INVOICE AND FINANCIAL SETTINGS

The 'Invoice and Financial Settings' window allows you to customise your account options, including:

- Default Payment Terms (eg when invoices are due for payment).
- The signature name which will appear on documents, such as invoices and receipts.
- The signature file which will be printed on documents, such as invoices and receipts.
- The logo which will appear on documents, such as invoices and receipts.
- Activate invoicing to allow you to create attendance and ad-hoc invoices.

Summary

1. Click on Accounts
2. Select Settings
3. Financial Settings
   a. Select Default Payment Terms
   b. Issue Invoices Automatically set to Yes.
4. Invoicing Configuration (if not turned on)
   a. Tick invoicing activated
   b. Select weekending date
5. Report Settings
   a. Set the Signature Name (you wish to display on the invoices)
   b. Add Footnote if required
   c. Click the +signature to upload signature file

The site logo on invoices need to be set through "Site settings" via the Settings Cog.
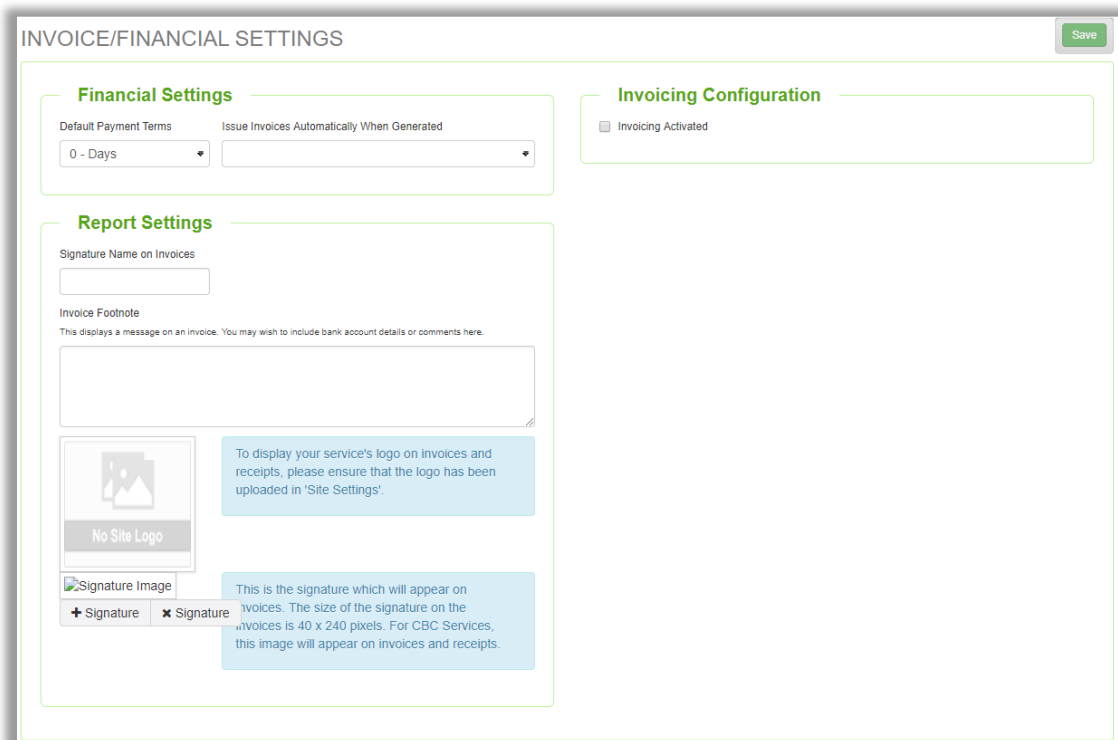
6. *Click Save*

INVOICE AND FINANCIAL SETTINGS

Detailed

The Invoice and Financial Settings window can be accessed by opening the **Settings** module within the **Accounts** menu:
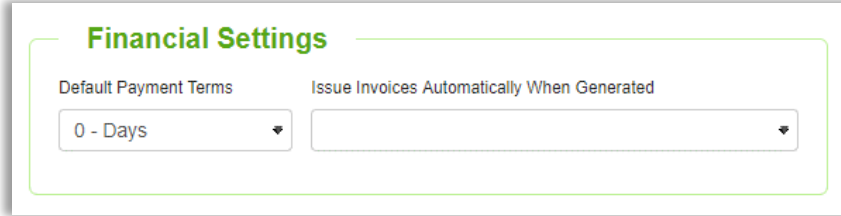

The page will appear as below:

Detailed cont.

Financial settings

You may first set your **Default Payment Terms**. Select an option from the dropdown menu. This will determine how many days after an invoice is created that the due date will be. Eg, if the terms are set to 2 days, the invoice will have a due date of 2 days after the creation date.

Issue Invoices Automatically when created

We recommend you select **Yes, Issue Automatically**.   This means the invoices created will automatically show on the parent/guardian statement and therefore the charges will be applied against the families account.

If you were to select No, you will manually need to adjust each invoice created and change the status to 'issued' if you want the invoice to show against the account and be included in

Invoicing Configuration

If you are a new service we will help you set this up. It's important to set a date to start invoicing. If this is not completed you will not be able to invoice in the software.
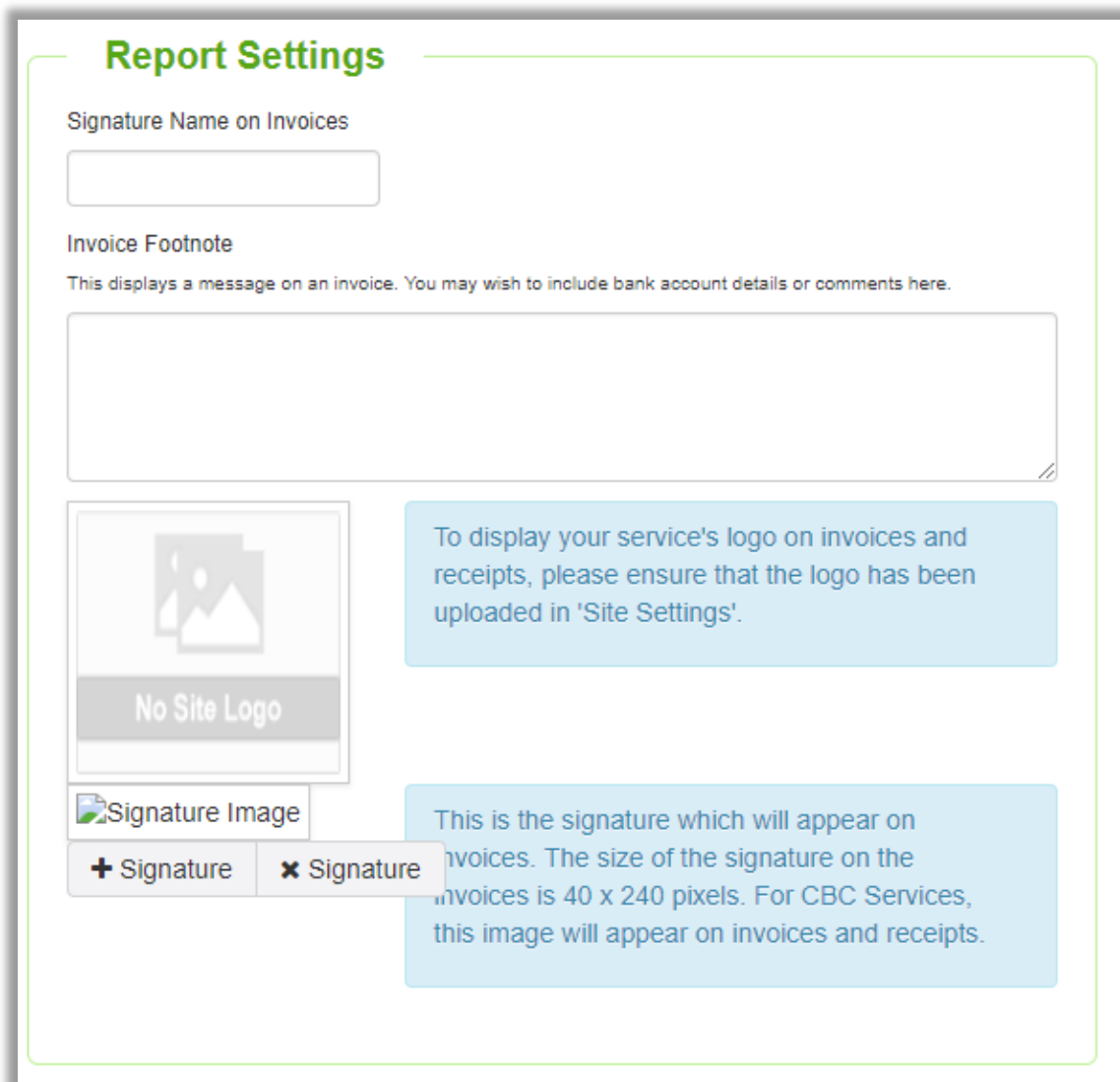
Detailed cont.

First, tick Invoicing Activated and then select a weekending date.

It is important to set this date to the Sunday date of the first week you wish to invoice for. Child Care attendances prior to the selected week may not be invoiced, so ensure you have the correct date entered.

If you are an existing service who has already started invoicing, the options here will be greyed out and you will not be able to turn invoicing module off or change the date.

Report settings

Lastly, you may complete the report settings:

Detailed cont.

Set the **signature name** you wish to display on the invoices. You may also add an **invoice footnote**, if you wish to include a note on your invoices:
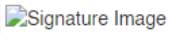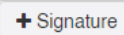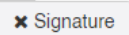
Next, click the **+ Signature** button to upload a signature file.

Please note that the site logo to display on reports needs to be set in **Site Settings** via the **Settings** menu:
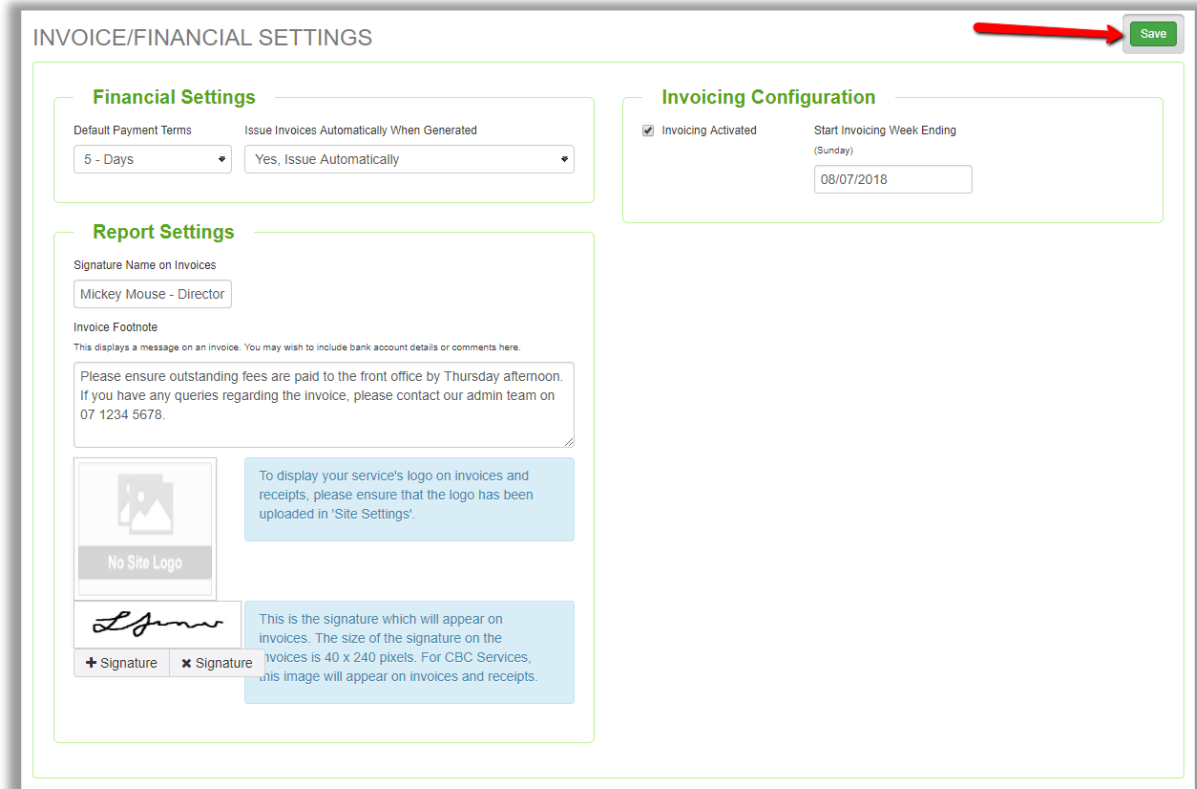
Detailed cont.

Once uploaded, it will display in the Invoice and Financial Settings window.

Once you have entered all relevant details, click the **Save** button: