

INVOICING – NON-ATTENDANCE INVOICES

Non-Attendance Invoices are invoices created on an ad hoc basis (rather than based on attendance session fees).

Your service may wish to issue non-attendance invoices for charges such as:

- **Bonds**
- **Excursions**
- **Administration Fees**
- **Late Fees**

This tipsheet will walk you through:

- **Creating a Non-Attendance Invoice**
- **Adjusting a Non-Attendance Invoice**
- **Searching and Viewing Invoices**
- **Printing and Emailing Invoices**
- **Troubleshooting**

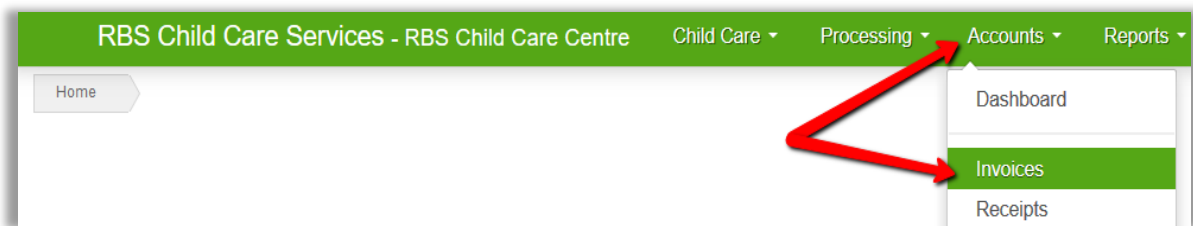
Summary

1. Click on Accounts
2. Click on Invoices
3. Click on Create New Invoice
4. Select the Parent and click on Continue
5. Fill in the fields:
 - a. Charge Type
 - b. Description
 - c. Child (optional)
 - d. Quantity
 - e. Price Each
 - f. Check GST settings
6. Click Save

INVOICING – NON-ATTENDANCE INVOICES

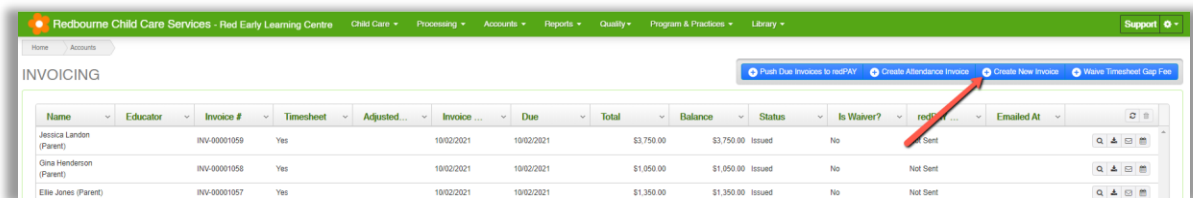
Detailed

Invoices are created and stored within the Invoices page located within the Accounts menu:



Creating Non-Attendance Invoices

To begin creating a new invoice, click the +Create New Invoice button.

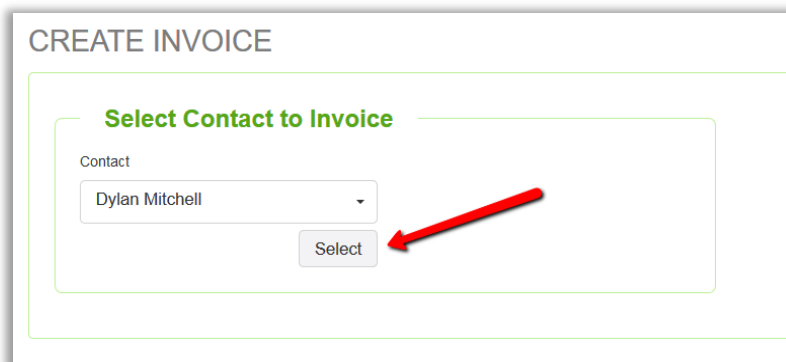


This will open the Create Invoice window. Select a parent/guardian from the dropdown menu and click the Select button:

CREATE INVOICE

Select Contact to Invoice

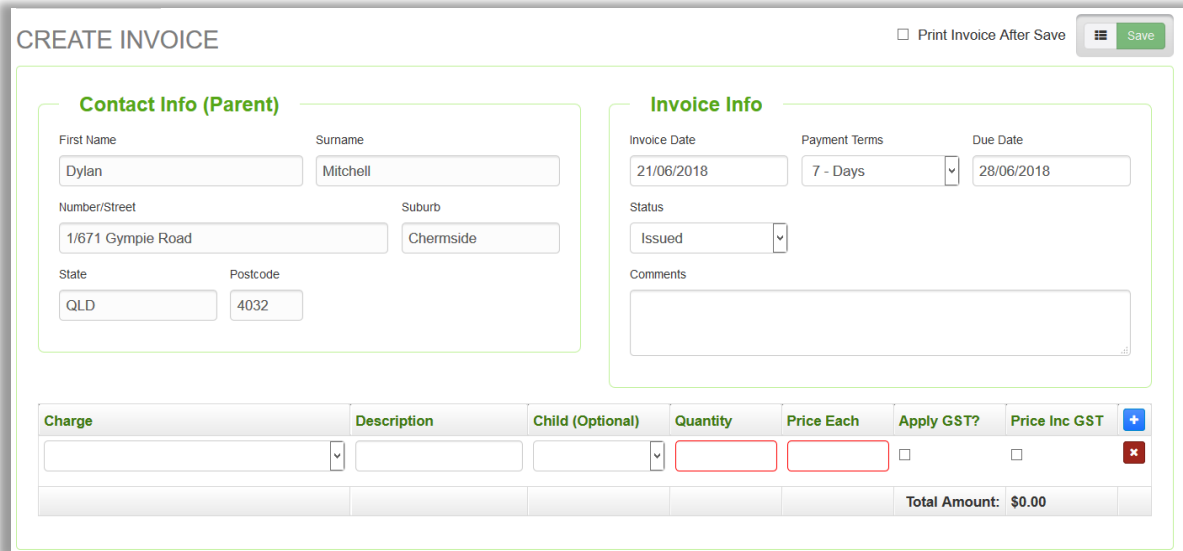
Contact



The screenshot shows the 'CREATE INVOICE' window. It has a title 'CREATE INVOICE' and a section titled 'Select Contact to Invoice'. Below this, there is a 'Contact' label and a dropdown menu with 'Dylan Mitchell' selected. A 'Select' button is located below the dropdown menu. A red arrow points to the 'Select' button.

Detailed cont.

This will open the full create invoice window:



CREATE INVOICE Print Invoice After Save

Contact Info (Parent)

First Name: Surname:

Number/Street: Suburb:

State: Postcode:

Invoice Info

Invoice Date: Payment Terms: Due Date:

Status:

Comments:

Charge	Description	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="X"/>
						Total Amount:	\$0.00

The parent/guardian details will prefill into the **Contact Info** section.

The **invoice date** and **due date** will appear in the Invoice Info section. Both values may be adjusted as required. The **Payment Terms** will determine the invoice due date.

You may enter a **comment** if applicable. The comment will display on the invoice for the parent/guardian to see.

Select an option from the **Charge** dropdown menu and add a description.

You may also select a **child** from the dropdown menu if you wish.

Enter the **price** and select whether GST is already applied or if you wish for it to be applied on the price.

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

Detailed cont.

Print Invoice After Save

Contact Info (Parent)

First Name: Surname:

Number/Street: Suburb:

State: Postcode:

Invoice Info

Invoice Date: Payment Terms: Due Date:

Status:

Comments:

Charge	Description	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST	
Excursion	Aust. Zoo	Cody Mitchell	1	55.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="X"/>
Total Amount:						\$61.38	

You will receive a notification once your invoice has been created:



Adjusting an Invoice

For non-attendance invoices, you may adjust the invoice amount (when the incorrect amount has been entered) by clicking the button:

Name	Educ...	Invoic...	Times...	Adjus...	Invoic...	Due	Total	Balance	Status	
Dylan Mitchell (Parent)		INV-00001033	No		28/06/2018	05/07/2018	\$150.00	\$150.00	Issued	<input type="button" value="Pencil"/> <input type="button" value="X"/>
Dylan Mitchell (Parent)		INV-00001032	No		28/06/2018	05/07/2018	\$200.00	\$200.00	Issued	<input type="button" value="Pencil"/> <input type="button" value="X"/>
Dylan Mitchell (Parent)		INV-00001031	No		28/06/2018	05/07/2018	\$150.00		Issued	<input type="button" value="Pencil"/> <input type="button" value="X"/>

This will open the **Adjust Invoice** window where you may make the relevant changes and save the invoice:

Detailed cont.

ADJUST INVOICE - INV-00001033 Print Invoice After Save **Save**

Contact Info (Parent)

First Name: Surname:

Number/Street: Suburb:

State: Postcode:

Adjustment Info

Adjustment Date: Payment Terms: Due Date:

Status:

Comments:

Adjust Line Item?	Charge	Description	Child (Optional)	Quantity	Price Each	Taxable Item	Price Includes Tax	Original Total
<input type="checkbox"/>	Bond (Refundable)	Bond for 2018 Care	Tyler Mitc	1	150	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
Total Amount:							<input type="text" value="0"/>	

Searching and Viewing Invoices

You may search for invoices using the column headers:

Name ▾	Educ... ▾	Invoic... ▾	Times... ▾
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Clicking the arrow on each column will provide you with search options. You may select the filter option to type a keyword:

Name	Educ...	Invoic...	Times...	Adjus..
Dylan Mitchell (Parent)	Columns	0001033	No	
Dylan Mitchell (Parent)	Filter			
Dylan Mitchell (Parent)		INV-0		
Dylan Mitchell (Parent)		INV-0		
Camile Fitzsimmons		INV-00001029	No	





















Show items with value that...


Contains ▾



Filter

Detailed cont.

Once you click the Filter button, only invoices relating to your search will display:

Name	Educ...	Invoic...	Times...	Adjus...	Invoic...	Due	Total	Balance	Status	
Dylan Mitchell (Parent)		INV-00001033	No		28/06/2018	05/07/2018	\$150.00	\$150.00	Issued	   
Dylan Mitchell (Parent)		INV-00001032	No		28/06/2018	05/07/2018	\$200.00	\$200.00	Issued	   
Dylan Mitchell (Parent)		INV-00001031	No		28/06/2018	05/07/2018	\$150.00		Issued	   
Dylan Mitchell (Parent)		INV-00001030	No		28/06/2018	05/07/2018	\$0.00		Issued	   
Dylan Mitchell (Parent)		INV-00001023	No		21/06/2018	28/06/2018	\$61.38	\$1.88	Issued	   

Clicking the  button next to an invoice will open the invoice details for you to view:

INVOICE - INV-00001033  Adjust  Print

Contact Info (Parent)

First Name: Surname:

Number/Street: Suburb:

State: Postcode:

Invoice Info

















Invoice Date: Payment Terms: Due Date:

Status:

Comments:


Charge	Description	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST
Bond (Refundable)	Bond for 2018 Care	Tyler Mitchell	1	\$150.00	No	No
Total Amount:						\$150.00


To clear your search filter, click the  button:

Name	Educ...	Invoic...	Times...	Adjus...	Invoic...	Due	Total	Balance	Status	
Dylan Mitchell (Parent)		INV-00001033	No		28/06/2018	05/07/2018	\$150.00	\$150.00	Issued	   
Dylan Mitchell (Parent)		INV-00001032	No		28/06/2018	05/07/2018	\$200.00	\$200.00	Issued	   
Dylan Mitchell (Parent)		INV-00001031	No		28/06/2018	05/07/2018	\$150.00		Issued	   
Dylan Mitchell (Parent)		INV-00001030	No		28/06/2018	05/07/2018	\$0.00		Issued	   

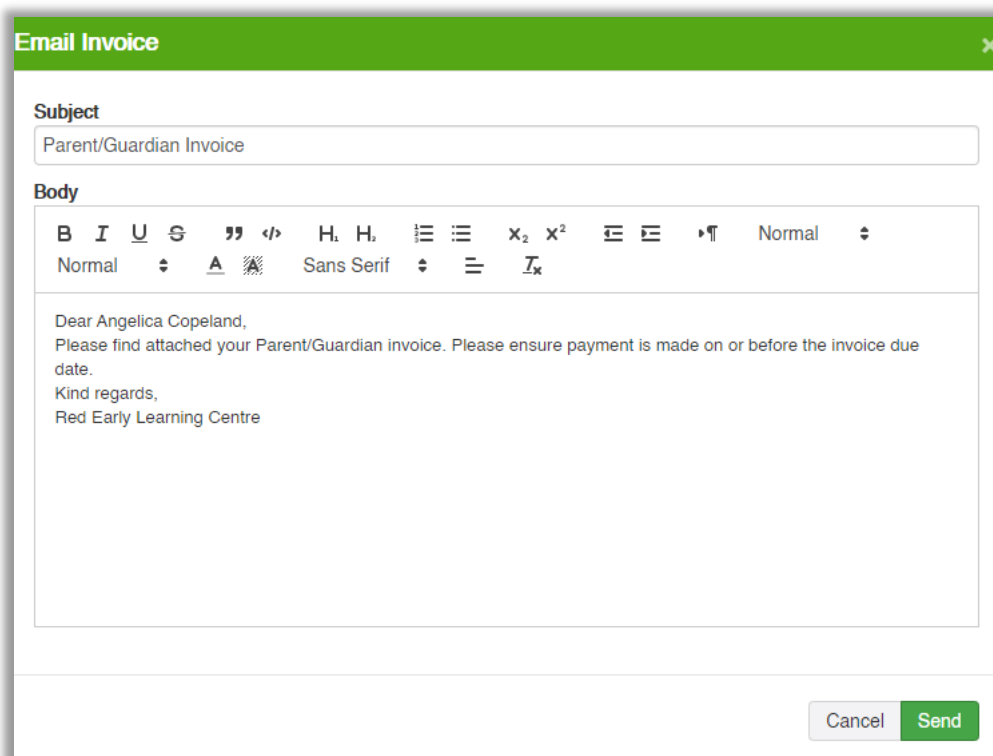
Detailed cont.

Printing and Emailing Invoices


Clicking the  button next to an invoice will download a PDF version of the invoice. You can then print from here.

If you wish to email the invoice to the parent/guardian, click the  button.

The Email Invoice window will display:



You can change the subject and body of the message if needed and then click the **Send** button to email the invoice.

Click  to send the email. You will receive a confirmation message once the email has been sent.

***NOTE:** The wording on the standard email template can be adjusted in your setup. Please see the tipsheet called [Email Templates](#) for further instructions.*

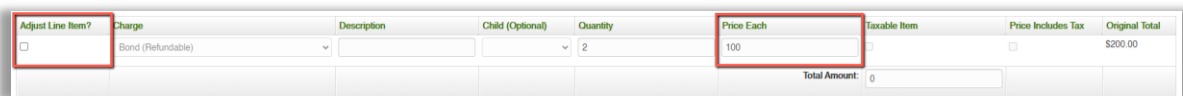
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Tips & Troubleshooting

Issue: I have created a invoice for the wrong parent/child.

Resolution: You can adjust the invoice and credit the family. To do this please follow the steps below.:

1. Go to Accounts menu
2. Select Invoices
3. Once you find the invoice click on the pencil button to open in edit mode
4. Tick adjust line item
5. Change the price each to zero
6. Click save



Adjust Line Item?	Charge	Description	Child (Optional)	Quantity	Price Each	Taxable Item	Price Includes Tax	Original Total
<input checked="" type="checkbox"/>	Bond (Refundable)			2	100		<input type="checkbox"/>	\$200.00
Total Amount:						0		

Once saved, the system will create an adjustment invoice showing the account has been credited. You can create a new invoice with the correct details.