

e-Invoicing Guide

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CashFlowsTM

Maximising payment success

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About this Guide

This document provides an introduction to how to use the e-Invoicing Service to send electronic quotations and invoices to your customers. This document is intended to provide help with a range of topics including:

- Creating a quotation and an e-Invoice.
- Reporting and reconciliation of your invoices.
- Customising the invoice to suit your business requirements.

The latest version of this guide is always available from: http://support.cashflows.com/kb/e-invoicing_guide.pdf

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Introduction

e-Invoicing is an electronic and mobile payment solution that allows your business to send invoices and quotes to your customers by email. Your customers can then pay for these invoices online via our securely hosted payment page.

Our e-Invoicing service is available from within our Account Management System allowing your staff to easily generate, customise and track both your invoices and quotes.

Creating an e-Invoice/Quotation

Using the e-Invoicing service you can send both an initial quote to a customer or an e-Invoice which enables your customer to pay online.

To generate a quote, select the 'Create a Quotation' from the 'e-Invoicing' menu. The Create a Quotation page will be displayed enabling you to enter your quotation details and state the payment due date.

e-Invoice/Quotation Fields

It is important that all fields are completed accurately and fully as follows:

e-Invoice/Quotation Details

- **Description** - This field is used to describe the Invoice for reporting purposes.
- **Currency** - This is the currency that the invoice is priced in. GBP only.
- **Email Address** - This is the customer's email address.
- **Mobile Number** - This is the customer's mobile number.
- **e-Invoice/Quotation Format** - This is the format of the invoice that is sent to the customer (PDF or HTML).
- **Supply Date** - This is the date that you supplied the goods/services (format: dd/mm/yy).
- **Invoice Date** - This is the date that you generated the invoice (format: dd/mm/yy).
- **Payment Due Date** - This is the date that your customer must make a payment to your business (format: dd/mm/yy).
- **Purchase Order Ref** - If provided you can enter the customer's purchase order reference number.
- **Issue Date** (Quotation only) - This is the date that you issued the quotation (format: dd/mm/yy).
- **Valid Until** (Quotation only) - This is the date that the quotation is valid up to (format: dd/mm/yy).
- **Further Information** – If required you can include up to 4000 characters of further information. This field is automatically populated with your stored business details; refer to [Customisation of your e-Invoice/Quotation](#), for more information.

Customer Details

- **Billing Address** - The customer's billing address:
 - **Customer Name** - The customer's full name.
 - **Address** – The customer's first and second line of their billing address.
 - **City** - The customer's billing address city.
 - **Country** – The customer's billing address country.
 - **Post Code** - The customer's post or zip country.
- **Delivery Address** - The customer's delivery address. If it is same as their billing address, check the 'Same as billing address' checkbox and the delivery address details will be populated by the billing address details on the invoice.

Item Details

- **Default Discount Rate** – The default discount rate that applies to all invoice items.
- **Default Tax Rate** - The default tax rate that applies to all invoice items.
- **Item** - The invoice items reference code or title.
- **Item Description** - The description of the invoice item.
- **Price** - The price of the invoice item.

- **Quantity** - The quantity of the invoice item.
- **Item Total** - The total item cost automatically generates from the *price* and *quantity* fields.
- **Discount Rate** - The specific discount rate of the invoice item. This will be automatically populated for the *default discount rate* field.
- **Tax Rate** - The specific tax rate of the invoice item. This will be automatically populated for the *default tax rate* field. Choose from the drop down provided either of the following rates: Exempt from VAT [0.00%], VAT - Zero Rate [0.00%], VAT - Reduced Rate [5.00%], VAT - Standard Rate [20.00%].
- **Sub Total** - The sub total of your invoice, minus tax.
- **Total Tax** - The total amount of tax paid on the invoice.
- **Total** - The final total amount of the invoice.

To add new items to the invoice, select the *Add Item* button. To delete items from the invoice, check the checkbox next to the item that you wish to delete and select the *Delete Item* button.

The screenshot shows the 'Create an e-Invoice' page in the CashFlows system. The page is divided into several sections:

- Merchant Account:** A sidebar menu on the left with options like 'Gateway Transactions', 'Virtual Terminal', 'e-Invoicing', and 'Gateway Administration'.
- Create an e-Invoice:** The main heading for the form.
- Billing Address:** Fields for Customer name, Address line 1, Address line 2, City, Country, and PostCode/Zip Code.
- Delivery Address:** Similar fields to Billing Address, with a checkbox for 'Same as billing address?'.
- Item Details:** Fields for 'All items discount Rate' and 'All items Tax Rate'. Below is a table with columns: Item, Description, Price, Qty, Item Total, Discount Rate[%], and Tax Rate[%]. A 'Delete Items' button is located below the table.
- Further Information:** A text area for additional notes, with a 'Preview e-Invoice' and 'Create an e-Invoice' button below it.
- Summary:** Fields for 'Sub Total', 'Total Tax', and 'Total' on the right side.

Figure: Create an e-Invoice page.

To preview your e-Invoice/quotation enter the invoice details and then select the *Preview* button. Depending on the format you have selected a PDF or HTML preview will be display in a new window. If the preview is correct, select the *Create* button to send the e-Invoice/quotation to the customer.

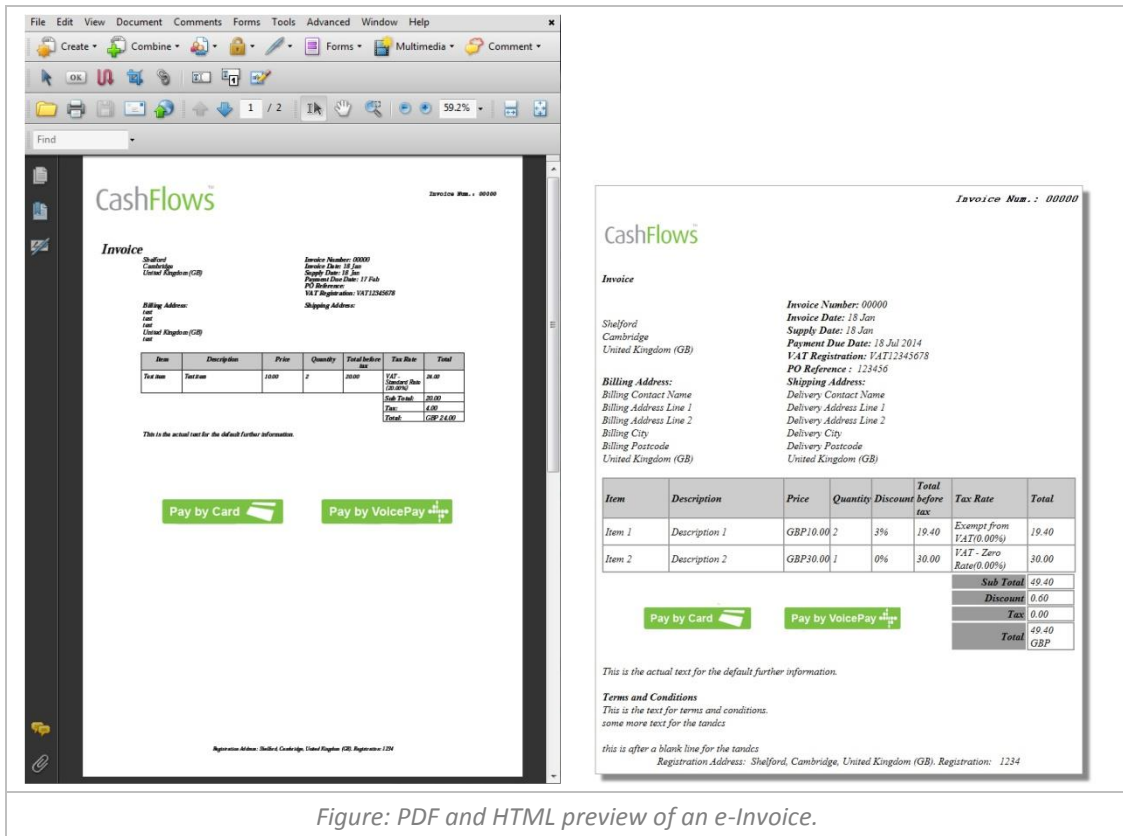


Figure: PDF and HTML preview of an e-Invoice.

Reporting on the sent e-Invoices/quotations

To view a report on all the e-Invoices/quotations that you have sent to your customers, select the 'e-Invoice sent report' or 'Quotation sent report' from the 'e-Invoicing' menu.

The Sent e-Invoice/Quotation page will be displayed enabling you to review the status each of the sent invoices.

Sent e-Invoices

Invoice No.	Description	Customer Name	Total Price	Invoice Date	Due Date	Status	Action
6	My First Quotation		26.38 GBP	12 Nov 2013	12 Dec 2013	PAID	View
5	test	set	67.2 GBP	06 Nov 2013	06 Dec 2013	SENT	View
4	Description		3.98 GBP	05 Nov 2013	05 Dec 2013	PAID	View

Figure: Sent e-Invoice Report page

To view a copy of the e-Invoice/quotation that was sent, select the *View* link in the *Action* column.

e-Invoice

Invoice No: 6
 Invoice Date: 12 Nov 2013
 Supply Date: 12 Nov 2013
 Payment Due Date: 12 Dec 2013
 VAT Registration: 123546987

Billing Address: CPC1, Cambridge, CB21 5LD, United Kingdom (GB)
Shipping Address: CPC1, Cambridge, CB21 5LD, United Kingdom (GB)

Item	Description	Price	Quantity	Total Before Tax	Tax Rate[%]	Item Total	
	Item 1 Desc	£10.99	2	21.98		26.38	
						VAT - Standard Rate(20%)	
						Net Total	21.98
						Total Tax	4.40
						Grand Total	26.38 GBP

this are the addition

Figure: View of sent e-Invoice

Customisation of your e-Invoice/quotation

To customise the look and feel of your e-Invoice/quotation select the 'Customisation' from the 'e-Invoicing' menu. The e-Invoice Customisation page will be displayed enabling you to add your company logo, change the text style and the wording used on the e-Invoice/quotation.

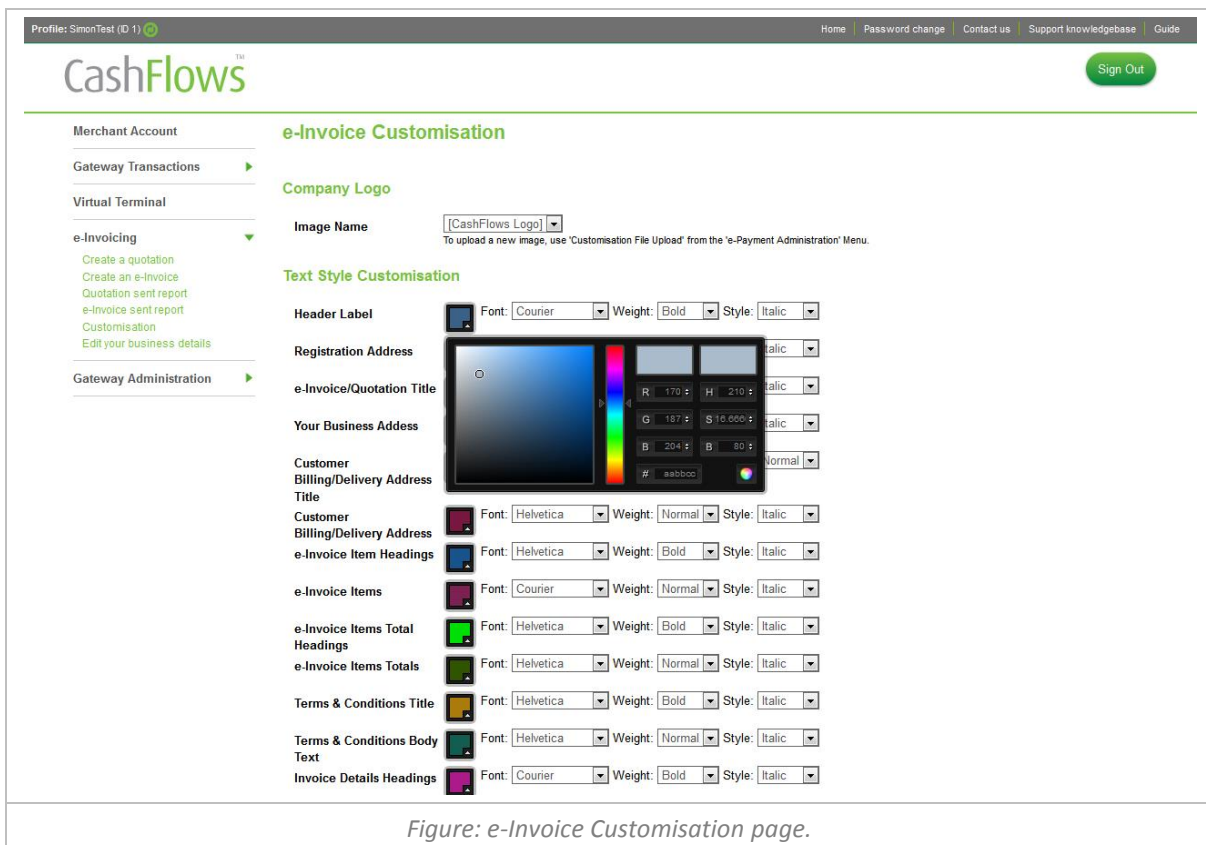
Add your Company Logo

To add your company logo to your e-Invoice/quotation, you must first upload the image to your account, using the 'Customisation File Upload'. For further information about uploading files to your account, please refer to: Customisation File Upload section in your Account Management System Guide.

With your company logo uploaded to your account, select the image name from the dropdown provided.

Text Style Customisation

To reflect your company's stationary requirements, you can adjust each of the text styles used on the e-Invoice/quotation. The *Text Style Customisation* section enables you to select your font (Courier, Helvetica, and Times-Roman), its weight, style and, using our colour picker, the precise colour.



Label Text Customisation

To further customise the e-Invoice/quotation you can use the *Label Text Customisation* section to change all the words used on e-Invoice/quotation. This enables your business to send the e-Invoice/quotation in the preferred language of your customers.

The screenshot displays the 'e-Invoice Customisation' page with several sections for text input:

- Labels:** A list of labels on the left and corresponding text input fields on the right: 'Invoice No.', 'Invoice' title, 'Quote' title, 'Invoice' Title, 'Invoice Number', 'PO Reference', 'Invoice Date', 'Supply Date', 'Payment Due Date', 'VAT Registration', and 'Valid Until Date'.
- Headings:** A list of headings on the left and corresponding text input fields on the right: 'Customer Details', 'Delivery Details', and 'Terms and Conditions'.
- Column Headings:** A list of column headings on the left and corresponding text input fields on the right: 'Item' name, 'Description', 'Price', 'Quantity', 'Item Total', 'Discount Rate', 'Total before tax', 'Tax Rate', and 'Total'.
- Totals Labels:** A list of totals labels on the left and corresponding text input fields on the right: 'Sub Total', 'Total Discount', 'Total Tax', and 'Grand Total'.
- Footer Labels:** A list of footer labels on the left and corresponding text input fields on the right: 'Registration Address' and 'Registration'.

At the bottom of the form, there are two green buttons: 'Preview' and 'Save'.

Figure: e-Invoice Customisation page.

To preview all your customisation, select the *Preview* button and an example HTML Invoice will open in a new browser window. When satisfied with your changes select the *Save* button to store your customisation to your account.

Edit your business details

To add your default business details to the e-Invoice/quotation select 'Edit your business details' from the 'e-Invoicing' menu. The Edit your business details page will be displayed enabling you to include your VAT Number, Terms and Conditions and Default further information text.

Profile: SimonTest (ID 1) Home Password change Contact us Support knowledgebase Guide

CashFlows™ Sign Out

Merchant Account

Gateway Transactions ▶

Virtual Terminal

e-Invoicing ▼

- Create a quotation
- Create an e-Invoice
- Quotation sent report
- e-Invoice sent report
- Customisation
- Edit your business details

Gateway Administration ▶

Edit your business details

Description: 123546987

Terms and conditions: (Max. 4000 characters) these are the terms

Default further information text: (Max. 4000 characters) Fred

Save

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Figure: Edit your business details page.