



iLabPOS – Invoicing and Credit Control

Version 1.0

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1. Introduction

Before proceeding with this manual you should have already created some products (or services) in iLabPOS. Refer to the "Quick Start Guide" and the "Start Selling" user manuals before proceeding with this user Manual.

iLabPOS can be used by Wholesalers and Service Providers to issue invoices and manage payments and statements. This user manual will show you how to:

Create an Invoice

Accept Payments

Check Customer Balances

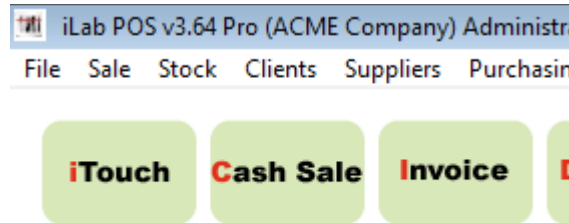
Print Statements

Set Credit Limits and Credit Terms

Issue Quotes

2. The Invoice Screen

To start a new invoice, click on the “Invoice” button on the main screen, or else go to “Sale”, “Invoice / Quote”.



An invoice needs to be issued against a client. The first step in issuing an invoice is to either insert a new client, or search for an existing client. To insert a new client, click on “New Client” and specify all the necessary details.

To search for an existing client, either type in the client name next to “Client (F12)”, or click on the arrow between the client code and “New Client” button.

After choosing an existing client, you can click on the “History” button to view a summary of sales history for that particular client.

iLabPOS - Invoice Wholesale Invoice (Shows RRP) (f11) Shop Price Terminal: Shop

Client (F12) [] 2 [New Client] [History] **(Monday) 13/05/2019**

PAUL BORG Invoice No. 1
 Triq il-Kbira Sales Person Administrator
 Mosta Salesrep Administrator

F6 - Load Client List

Bar Code (f8) [] F2 or CTRL + L to Load List Add >>

Qty. 0.00 Selling price 0.000 0.000 Disc % 0.00
excl. VAT incl. VAT

Comment [] QuikScan (F9)

Stock 0.00 Total Qty: 2.00

Load Credit Note / Uouc. +
 Import Items (XLS 2)
 Load Qugte Items
 Load Sales Order
 Load Sale as Return
 Consolidate Items

No.	Bar Code	Article	Unit Excl	Unit Incl.	Qty.	Total incl. VAT	Total VAT	VAT Rate	Disc. %	Net Total	
1	90001	EPSON TM-T20	147.203	173.70	2.000	347.40	52.994	18.00	0.000	294.41	
										V.A.T.	52.99
										Sub-Total	347.40
										Discount (f3) <input checked="" type="checkbox"/>	0.00
										Discount (f4) <input type="checkbox"/>	0.000 %
										Total (€)	347.40

Save (f5)
 Save as Sales Order
 Save as Quote
 Reprint Last Invoice

Default Printer:

Double Click to Modify Item, Right Click (ALT+R) to remove an item from the list. ALT+1 / ALT+2 To switch Discount Type

Once you choose the client, start choosing/adding the products or services you intend to sell in this invoice. This part works like the "Cash Sale" module, so refer to the "Start Selling" user manual if in difficulty.

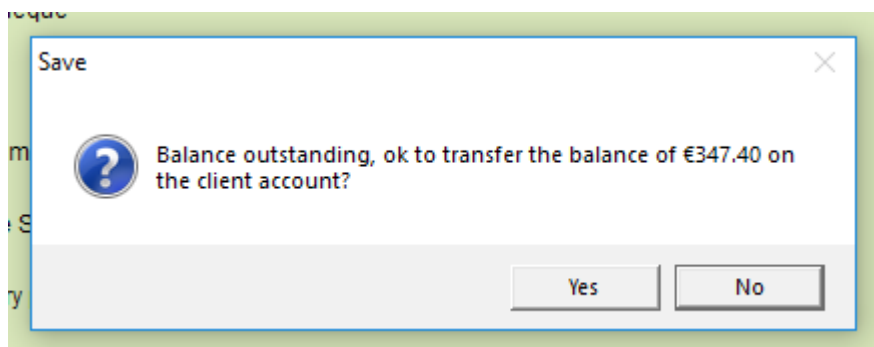
The "**Wholesale Invoice (Shows RRP)**" tick box at the top determines whether this is a Wholesale Invoice or a Sales Invoice. The only difference is that in a Wholesale Invoice, the "RRP" or "Suggested Retail Price" is shown at the end of each line in the invoice. For the RRP to appear on the invoice, ensure that the RRP is set on the stock cards.

When ready, click on the "Save" button. You will now be prompted to input the deposit, if any, the customer has given you. If there is no deposit, leave it at 0. You can specify some further comments which are visible on the invoice at the bottom of this screen as portrayed below. When ready click on save.

The screenshot shows the 'Invoice Details' dialog box with the following fields and options:

- Total due:** 347.40 €
- Deposit:** 0.00 €
- Balance:** 347.40 €
- Payment Method:** Radio buttons for Cash (selected), Card, Cheque, Voucher, and Other.
- Notes:** A text input field.
- PO Number:** A text input field.
- Invoice Sent:** A checked checkbox.
- Date Sent:** 13/05/2019
- Delivery pending:** An unchecked checkbox.
- Delivery Date:** //
- Comments (Shown on Invoice):** Three stacked text input fields.
- Your Comments (Not shown on Invoice):** One text input field.
- Buttons:** 'Save (f5)' and 'Cancel'.

At this point you will be asked to confirm that the pending balance is moved on account. If the client exceeds the credit limit with this invoice, you will also be warned.



Click on "Yes" to proceed, and print the invoice. If you wish to re-print the invoice, you can click on "Re-print Last Invoice". The "Re-print Last Invoice" feature will give you the possibility to choose the printer, where-as the first print-out will print the invoice on the preset Invoice Printer set from "File", "Hardware Setup".

Proceed to Chapter 3 to see how to manage incoming payments on invoices and print statements.

Reverse Payment

You can reverse the last payment received by a client. Proceed by first specifying the client code. An audit transaction will be retained for this reversal. When you click on Reverse Payment, you still have a chance to cancel the reversal.

A trace of the cancelled payment will still appear on the statement if you choose the latter option.

Client Code

Reverse Payment - Hide from Statement (Confirm required)

Reverse Payment - Show reversal on Statement (Confirm required)

You can cancel a payment completely when clicking on the first button (Reverse Payment – Hide from Statement). Alternatively you can cancel a payment, but let it still appear on the statement. The latter option is normally used in cases where a cheque bounces and you wish to show a track of what happened.

3.3 Understanding Allocations and Manual Allocations

Payments received need to be allocated on a particular invoice. This way you can clearly show your client which invoices have been settled, and which are still pending. Normally allocation is carried out automatically when inputting payments.

When however invoices are reversed, allocation is not carried out automatically. A reversal of an invoice should always be placed on account, and being a refund, it also needs to be allocated.

In normal circumstances, an invoice is reversed in full and the amount is allocated on the original invoice. It can also happen that an invoice is returned partially, or you can have a whole mix and match situation. In reality it does not make much difference.

To allocate a refund, from the Invoice Management Screen, list all pending invoices for client in question (By ticking "Invoices Pending Payment" and specifying the client code or client name). Then highlight the invoice you wish to allocate the payment on and click on the button "Allocate". The invoice management screen will show you two columns, one for the Invoice Total and one for the amount settled for that invoice.

3.4 Balance History and Statements

User: ADM Terminal: Shop

CREDIT CONTROL - SELECT CLIENT

Client Code: Client Name:
Client Phone: Client Mobile:
Search Reference: Only show clients with a balance

Code	Client Name	Search Reference	Phone	Mobile	City	Credit Limit
2	PAUL BORG				Mosta	500.00

Buttons:

Starting from: #1 - Show pending invoices only
 #2 - Show invoices From (Date)
 #3 - Transaction Statement (Date)

To quickly view the balance for a client, highlight the client you are interested in and click on "Balance History". This screen will show you all the client's transactions with a running balance and the current final balance on the right.

User: ADM Terminal: Shop

CREDIT CONTROL - BALANCE HISTORY

Client: PAUL BORG Credit Limit: 500.00

Date	Description	Amount	Balance	Receipt No.	Locat
13/05/2019	Credit on Invoice No. 1 (Invoice Total: €347.40)	347.40	347.40		
13/05/2019	Payment on Invoices: 1	-200.00	147.40	R-1	

A/C Balance: 147.40 €

A negative balance means you owe your client.

In the balance history screen you can view or reprint a receipt, and also view which invoices were covered by one particular payment.

To print a statement, click on the "Print Statement" button. There are 3 different types of statements which you can print:

"Show pending invoices only" - will only show invoices with a balance.

"Show invoices from" - will show all invoices, or all invoices starting from a particular date you specify, irrespective of whether they are settled or not.

"Transaction Statement" - will show all transactions (both payments and invoices), or all transactions starting from a particular date you specify, in date order.



ACME Company
Main Road
Mellieha
MLH02

Client Details
PAUL BORG Triq il-Kbira Mosta VAT No.: MT99999999

STATEMENT AS AT 13/05/2019

Date	Invoice / Payments	Invoice Total €	Payments €	Pending Balance €
13/05/2019	Balance on Invoice No. 1 <i>Payment on 13/05/2019 of €200.00 (BOV 999)</i>	347.40	200.00	147.40
		Total Outstanding Balance: € 147.40		

3.5 Credit Terms

From the Credit Control module you can set the credit terms for a client. Credit terms can work both in amount (Credit Limit), and also days. When creating a new client, the default credit terms set in "File", "Other Settings" are taken. If you specify "0" in both credit limit and credit days, then there will not be any limits.

When credit terms are exceeded, the system will always warn you when you try to save a new invoice on the particular client. Further more, when credit terms are exceeded, the text in the Invoice Footer can be changed.

Client code	<input type="text" value="2"/>	Client Name	<input type="text" value="PAUL BORG"/>
Credit Limit (Amount)	<input type="text" value="500.00"/> €	Credit Limit (Days)	<input type="text" value="90"/> ?
<i>(Set to 0 to disable)</i>		<i>(Set to 0 to disable)</i>	
Credit Terms	<i>(Leave empty to use default text)</i>		
	<input type="text" value="Credit Terms: <d> days"/> ?		
Credit Terms if Exceeded	<i>(Leave empty to use default text)</i>		
	<input type="text" value="Please Pay Cash"/>		

Default Credit Terms

Default Text if Terms Exceeded

** Please be aware that default credit terms text may vary from one POS terminal to another and are not centrally stored.*

** In your Credit Terms Text include <d> if you want to input the number of days automatically, and <a> if you want to display the Amount.
Example: Terms: Strictly <d> days*

The previous example will show "Credit Terms: 90 days", and when the client's balance either exceeds EUR 500, or an invoice older than 90 days still has a pending balance, then the invoice will have "Please Pay Cash" instead.

Notice the use of <d>. iLabPOS will replace <d> with whatever you specify in "Credit Limit Days". The default credit terms can be set from "File", "Customisable Text".

**** Here you can customize some text that appears on your invoice**

Invoice Title <i>(Located top left under logo)</i>	<input type="text"/>	
TAX Statement or Misc. Inf. <i>(At the bottom in the middle)</i>	<input type="text" value="This is a fiscal document issued in terms of Value Added Tax"/>	
Default Payment Terms <i>(At the bottom in the middle)</i>	<input type="text" value="Terms: Strictly <d> Days"/> ?	
Default Terms if Credit Exceeded <i>(At the bottom in the middle)</i>	<input type="text" value="Strictly Cash on Delivery"/>	Switch Terms if exceeded <input checked="" type="checkbox"/>
Footer <i>(Greyed out at the bottom)</i>	<input type="text"/>	

4. Invoice History

You can view a list of past invoices from "Sale". "Invoice Management".

User: ADM Terminal: Shop

INVOICE / CASH SALE MANAGEMENT

No. Date From Until

Client Code Client Reference

Client Name Phone / Mobile

Invoice Comments Client Locality

Invoice Comments and Payment Comments

Your Comments PO Number

Article (Barcode) Article (Reference)

Cashier Sales Rep.

Invoices with pending delivery and goods still undelivered Invoices which are not sent Invoices pending Payment

1 rows retrieved Total: EUR 347.40

No.	Date	Client	Total (incl. VAT)	Total Paid	Pending Div.	Planned Div.	Inv. Sent	Date Inv. Sent	Delivered	Date Delivered	Type
1	13/05/2019	PAUL BORG	347.40	200.00	<input type="checkbox"/>	//	<input checked="" type="checkbox"/>	13/05/2019		//	Invoice

Pending Div. - Delivery of items is pending until stock arrives or is delivered
Inv. Sent - Indicates whether the Invoice has been sent/given to the client or not
Delivered - Indicates whether goods were delivered

Through this module you can carry out several tasks, such as:

View or Re-Print an Invoice

by locating the invoice and clicking on "Print" or "View"

View payments carried out on an invoice

by locating the invoice and clicking on "Payments"

Search for invoice/s by Cheque Number

by specifying the cheque number in Invoice Comments

Switch an Invoice to a Wholesale invoice and by vice versa

by locating the invoice and clicking on Switch Wholesale

View only invoices pending a payment

by ticking the tick box "Invoices pending Payment"

View the profit made on an invoice

by locating the invoice and clicking on the profit button

View all Sales Invoices/Cash Sales where a particular product was sold
by specifying the barcode or reference code in the search criteria

Change/Set the Purchase Order Number and comments on an invoice
by locating the invoice and clicking on "Edit Header"

Export a list of invoices
by Clicking on the Export List – Will export all invoices matching the search criteria you specify, if any.

Quickly view total of sales
The total is shown for all filtered invoices, incl. VAT

5. Credit Reporting

Under "Reports", "Credit Report" you can issue a number of reports.

Clients Credit Report

All Clients with a balance as at: 14/05/2019

Aged Debtors Report

All Clients with balance above limit

All Clients with a balance over: 0.00 €

All Clients without payments since: 0 days

All Clients with a negative balance (You owe)

Preview Export ...

"All clients with a balance" will show you exactly that, with the current balance and the last payment.

The "Aged Debtors" report will split balances by client and period (0 – 30 days, 31 – 60 days etc..)

You can also issue a list of invoices pending payment from the "Invoice Management" screen.