
Sales Invoicing in KBBConnect

Contents

Sales Invoicing in KBBConnect	2
Creating a Sales Invoice	2
Creating an itemised invoice	3
Creating a partially itemised invoice	4
Creating a manually invoiced line	4
Creating an invoice based on payment terms	5
Previewing and Printing a Sales Invoice	5
Changing the way your invoice is displayed	6
Customising your Invoices using Word	6
Allocating Payments to your Invoices –Credit control View	7
Summary of Invoices raised and Payments made	8
Reporting in KBBConnect.....	9
Job Reports	9
Statement Report	9
Group Reports.....	10
Sales Invoices Raised Report	10
Who Owes Me Money Report	11
Saving your Reports	12
Exporting your Sales Invoice information	12

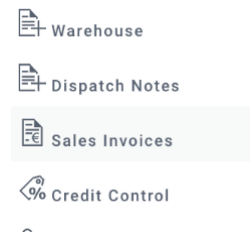
Sales Invoicing in KBBConnect

In KBBConnect, you can:

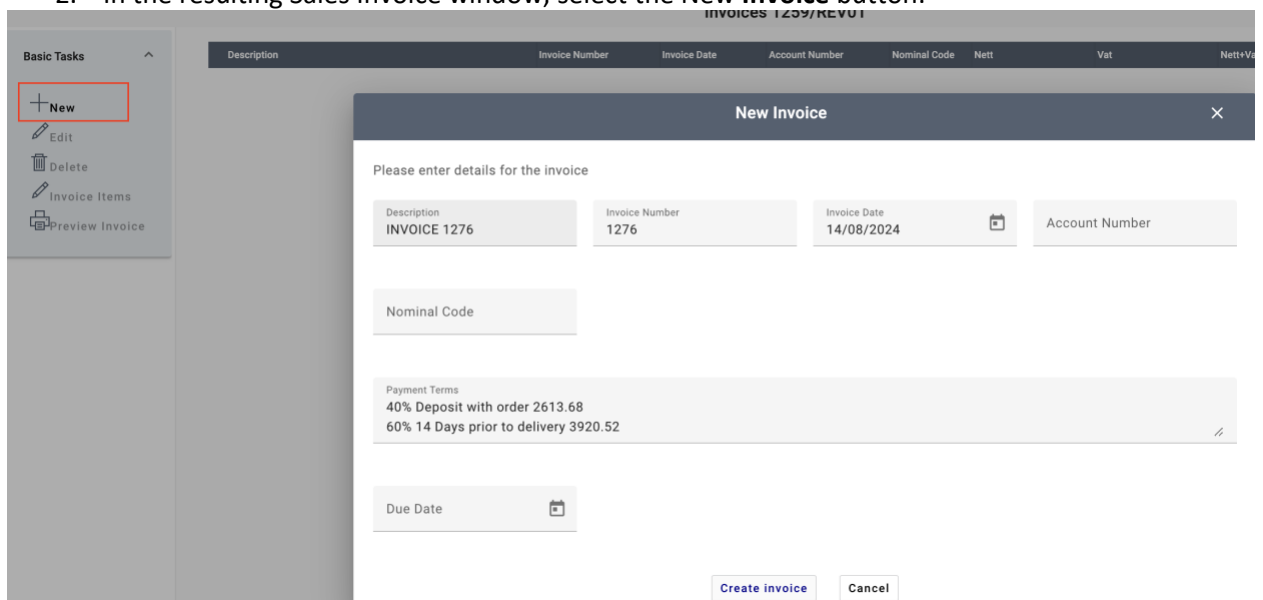
- Create sales invoices straight from your sold projects without having to re-type anything
- Create different styles of invoice - itemised for certain clients, based on payment terms, or you can create your own personalised invoices
- Keep track of payments and outstanding amounts using the Credit Control 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:



Basic Tasks

- + New
- Edit
- Delete
- Invoice Items
- Preview Invoice

Description	Invoice Number	Invoice Date	Account Number	Nominal Code	Nett	Vat	Nett+Vat
INVOICE 1276	1276	14/08/2024					

Please enter details for the invoice

Description: INVOICE 1276, Invoice Number: 1276, Invoice Date: 14/08/2024, Account Number: [empty]

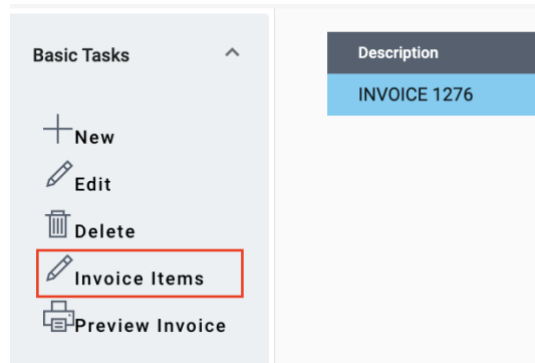
Nominal Code: [empty]

Payment Terms: 40% Deposit with order 2613.68, 60% 14 Days prior to delivery 3920.52

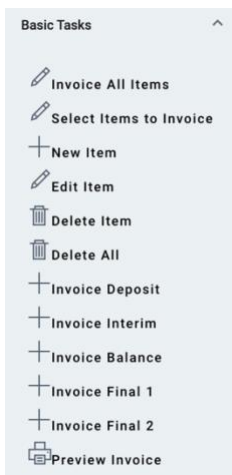
Due Date: [empty]

Create invoice Cancel

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

<input type="checkbox"/>	Pos	Code	Qty	Name
<input checked="" type="checkbox"/>	1	BU106DGL	2	Base Unit LH End 1000/600/870
<input checked="" type="checkbox"/>	1	BU106DGL	0	Base Unit LH End 1000/600/870
<input checked="" type="checkbox"/>	2	BU106F	1	Base Unit F/HT 1000/600/870
<input type="checkbox"/>	3	BIFOLDESEN9	1	Senso BI-Fold System (5 to 9kg)
<input type="checkbox"/>	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.

New Invoice Items
×

Please enter details for the Invoice Items

Qty

1

Code

ITEM

Description

£ Nett

10

Vat Code
T1

£ Vat

2

Nominal Code

Type
£ Discount

Create Invoice Items
Cancel

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.

Qty	Code	Description	Nett	Vat Code	Vat	Nominal Code	Type	Disco...
1	DEPOSIT	Deposit with order	£2,178.07	T1	£435.61		-1	£0.00

Previewing and Printing a Sales Invoice


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

Email Open In Word
Preview

Documents

- Invoice Terms KBBC.docx
- Invoice1 .Html
- Invoice2 .Html
- InvoiceTemplate Complete.d...
- InvoiceTemplate Itemised.do...
- InvoiceTemplate Terms.docx

j8ZkG4ODQplbmRzdHJlYW0...
1 / 1
75%



Top Notch Kitchens & Bathrooms Ltd
Charters Road, Ascot, Berkshire, SL5 7ET
 Phone:01344 621260

Invoice

Client: Mrs Sarah Palmer
Address: The White Cottage
 Bracknell
Phone: 01344 878110
Mobile:
Email:

Invoice Number 1276
Invoice Date 14/08/2024
Account Number
Our Reference 1259/REV01

Door Range Colorado Premium
Door Range Colorado Premium
Door Range Cranbrook Premium
Door Colour Dark Oak
Cabinet Colour Ivory
Drawer Box Silver
Door Handles No Handle Required

Description	Nett	VAT
Deposit with order	£2,178.07	£435.61

40% Deposit with order 2613.68		
60% 14 Days prior to delivery 3920.52		
Total		£2,178.07
VAT		£435.61
Overall Total		£2,613.68

© SMART Systems

Page 5 of 13

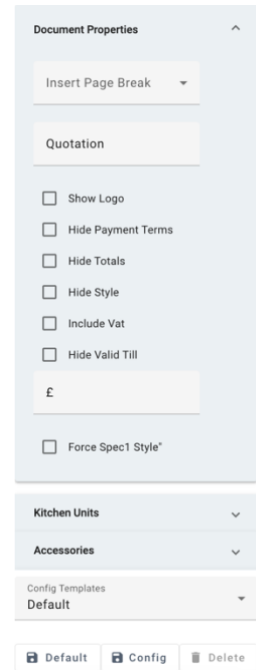
Changing the way your invoice is displayed

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 enables you to configure the Invoice report exactly as you would like it.

For each section of your project there is a 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.



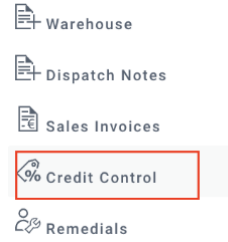
Customising your Invoices using Word

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 [Customising your Quotations, Invoices and Dispatch Notes in KBBConnect](#). 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 View**.

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.

Basic Tasks		Description	Request	Request Date	Received	Received Date
+ New		INVOICE 1276	£2,613.68	14/08/2024		
✎ Edit						
🗑 Delete						

- 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.

Edit Payment
✕

Please enter new details for the payment

Description INVOICE 1276	Request £ 2613.68	Request Date 14/08/2024	Received £ 2613.68
Received Date 15/08/2024	CIS N	Retention N	
Comments			
Type Bank Transfer	Money1	DDate1	

Save Changes
Cancel

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.

< tion
Spec 2
Job Progress
Project Communication
Terms
Quotation
Items Overview
Delivery
Schedule
Gantt Chart
Invoice
Credit Control

Description	Request	Request Date	Received	Received Date	CIS	Retention	Comments	Type	Money1	DDate1
INVOICE 1276	£2,613.68	14/08/2024	£2,613.68	15/08/2024	N	N		Bank Transfer		

Money Received	£2,613.68
Money Balance	£3,920.52
Total Price	£6,534.20

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.

The screenshot shows the KBBConnect interface. At the top, there are navigation tabs: Projects, PO Sent, Terms, Calendar, and To Do Action. Below this is a 'Tasks' sidebar with various options like 'New Quote', 'Clone Job', 'Refresh List', 'Delete Quote', 'Filter List', 'Document Manager', 'Warehouse', 'Dispatch Notes', 'Sales Invoice', 'Credit Control', 'Remedials', 'Purchase Invoices', and 'Logoff'. The 'Reports' menu item is highlighted in red. To the right, there is a search bar and a table of 'Open Quote' entries. Below the table, there are input fields for 'Client/S...', 'Site', 'Job Pro...', and 'Spec 1'. Further down, there are fields for 'Reference', 'Client Name', 'Title', 'Initials', 'Salesman Name', and 'CAD Job ID'.

Open Quote	Job Status	Reference
Open Quote	Sold	3933/SI
Open Quote	Sold	3925
Open Quote	Sold	3908
Open Quote	Sold	3907
Open Quote	Sold	3885/REV01
Open Quote	Sold	3885
Open Quote	Sold	3809
Open Quote	Sold	3805

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.

The screenshot shows the 'Statement Report' interface. On the left, there is a 'Documents' sidebar with a list of files: 'Project_Communication.frx', 'Remedials.frx', 'Statement.frx' (checked), 'Warehouse_Missing_Items.frx', and 'Warehouse_Missing_Items_B...'. The main area displays the 'Statement' for 'Top Notch Kitchens & Bathrooms Ltd'. The statement includes the client's address, phone number, and email. It also shows a table of invoices with columns for 'Invoice No.', 'Invoice Date', 'Invoiced Amount', 'Amount Paid', 'Amount Paid On', and 'Amount Due'. The total owed is 0.00, the project total price is 6,534.20, and the overall total owed is 3,920.52.

Invoice No.	Invoice Date	Invoiced Amount	Amount Paid	Amount Paid On	Amount Due
INVOICE 1276	14/08/2024	2,613.68	2,613.68	15/08/2024	0.00
Total Owed					0.00
Project Total Price					6,534.20
Overall Total Owed					3,920.52

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.

☰
Preview

Documents

- AChooseReport.frx
- Client Report.frx
- ConversionRate.frx
- Deliveries_To_Warehouse.frx
- Deliveries_To_Warehouse_By...
- Job_Margin_Analysis.frx
- Marketing.frx
- Monthly_Lost_Jobs_By_Sales...
- Monthly_Sales_By_Salesman...
- Not_Completed_Remedials.frx
- Pipeline.frx
- Profit_Report.frx
- Sales_Invoices_Raised.frx
- Supplier_Spend.frx
- Who_Owes_Me_Money.frx

14/08/2024
Page:1

Top Notch Kitchens & Bathrooms Ltd
Charters Road, Ascot, Berkshire, SL5 7ET
Phone:01344 621260

Sales Invoices Raised
01/01/2024-31/12/2024

Reference	Client Name	Invoice No	Invoice Date	Nett	Vat	Gross
1259/REV01	Top Notch	1276	14/08/2024	£2,178.07	£435.61	£2,613.68
Total				£2,178.07	£435.61	£2,613.68


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.

☰
Preview

Documents

- AChooseReport.frx
- Client Report.frx
- ConversionRate.frx
- Deliveries_To_Warehouse.frx
- Deliveries_To_Warehouse_By...
- Job_Margin_Analysis.frx
- Marketing.frx
- Monthly_Lost_Jobs_By_Sales...
- Monthly_Sales_By_Salesman...
- Not_Completed_Remedials.frx
- Pipeline.frx
- Profit_Report.frx
- Sales_Invoices_Raised.frx
- Supplier_Spend.frx
- Who_Owes_Me_Money.frx



Top Notch Kitchens & Bathrooms Ltd

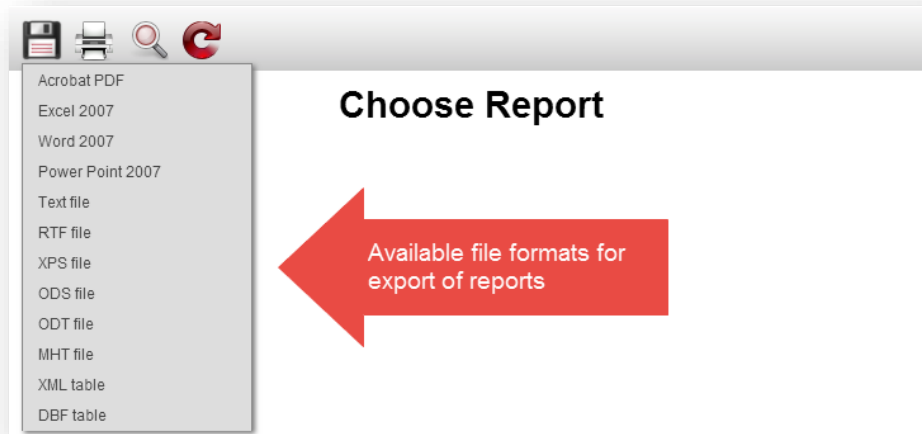
Charters Road, Ascot, Berkshire, SL5 7ET
Phone: 01344 621280

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

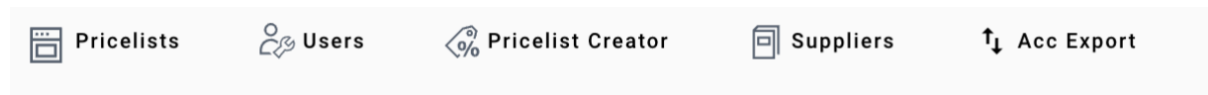
Saving your Reports

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 do 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**.

Tasks Show All

Filter

Export

Export Xero

Export Net Suite

Mark as Transferred

Export Sales Invoices					Export Purchase Invoices					
Job Reference	Customer Reference	Client Name	Description	Invoice Number	Invoice Date	Account Number	Nominal Code	Tax Code	Nett	Vat
<input checked="" type="checkbox"/> 1037/Rockfort	James	Top Notch Kitchens & Bathrooms	Deposit	1264	28/11/2016			T1	£2,086.95	£417.39
<input type="checkbox"/> 1141	Mr Dexter	Top Notch Kitchens & Bathrooms	deposit	1265	08/02/2017			T1	£3,875.70	£775.14
<input type="checkbox"/> 1170	Crawford	Top Notch Kitchens & Bathrooms	Complete	1266	28/02/2017			T1	£5,084.90	£1,016.98
<input type="checkbox"/> CJ1189	Smeeth	Top Notch Kitchens & Bathrooms	deposit	1267	11/04/2017			T1	£5,483.89	£1,096.78
<input type="checkbox"/> 1022	Smithson	Top Notch Kitchens & Bathrooms	Deposit	1268	25/04/2017			T1	£151.65	£30.33

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

Telephone Number: +44 (0)1923 919 278