back in for them to take affect.

Financial Settings | Invoicing

NOTE:

You must log out and back in again for the invoice menu options to appear in the Accounts menu.