

Document Settings and Business Logo Maintenance

The System provides features to allow an enterprise to customise the inclusion and placement of business name and address details on sales Invoices, statements and payslips. It is also possible to up load a business logo to be printed out on each in the absence of pre-printed stationery.

Document Settings

Management of document settings is done via **Document Settings**.

ENTITY NAME → DOCUMENT SETTINGS

A screen is presented to allow configuration of setting for documents.

Business Document Settings

?

Display Logo	<input type="checkbox"/> ?
Default Invoice/Credit Note Style	Professional * ?
Display Business Name	<input checked="" type="checkbox"/> ?
Display Trading Address	<input checked="" type="checkbox"/> ?
Address Position	<input checked="" type="radio"/> Left <input type="radio"/> Right ?
Display Registered Office	<input checked="" type="checkbox"/> ?
Display Bank Details	<input checked="" type="checkbox"/> ?
Bank Account	Current Account * ?
Next Invoice Number	10360 * ?
Invoice Global Text	<input type="text"/> ?
Print Invoice Remittance Slip	<input checked="" type="checkbox"/> ?
Use Factor Details?	<input checked="" type="checkbox"/> ?
Factor Name	Alex Laurie Factors Ltd ?
Address	Alex Laurie House ?
	Roundhay Road
	<input type="text"/>
Town/City	Leeds
County	<input type="text"/>
Post Code	YY67 5RR
Factor Sort Code / Account Number	90-80-70 ? 78651278 ?

- ◆ If a logo is to be printed on the Invoice the check the **Display Logo** box. See below for more information on uploading a logo.

- ◆ **Default Invoice/Credit Note style**, sets the style of invoice that the system will print when requested; you may chose from standard, service or professional style. Examples may be viewed by clicking on the ? symbol to the right of the box: the help page offers examples in PDF format to view.
- ◆ If the **Business Name** (as entered in the Profile) is to be printed on the Invoice tick this box. Likewise if the **Business Address** (as entered in the Profile) is to be printed on the Invoice tick the box.
- ◆ Select the **Address Position** for printing either left or right.
- ◆ To display bank details on the remittance section of the sales invoice, tick the **Display Bank Details** box and then select a **Bank Account** from the drop down list. Note that if a new account needs to be added, do this via the **Accounts** menu (see the **Chart of Accounts** user guide for more information).
- ◆ To start the sales invoice number sequence at a particular number enter it in the **Next Invoice Number** box. The next invoice created will carry this number.
- ◆ Any text entered in the **Invoice Global Text** box will appear on all sales invoices. Delete the text to remove.
- ◆ By default sales invoices will be printed with a remittance slip, if it is preferred that there is no remittance slip un-tick the Print Invoice Remittance Slip box.
- ◆ If sales invoices are being processed by an Invoice Factor, it is usual for customer remittances to be paid direct to the Invoice Factor. To include the Invoice Factor address and bank details on the remittance slip rather than the business information, tick the **Use Factors Details** box. Note as it usual that Invoice Factoring will apply to all sales invoices this option is set at the business level and cannot be amended for individual sales invoices.
- ◆ **Submit** records and applies the settings.

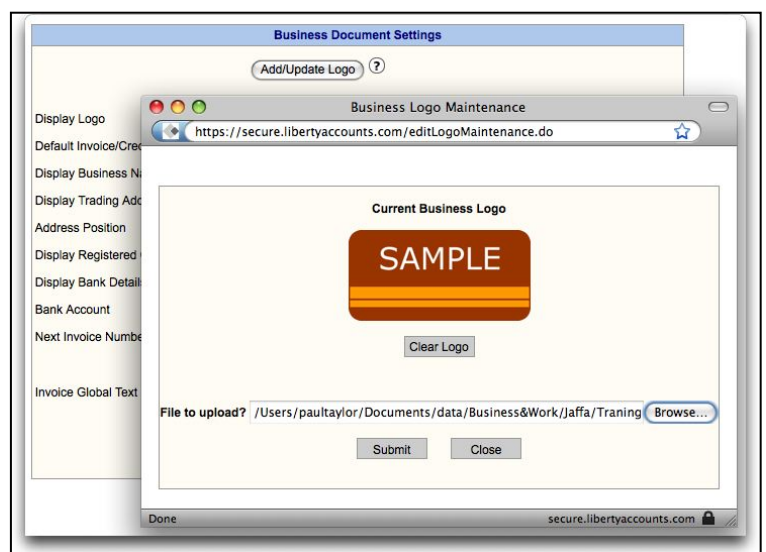
Business Logo Maintenance

Clicking the 'Add/Update Logo ' button will open the Logo Maintenance window. The Logo Maintenance window can be used to view, upload or delete a business logo image.

You can upload either a GIF (.gif) or JPEG (.jpg) image file that is up to 50k in size.

In order to maintain the print quality of the image, we recommend that you upload an image that is approximately 3 times the dimensions you would like printed on the documents. For example, if your printed logo is normally 150 x 80 pixels, the optimal dimensions of the image to upload would be 450 x 240 pixels.


Logo maintenance is accessed via the **Document Settings** menu



ENTITY NAME → DOCUMENT SETTINGS → ADD/UPDATE LOGO

- ◆ Use the browse button to locate the Logo file which is to be uploaded, Click on **OPEN**. The file and its path are then highlighted in the **File to Upload** box.
- ◆ Click on **Submit** and the screen will redraw with the Logo now displayed. The **File to Upload** box is now empty.
- ◆ **Close** the screen.
- ◆ Ensure that the **Logo on Documents** box. Is checked

The Logo will now print when an invoice is prepared and printed.

<p>Full Balance Sheet The Cottage Village PP99 9PP</p>	 <p>INVOICE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Invoice #:</td><td>00000005</td></tr> <tr><td>Invoice Date:</td><td>30/01/2006</td></tr> <tr><td>Tax Date:</td><td>30/01/2006</td></tr> <tr><td>P/O:</td><td></td></tr> <tr><td>VAT Number:</td><td>7777 999 88</td></tr> </table>	Invoice #:	00000005	Invoice Date:	30/01/2006	Tax Date:	30/01/2006	P/O:		VAT Number:	7777 999 88	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">Invoice To:</td></tr> <tr><td>Cust 1</td><td>United Kingdom</td></tr> </table>	Invoice To:		Cust 1	United Kingdom
Invoice #:	00000005															
Invoice Date:	30/01/2006															
Tax Date:	30/01/2006															
P/O:																
VAT Number:	7777 999 88															
Invoice To:																
Cust 1	United Kingdom															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Description</th> <th style="width: 10%;">Qty</th> <th style="width: 10%;">Rate</th> <th style="width: 10%;">VAT</th> <th style="width: 10%;">VAT Amount</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Bookkeeping Hours</td> <td style="text-align: center;">25.00</td> <td style="text-align: center;">20.00</td> <td style="text-align: center;">17.5%</td> <td style="text-align: center;">87.50</td> <td style="text-align: center;">500.00</td> </tr> </tbody> </table>			Description	Qty	Rate	VAT	VAT Amount	Amount	Bookkeeping Hours	25.00	20.00	17.5%	87.50	500.00		
Description	Qty	Rate	VAT	VAT Amount	Amount											
Bookkeeping Hours	25.00	20.00	17.5%	87.50	500.00											