

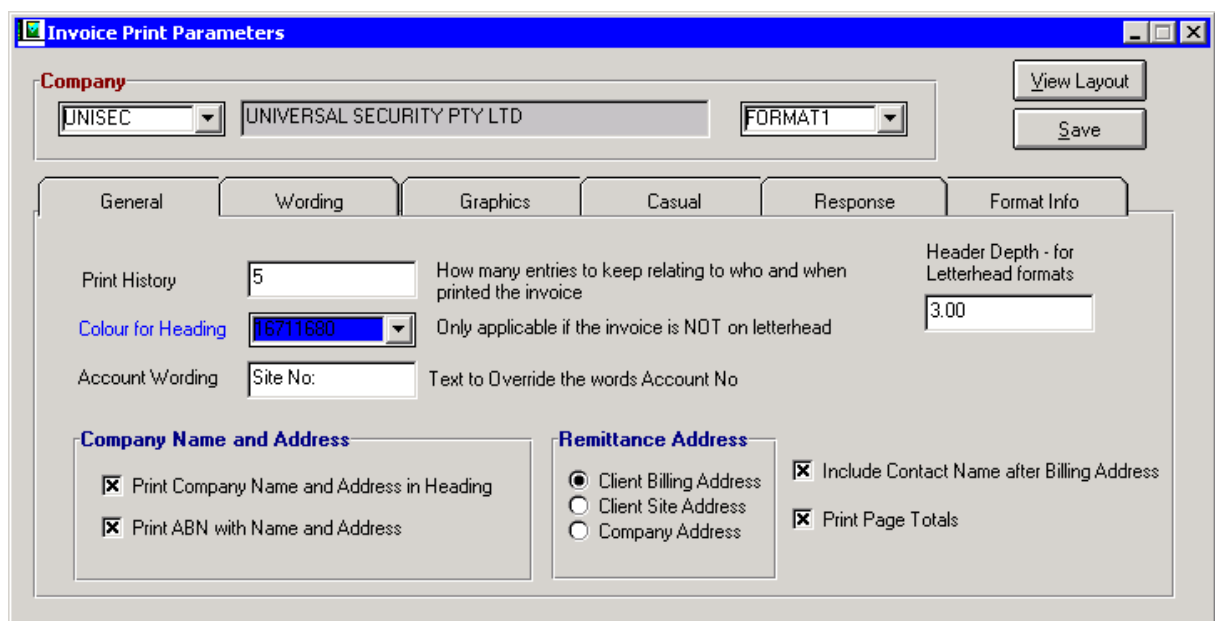
Invoice Setup

This window allows you to define the layout options for each of the invoice formats available.

Select the company and then “tab” to move the cursor to the third field across. Choose and invoice format and then “tab” again. The fields on the tabs should be completed for each invoice format used.

To view the current layout click  the **View Layout** button.

Note: Measurements used are all in inches.



Company

UNISEC UNIVERSAL SECURITY PTY LTD FORMAT1

View Layout Save

General Wording Graphics Casual Response Format Info

Print History 5 How many entries to keep relating to who and when printed the invoice

Colour for Heading 16711680 Only applicable if the invoice is NOT on letterhead

Account Wording Site No: Text to Override the words Account No

Header Depth - for Letterhead formats 3.00

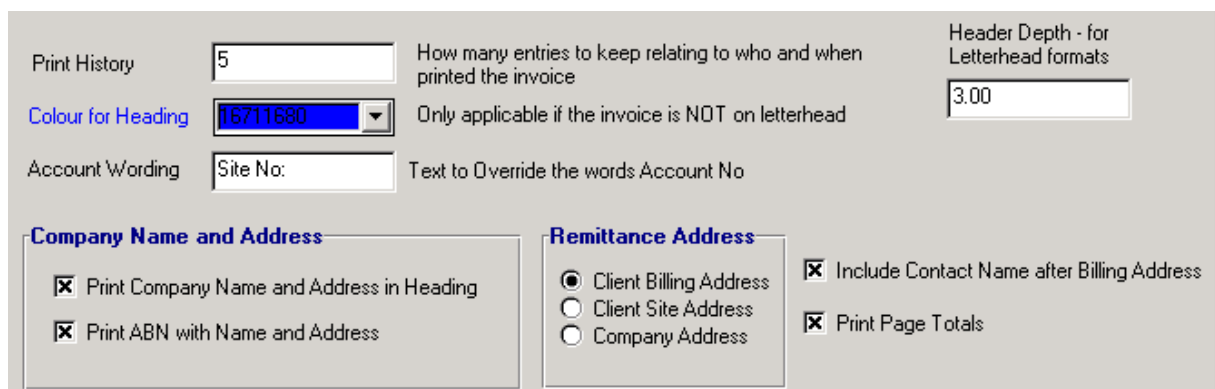
Company Name and Address

- Print Company Name and Address in Heading
- Print ABN with Name and Address

Remittance Address

- Client Billing Address
- Client Site Address
- Company Address
- Include Contact Name after Billing Address
- Print Page Totals

General Tab



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Fields of Note	
Print History	Indicate the number of invoice prints where the system will maintain a list of the users who produced the run and the times and dates.
Bitmaps	Select the colour to be used in the heading.
Account Wording	Enter text to be used in place of "Account No".
Header Depth – for Letterhead formats.	This indicates how far down the page printing should start to avoid overwriting your letterhead. Distance is in inches.

Note: Measurements used are in inches.

Graphics

This allows you to position a company logo graphic on the invoice.

Image Location

Image Path for Logo

Logo Graphic

Only applicable if printing a Company Logo

Image Position on Invoice

X Position Width

Y Position Height Ignore Height and Width

Fields of Note	
Image Path for Logo	Enter the path to the directory containing the company logo.
Logo Graphic	Name of the logo.