Operating the Invoicing Module

This guide will demonstrate how to operate **TOTAL2's Invoicing Module**. In the first instance you may wish to add your own header and footers to the design or tweak the format. If this is the case, please ring the **Sum-It** support team on **01844 213003**.

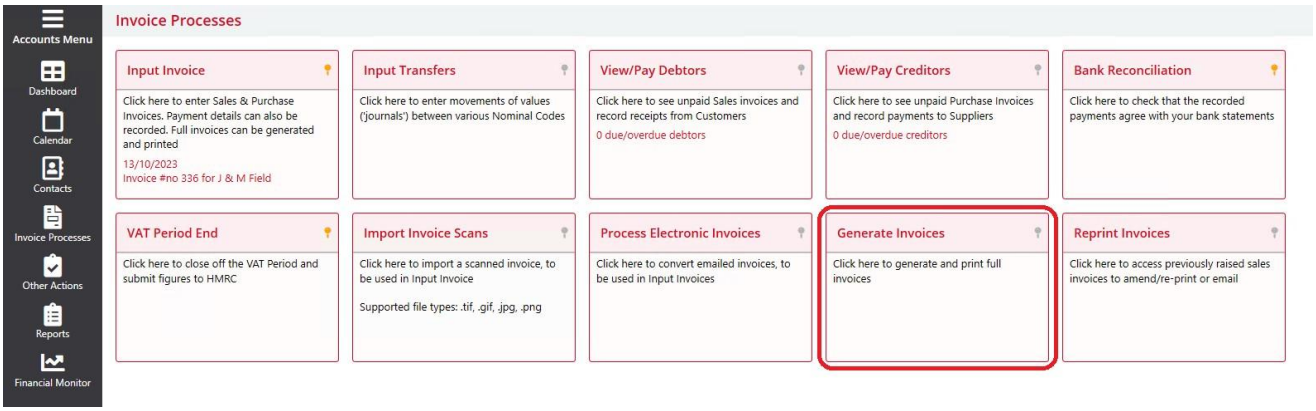
We can create a specific design for headers and footers to be uploaded to your **TOTAL2** dataset at a rate of £50 per header & footer package. Contact us for further details.

Contents

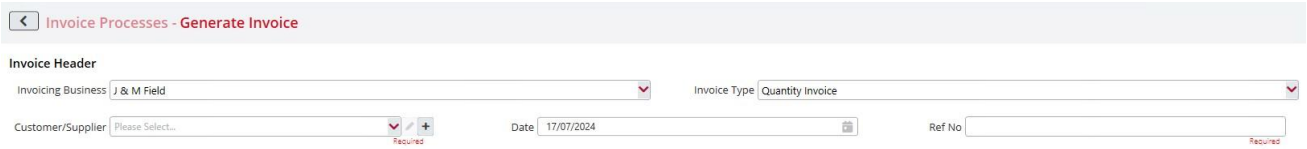
General Operation of the Module

1. Opening the Invoice Module

a. From the **Accounts Menu** select **Invoice Processes**, then **Generate Invoices**.



b. **Invoicing Business** allows you to change the business information that appears at the top of the invoice. Unless running multiple businesses under the same accounts, you will want to leave this as is.



c. Select whether the **Invoice Type** is **Standard** or **Quantity**

   i. Standard invoices e.g. monthly yard rent
   ii. Quantity invoices e.g. 50 large hay bales @ £50

Note: The only difference between **Quantity** and **Standard** invoices is the ability to add a quantity and unit to the invoice lines

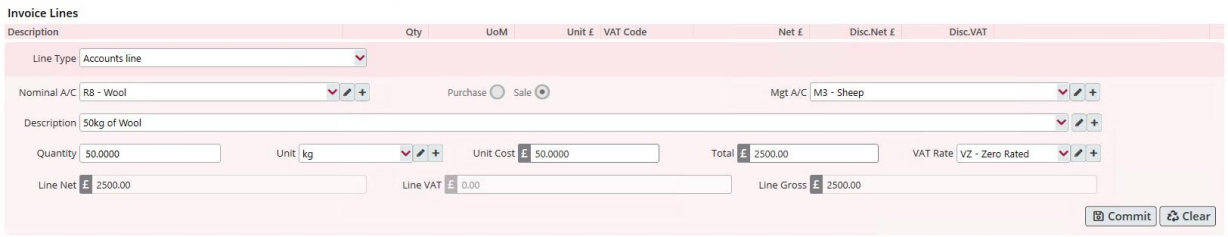
d. Enter the **Customer/Supplier**, **Date** will be auto-filled as today's date but can be overwritten; if left blank, **Invoice Ref** will also be auto-filled with the next number following previous invoices, see Step 9 for resetting the auto-fill invoice number.

e. Once the above have been entered, **Invoice Lines** can be committed

2. Entering Accounts Lines for Quantity and Standard Invoices

a. Select **Accounts line** in **Line Type**

b. Enter and commit invoice line details as you would in **Input Invoice**

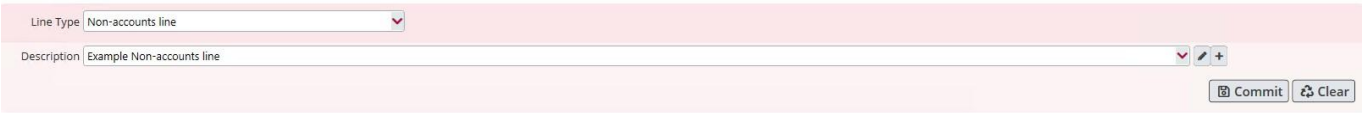


3. Non-Accounts lines and Invoice Design

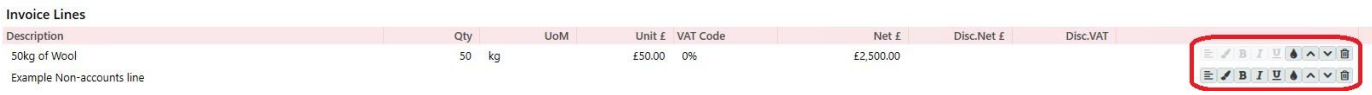
Text can be used for adding notes and headings, or commit blank lines to space out accounts lines.

a. Select **Non-Accounts line** in **Line Type**

b. Enter text in **Description** and hit **Commit**



c. You are able to alter the page alignment; text colour; whether text is **bold**, underlined or *italicised* for Non-accounts lines



d. For Accounts **and** Non-accounts lines you can use the up and down arrow buttons to rearrange how lines will appear in the invoice; use the "ink drop" icon to shade the background of a line; and use the trashcan icon to delete a line.

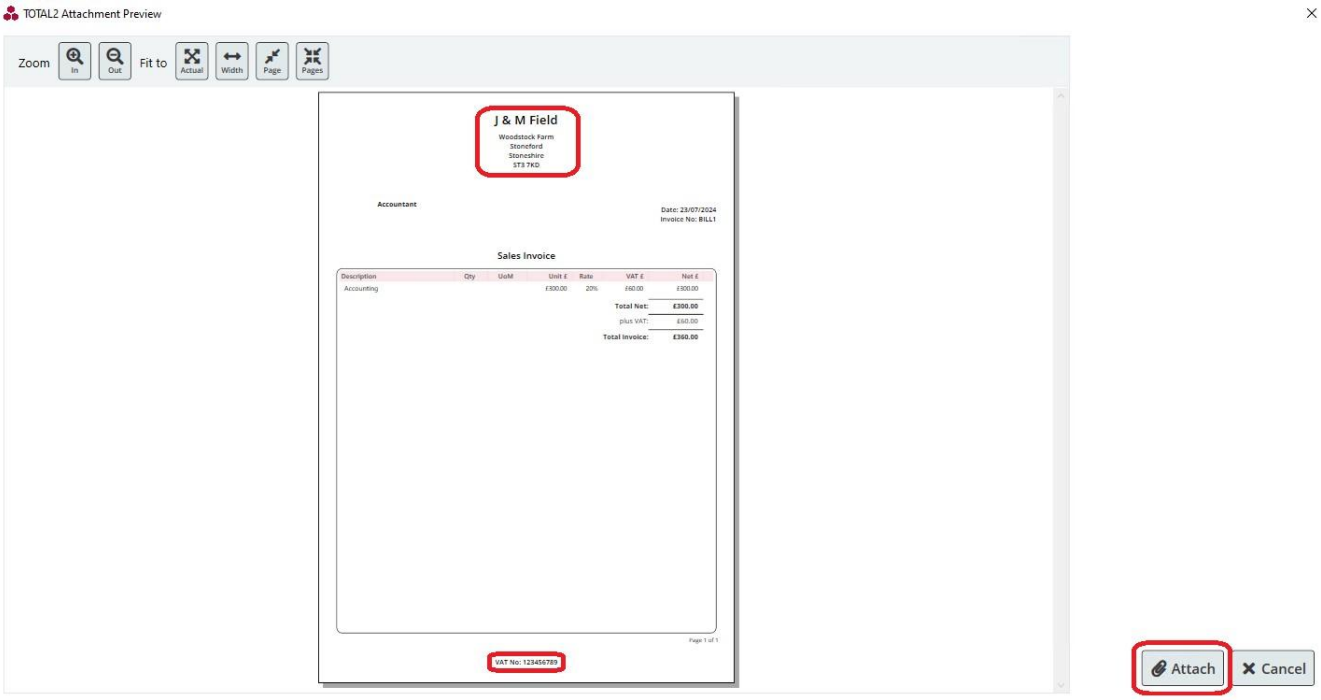
4. Enter the Remaining Invoice Details

a. Select another **Nominal A/C** for additional invoice lines and work through as above.

b. Optional **Less Discount** (in percentage or absolute terms) and an **Additional Comment** can also be added.

5. Printing, Sending and Saving Invoices

a. If invoicing with default terms, click on **Print** at the bottom to have the option to save the invoice as a PDF or print a physical copy. Click on **Email** to view an invoice preview, then on **Attach** to attach the invoice to an email



b. The set header and footer for the invoicing business will appear in the preview

c. If no Header/Footer has been set, the Invoicing Business' **Company Name**, **Address** and **VAT No.** from their contact record will be shown instead

d. Here a Cc and Bcc can be added and the Subject and Message of the email can be changed (defaults will generate for both).

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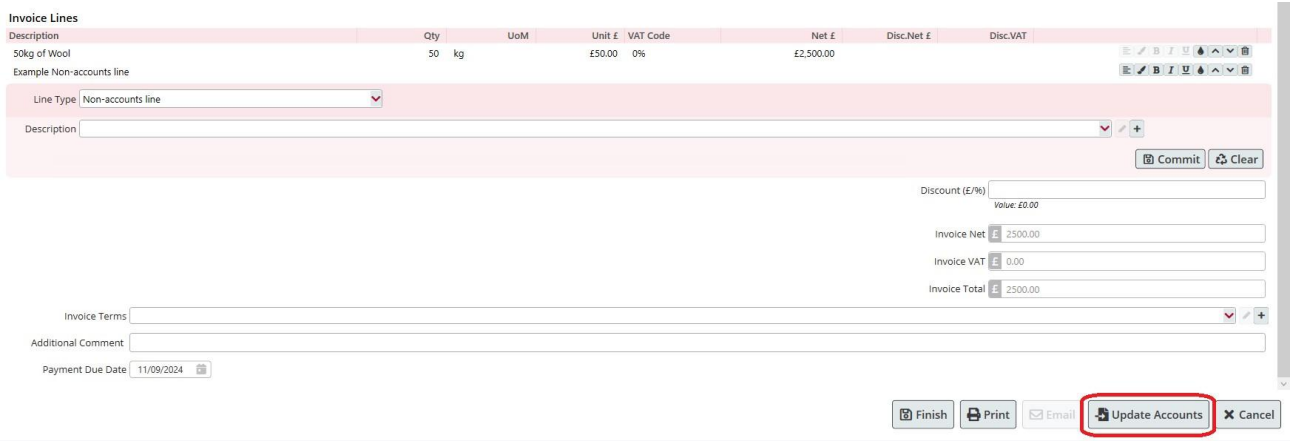
6. Updating TOTAL2 Accounts

a. After emailing or printing the invoice you will be brought back to **Generate Invoice**. Click **Update Accounts** at the bottom right of the screen to add the invoice (unpaid) to your accounts records



7. Self-Billing Invoices

a. Use the process above but select the relevant **Expense E Code** for the **Nominal A/c** box.

8. Credit Notes

a. Follow Step 1 to start either a **Standard Invoice** or a **Quantity Invoice**.

b. Enter the a new Accounts line exactly as before, ensuring the same **Nominal A/c** is selected but record a negative value for the **Unit Cost £** (**Quantity Invoice**) or **Total £** (**Standard Invoice**) for a credit line (below shows input -£50 and output).

Insert Image

c. If there are multiple Accounts lines but the **Total Invoice** amount is a negative, the invoice will have the **'Credit Note'** heading.

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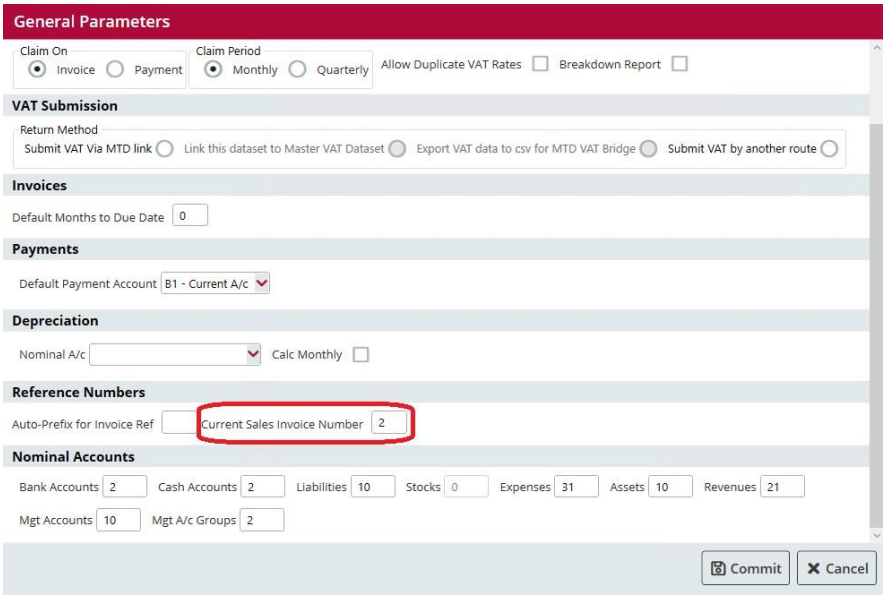
Further Instructions

9. Resetting the Invoice Number

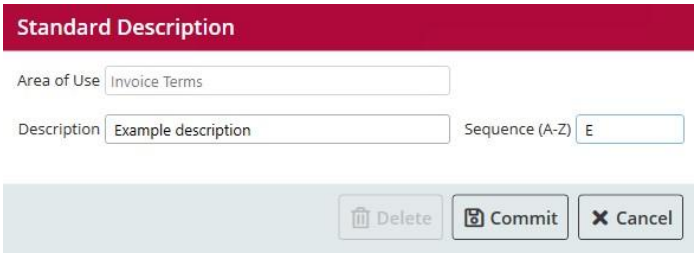
a. Go to **Settings**, under **Accounts**, **Parameters** click **General**.

b. Double click the **Sales Invoice Number** line and set it to the relevant figure. Then click **Commit**.

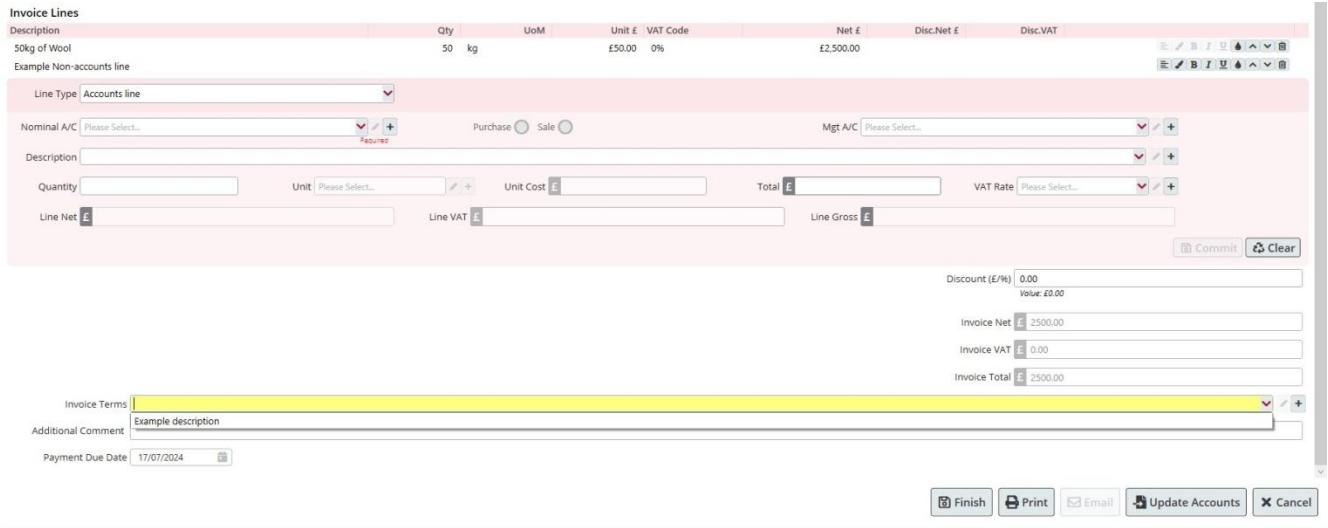


10. Adding Invoice Terms

a. Go to **Settings > Dataset**, click on **Standard Descriptions**, click on **Invoice Terms**, double-click on ***ADD NEW DESCRIPTION***. Enter a Description and Sequence (this will autofill upon clicking) and click **Commit**.



b. Added **Invoice Terms** will appear in a drop down list when generating or reprinting an invoice


Invoice Lines
Description
Qty
UoM
Unit £
VAT Code
Net £
Disc.Net £
Disc.VAT
50kg of Wool
50
kg
£50.00
0%
£2,500.00
Example Non-accounts line
Line Type
Accounts line
Nominal A/C
Please Select...
Requires
Purchase
Sale
Mgt A/C
Please Select...
Description
Quantity
Unit
Please Select...
Unit Cost
Total
VAT Rate
Please Select...
Line Net
Line VAT
Line Gross
Commit
Clear
Discount (£/%)
0.00
Value: £0.00
Invoice Net
2500.00
Invoice VAT
0.00
Invoice Total
2500.00
Invoice Terms
Example description
Additional Comment
Payment Due Date
17/07/2024
Finish
Print
Email
Update Accounts
Cancel

Please get in touch on the Support Helpline on 01844 213003 if you have any issues.

Sum-It Computer Systems Ltd., Samuel House, Chinnor Road, Thame, Oxon OX9 3NU
☎ 01844 213003 ✉ info@sum-it.co.uk 💻 www.sum-it.co.uk