Non-timesheet Invoices

Non-timesheet invoices allow you to invoice a contact, such as a parent or guardian, for charges that <u>cannot</u> be entered on a childcare timesheet. For example, you may wish to invoice a parent or guardian for medical supplies that you purchased for their child.

Unlike timesheet invoices that are automatically created based on childcare bookings or saved timesheets, you must manually create the non-timesheet invoices by selecting a contact and entering one or more line items that contain the charge details.

Invoice status

An invoice can have a status of "**Issued**" or "**Not Issued**".

Once an invoice has a status of "**Issued**", the invoice is <u>applied</u> to the contact's account and the invoice <u>cannot be changed</u> without issuing an adjustment invoice.

On the other hand, if an invoice has a status set to "**Not Issued**", the invoice is <u>not applied</u> to the contact's account and you <u>can change</u> the invoice without having to create an adjustment invoice.

Setting the status of an invoice to "**Issued**" is similar to sending an email. Once it has been sent, you cannot change it; however, you can send another email. In the same way, setting the status of an invoice to "**Not Issued**", is similar to saving an email in your "Draft" folder, which allows you to reopen it and make changes before sending it.

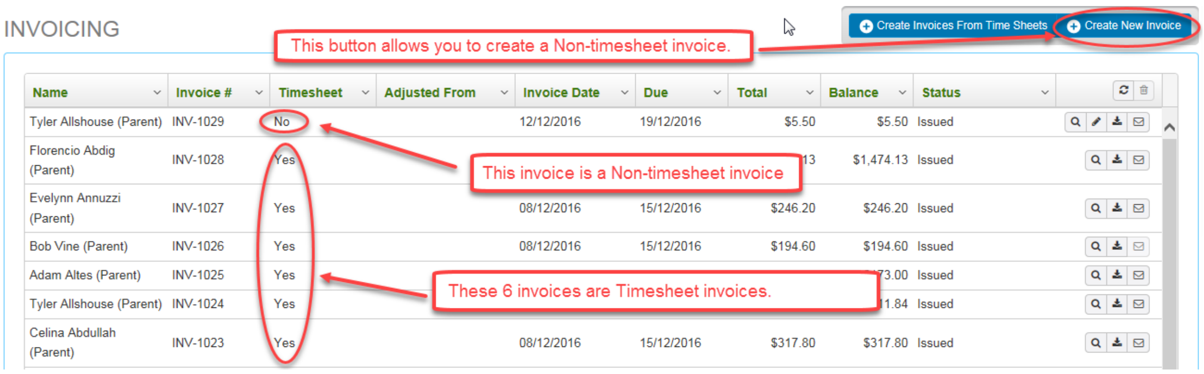
NOTE:

If you haven't already read the tip sheet "Educator Accounts Invoicing Overview", we strongly recommend you do before attempting to create your Non-timesheet Invoices. The tip sheet explains how to enable invoicing and explains all the available options on the Invoice List, which is the starting point for your Non-timesheet Invoices.

To display the list of invoices

Click "***Accounts***"

Click "***Invoices***"



The list of invoices contains Timesheet and Non-timesheet invoices. Please refer to the tip sheet "**Educator Accounts Invoicing Overview**" for an explanation of the differences between the two invoice types and an explanation of the buttons available on the Invoice List.

To create a new Non-timesheet invoice

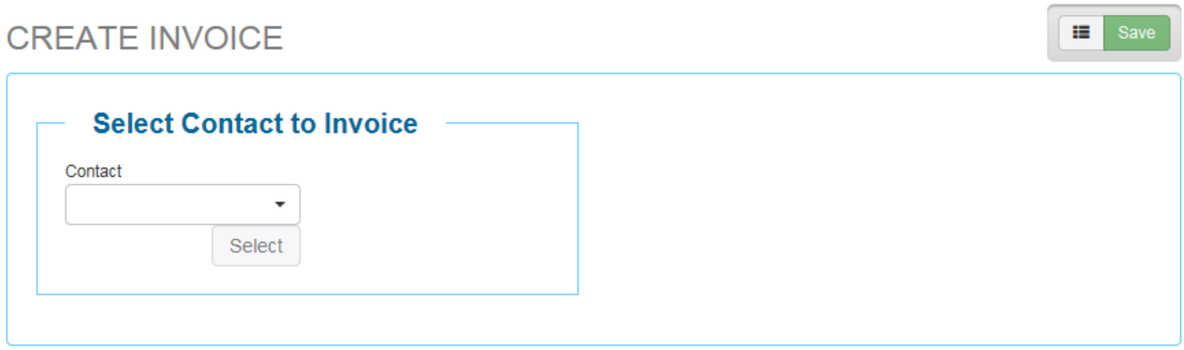
Creating a non-timesheet invoice involves 2 steps:

Step 1. Identifying the contact, such as a parent or guardian.

Step 2. Entering the invoice date, the payment terms, the due date, setting the status, entering a comment, and entering one or more line items that each contain a charge, description, optional child, quantity, price, and GST options.

Click the *"**Create New Invoice**" button.*

The following window will be displayed:



Before you can enter the remaining invoice details in Step 2, you must select the "***Contact***", such as a parent or guardian. Once a "***Contact***" has been selected, the "***Select***" button will be enabled allowing you to proceed to Step 2.

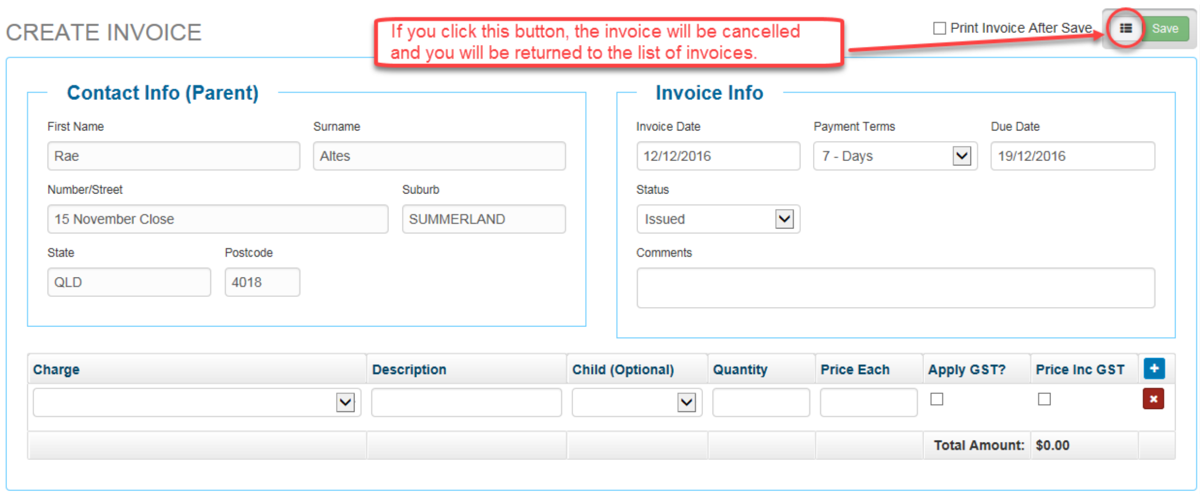
If you have a Standard subscription, the "***Contact***" list will only include parent and guardian names; however, if you have subscribed to the Cash Book subscription, other debtor names may also be included in the list.

Once you have entered the details, click the **"*Select*"** button to proceed to Step 2.

NOTE:

Once you click the "Select" button and move to Step 2, the "Contact" cannot be changed.

If we select "Rae Altes" as the contact, the following sample window will be displayed for Step 2:



The "***Contact Info***" section contains the details for the "***Contact***" you selected in Step 1 and cannot be changed.

The "***Invoice Info***" section allows you to enter the "***Invoice Date"***, the "***Payment Terms***", the "***Due Date***", the invoice "***Status***", and an optional "***Comment***".

The “***Invoice Date***” is initially set to today’s date, but you can enter a different date if necessary. Although you can type in an “***Invoice Date***”, it is easier to select a date from the calendar that is displayed when you click on the date.

The “***Payment Terms***” must be selected and allows you to identify how long before payment is due for the invoice. For example, “*1 – Day*”, “*7 – Days*”, “*30 – Days*”, etc.

<u>NOTE:</u>

When you select an entry from the list of “Payment Terms”, the “Due Date” will automatically be updated based on the “Invoice Date” and the “Payment Terms” selection.

If you prefer, instead of selecting an entry from the list or “***Payment Terms***” to calculate the “***Due Date***”, you can enter a specific “***Due Date***”. Although you can type in a “***Due Date***”, it is easier to select a date from the calendar that is displayed when you click on the date.

The invoice “***Status***” is initially set to “*Issued*”, which means the invoice will be applied to the contact’s account once it has been saved and you will not be able to change the invoice without issuing an adjustment invoice. However, if you set the “***Status***” to “*Not Issued*” before saving the invoice, the invoice <u>will not</u> be applied to the contact’s account and you can reopen the invoice and make changes.

The “***Comment***” is optional; however, you may find it useful to record other information about the invoice that has not already been specified.

The “***List of Line Items***” section allows you to enter the details for one or more charges to appear on the invoice.

Charge	Description	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST	+
					☐	☐	×
					Total Amount:	$0.00	

You must select a “***Charge***”. The list of charges contains the standard charges that have been set up, as well as, charges that you created.

<u>NOTE:</u>

Please refer to the “Educator Accounts Charges” tip sheet for details on setting up charges.

You must enter a “***Description***” for the line item. For example, if the “***Charge***” was set to “Dishonour charge”, the “***Description***” might be “Cheque”, if it was for a dishonoured cheque.

You can optionally select a “***Child***” for the “***Contact***”, if the “***Charge***” relates to a specific child.

You must enter the “***Quantity***”, which will be multiplied by the “***Price Each***” to calculate the total amount for the line item.

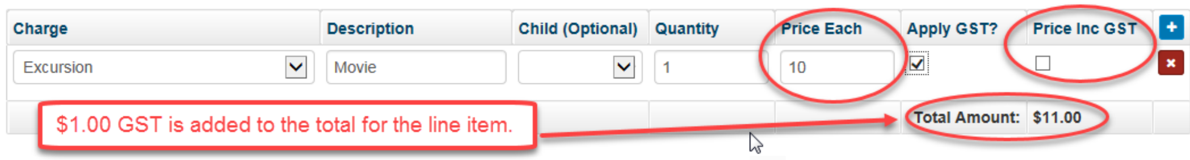
You must enter the “***Price Each***”, which is the amount for the line item. The “***Price Each***” will be multiplied by the “***Quantity***” to calculate the total amount for the line item.

Tick (or Check) the “***Apply GST***” check box if the line item attracts GST.

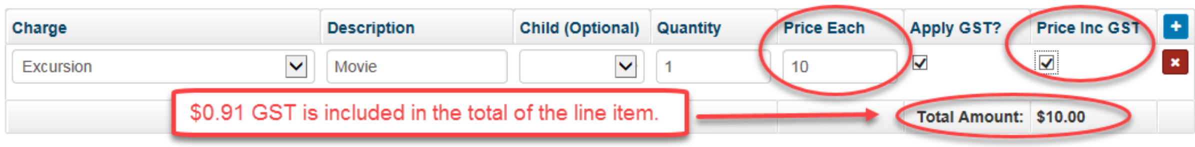
Tick (or check) the “***Price Inc GST***” if the amount you entered in the “***Price Each***” field already includes GST. In this case, GST will be deducted from the total value for the line item, instead of adding the GST to the total value for the line item.

For example,

If the “***Price Inc GST***” check box is unchecked (or unticked), $1.00 GST is added to the $10.00:



If the "***Price Inc GST***" check box is checked (or ticked), $0.91 GST is included in the $10.00, which means the actual cost of the item is $9.09:



NOTE:

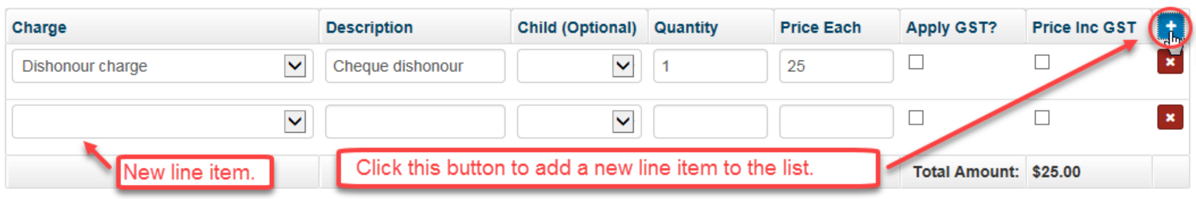
If the "Tax Percentage" was set to 0.00% when the "Charge" was set up, GST will NOT be calculated for the line item.

Please refer to the "Educator Accounts Charges" tip sheet for details on setting up charges.

The "***Total Amount***" value that appears at the bottom of the "***List of Line Items***" contains the total amount for the invoice including GST.

To add another line item

Click the "***Add***" button.



To delete a line item

Click the "***Delete***" button.

To save the invoice

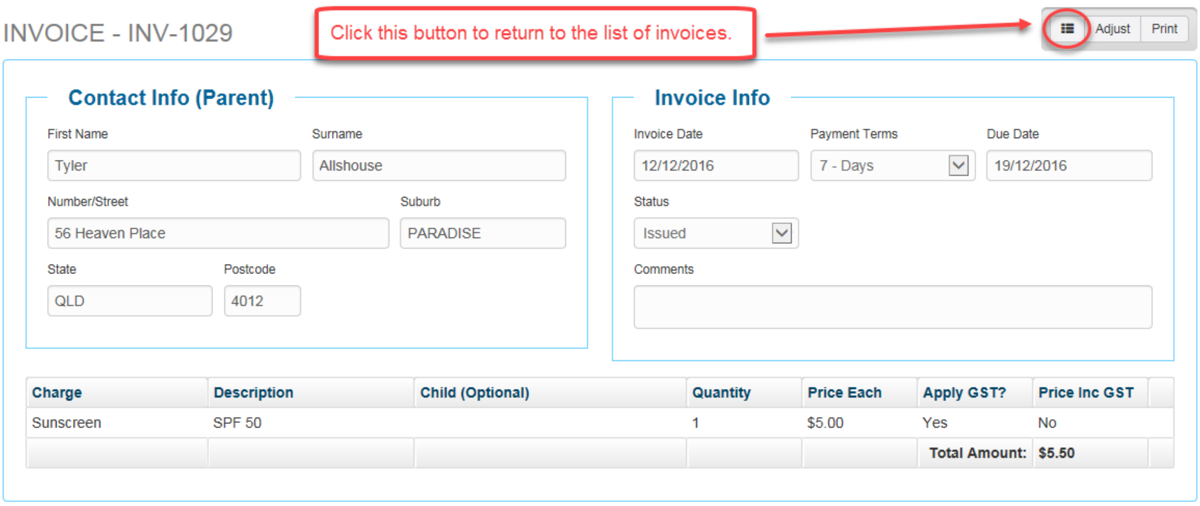
If you want to print the invoice after it has been saved, check (or tick) the "***Print Invoice After Save***" check box located at the top right corner of the window before clicking the "***Save***" button, which is also located at the top right corner of the window.

NOTE:

Once you click the "Save" button, the invoice cannot be changed or deleted; however, you can create an adjustment invoice to correct any mistakes.

To view the details of an invoice

From the list of invoices, click the ***"View"*** button for the required invoice and a window will be displayed containing the invoice details. For example,

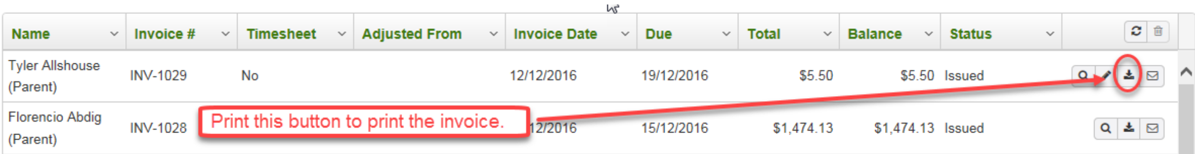


Click the "***See All***" button to return to the list of invoices.

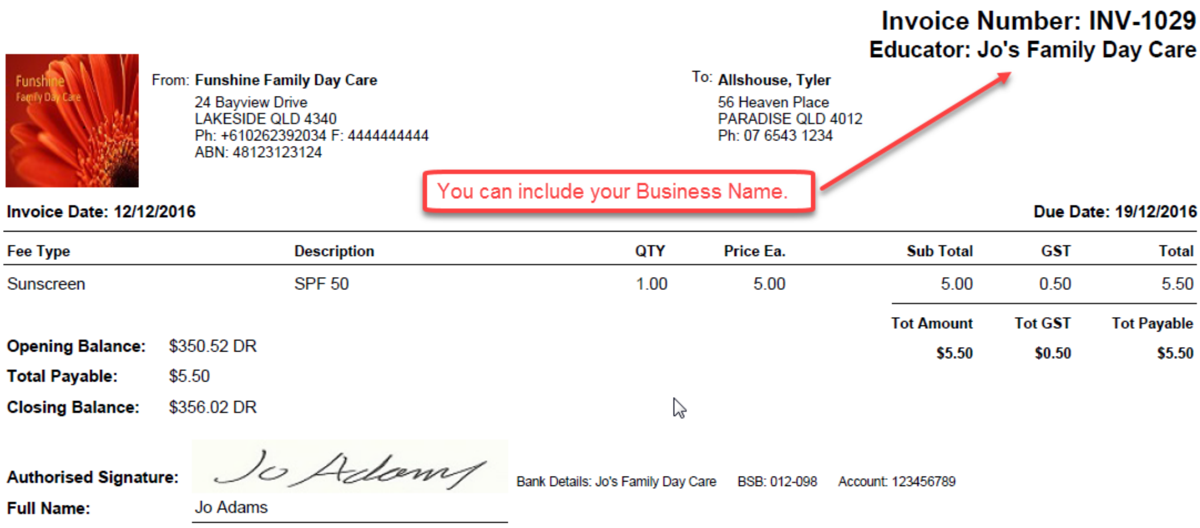
Click the Print "***Print***" button to print the invoice.

Click the Adjust "***Adjust***" button to create an adjustment invoice to correct any mistakes on this invoice. See the section below "***To Adjust an "Issued" Non-timesheet Invoice***" for details.

<u>To print the details of an "Issued" invoice from the list of invoices</u>



From the list of invoices, click the "***Export***" button for the required invoice to print the invoice. For example,



<u>NOTE:</u>

A debit ("DR") balance indicates the contact owes you money, while a credit balance ("CR") balance indicates the contact has paid in advance.

To customise the printed invoice

You can customise the printed invoice to:

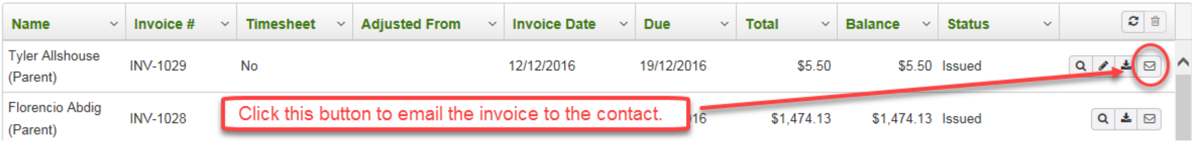
- Print your Business Name instead of your name.
- Print your signature from a signature file instead of having to manually sign the invoice.
- Print your Full Name instead of having to manually write your name.

Please refer to the "***Educator Accounts Invoice and Financial Settings***" tip sheet for details on customising your invoice and receipt appearances.

NOTE:

The logo that appears on the sample invoice is the Service's logo and not your business logo.

To email the details of an "Issued" invoice

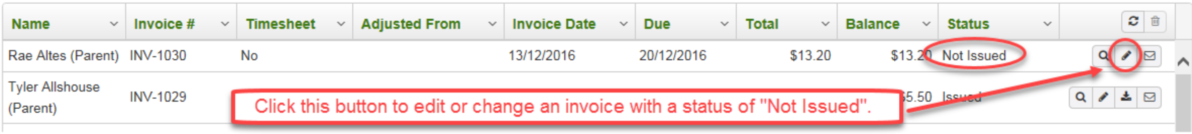


From the list of invoices, click the **"*Email*"** button for the required invoice and a window will be displayed requesting you to confirm the contact details before the invoice is emailed to the contact.

NOTE:

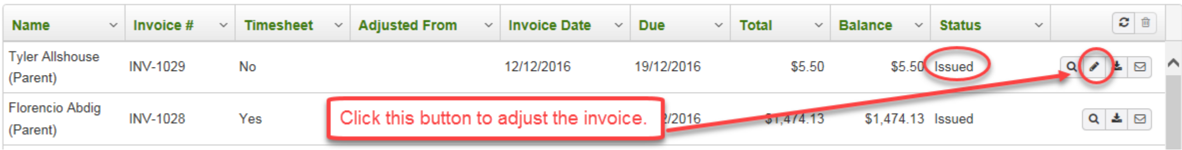
You cannot Print or Email an invoice with a status of "Not Issued".

To change a "Not Issued" Non-timesheet Invoice



From the list of invoices, click the **"*Edit*"** button for the required "Not Issued" invoice and a window will be displayed containing the invoice details allowing you to change the invoice.

To Adjust an "Issued" Non-timesheet Invoice



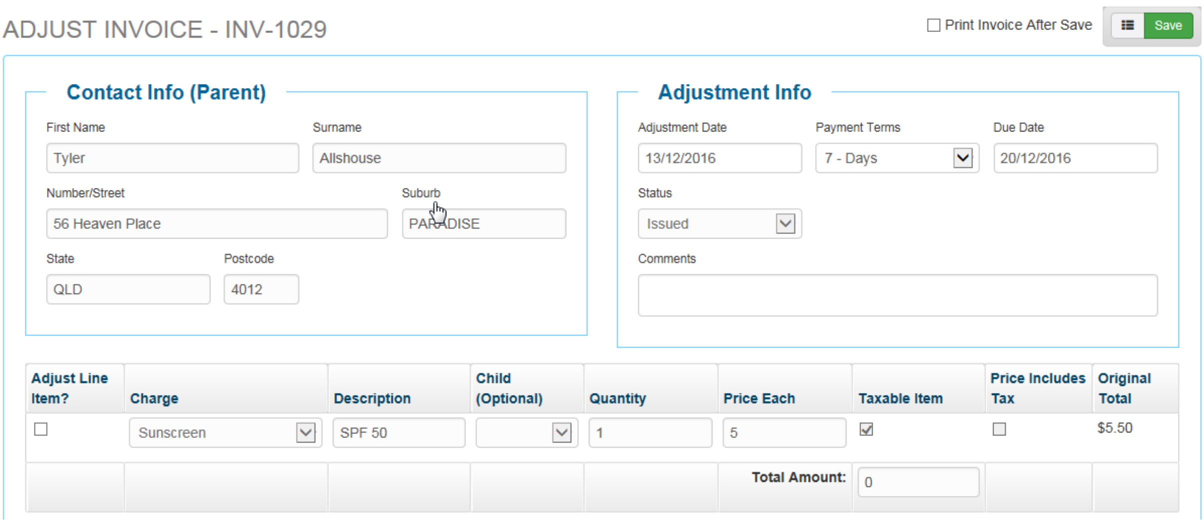
From the list of invoices, click the **"*Adjust*"** button for the required "Issued" invoice and a window will be displayed containing the original invoice details.

NOTE:

You can only adjust line items that were on the original invoice. If you need to add a new line item, you must create a new invoice.

For example, if we need to change the price of the sunscreen in the invoice above from $5.00 (ex GST) to $7.50 (ex GST):

Click the **"*Adjust*"** button and the following window will be displayed:


ADJUST INVOICE - INV-1029

Print Invoice After Save | Save

Contact Info (Parent)

First Name: Tyler
Surname: Allshouse
Number/Street: 56 Heaven Place
Suburb: PARADISE
State: QLD
Postcode: 4012

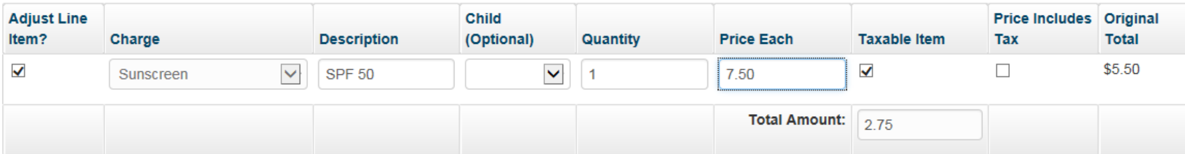
Adjustment Info

Adjustment Date: 13/12/2016
Payment Terms: 7 - Days
Due Date: 20/12/2016
Status: Issued
Comments:

Adjust Line Item?	Charge	Description	Child (Optional)	Quantity	Price Each	Taxable Item	Price Includes Tax	Original Total
☐	Sunscreen	SPF 50		1	5	☑	☐	$5.50
					Total Amount:	0		

Check (or tick) the "***Adjust Line Item?***" check box to enable the line item details.

Change the "***Price Each***" from $5.00 to $7.50

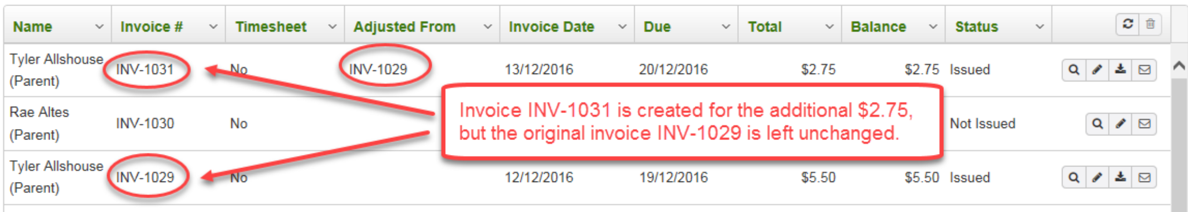


Adjust Line Item?	Charge	Description	Child (Optional)	Quantity	Price Each	Taxable Item	Price Includes Tax	Original Total
☑	Sunscreen	SPF 50		1	7.50	☑	☐	$5.50
					Total Amount:	2.75		

NOTE:

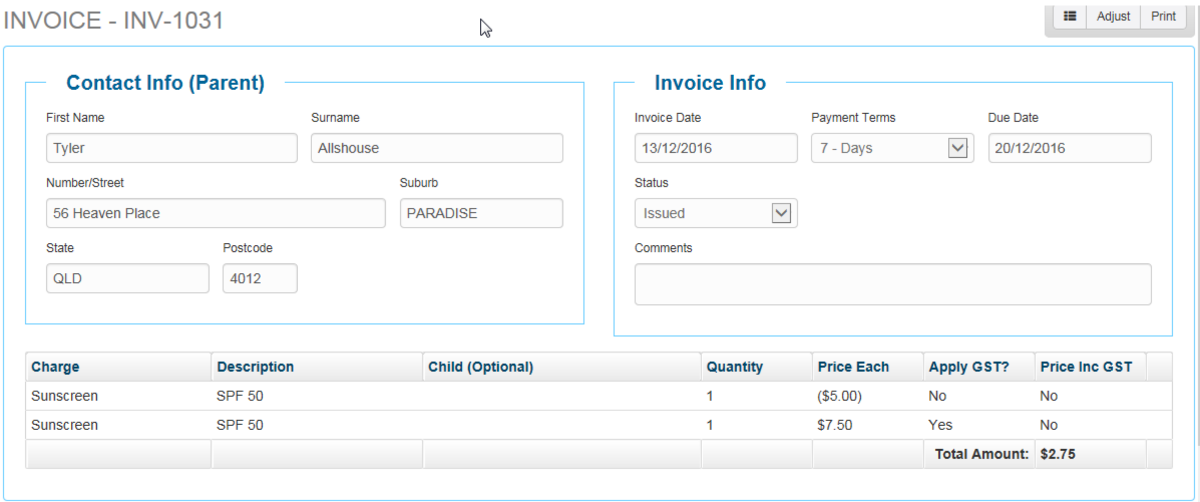
The "Total Amount" for the adjustment invoice is $2.75, the difference between the original value of $5.50 (inc. GST) and the replacement value $8.25 (inc. GST).

Click the "***Save***" button to create the adjustment invoice.



Name	Invoice #	Timesheet	Adjusted From	Invoice Date	Due	Total	Balance	Status
Tyler Allshouse (Parent)	INV-1031	No	INV-1029	13/12/2016	20/12/2016	$2.75	$2.75	Issued
Rae Altes (Parent)	INV-1030	No						Not Issued
Tyler Allshouse (Parent)	INV-1029	No		12/12/2016	19/12/2016	$5.50	$5.50	Issued

Click the "***View***" button to view the adjustment invoice:


INVOICE - INV-1031

Adjust | Print

Contact Info (Parent)

First Name: Tyler
Surname: Allshouse
Number/Street: 56 Heaven Place
Suburb: PARADISE
State: QLD
Postcode: 4012

Invoice Info

Invoice Date: 13/12/2016
Payment Terms: 7 - Days
Due Date: 20/12/2016
Status: Issued
Comments:

Charge	Description	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST
Sunscreen	SPF 50		1	($5.00)	No	No
Sunscreen	SPF 50		1	$7.50	Yes	No
					Total Amount:	$2.75

The original line item for $5.00 (exc. GST) has been credited.

A new line item for the correct value of $7.50 (exc. GST) has been added.

The "***Total Amount***", which includes GST, shows the difference between the two line items.

NOTE:

When adjusting an invoice, if you added a line item in error on the original invoice,

set the "Quantity" to 0

or

set the "Price Each" to $0.00

and the line item will be credited on the adjustment invoice.