

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 weekend 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

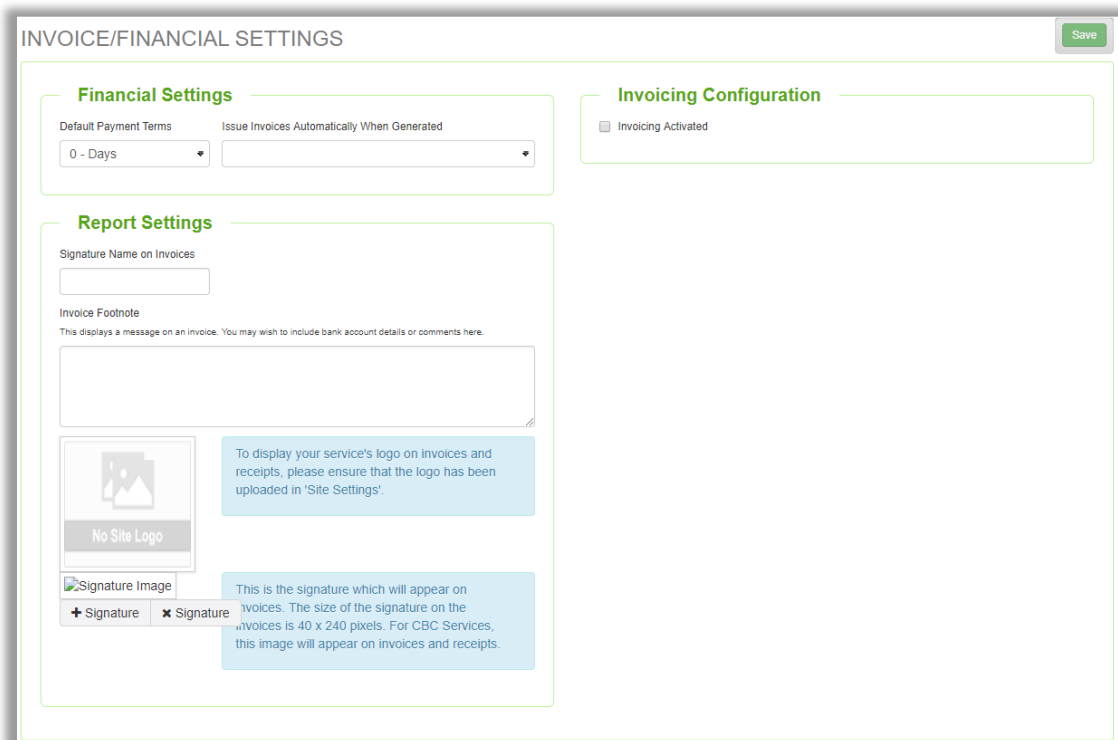
INVOICE AND FINANCIAL SETTINGS

Detailed

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



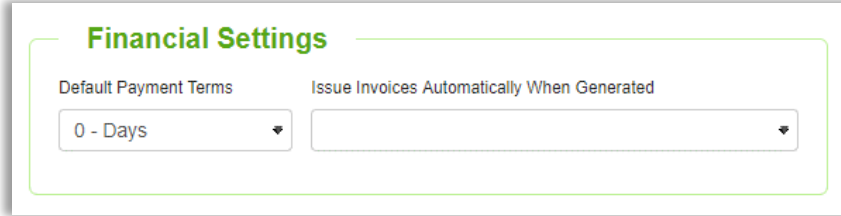
The page will appear as below:



A screenshot of the 'INVOICE/FINANCIAL SETTINGS' page. The page is divided into several sections: 'Financial Settings' with 'Default Payment Terms' (0 - Days) and 'Issue Invoices Automatically When Generated'; 'Invoicing Configuration' with an 'Invoicing Activated' checkbox; 'Report Settings' with a 'Signature Name on Invoices' field and an 'Invoice Footnote' text area; and a 'Signature Image' section with a 'No Site Logo' placeholder and a 'Signature Image' upload button. A 'Save' button is located in the top right corner.

Detailed cont.

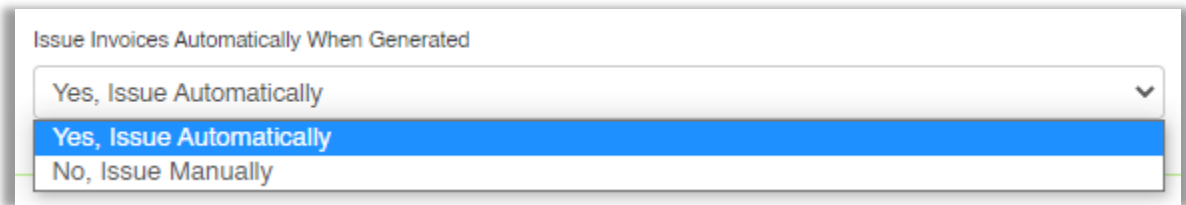
Financial settings



The screenshot shows a 'Financial Settings' form with two dropdown menus. The first is labeled 'Default Payment Terms' and is set to '0 - Days'. The second is labeled 'Issue Invoices Automatically When Generated' and is currently empty.

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

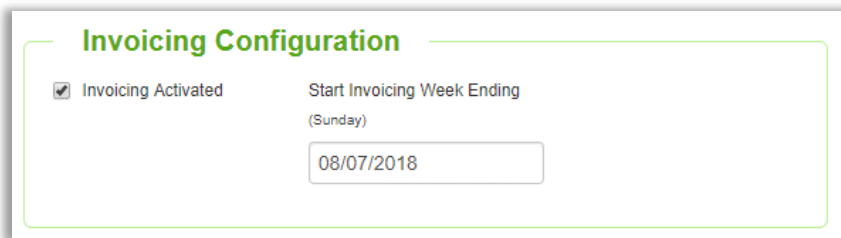


The screenshot shows a dropdown menu titled 'Issue Invoices Automatically When Generated'. The menu is open, showing three options: 'Yes, Issue Automatically' (highlighted in blue), 'Yes, Issue Automatically', and 'No, Issue Manually'.

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



The screenshot shows an 'Invoicing Configuration' form. It has a checked checkbox for 'Invoicing Activated'. To the right, there is a label 'Start Invoicing Week Ending (Sunday)' and a text input field containing the date '08/07/2018'.

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.

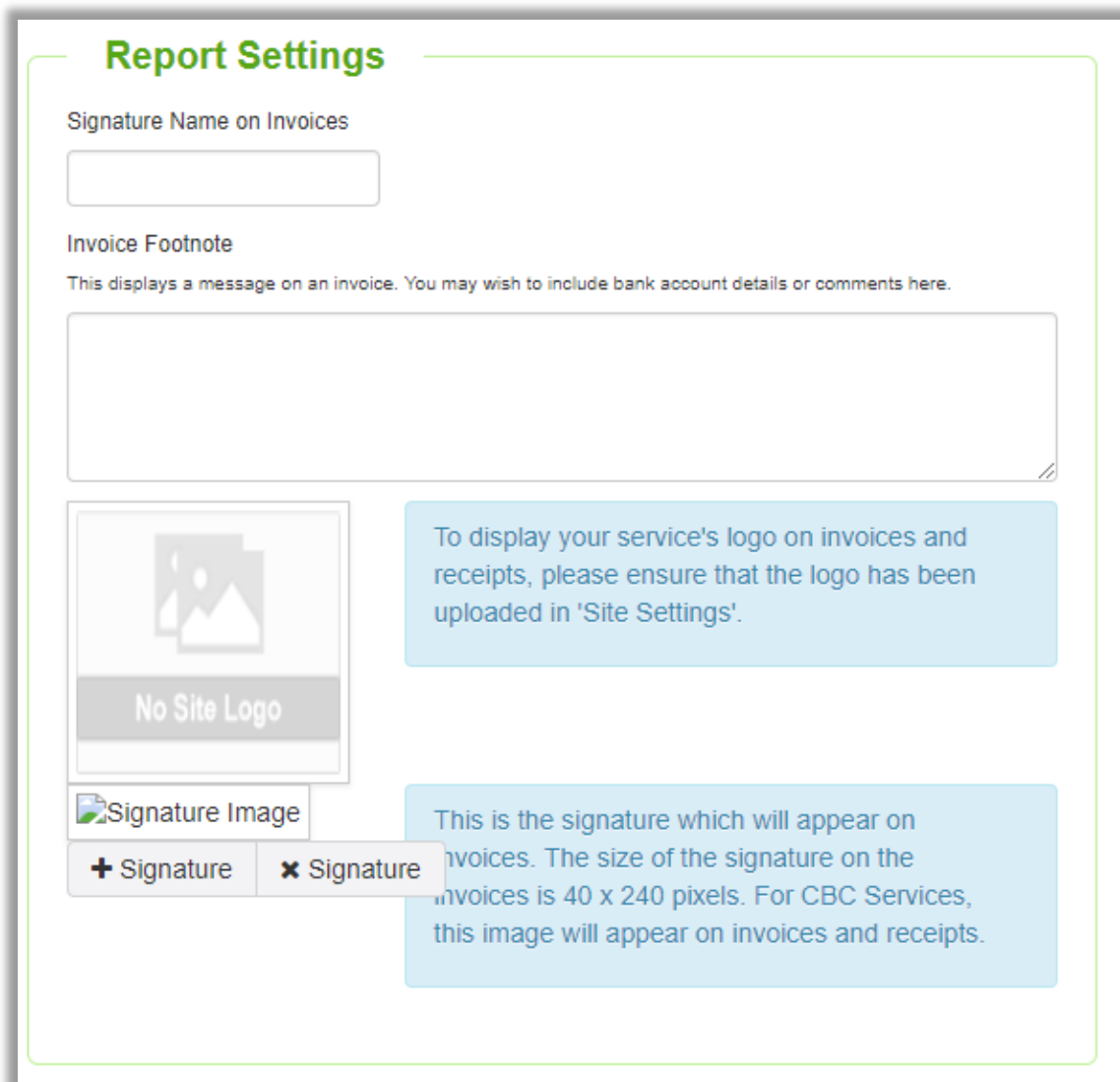
First, tick Invoicing Activated and then select a weekending date.

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:





Report Settings

Signature Name on Invoices

Invoice Footnote

This displays a message on an invoice. You may wish to include bank account details or comments here.

 No Site Logo

 Signature Image

To display your service's logo on invoices and receipts, please ensure that the logo has been uploaded in 'Site Settings'.

This is the signature which will appear on invoices. The size of the signature on the invoices is 40 x 240 pixels. For CBC Services, this image will appear on invoices and receipts.

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:

Signature Name on Invoices


Mickey Mouse - Director

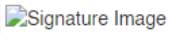
Invoice Footnote

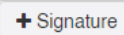
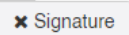
This displays a message on an invoice. You may wish to include bank account details or comments here.

Please ensure outstanding fees are paid to the front office by Thursday afternoon. If you have any queries regarding the invoice, please contact our admin team on 07 1234 5678.

Next, click the  button to upload a signature file.

 No Site Logo

 Signature Image

To display your service's logo on invoices and receipts, please ensure that the logo has been uploaded in 'Site Settings'.

This is the signature which will appear on invoices. The size of the signature on the invoices is 40 x 240 pixels. For CBC Services, this image will appear on invoices and receipts.

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

SITE SETTINGS

Name

RBS Child Care Centre

Parent Portal Access Enabled: No


Enable Mobile Menu

Site Sort Surname First Name

By:

Please note: You will need to log out and back in again for your changes to appear.

Logo

 Redbourne Child Care

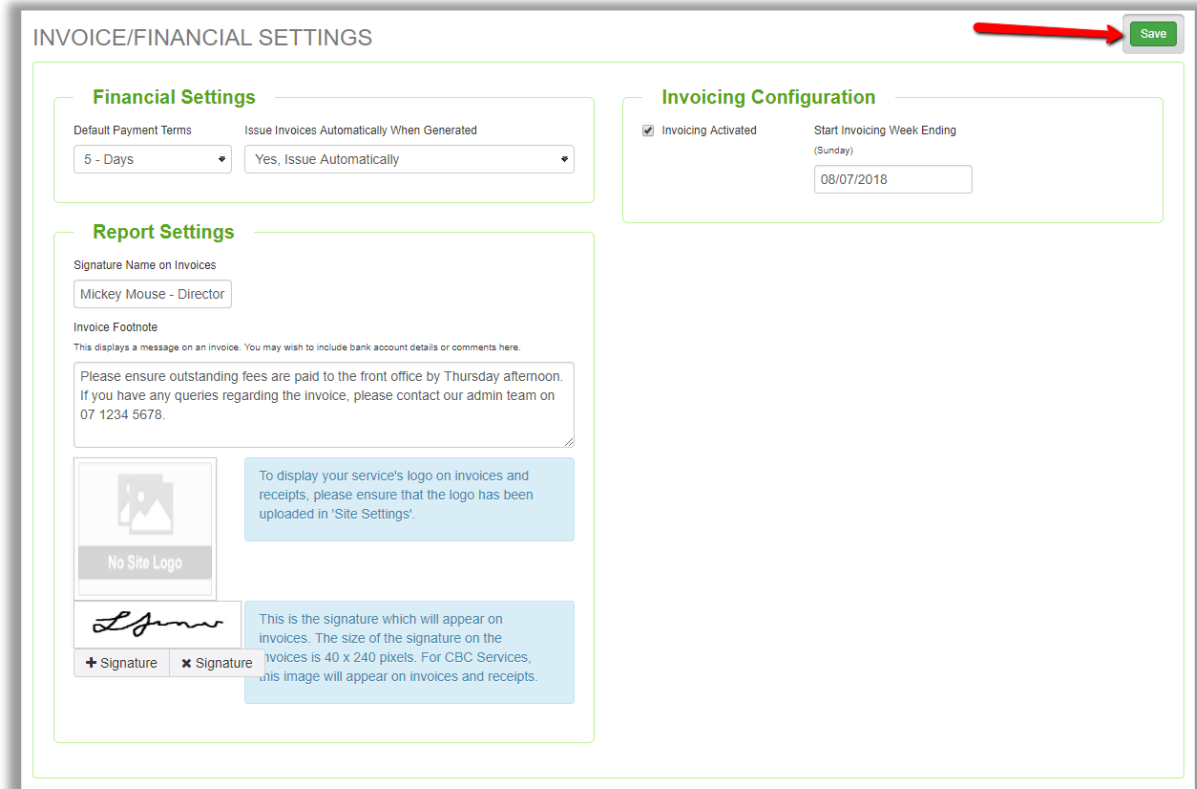
Theme Colour

Green

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:



INVOICE/FINANCIAL SETTINGS **Save**

Financial Settings

Default Payment Terms: 5 - Days
Issue Invoices Automatically When Generated: Yes, Issue Automatically

Invoicing Configuration

Invoicing Activated
Start Invoicing Week Ending (Sunday): 08/07/2018

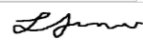
Report Settings

Signature Name on Invoices: Mickey Mouse - Director

Invoice Footnote: Please ensure outstanding fees are paid to the front office by Thursday afternoon. If you have any queries regarding the invoice, please contact our admin team on 07 1234 5678.

No Site Logo

To display your service's logo on invoices and receipts, please ensure that the logo has been uploaded in "Site Settings".

 This is the signature which will appear on invoices. The size of the signature on the invoices is 40 x 240 pixels. For CBC Services, this image will appear on invoices and receipts.

+ Signature ✕ Signature