Managing Invoices

Efficient invoice management is very important to most businesses especially in the current economic climate. To manage your cash flow properly you will need a system to let you know when invoices are overdue, and a system to ensure that you can quickly and easily raise reminders and follow up letters. A professionally produced invoice also says a lot about your company to your customers.
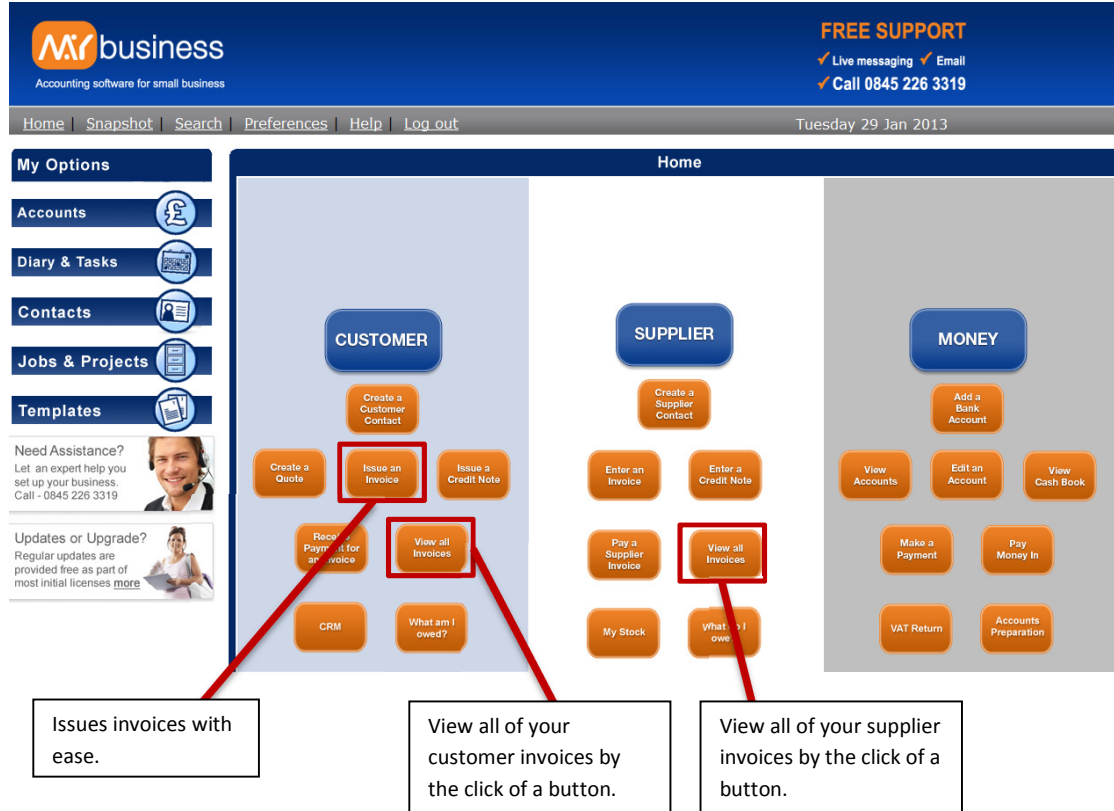
My Business makes managing your invoices easy. From raising a simple invoice to tracking overdue invoices, My Business can help to ensure that your business is run efficiently.

This guide highlights how you can use My Business for your invoicing. It will cover:
· Raising an invoice
· Printing an invoice
· Changing an invoice

In most cases the examples demonstrate how to manage a customer invoice, but My Business will manage Supplier Invoices in the same way.

Tip: if you want to try out any of the suggestions below you can use the demonstration version of MyBusiness that is installed along with the product.
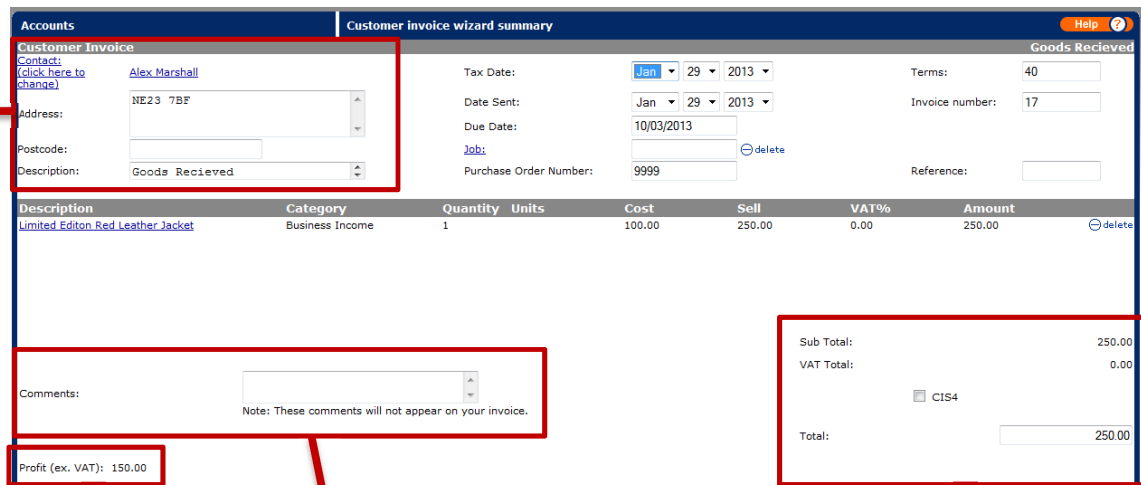

Issues invoices with ease.

View all of your customer invoices by the click of a button.

View all of your supplier invoices by the click of a button.

Raising Invoices

Before you start raising an invoice, you will need some basic information about the invoice – who are you invoicing, what is the address, what is it for, how much is it for?

To raise an invoice simply click "Issue an invoice" on the Home Page, and you will encounter a number of screens where you can select the contact for whom the invoice is for, then enter the purchase number, you then have the choice to base the invoice on another or a quote. Then once you have done this you can enter a description for the invoice and then following this you can select the contact on which you would like to assign to the invoice. Once you have done this you can select the items on which the customer has ordered and assign them to the invoice, when you have done this you will encounter the following screen.

Made a mistake on an invoice? In MyBusiness you can go back to any invoice at any time and edit them, as shown below.

Change the contact assigned to the invoice as well as the description at any time.

Accounts		Customer invoice wizard summary			Help ?

Customer Invoice — Goods Recieved

Contact: (click here to change) — Alex Marshall

Address: NE23 7BF
Postcode:
Description: Goods Recieved

Tax Date: Jan 29 2013
Date Sent: Jan 29 2013
Due Date: 10/03/2013
Job:
Purchase Order Number: 9999

Terms: 40
Invoice number: 17
Reference:

Description	Category	Quantity	Units	Cost	Sell	VAT%	Amount	
Limited Editon Red Leather Jacket	Business Income	1		100.00	250.00	0.00	250.00	delete

Comments:
Note: These comments will not appear on your invoice.

Profit (ex. VAT): 150.00

Sub Total: 250.00
VAT Total: 0.00

☐ CIS4

Total: 250.00

Add comments / notes to the invoice.

Shows your exact profit.

Shows you the exact subtotal, VAT total and total of the invoice.

Previewing & Printing Invoices

In the MyBusiness software we have made it as easy as possible to preview a selected invoice and print out that invoice from the software. To do this simply select an invoice that you wish to preview and print, you will notice a Preview button simply click this and you will encounter the window below. Depending on which invoice template you have selected whether this be customised or standard it will display what you selected. To print the invoice you will notice a Print button simply click this and it will be sent to your printer to be printed.

Mailing Screen

Header Options:
None

Template Options:
Invoice With Address

Cover Letter Options:
MyBusiness Invoice Template

Also send to:
Word 2000(.doc)

History | Cancel | Envelope | E-Mail | Print

Automatically inserts your company details and chosen invoice.

INVOICE

MyBusiness

NE23 7BF
Tel: 0191 250 4530

Alex Marshall

NE23 7BF

29 Jan 2013

Email and Print the invoice with ease.

Vat Reg No: 123456789
Invoice No: 17
Tax Date: 29 Jan 2013
Terms: 40 days
Due Date: 10 Mar 2013
Job Description:
Purchase Order Number: 9999
Description: Goods Recieved

Description	Quantity	Cost	VAT %	VAT Amount	Amount
Limited Editon Red Leather Jacket	1	250.00	0.00	0.00	250.00

Sub Total: 250.00
Vat Total: 0.00
Total: 250.00

Shows an exact breakdown of the invoice.

Paying Invoices

When you have received payment from a customer to pay their outstanding invoice simply navigate to your invoices and click the Pay button, then simply follow the onscreen steps of choosing your bank account etc. and it will be entered into the software as paid.

My Options

Accounts

Accounts Area:
Customer Invoice...
Customer:
All
Job:
All
Invoice Status:
All

New Invoice
Receive Payment
Allocate Credit

Accounts | **Customer invoices & credit notes** | Home | Help | Preferences

View invoice(s) from 29/10/2012 to 28/02/2013

Date	Invoice	Contact	Description	Sent	Payment Due	Amount	Balance Outstanding		
24/01/2013	16	Anthony Kuther	Purchased Good's	24/01/2013	23/02/2013	65.00	65.00	pay	delete
29/01/2013	17	Alex Marshall	Goods Recieved	29/01/2013	10/03/2013	250.00	250.00	pay	delete