

How to Add Payment Terms and a Remittance to your Invoice.

Click to open the invoice you want to print, and then select the preview button at the bottom of the invoice.

The screenshot shows a software interface for creating an invoice. At the top, there are tabs: 'Details', 'Payments', 'Refunds', 'Recurring', and 'Delete'. The 'Details' tab is active. Below the tabs, there are several input fields: 'Customer:' with a dropdown menu showing 'Test sales 3' and a '+' button; 'Invoice No:' with a text box containing '54'; 'Currency:' with a dropdown menu showing 'Euro'; 'VAT period:' with a dropdown menu showing 'Jan-Feb 2012'; 'Date:' with a date picker showing '09/02/2012'; 'Due:' with a date picker showing '09/02/2012'; 'Reference:' with a text box; 'Note:' with a large text area; and 'Sequence No:' with a text box. Below these fields, there is a section titled 'Details' with a yellow background and a warning icon. The text in this section reads: 'Sales Invoice Details. This section is for entering the Sales Invoice details. If you are creating a Credit Note, remember to enter negative values in the required fields.' Below this, there are more input fields: 'Item:' with a dropdown menu showing 'Service' and a '+' button; 'Description:' with a large text area; 'VAT rate:' with a dropdown menu showing 'Zero'; 'Quantity' with a text box containing '1'; 'Price:' with a text box; 'Nominal:' with a text box; 'Job:' with a dropdown menu showing 'Text Republic' and a '+' button; 'Net:' with a text box; 'VAT:' with a text box; and 'Gross:' with a text box. At the bottom left, there is a checkbox labeled '- add full payment'. At the bottom right, there are buttons for 'Duplicate', 'Preview', 'Send Email', 'History', 'OK', and 'Cancel'.

This brings up an invoice box and on the left hand side giving you options that can be included on your invoice.

To add Terms of payment click the Show Terms box and type in your payment terms in the box underneath.

To include your bank account details please see the "How to add bank account details to your invoice" which can be found in our support section.

To include a remittance advice at the bottom of your invoice, click the Remittance box.

Once you have select all that you require click the save button.

- Show Terms

Terms of Payment:

30 day payment terms
Contact name Joe Blogs

- Show Options

Account:

Payment Options:

Bank Name: Bank
Account
Account: 2456789
Name: Bank account 1

- Remittance

myid:

Invoice 54

Test sales 3
United Kingdom
Customer VAT No:

Item	Description	Price
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No records!

Payment Options

Bank Name: Bank Account
Account: 2456789
Name: Bank account 1

Payme

30 day pay