

Split Invoice:

The Price details section contains the Quotation and Order confirmation reports.

Lovely Blinds

DashboardAll JobsTasksCalendarContactsCommunicationPurchase Orders

+ 🔍 🗨️ ⚙️ Help & Support

Vivek Rao

Create job

Joe Smith - Joe's Company

Job Status : Order

Job Ref No :

Account Ref:

Order Status : Office

Invoice No :

Add productWorksheetContact InfoSend POCalendarShareMore

	Product	Description	Qty	Item Price	Net Price	VAT	Gross Price	Status
<input type="checkbox"/>	Roller blind	Unit type: mm, Quantity...	2	456.64	913.28	182.65	1095.93	Ready
<input type="checkbox"/>	Venetian blinds	Unit type: mm, Quantity...	2	427.16	854.32	75.52	929.84	Ready
<input type="checkbox"/>	Vertical blinds	Unit type: mm, Quantity...	5	115.00	775.00	50.74	825.74	Ready
<input type="checkbox"/>	Wooden venetians	Unit type: mm, Quantity...	10	156.20	1562.00	110.00	1632.00	Ready

DatesAppointmentsTasks

Filter: David 22 / 03 / 2021
Measurer: Mike 25 / 03 / 2021
Surveyor: Paul 29 / 03 / 2021

Show MoreDelivery Note+

Price DetailsInvoice & paymentsCheck List

Net Price4104.80

VAT418.91

Gross Price4483.51

Total Paid0.00

Amount outstanding4483.51

Show MoreOrder ConfirmationQuotation

Further infoNotesLOG

Quotation Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Purchase Order Terms

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

You will have the regular Select report next to the add product option.

Account Ref.

Order Status

Invoice No.

Add Product

Select Report

Contact Info

Work Sheet

Send PO

Print

More

Product	Description	Qty	Item	Net	Sales T.	Gross	OverL.	Produ
<input type="checkbox"/> Roller Shades	Unit Type: inches, Quantity: 1, Supplier: Lon...	1		\$ 0.90	\$ 332.00	\$ 0.00	\$ 332.00	

Price Details

Payments

Check List

Net Price

\$ 332.00

Sales Tax

ON

\$ 0

Gross Price

PO

\$ 332.00

Total Paid

\$ 0.00

Amount Outstanding

\$ 332.00

Show More

The invoice is in the Invoice and Payments section.

Joe Smith - Joe's Company Job Status: Job Ref No:
Account Ref: Order Status: Invoice No:

[Add product](#) [Worksheet](#) [Contact info](#) [Send PO](#) [Share](#) [More](#)

Product	Description	Qty	Item Price	Net Price	VAT	Gross Price	Status
<input type="checkbox"/> Roller blind	Unit type: mm, Quantity...	2	456.64	913.28	182.65	1095.93	Ready
<input type="checkbox"/> Venetian blinds	Unit type: mm, Quantity...	2	427.16	854.32	75.52	929.84	Ready
<input type="checkbox"/> Vertical blinds	Unit type: mm, Quantity...	5	115.00	775.00	50.74	825.74	Ready
<input type="checkbox"/> Wooden venetians	Unit type: mm, Quantity...	10	156.20	1562.00	110.00	1632.00	Ready

Invoice & payments | Check List

No invoices added yet

[Show More](#) [Invoice](#)

[Further info](#) | Notes | Log

Quotation Description
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Purchase Order Terms
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Our system now allows for the creation of multiple invoices for a single job. These invoices can either be itemized or deposit-based, with the deposit amount being calculated as a percentage of the gross amount of the job.

To invoice a job, you need to click on the 'Invoice' button located in the "Invoice and Payments" section. This will bring up a pop-up window, which by default will be set to 'Full Invoice'. If you want to invoice the full job, you can proceed by clicking the 'Create' button.

Create new invoice [Full Invoice](#) [Split Invoice](#) [Close](#)

Payment Due Date

S.No	Description	Quantity	Net Amount	Vat Amount	Gross Amount
1	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	02	692.00	138.4	830.4
2	Roller Blinds (TWC)-Unit Type: mm, Quantity	02	871.90	174.38	1046.28
3	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	05	3095.96	619.19	3715.15
4	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	10	4659.86	931.97	5591.83

NET **9319.72**
VAT **1,863.94**
Gross **11183.66**
Total Invoice Amount 11183.66

[Create](#) [Cancel](#)

To create a split invoice, click on the toggle button labelled 'Split'.

Create new invoice

Full Invoice ☒ Split Invoice

Payment Due Date: 21/09/2023

☒ Quantity ☐ Total

S.No	Description	Quantity	Invoice Quantity	Net Amount	Vat Amount	Gross Amount
1	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	02	<input type="text" value="02"/>	692.00	138.4	830.4
2	Roller Blinds (TWC)-Unit Type: mm, Quantity	02	<input type="text" value="02"/>	871.90	174.38	1046.28
3	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	05	<input type="text" value="05"/>	3095.96	619.19	3715.15
4	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	10	<input type="text" value="10"/>	4659.86	931.97	5591.83

NET 9319.72

VAT 1,863.94

Gross 11183.66

Total Invoice Amount 11183.66

Create Cancel

When creating a split invoice, you have two options: you can invoice based on the product quantities or a percentage value for the job.

If you want an itemized invoice, select the 'Quantity' radio button as shown below. This will enable the 'Invoice Quantity' column, which allows you to generate an invoice only for those items based on the quantity you enter.

Create new invoice

Full Invoice ☒ Split Invoice

Payment Due Date: 21/09/2023

☒ Quantity ☐ Total

S.No	Description	Quantity	Invoice Quantity	Net Amount	Vat Amount	Gross Amount
1	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	02	<input type="text" value="02"/>	692.00	138.4	830.4
2	Roller Blinds (TWC)-Unit Type: mm, Quantity	02	<input type="text" value="02"/>	871.90	174.38	1046.28
3	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	05	<input type="text" value="05"/>	3095.96	619.19	3715.15
4	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	10	<input type="text" value="10"/>	4659.86	931.97	5591.83

NET 9319.72

VAT 1,863.94

Gross 11183.66

Total Invoice Amount 11183.66

Create Cancel

To split the invoice by percentage or a fixed amount, click on the 'Total' radio button. You will now have a field to enter the fixed or percentage value that you want to invoice. Based on your entry, the invoice value will be generated.

Create new invoice

Full Invoice

Split Invoice

Payment Due Date

21/09/2023

Quantity

Total

S.No	Description	Quantity	Net Amount	Vat Amount	Gross Amount
1	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	02	692.00	138.4	830.4
2	Roller Blinds (TWC)-Unit Type: mm, Quantity	02	871.90	174.38	1046.28
3	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	05	3095.96	619.19	3715.15
4	Roller Blinds (Sunlight)-Unit Type: mm, Quantity	10	4659.86	931.97	5591.83

NET

9319.72

VAT

1,863.94

Gross

11183.66

Enter the amount you want to invoice.

Select

00.00

Total Invoice Amount

Select

Fixed

Percentage

11183.66

Cancel

After creating the invoice, the system will generate an invoice report. You can then email this report to the customer.

Print

Save

Send Email

Ref Number

199

Reset

Submit

INVOICE

To:

Mr Paul Campoli

Worldwide Home Deco

2113 S St. NW

Tasmania

Canberra 2906

Job Number:

AU71

Invoice Number:

25

Job Address:

Mr Paul Campoli

Worldwide Home Deco

2113 S St. NW

Tasmania

Canberra 2906

Invoice Date:

25-09-2023

Description	Sales price	Total
Products		
Vertical Blinds (TWC) Unit Type: mm, Quantity: 4, Supplier: TWC, Product Type: Group 1, Fabric: Vibe, Color: Chiffon, Location: Hall, Width: 1450, Drop: 1500, Box Size: 90mm, Control Type: Wand, Control Size: 95, Control Length: 750, Track Colour: Anodised Silver, Fixing: Recess, Finish: Weights and Chain, Pelmet: Pelmet, Slats: White Mechanism, Lateral: Slats Only	3,095.96	3,715.15
Subtotal		\$ 692.00
VAT		\$ 931.97
Total		\$ 1,623.97
Paid amount		\$ 0.00
Owing amount		\$ 1,623.97

BALANCE DUE ON THE DATE OF INSTALL

Payment Options:

Cash - Please remit payment to installer on Site

Credit/EPoS - Please make payment with installer or at our showroom SYDNEY, Cambridge

Direct Deposit - Sort Code: 4545 Account: 59832614957 (Reference # AU71)

**Please ensure all payments are made on the date of install to

Lovely Blinds

DashboardAll JobsTasksCalendarContactsCommunicationPurchase Orders

Create job

Joe Smith – Joe's Company

Job Status : Order

Job Ref No :

Account Ref:

Order Status : Office

Invoice No : INV00257 / INV00258 | INV00259

Add productWorksheetContact InfoSend POSend POShareMore

Product	Description	Qty	Item Price	Net Price	VAT	Gross Price	Status
Roller blind	Unit type: mm, Quantity...	2	456.64	913.28	182.65	1095.93	Paid
Venetian blinds	Unit type: mm, Quantity...	2	427.16	854.32	75.52	929.84	Paid
Vertical blinds	Unit type: mm, Quantity...	5	115.00	775.00	50.74	825.74	Paid
Wooden venetians	Unit type: mm, Quantity...	10	156.20	1562.00	110.00	1672.00	Paid

Price Details

Invoice & payments

Invoice #	Date	Total
INV00257	12-07-23	535.00
INV00258	10-07-23	803.00
1st payment	08-07-23	150.00
2nd payment	08-07-23	250.00
Final payment	08-07-23	403.00
INV00243	10-07-23	250.00

Show MoreInvoice

Check List

Joe Smith ~ Joe's Company

Account Ref:

Job Status: Order

Order Status: Office

Job Ref No:

Invoice No: INV00257 | INV00258 | INV00259

Add productWorksheetContact InfoSend PO

	Product	Description	Qty	Item Price	Net Price	VAT	Gross Price	Status
<input type="checkbox"/>	Roller blind	Unit type: mm, Quantity...	2	456.64	913.28	182.65	1095.93	Search
<input type="checkbox"/>	Venetian blinds	Unit type: mm, Quantity...	2	427.16	854.32	75.62	929.84	Search
<input type="checkbox"/>	Vertical blinds	Unit type: mm, Quantity...	5	115.00	775.00	50.74	825.74	Search
<input type="checkbox"/>	Wooden venetians	Unit type: mm, Quantity...	10	156.20	1562.00	110.00	1672.00	Search

Price Details

Invoice & payments

Check List

INV00257

12-07-23

535.00

+

INV00256

10-07-23

803.00

-

1st payment

06-07-23

Add payment

2nd payment

06-07-23

Add Credit note

Final payment

06-07-23

403.00

INV00243

10-07-23

250.00

+

Show MoreInvoice

Further info

Notes

LOG

Quotation Description

Select report – Next to Product

Add Payment

Invoice number:

INV00256

Amount Outstanding

500.00

Payment type

Final Payment

Payment method

Cash

Payment amount

500.00

Payment entry by

Vivek

Payment surcharge

50.00

Surcharge

☒ Add
 ☐ Absorb

Total to pay

550.00

Paid Date

30/08/2023

Notes

Save

Cancel

To generate a payment receipt, first ensure that the payment has been added. Then, click on the payment hyperlink to access the payment receipt report.

Joe Smith – Joe's Company

Job Status: Order

Job Ref No:

Account Ref:

Order Status: Office

Invoice No: INV00257 | INV00258 | INV00259

Add product

Worksheet

Contact Info

Send PO

Product	Description	Qty	Item Price	Net Price	VAT	Gross Price	Status
<input type="checkbox"/> Roller blind	unit type: mm, Quantity...	2	456.64	913.28	182.65	1095.93	Ready
<input type="checkbox"/> Venetian blinds	Unit type: mm, Quantity...	2	427.16	854.32	75.52	929.84	Ready
<input type="checkbox"/> Vertical blinds	Unit type: mm, Quantity...	5	115.00	775.00	50.74	825.74	Ready
<input type="checkbox"/> Wooden venetians	Unit type: mm, Quantity...	10	156.20	1562.00	110.00	1632.00	Ready

Dates

Appointments

Tasks

Fitter

David

22 / 03 /2021

Measurer

Mike

25 / 03 /2021

Surveyor

Paul

29 / 03 /2021

Show More

Delivery Note

Price Details

Invoice & payments

Check List

INV00257

12-07-23

535.00

INV00256

10-07-23

803.00

1st payment

06-07-23

150.00

2nd payment

06-07-23

250.00

Final payment

06-07-23

403.00

INV00243

10-07-23

250.00

Show More

Invoice

Further info

Notes

LOG

Quotation Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Purchase Order Terms

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Please note that you can access the invoice report by clicking on the invoice number, which is a hyperlink.