Sales Invoicing in KBBConnect

Contents

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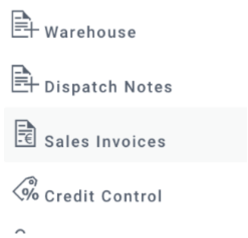
In KBBConnect, you can:

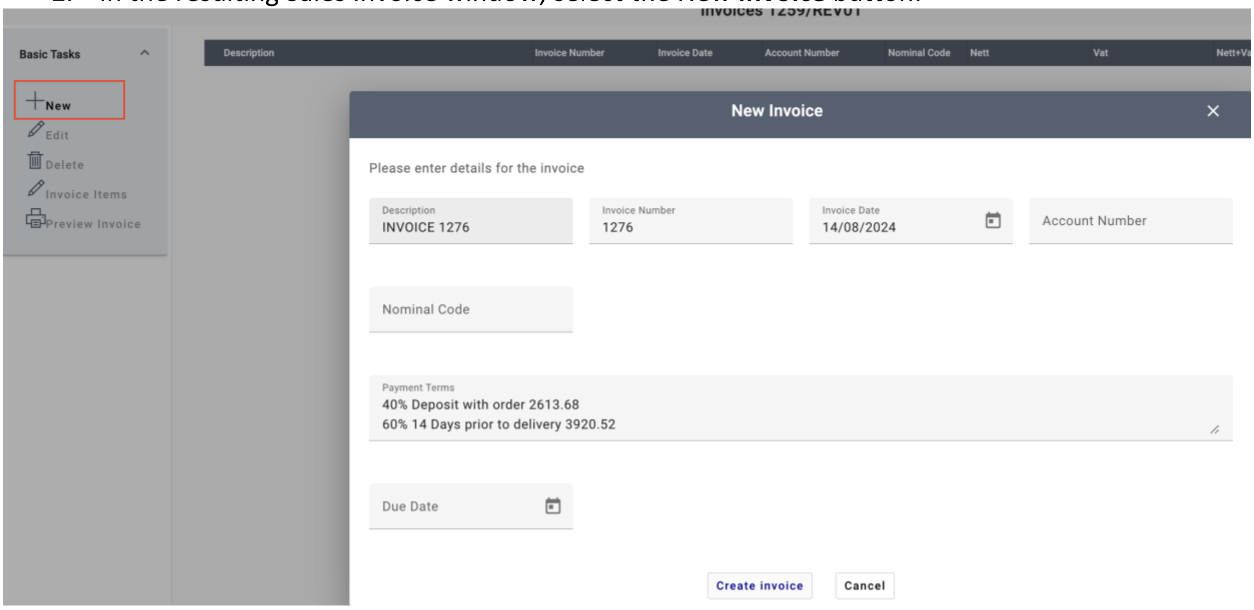
- Create sales invoices straight from your sold projects without having to re-type anything
- Create different styles of invoice - itemised for certain clients, based on payment terms, or you can create your own personalised invoices
- Keep track of payments and outstanding amounts using the Credit Control feature
- Export both your sales and purchase invoice information for import into your Accounting Software like (Sage, Xero, Quickbooks,…)

Creating a Sales Invoice

1. From the main **Project** view highlight the job you want to create an invoice for and select the **Sales Invoice** button in the **Tasks** menu



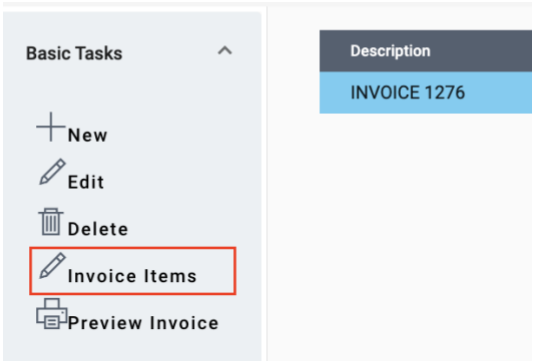
2. In the resulting Sales Invoice window, select the New **Invoice** button:



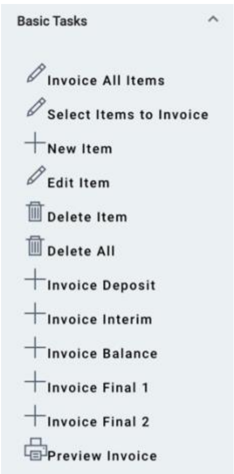
3. Complete the relevant information in the Invoice Details window – including a description, account number and nominal reference code if you are planning to export the data to your accounts package. Note that the invoice number is automatically filled in and is a counter. You can change this number if you require. When finished click on **Save**.You now have an invoice document displayed in the Sales Invoice window, and the next stage is to populate it.

4. Clicking on the **Edit** button will display the first window again, allowing you to edit any information.

5. To create the content of the invoices, highlight the invoice you want to populate and select **Invoice Items**



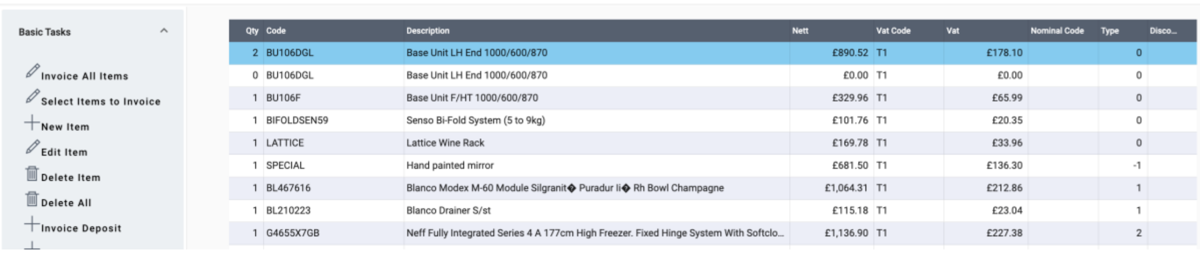
You will use these options to create your invoice types:



- Itemised list of all components
- Choose which items will go on invoice
- New manual item – not in original components of a job
- View/change items information
- Delete a line on the invoice
- Job Payment terms invoicing 5 stages
- Preview invoice as pdf

Creating an itemised invoice

A new window appears; in order to invoice all items on the project click on the "**Invoice all items**" button and all the items will appear in the main part of the screen on the right.



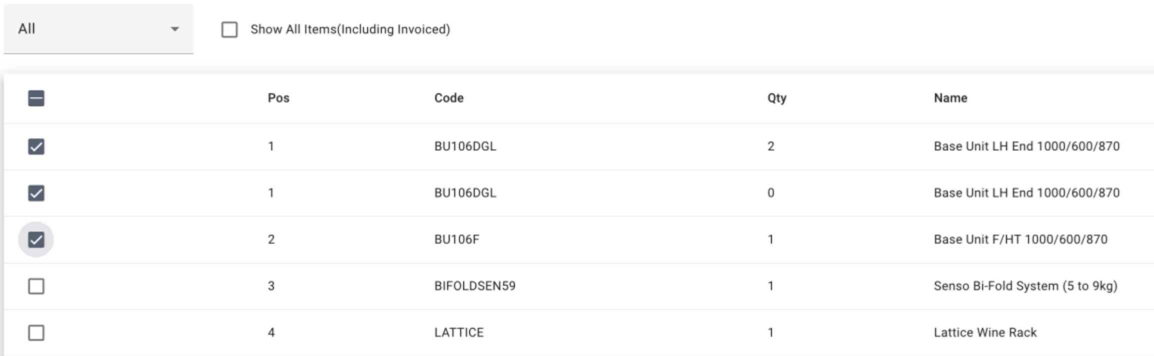
Qty	Code	Description	Nett	Vat Code	Vat	Nominal Code	Type	Disco...
2	BU106DGL	Base Unit LH End 1000/600/870	£890.52	T1	£178.10		0	
0	BU106DGL	Base Unit LH End 1000/600/870	£0.00	T1	£0.00		0	
1	BU106F	Base Unit F/HT 1000/600/870	£329.96	T1	£65.99		0	
1	BIFOLDSEN59	Senso Bi-Fold System (5 to 9kg)	£101.76	T1	£20.35		0	
1	LATTICE	Lattice Wine Rack	£169.78	T1	£33.96		0	
1	SPECIAL	Hand painted mirror	£681.50	T1	£136.30		-1	
1	BL467616	Blanco Modex M-60 Module Silgranit� Puradur Ii� Rh Bowl Champagne	£1,064.31	T1	£212.86		1	
1	BL210223	Blanco Drainer S/st	£115.18	T1	£23.04		1	
1	G4655X7GB	Neff Fully Integrated Series 4 A 177cm High Freezer. Fixed Hinge System With Softclo...	£1,136.90	T1	£227.38		2	

Creating a partially itemised invoice

1. If you want to invoice just some of the components (a partial invoice), click on the **Select Items to Invoice** option.

2. In the resulting window check the items that you want to appear on the partially itemised invoice, **or** click on the '**Select/Unselect**' button to check/uncheck all items remaining in the list below.
3. When finished click on **Add Items**.

NOTE: This feature can be used with the Filter – using the drop down filter you can select a specific section to view – Appliances, sinks etc. and easily put individual sections onto the invoice.



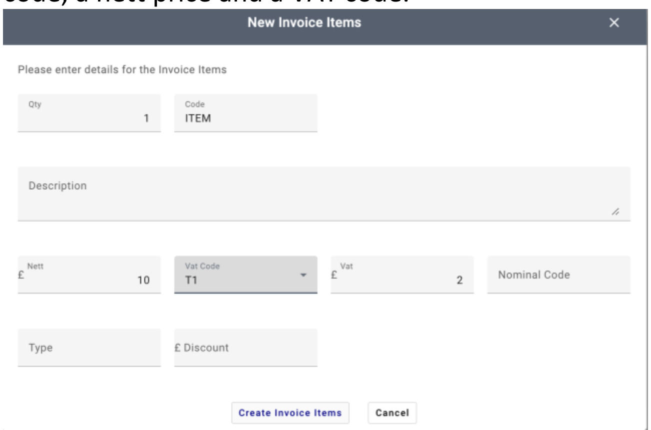
All ▾ ☐ Show All Items(Including Invoiced)

☐	Pos	Code	Qty	Name
☑	1	BU106DGL	2	Base Unit LH End 1000/600/870
☑	1	BU106DGL	0	Base Unit LH End 1000/600/870
☑	2	BU106F	1	Base Unit F/HT 1000/600/870
☐	3	BIFOLDSEN59	1	Senso Bi-Fold System (5 to 9kg)
☐	4	LATTICE	1	Lattice Wine Rack

Creating a manually invoiced line

You can enter in your own manual invoice lines (for example for a credit note), so that they appear in the centre of the quote.

1. click on **New Item** and enter in details such as a code, a description (name), a nominal reference code, a nett price and a VAT code.

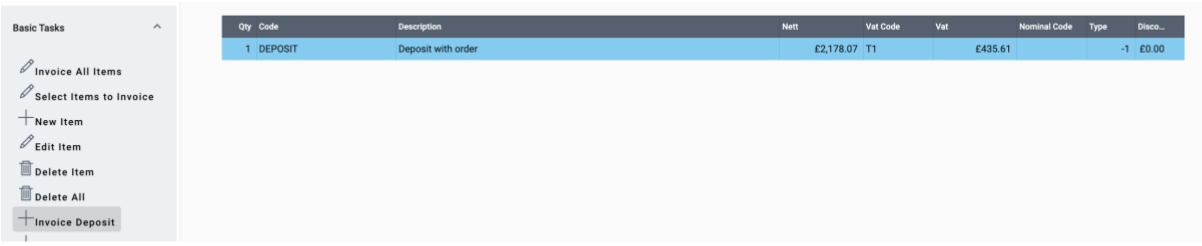


2. Click on the **Create Invoice Items** button and the item will appear in the invoice window. You can enter as many manual lines onto a quote as you require.

Creating an invoice based on payment terms

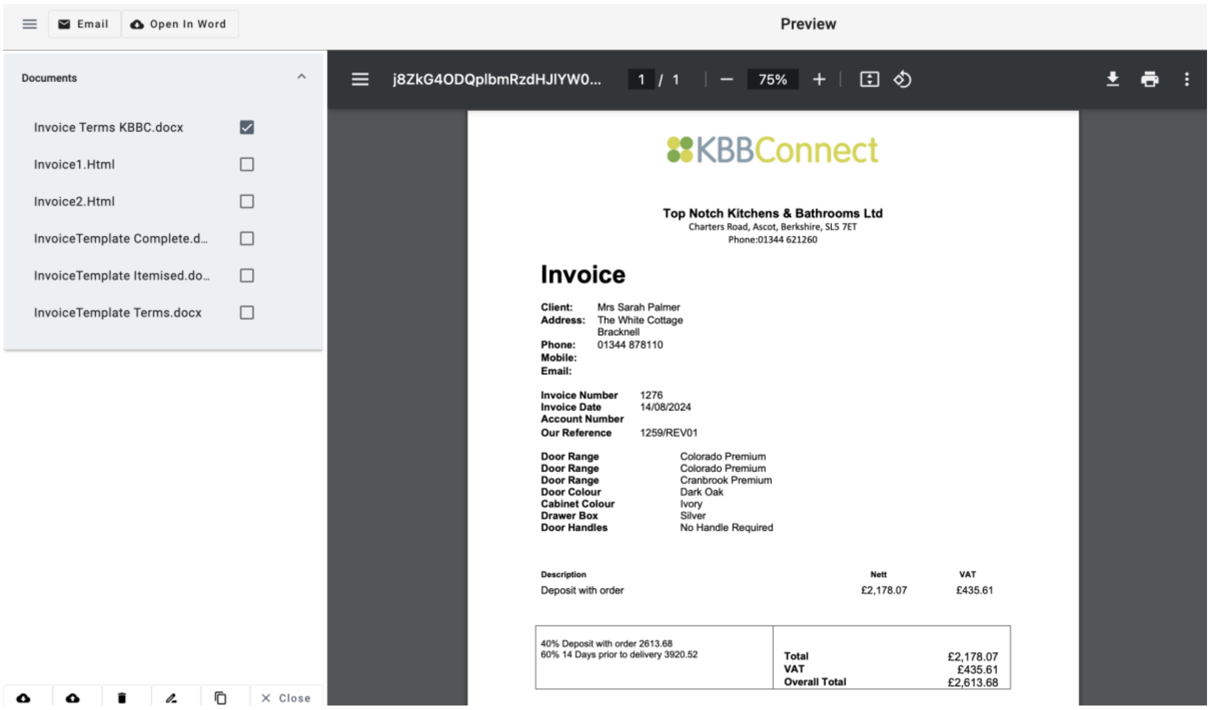
You can also invoice the deposit, interim, or balance amount set up in your project payment terms - as specified in the Projects '**Terms**' tab at the bottom of the main project screen.

If you wish to create an invoice for the Balance amount only, click **Invoice Balance** it will appear on your list with any other item that may be there. You can do this for your deposit, interim payment and balance.

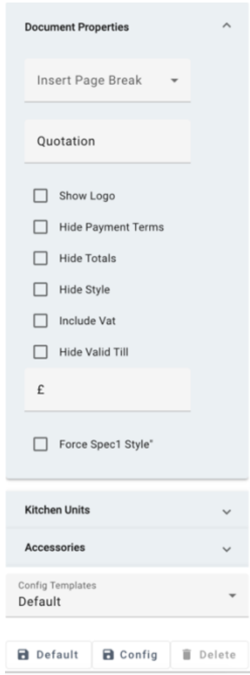


Previewing and Printing a Sales Invoice

The **Preview Invoice** take you into the for a print preview of your invoice documentation.



Changing the way your invoice is displayed



When you are in the Invoice Preview window, there is a tab on the right-hand side of the screen called the Configuration panel, similar to the one in the Quotation Screen, and with the same functionality.

The Configuration panel an enables you to configure the Invoice report exactly as you would like it.
For each section of your project there is drop down where you can set document properties purely for the whole document and for individual sections such as the sinks or the appliances. Check or uncheck the options as appropriate and the format of the document will change. Click on **Default** to store the settings for next time.

When you are happy with the configuration of your invoice you can e-mail it direct to the client or to yourself, or you can print.

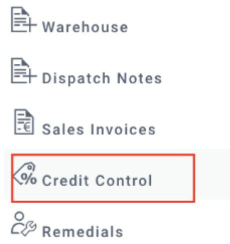
Customising your Invoices using Word

You can download the existing Word template of the Sales invoice, **InvoiceTemplate.docx** and modify the look and feel of it, for further details please see the separate FAQ entitled <u>Customising your Quotations, Invoices and Dispatch Notes in KBBConnect</u>. This will give you full details of how to create your own templates and a list of fields available for you to choose from to include in your templates.

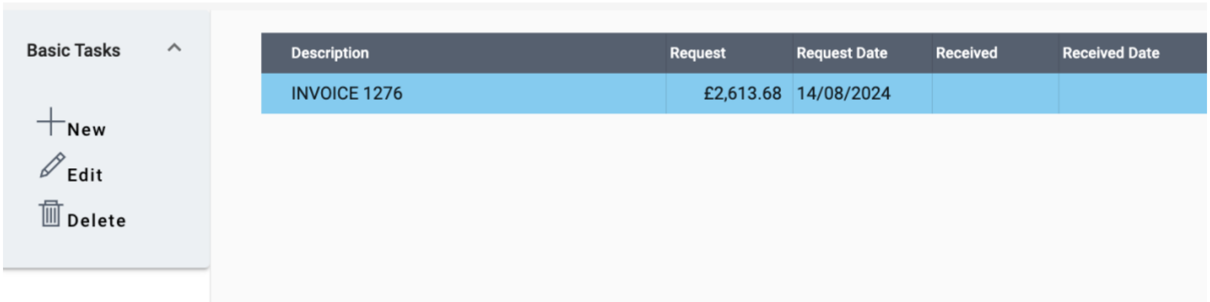
Allocating Payments to your Invoices –Credit control View

You can track money paid against each invoice using the **Credit Control V**iew.

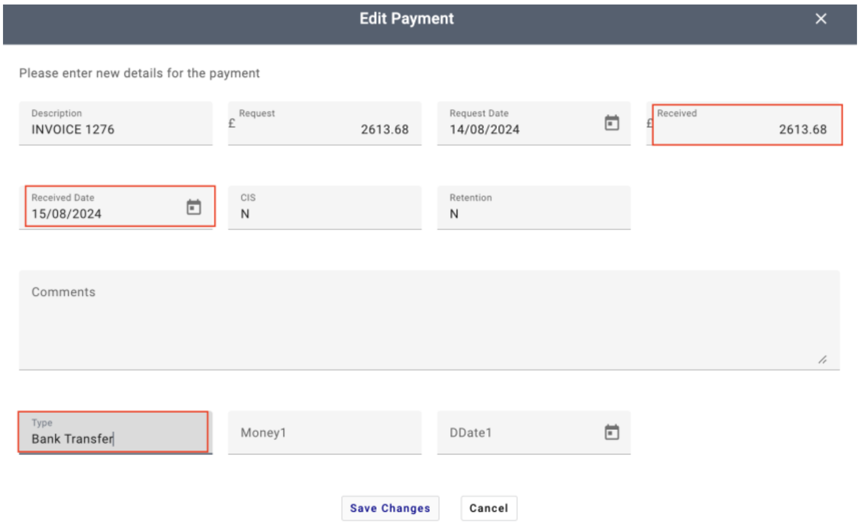
1. To allocate a payment against an invoice, in your **Project view**, select the project line and click on the **Credit Control** button



2. Highlight the invoice you wish to place the received money against, then click on the **Edit** button.



3. In the resulting dialog box enter the relevant information, the amount received in the '**Received**' box and the date it was received. It is possible to enter comments about the payment and by not entering the full amount you can signify a partial payment by the customer. Click on the **Save changes'** button when finished.



Alternatively, you can add a new line into the credit control view by clicking on the **New** button within the **Credit Control** View. Here you can fill in all the details of the payment item as above.

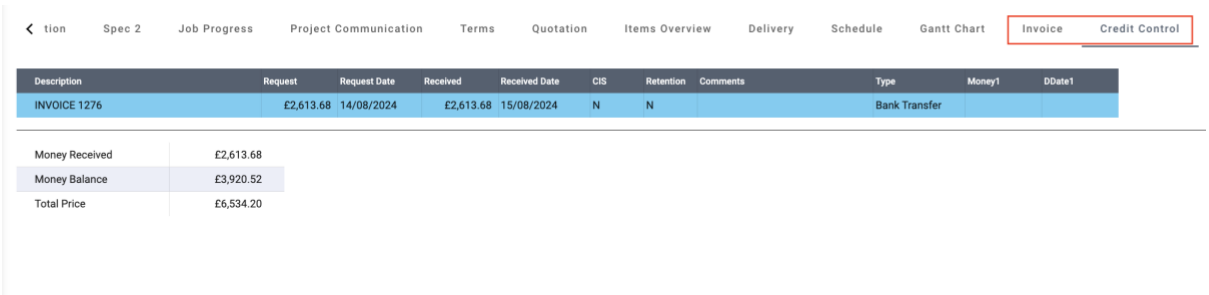
This feature is usually used for additional payments to an invoice, perhaps an initial partial payment.

Deleting a Credit Control line

If you need to delete a credit control line, highlight the line and select **Delete**.

Summary of Invoices raised, and Payments made

In the main project view, the Invoice tab displays a summary of what of what's been invoiced, and the Credit Control displays what's been paid on your project, along with the remaining money balance (to be paid) and the total price of the project.

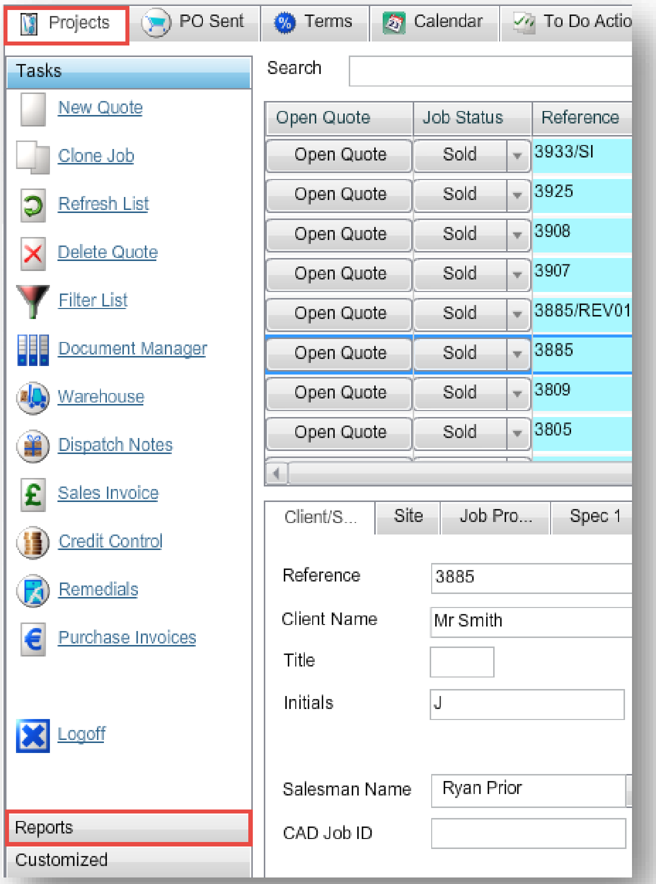


Reporting in KBBConnect

KBBConnect provides you with a wealth of business and management data to help you make critical business decisions. You can access key performance information at the click of a button.

The system will analyse much of the information you have already entered into the KBBConnect system. Reports are accessed in the main **Projects** view in the **Reports** Menu.

There are **Job Reports** which are specific to the individual project selected in **Projects** View and also **Group Reports,** which analyse data from all of your projects.

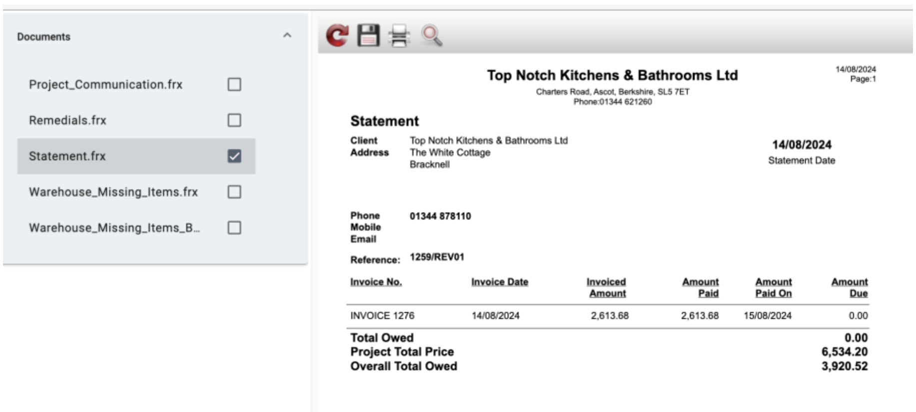


Job Reports

In KBBConnect you can access the reports specific to the job you have highlighted in the main **Projects** view by selecting the **Reports** menu on the left side of Projects View and selecting **Job Reports**.

Statement Report

This report is a credit control report that gives information regarding the total job price, how much of the job has been invoiced, how much the customer has paid and how much the customer owes.

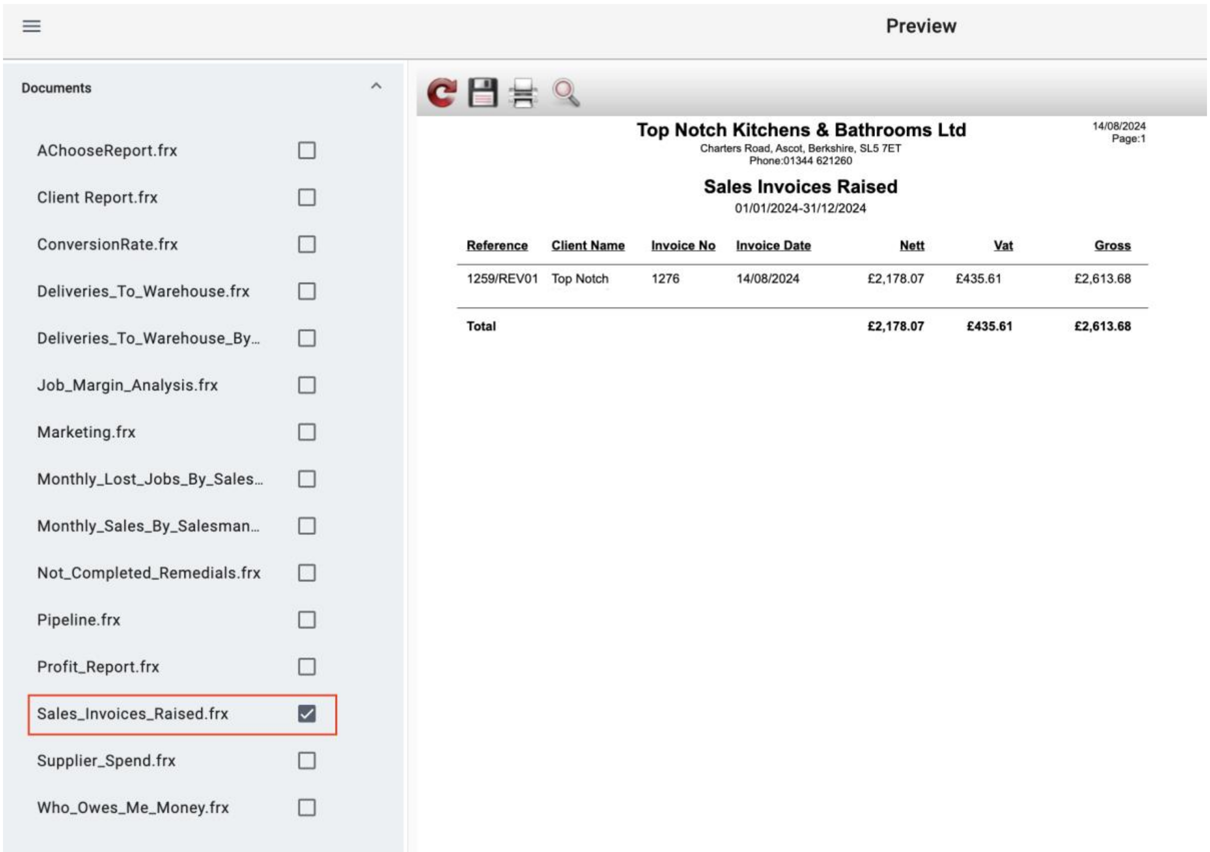


Group Reports

Group Reports will analyse the data from all your KBBConnect Jobs. It is possible to filter some of the Group Reports and for these reports a separate dialogue box will appear with filter options. There are many Group Reports available with KBBConnect, including operational and financial reporting for both internal and external use.

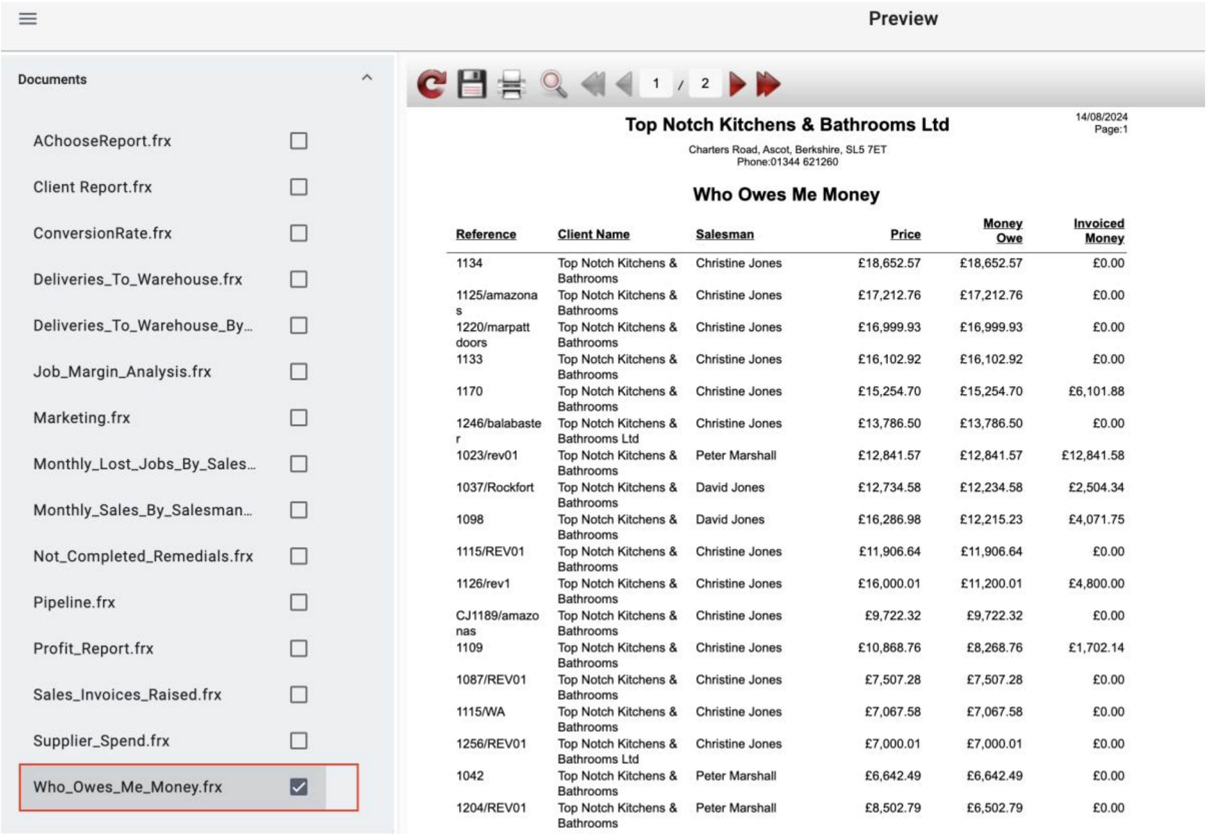
Sales Invoices Raised Report

This report provides a summary of all invoices raised and the amounts invoiced. The report gives details of the job reference, client name, invoice number, date the invoice was created and the Nett, VAT and gross amount for the invoice between two dates you specify when running the report.



Who Owes Me Money Report

This report is useful for monitoring debtors. This report displays client names, the Job Reference number, the total quoted Job Price, including discount and the sum of money that has actually been invoiced. This could differ from the job cost if say only the deposit has been invoiced for the job.



Top Notch Kitchens & Bathrooms Ltd

14/08/2024
Page:1

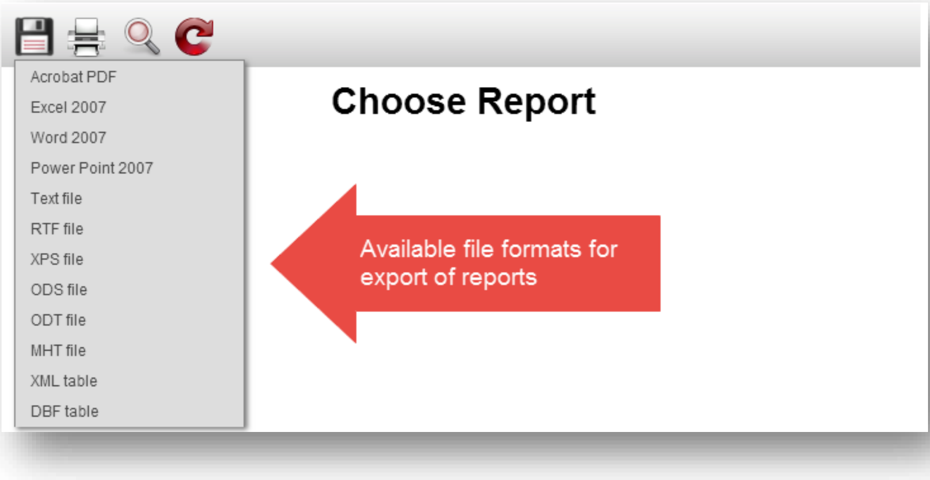
Charters Road, Ascot, Berkshire, SL5 7ET
Phone:01344 621260

Who Owes Me Money

Reference	Client Name	Salesman	Price	Money Owe	Invoiced Money
1134	Top Notch Kitchens & Bathrooms	Christine Jones	£18,652.57	£18,652.57	£0.00
1125/amazonas	Top Notch Kitchens & Bathrooms	Christine Jones	£17,212.76	£17,212.76	£0.00
1220/marpatt doors	Top Notch Kitchens & Bathrooms	Christine Jones	£16,999.93	£16,999.93	£0.00
1133	Top Notch Kitchens & Bathrooms	Christine Jones	£16,102.92	£16,102.92	£0.00
1170	Top Notch Kitchens & Bathrooms	Christine Jones	£15,254.70	£15,254.70	£6,101.88
1246/balabaster	Top Notch Kitchens & Bathrooms Ltd	Christine Jones	£13,786.50	£13,786.50	£0.00
1023/rev01	Top Notch Kitchens & Bathrooms	Peter Marshall	£12,841.57	£12,841.57	£12,841.58
1037/Rockfort	Top Notch Kitchens & Bathrooms	David Jones	£12,734.58	£12,234.58	£2,504.34
1098	Top Notch Kitchens & Bathrooms	David Jones	£16,286.98	£12,215.23	£4,071.75
1115/REV01	Top Notch Kitchens & Bathrooms	Christine Jones	£11,906.64	£11,906.64	£0.00
1126/rev1	Top Notch Kitchens & Bathrooms	Christine Jones	£16,000.01	£11,200.01	£4,800.00
CJ1189/amazonas	Top Notch Kitchens & Bathrooms	Christine Jones	£9,722.32	£9,722.32	£0.00
1109	Top Notch Kitchens & Bathrooms	Christine Jones	£10,868.76	£8,268.76	£1,702.14
1087/REV01	Top Notch Kitchens & Bathrooms	Christine Jones	£7,507.28	£7,507.28	£0.00
1115/WA	Top Notch Kitchens & Bathrooms	Christine Jones	£7,067.58	£7,067.58	£0.00
1256/REV01	Top Notch Kitchens & Bathrooms Ltd	Christine Jones	£7,000.01	£7,000.01	£0.00
1042	Top Notch Kitchens & Bathrooms	Peter Marshall	£6,642.49	£6,642.49	£0.00
1204/REV01	Top Notch Kitchens & Bathrooms	Peter Marshall	£8,502.79	£6,502.79	£0.00

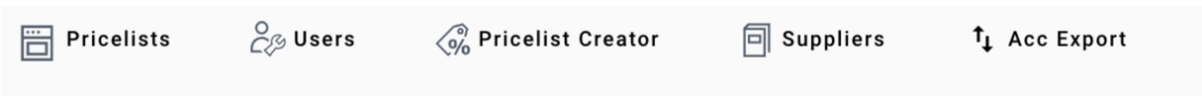
Saving your Reports

Most reports can be saved in a variety of different file formats so that this information can be analysed or presented in many different styles, as shown below.



Exporting your Sales Invoice information

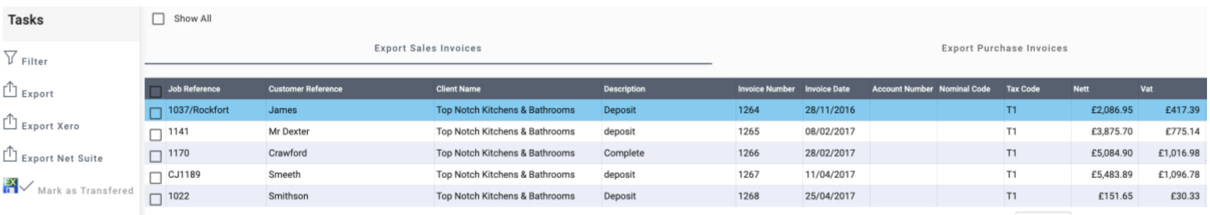
1. To export your sales invoice information, select the main **Acc. Export** tab and within this window the **Sales Invoice Export** tab.



2. Select the invoices that you wish to export. You can so this by checking one invoice at a time, or selecting all invoices by clicking on the **Select/Unselect** button.
3. When you are happy with your list of invoices, click on the **Export** button to create a csv. File.

   This csv. file will have all the information you need to import it into your accounting software

If you wish to see all Sales Invoices created, including those set to **Transferred** click on **Show All**.



Feedback

We hope you found this document useful and would love to know what you think of KBBConnect.

To comment on this Quick Guide or anything else regarding KBBConnect, for help, or for information regarding on-line training courses, please contact KBBConnect Customer Support:

e-mail us at: clientcare@smart-systems.co.uk

or

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