

Creating or adjusting an invoice design

The package supports the creation and use of an unlimited number of invoice designs

Under the menu option **Miscellaneous - Preferences - Invoice layout**, you can adjust the layout of your invoices.

The current invoice design was determined during the initial setup of your administration.

You are now able to adjust this to your own wishes.

INVOICE LAYOUT

	Description	Default
<input checked="" type="checkbox"/>	Standard Invoice layout	
<input checked="" type="checkbox"/>	Standard Factuuraanworp	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Eindeklaarsch bedalen	
<input checked="" type="checkbox"/>	1x Herinnering - Flower to the People	
<input checked="" type="checkbox"/>	Creditebids - Standard Factuuraanworp	
<input checked="" type="checkbox"/>	Zonder BTW	
<input checked="" type="checkbox"/>	Standard Invoice Layout - FTTP 1	
<input checked="" type="checkbox"/>	Standard Factuuraanworp - FTTP 1	

Total 8

NOTE

Changing the invoice design is discussed below. We realize that this will not be easy for every user. If you are unable to customize your invoice design to your liking, please feel free to contact us. We would like to help you ensure that your invoice looks professional and satisfactory. Send your stationery, logo and company details to support@yoursminc.nl and we will ensure that your invoice design looks professional.

Description: Provide a meaningful description for the invoice design here

Standard Yes/No: This allows you to indicate whether the design in question is the standard design to be used.

Email-design

If you want to link a specific email design to the invoice design, you can select it here. This email design will be used when you want to send an invoice created with the invoice design from the package.

Edit Invoice layouts

Close

Delete

Reset Regions

Change paper preferences

Preview

Save

Copy to offerlayout

Copy

Description

Standard Invoice layout

Default

☒ No ☐ Yes

Advanced

☐


Email Layout

New offer (OFFER_NUMBER)

Layout: Invoice preview

Disabled regions

Change logo



Change contact info

Contact name
Street 1
zipcode, City

Select contact to:
To: Administration department

Change header

INVOICE

Change my Company info

Flower to the people
Ginnekenweg 59
4818 JB, Breda
Trade register: 20104843
VAT nr: NL1239.79.999.B.01

Change invoice date

Invoice date: 01-01-2024
Due date: 16-01-2024

Change invoice number

Invoice Number: 20240001

Insert a reference

Change line details

Description	Number	Price	VAT	Total
Product	2	€300.00	21%	€1,000.00
Item special	3	€400.00	21%	€1,200.00
Sub total:				€2,200.00
VAT 21 %:				€462.00
Total:				€2,662.00

Insert comment

Change footer

Payment within 30 days

The different sections

The invoice design is made up of a number of **Sections**, which are described below.

Within each of the sections, the following properties can be changed: **Font**, **Font height (px)** and the **Alignment** of the text (Left, Center or Right)

Header text

By selecting this section you can change the contents of the header



Click in the section and adjust if necessary

A screenshot of a 'Change Header' dialog box. It has a title bar with a close button. Inside, there's a 'Header' section with 'INVOICE' text. Below that, a 'Show' section with a dropdown set to 'Yes' and a 'Show on pages' section with a dropdown set to 'All pages'. A 'STYLE' section contains three rows of settings: 'Font' (Helvetica), 'Font style' (Normal), and 'Font height (px)' (11). Below these are 'Align' (Center) and 'Font color' (with a color picker icon). At the bottom are 'Close' and 'Save Header' buttons.

My Company Info



Logo: Use the [**Choose File**] button here to select your company's logo.

Company fields: The following company fields are available and used as follows:

- {**COMPANY**} This field will be replaced by your Company Name when an invoice is created
- {**ADDRESS**} This field will be replaced by your Company address when an invoice is created
- {**ZIPCODE**} This field will be replaced by the zip code in your postal address when an invoice is created
- {**CITY**} This field will be replaced by the city name in your postal address when an invoice is created
- {**VAT**} This field will be replaced by your VAT number when creating an invoice

Change my company

My company
{COMPANY}
{ADDRESS}
{ZIPCODE}, {CITY}

Trade register: {TRADE#}
VAT nr: {VAT}

{Company} {Extra name} {Address} {Extra address} {Zipcode} {City} {Country} {IBAN} {BIC} {Trade #} {VAT}

Add Company Fields

Show
Yes

Show on pages
All pages

Font

Helvetica

Font style

Normal

Font height (px)

12

Align

Right

Font color

Left (mm)

115

Top (mm)

12

Width (mm)

Line Height (mm)

Border

☐ Top
☐ Right
☐ Bottom
☐ Left

background color

Close

Save my company

Contact info

(the company to which the invoice is addressed)

{COMPANY} When an invoice is created, this field will be replaced by the name of the contact to whom the invoice is addressed

{ADDRESS} When an invoice is created, this field will be replaced by the address of the contact to whom the invoice is addressed

{ZIPCODE} When an invoice is created, this field will be replaced by the zip code within the address of the contact to whom the invoice is addressed

{CITY} When an invoice is created, this field will be replaced by the city name within the address of the contact to whom the invoice is addressed

Change contact info

Contact name

Street 1

zipcode, City

Click in the section and adjust if necessary

Change company to

To company

(COMPANY)

(ADDRESS)

(ZIPCODE), (CITY)

[Company] [Extra name] [Address] [Extra address] [Zipcode] [City] [Country] [Trade #] [VAT] [Email] [Birthday]

Fields

[Contactnumber] [Extra field 1] [Extra field 2] [Extra field 3] [Extra field 4]

Show on pages

First page only

STYLE

Font

Helvetica

Font style

Normal

Font height (px)

12

Align

Left

Font color

ADVANCED

Left (mm)

1

Top (mm)

53

Width (mm)

Line Height (mm)

Border

☐ Top
☐ Right
☐ Bottom
☐ Left

background color

Close

Save to company

To the attention of

Here you can include a text that will appear in the 'For the attention of' section of the invoice, for example 'Attn.'

Select contact to:

To: Administration department

Click in the section and adjust if necessary

Change contact

Contact

To:

Show

Yes

Show on pages

STYLE

Font

Helvetica

Font style

Normal

Font height (px)

Align

Left

Font color

ADVANCED

Left (mm)

1

Top (mm)

77

Width (mm)

Line Height (mm)

Border

☐ Top
☐ Right
☐ Bottom
☐ Left

background color

Close

Save Contact

Invoice date

The following company fields are available and used as follows:

{INVOICE_DATE} This field will be replaced by the invoice date

{DUE_DATE} This field will be replaced by the due date

Wijzig factuurdatum

Factuurdatum: 29-03-2021

Vervaldatum: 28-04-2021

Click in the section and adjust if necessary

Change invoice date

Invoice dates

Invoice date: (INVOICE_DATE)

Due date: (DUE_DATE)

[Invoice date] [Due date]

Add invoice dates

Show on pages

First page only

STYLE

Font

Helvetica

Font style

Normal

Font height (px)

10

Align

Right

Font color

ADVANCED

Left (mm)

115

Top (mm)

89

Width (mm)

Line Height (mm)

Border

☐ Top ☐ Right ☐ Bottom ☐ Left

background color

Close

Save invoice date

Invoice number

Specify here which text should be placed on the invoice before the invoice number

Change invoice number

Invoice Number: 20240001

Click in the section and adjust if necessary

Change invoice number

Invoice numbers

Invoice Number:

Show on pages

First page only

STYLE

Font

Helvetica

Font style

Normal

Font height (px)

12

Align

Left

Font color

ADVANCED

Left (mm)

1

Top (mm)

107

Width (mm)

Line Height (mm)

Border

☐ Top ☐ Right ☐ Bottom ☐ Left

background color

Close

Save invoice number

Invoice details

Within this section, the headers that are placed above the various columns can be changed: **Header Item**, **Header Number**, **Header Unit Price**, **Header VAT**, **Header Company**, **Subtotal**, **Total** and **Header Total Amount**

Click in the section and adjust if necessary

Footer

Change footer

Payment within 30 days

Change Footer

Footer

Payment within 30 days

[Invoice number] [VAT] [Trade #] [IBAN] [Page number] [Total pages]

Add Footer Fields

Show

Yes

Show on pages

All pages

Footer height (mm)

15

STYLE

Font

Helvetica

Font style

Normal

Font height (px)

10

Align

Center

Font color

ADVANCED

Width (mm)

Line Height (mm)

Border

Top

Right

Bottom

Left

Background color

Close

Save Footer



Gerelateerde artikelen

- [Aanmanen van een factuur](#)
- [Het downloaden van facturen en uitgaven](#)
- [Het maken of aanpassen van een offerteontwerp](#)
- [Het maken of aanpassen van een factuurontwerp](#)
- [Creëer een periodieke factuur](#)