

## Invoicing Overview

The Account options, such as invoicing and receipts, allow you to maintain separate balances of account for each of your contacts, such as parents or guardians.

When you issue an invoice to a parent or guardian for the child care services you provide, you normally increase the amount of money a parent or guardian owes you.

On the other hand, when you receipt a payment from a contact, such as a parent or guardian, you decrease the amount of money a parent or guardian owes you or in some cases put them into credit when they pay in advance.

Apart from keeping track of monies owed. issuing invoices and receipts to your contacts for child care services allows you to project a professional image for your business.

An invoice is a document that contains the following:

- The seller or provider details, such as an educator who provides child care services.
- The details of the buyer or receiver of the goods or services, such as a guardian or parent for child care services.
- An itemised list of goods sold or services provided, such as child care fees and subsidies, with individual prices. Each item in an invoice is often referred to as a “Line Item”.
- A total charge for the invoice.
- The terms for payment.

There are two types of invoices:

### **1. Timesheet Invoices.**

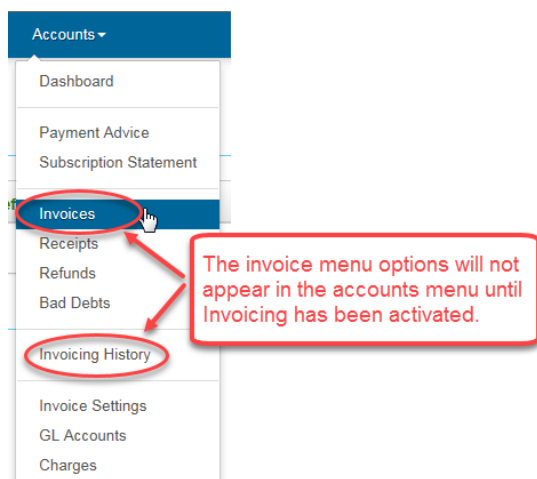
These invoices are created based on the timesheets you have entered or the bookings that are maintained by the service, which allows you to optionally invoice in advance.

### **2. Non-Timesheet Invoices.**

These invoices allow you to manually enter one or more line items from the list of charges that have been included in the Accounts or that you have created. For example, you may wish to invoice a parent or guardian for medical supplies that you purchased for their child.

### **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.

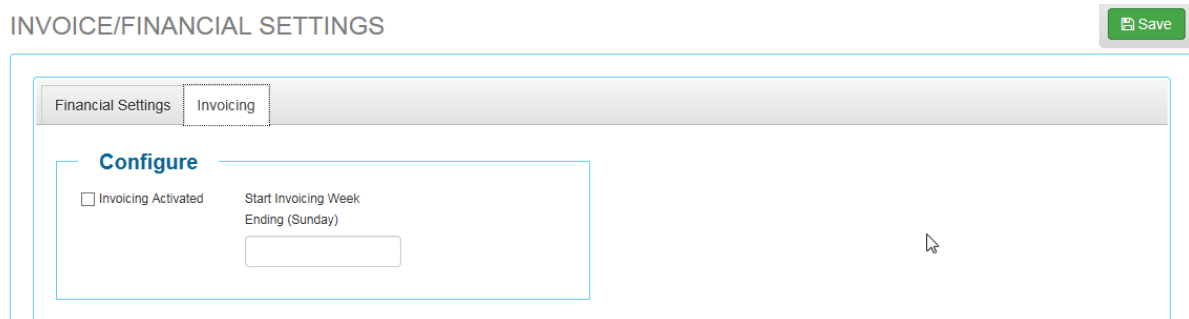


Click **“Accounts”**

Click **“Invoice Settings”**

Click **“Invoicing”** Tab

The following sample window will be displayed:



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:**

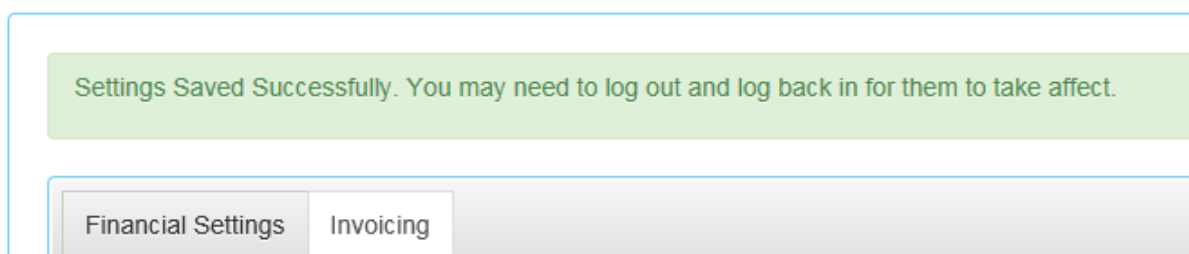
*The “Start Invoicing Week End” date is important because timesheet invoices will be created starting from the Monday of the week that you enter.*

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

Once you have entered the details, click the **“Save”** button to save the invoicing details.

The following message will be displayed:

INVOICE/FINANCIAL SETTINGS



**NOTE:**

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

**To display the list of invoices**

Click **“Accounts”**

Click **“Invoices”**

The following is an example of the window that will be displayed:

These buttons allow you to create new timesheet or non-timesheet invoices.

Create Invoices From Time Sheets   Create New Invoice

Name	Invoice #	Timesheet	Adjusted From	Invoice Date	Due	Total	Balance	Status
Evelynn Annuzzi (Parent)	INV-1009	No		02/12/2016	02/12/2016	\$10.00		Issued
Celina Abdullah (Parent)	INV-1008	No		01/12/2016		\$16.50	\$16.50	Issued
Florencio Abdig (Parent)	INV-1007	Yes		22/11/2016	22/11/2016	\$1,346.03	\$1,346.03	Issued
Florencio Abdig (Parent)	INV-1006	Yes	INV-1002	22/11/2016	22/11/2016	\$505.00	\$505.00	Issued
Florencio Abdig (Parent)	INV-1005	Yes	INV-1002	22/11/2016		(\$422.00)		Issued
Tyler Allshouse (Parent)	INV-1004	Yes		18/11/2016	18/11/2016	\$111.84	\$91.84	Issued

Non-timesheet invoices.

Timesheet invoices.

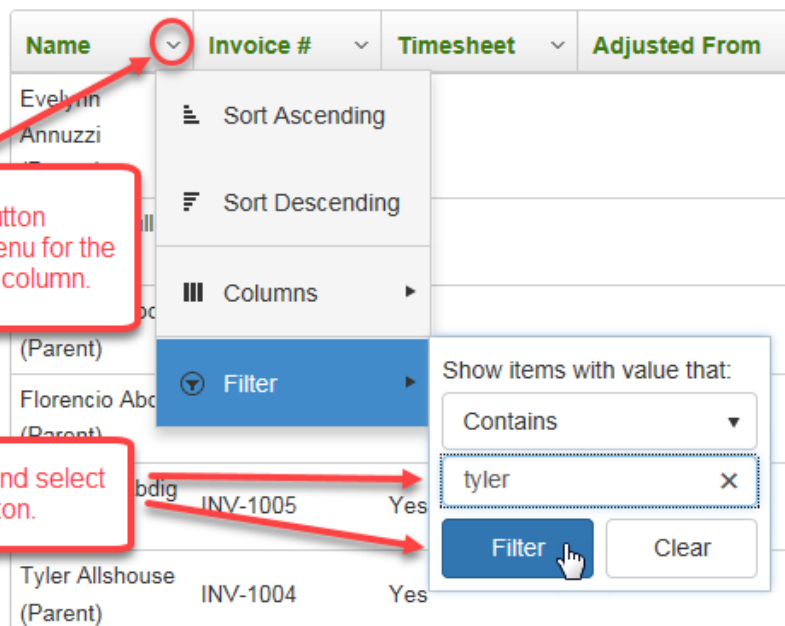
### To locate one or more invoice entries in the list

Over time, the list of invoices may become very long; however, apart from browsing through the list, you can change the view so you only see the invoices that you are interested in by applying one or more filters.

For example, to see all the invoices with the word "tyler" in their Contact Name:

Click on the  "Down Arrow" button in the "Name" column header.

Click on "Filter" to display the filter details



Clicking this button displays the menu for the Contact Name column.

Enter the text and select the "Filter" button.

Select "Contains" from the list of filter options.


Enter the text "tyler" (it doesn't matter if you enter the text in upper, lower, or mixed case).

Click on the "Filter" button to display the records that match the filter.

The following is a sample window that matches the filter:

## INVOICING

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


Name	Invoice #	Timesheet	Adjusted From	Invoice Date	Due	Total	Balance	Status	
Tyler Allshouse (Parent)	INV-1004	Yes		18/11/2016	18/11/2016	\$111.84	\$91.84	Issued	

The white background indicates a filter has been applied to this column


When a filter is applied, the Trash Can button is displayed in red.

### To remove all the filters

Click the  "Clear all Filters" button.



All the filters will be removed, all the invoices will be displayed, and the  "Clear all Filters" button will be disabled and displayed in light grey.

### To refresh the list of invoices

If you set filters for multiple columns, you will need to select the  "Search" button to apply all the filters to the list of invoices.

## INVOICING

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

Name	Invoice #	Timesheet	Adjusted From	Invoice Date	Due	Total	Balance	Status	
Tyler Allshouse (Parent)	INV-1004	Yes		18/11/2016	18/11/2016	\$111.84	\$91.84	Issued	 

Click this button to refresh the list of invoices.















### NOTE:

The filters are remembered, which means if you close the window, the next time you open the Invoices window the filters will still be applied to the list of invoices. To clear the filters, you will need to click the

 "Clear all Filters" button.

### What are the column headings?

Only a small subset of information is displayed for each invoice, but this information is very useful in managing your invoices.

Name	Invoice #	Timesheet	Adjusted From	Invoice Date	Due	Total	Balance	Status	
Evelynn Annuzzi (Parent)	INV-1009	No		02/12/2016	02/12/2016	\$10.00		Issued	   
Celina Abdullah (Parent)	INV-1008	No		01/12/2016	01/12/2016	\$16.50	\$16.50	Issued	   
Florencio Abdig (Parent)	INV-1007	Yes		22/11/2016	22/11/2016	\$1,346.03	\$1,346.03	Issued	  
Florencio Abdig (Parent)	INV-1006	Yes	INV-1002	22/11/2016	22/11/2016	\$505.00	\$505.00	Issued	  

The “**Name**” column contains the contact name for the invoice, which is normally a parent or guardian.

The “**Invoice #**” column contains the unique invoice number that is automatically allocated to each invoice when it is created.

The “**Timesheet**” column contains “**Yes**” if the invoice is a Timesheet Invoice or “**No**” if the invoice is a Non-Timesheet invoice.

The “**Adjusted From**” column contains the original invoice number that was adjusted by this invoice.

For example, you may have issued Timesheet Invoice INV-1002 for childcare fees prior to the child’s CCMS Enrolment being formalised, which meant the parent was invoiced for the full cost of care. When Timesheet Invoice INV-0006 was created, it may have included a credit for the subsidy for those weeks because the child’s CCMS Enrolment had subsequently been formalised.

The “**Invoice Date**” column contains the date the invoice was created for Timesheet Invoices or the date you entered for Non-Timesheet Invoices.

For example, for a Non-Timesheet invoice, you may have created the invoice on 21/11/2016, but you entered 15/11/2016 as the invoice date because that was the day you incurred the expense.

Timesheet Invoices are always dated the day the invoices are created.

The “**Due**” Date column is the maximum date the contact, such as a parent or guardian has to pay the invoice. For Timesheet Invoices, the Due Date will always be the same date as the Invoice date; however, you have the option of entering a specific due date when you create Non-Timesheet invoices.

The “**Total**” column contains the total amount of the invoice. If the total is positive, the contact, such as a parent or guardian, owes you money; however, if the total is negative, the contact is receiving a credit.

The “**Balance**” column contains the amount of money still owing on an invoice. A balance of \$0.00 indicates there is no money owing on the invoice.

When you receipt a payment for a contact, such as a parent or guardian, you specify how much of the payment relates to each invoice.

The balance for an invoice can also be reduced by writing off all or part of the invoice using the Accounts, Bad Debt option.

If the Total amount of the invoice is negative (Credit), the Invoice Balance will always be zero.








The “**Status**” column contains “**Issued**” if the invoice has been issued to the contact, such as a parent or guardian, which means the invoice cannot be changed without creating an adjustment invoice. On the other hand, if the column contains “**Not Issued**” if the invoice has not been issued to the contact, which means the invoice can be changed without having to create an adjustment invoice.





Timesheet Invoices will always have the status of “**Issued**”; however, when you create a Non-Timesheet invoice and set the status to “**Not Issued**” which indicates you are still working on the invoice. Once you change the status to “**Issued**”, you must create an adjustment invoice to correct any mistakes on the original invoice.

## Actions that can be performed on an existing invoice


Once an invoice has been created, you can View the invoice, Export (or Print) the invoice, Email the invoice to the contact, and Edit the invoice, provided it is a Non-timesheet invoice.

A legend at the bottom of the list of invoices explains the purpose of the buttons next to each invoice.

Name	Invoice #	Timesheet	Adjusted From	Invoice Date	Due	Total	Balance	Status	
Evelynn Anzuzzi (Parent)	INV-1009	No		02/12/2016	02/12/2016	\$10.00		Issued	   
Evelynn Anzuzzi (Parent)	INV-1001	Yes		17/11/2016	17/11/2016	\$246.20		Issued	  

Legend:  View  Adjust/Edit  Export  Email

## To view an existing invoice

Click the  **"Button"** button for the invoice.

The following is a sample Timesheet Invoice:

INVOICE - INV-1004

**Contact Info (Parent)**

First Name:  Surname:

Number/Street:  Suburb:

State:  Postcode:


**Invoice Info**


Invoice Date:  Payment Terms:  Due Date:

Status:

Comments:

Charge	Description	Week Ending	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST
Childcare Fee	Childcare Fee	14/08/2016	Han Allshouse	1	\$240.00	No	No
Std CCB	Std CCB	14/08/2016	Han Allshouse	1	(\$144.16)	No	No
Levies	Levies	14/08/2016	Han Allshouse	1	\$16.00	No	No
<b>Total Amount:</b>							<b>\$111.84</b>

Click the  **"See All"** button to redisplay the list of invoices.

Click the  **"Print"** button to reprint the invoice.

## To print an invoice from the list of invoices

Click the  **"Export"** (or Print) button.

## To email an invoice to the invoice contact from the list of invoices

Click the  **"Email"** button.

A confirmation window will be displayed, once you confirm the contact and their email address, click the **“OK”** button to email the invoice.

**To edit a Non-timesheet invoice**

Click the  **“Edit”** button.

Refer to the tip sheet on **“Educator Accounts Non-Timesheet Invoices”** for details on editing a manual or non-timesheet invoice.

**To create one or more Timesheet Invoices**

Click the  button located at the top of the window.

Refer to the tip sheet on **“Educator Accounts Timesheet Invoices”** for details on creating one or more timesheet invoices.

**To create a Non-timesheet (or manual) Invoice**

Click the  button located at the top of the window.

Refer to the tip sheet on **“Educator Accounts Non-Timesheet Invoices”** for details on creating or editing a manual or non-timesheet invoice.