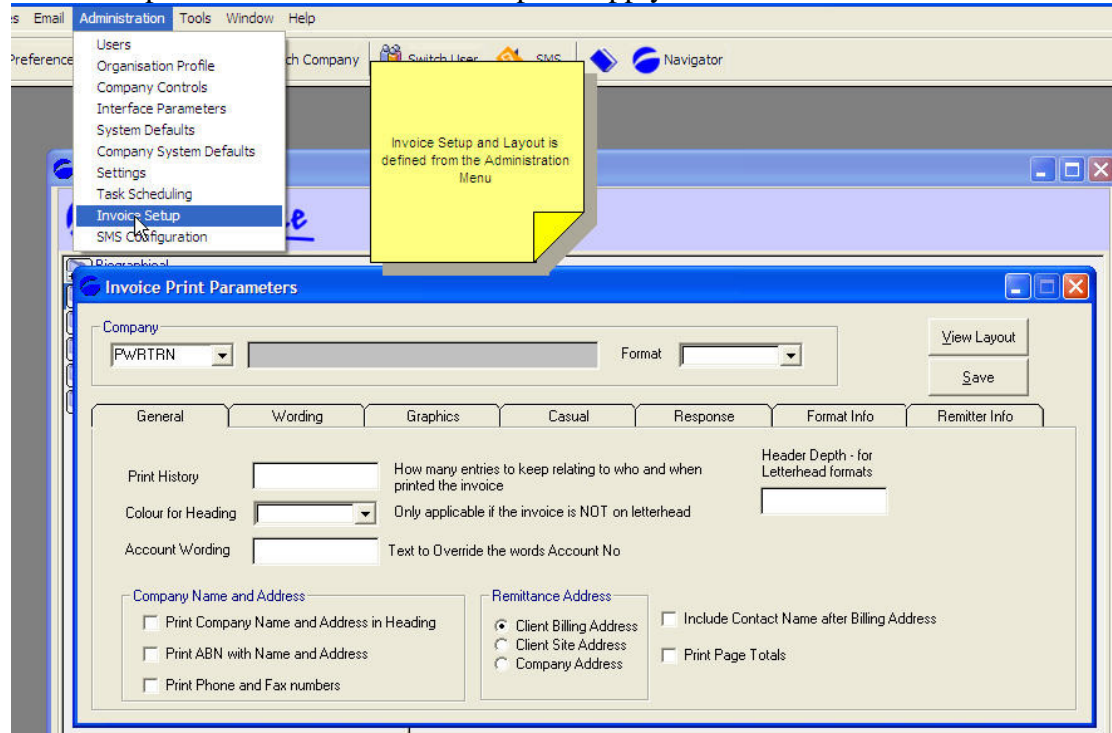
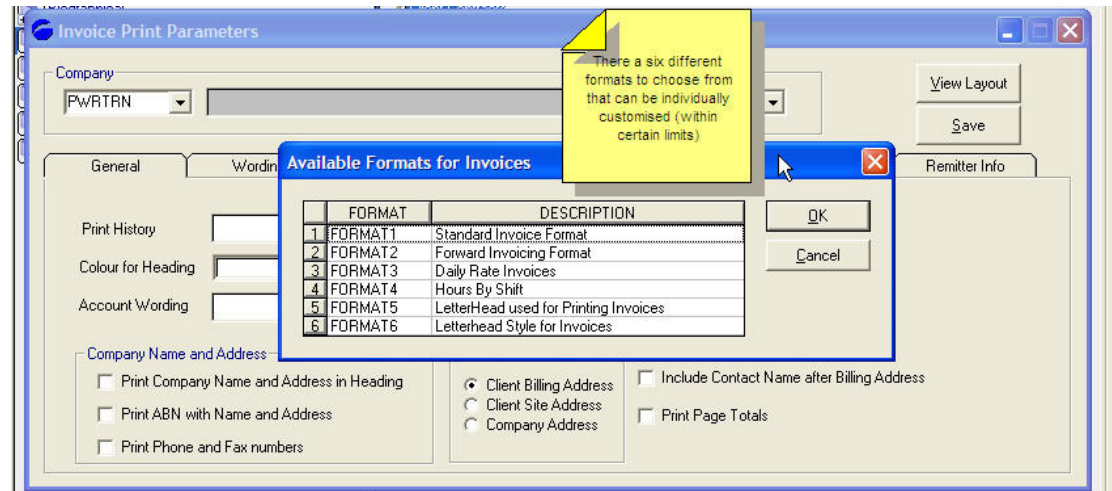


Invoice Formats

This example demonstrates how to setup and apply Invoice formats



Choose an Invoice Format to customise



Customise Invoice Format selected

Invoice Print Parameters

Company: PWRTRN | POWERFORCE TRAINING | Format: FORMAT1

Buttons: View Layout, Save

Tabs: General | Wording | Graphics | Casual | Response | Format Info | Remitter Info

Print History: [] How many entries to keep relating to who and when printed the invoice

Colour for Heading: [] Only applicable if the invoice is NOT on letterhead

Account Wording: [] Text to Override the words Account No

Company Name and Address:

- Print Company Name and Address in Heading
- Print ABN with Name and Address
- Print Phone and Fax numbers

Remittance Address:

- Client Billing Address
- Client Site Address
- Company Address

Buttons: Include, Print

Header Depth - for []

Configure Invoice Format

Add Default Invoice Format to Company Control record

Company Parameters

Company: PWRTRN | Company Name: POWERFORCE TRAINING

Tabs: Details | Accounting | Tax | Parameters

State Payroll Base: NSW | Workers Compensation: GID | Superannuation: AMP | Default Invoice Format: FORMAT1

Administration%: [] | Public Liability%: [] | Permanent Oncost%: [] | Casual Oncost%: []

Pay Advices:

- Print Entitlements
- Print Provision for Superannuation
- Omit Superannuation from Summary
- Omit Sick Leave Entitlements

Electronic Payments:

- Group Tax Code: [] Lodgement No: []
- Payroll Tax Code: [] Lodgement No: []
- Print Deposit Reports
- Print Lodgement Reports

Buttons: Split Public Holiday Rates, Back Date, Responses

Add Default Format to Company Control Parameters

Add override Invoice Format to Client record (where applicable)

Client Details

Client Code: POW-PAR Vendor No: PAR Created: 13/02/2002
Client Name: POWERFORCE PARRAMATTA Generic Name: PARRA

Customer Details
Address: 91 GEORGE STREET
Suburb: PARRAMATTA
State: NSW Postcode: 2150
Acc Contact: Kyle Amadio

Billing Details
Address: 91 GEORGE STREET
Suburb: PARRAMATTA
State: NSW Postcode: 2150
ABN: 45 789 756 789
Email: info@powerforcesoftware.com

Output Options
Format: FFORMAT2
Addendum: Activity
 Print Invoices
 Email Invoices

Create Options
 Split Invoices
 Consolidate
 Invoice Charge
Customer Base:
Invoicing Number:
 Charge from
 Charge from
 Use Company Default

Response Invoicing Options
 With Docket Date
 Without Docket Date
 Automatically Create

Invoice Statement Options
 Use System Defaults
 Show Invoice Balances
 Do not Show Balances

Default Client

Print Save Clear Exit