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.



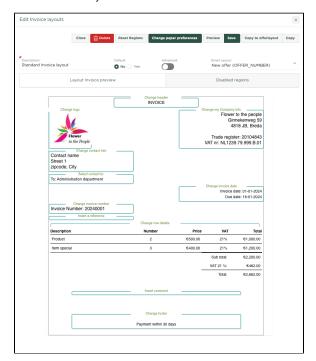
NOTE

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.



The different sections

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

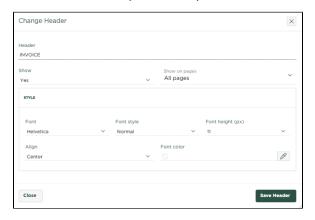
Within each of the sections, the following properties can be changed: Font, Font height (px) and the Alig nment of the text (Left, Center or Right)

Header text

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



Click in the section and adjust if necessary



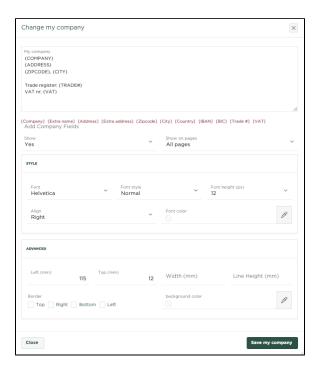
My Company Info



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



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

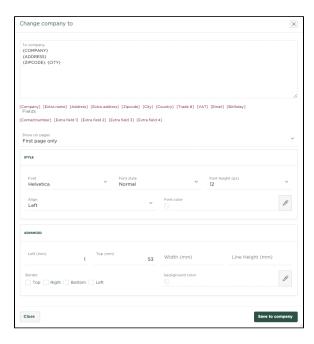
{ADDRESS} When an invoice is created, this field will be replaced by the address of the contact to whom the invoice is addressed

{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



Click in the section and adjust if necessary

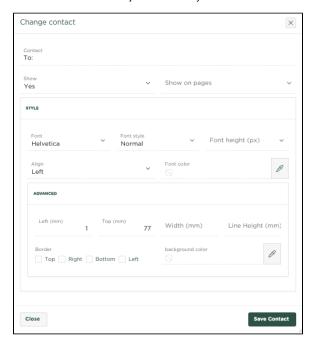


To the attention of

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



Click in the section and adjust if necessary



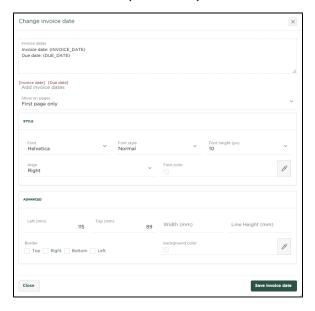
Invoice date

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

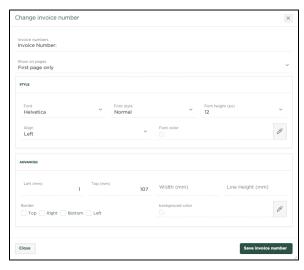


Invoice number

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



Click in the section and adjust if necessary



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**

	Change row details			
Description	Number	Price	VAT	Total
Product	2	€500.00	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

Click in the section and adjust if necessary

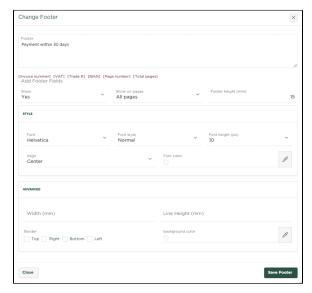


Footer

Within this section, 2 footer lines can be included



Click in the section and adjust if necessary





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