Invoices Templates

In this article

- Section overview
- Creating a New Invoice Template
  - New XLS Template creation
  - New PDF Template creation
- Method of Calculating and Rounding Values

Section overview

Invoices Templates is a convenient tool that makes the whole process of invoicing less time consuming and much more convenient and effective. It allows you to create custom invoice templates that would address your particular needs. The section is presented in a form of a table of invoices templates with the following columns (see screenshot below):

Screenshot: Invoices Templates section main window

Column Name	Description
ID	Invoice template's identification number
Name	Name of an invoice template
Type	Type of an invoice template format (**.pdf/.xls**)
Reseller	List of resellers corresponding invoice template was assigned to
Notes	Additional information on a template

Functional **buttons/icons**, presented in the section, are as follows:

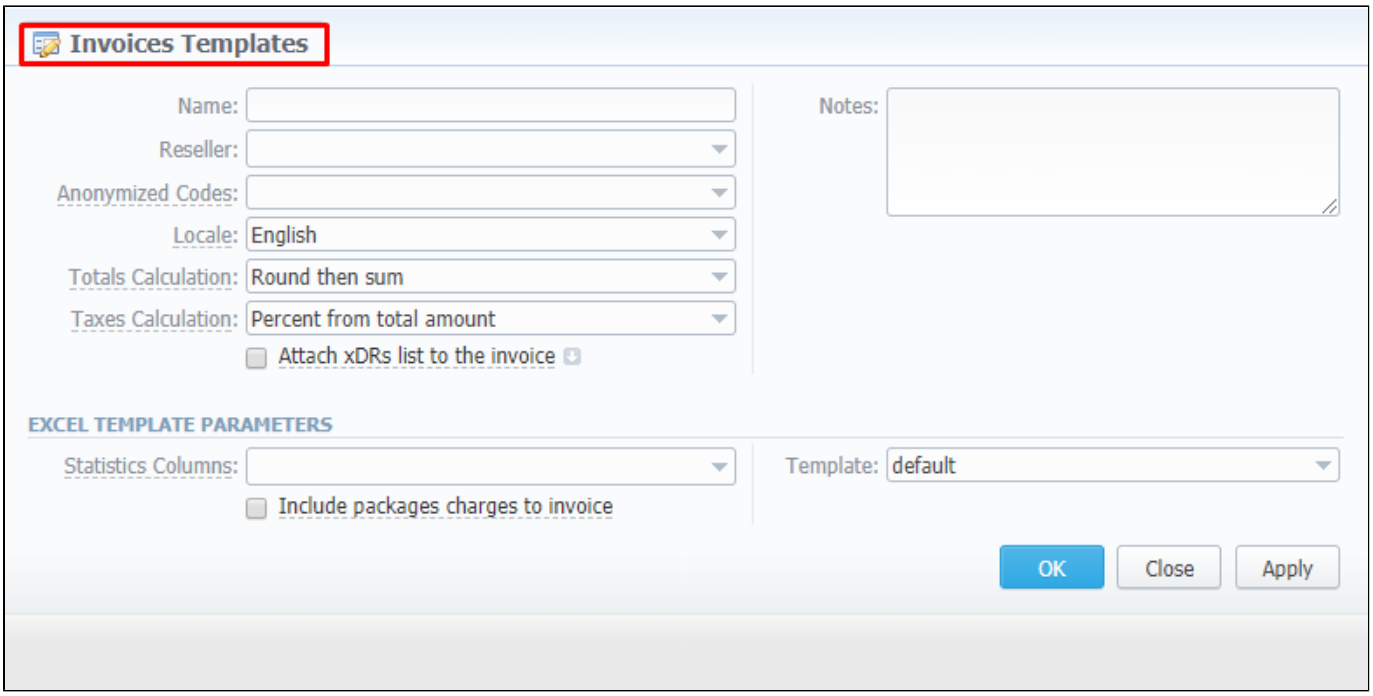
Button/Icon	Description
New PDF Template	Allows to create a new invoice template in **.pdf** format
New XLS Template	Allows to create a new invoice template in **.xls** format
	Allows to delete an invoice template from the system

Creating a New Invoice Template

When creating a new template, you need to choose its type. Currently, there are **two types – *.xls* and *.pdf*.** For creating a new template, click the respective button: ***New XLS Template*** *or* ***New PDF Template***.

New XLS Template creation

Screenshot: New XLS invoice template creation form



Section	Fields Description	
General Information	General information about the invoice template	
	• ***Name***	Unique name to differentiate invoice templates
	• ***Reseller***	Reseller who owns this invoice template
	• ***Anonymized Codes***	Code Deck, whose codes and their respective names will be hidden in invoice
	• ***Locale***	Language for text representation of **totals** in invoice
	• ***Totals Calculation***	The order of rounding while calculating the totals: • ***round then sum*** - raw values are rounded first according to the currency settings, then summed; • ***sum then round*** - raw values are summed first, then rounded.
	• ***Taxes Calculation***	The way taxes will be calculated: • ***percent from total amount*** - taxes are calculated as a percentage from the total amount; • ***sum of individual taxes*** - taxes are calculated as a sum of respective taxes.
	• ***Attach xDRs list to the invoice*** *checkbox*	If enabled, creates an xDR file for invoicing period and attaches it to the invoice. To view advanced settings, click the icon next to its name.
		• ***xDRs List Format*** — List of xDR file format (***.csv, .xlsx*** or ***.xls***)

		• ***Included Calls***	Types of calls that will be included in invoices: • ***All payable*** - includes calls with any duration that have non-zero costs and use packages • ***Non-zero payable*** - permits including calls with non-zero duration that either have any cost or use packages.
		• ***Select Columns***	List of columns which can be presented in the attached xDR file
	• ***Notes***	Additional information concerning the invoice template	
Excel Template Parameters	Settings of an invoice template		
	• ***Statistics Columns***	List of statistics columns. If selected, the invoice will include summary statistics with selected columns	
	• ***Include packages charges to invoice*** *checkbox*	If enabled, the invoice will include the data on ordered packages into a current invoice for the selected period	
	• ***Template***	Defined displaying format of xDRs list in a template	

Tip

When you select **Non-zero payable** parameter in the ***Attached xDRs list to the invoice*** advanced settings, then:

1) created **outgoing** Invoice for Client **will have attached xDRs file with**:

- incoming/outgoing non-free calls that should be paid by the Client
- outgoing free calls with non-zero duration
- outgoing free calls by package volume limits with non-zero duration

2) created **incoming** Invoice for Client **will have attached xDRs file with**:

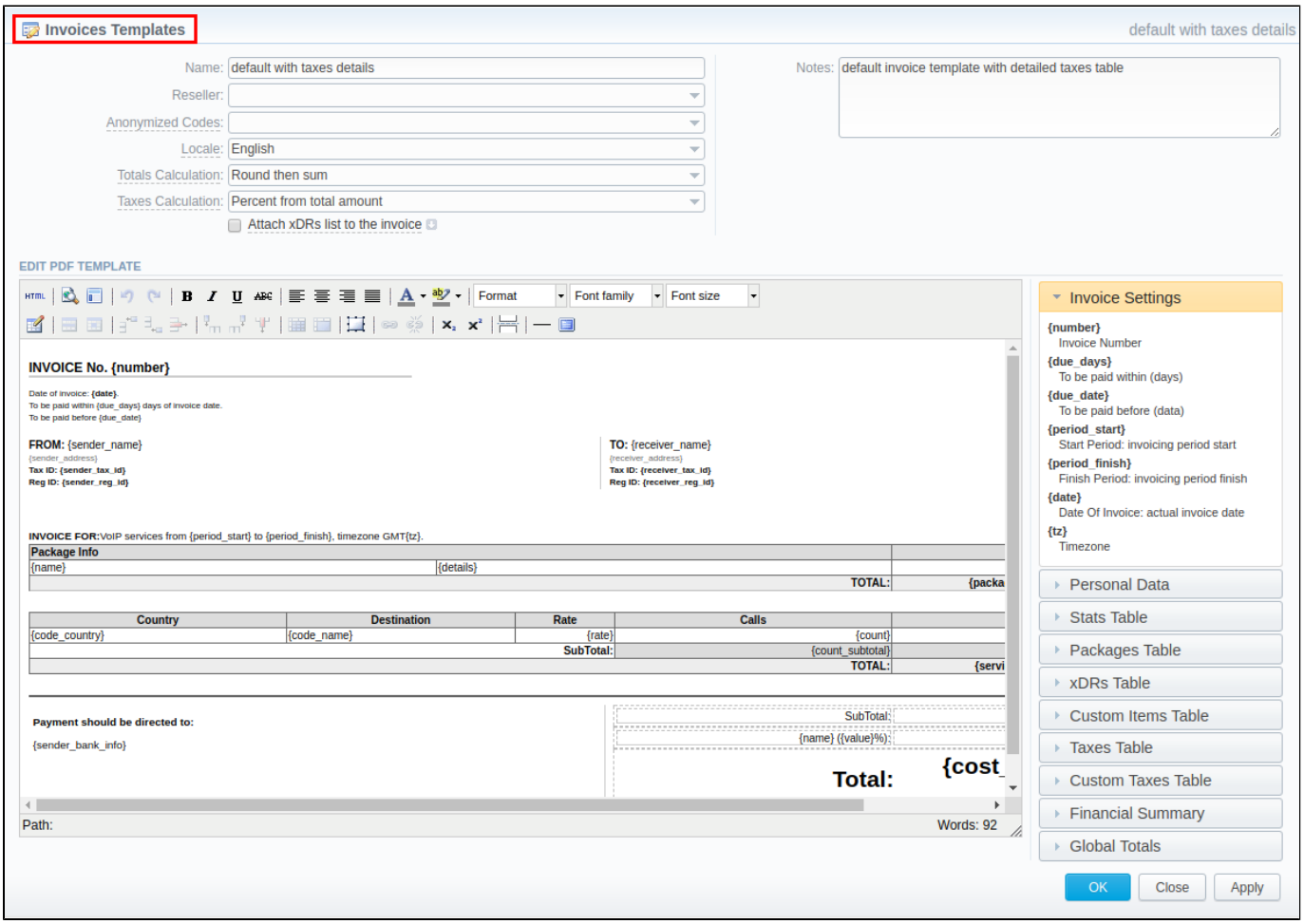
- incoming/outgoing non-free calls that should be paid to the Client
- incoming free calls with non-zero duration
- incoming free calls by package volume limits with non-zero duration (it's applicable in case of usage of termination limits)

Attention

- xDRs table of the created invoice displays calls according to the settings of ***Attach xDRs list to the invoices*** settings.
- Stats table of the created Invoice shows calls included in the xDRs table.

New PDF Template creation

Screenshot: New PDF invoice template creation form



The process of creating a new *PDF* invoice template is divided into the following steps:

1. Add a table to your workspace, right-click on it, choose **Table Properties**, and define the ***Class*** field (*stats, xDRs, packages, suretax_items, custom*) in the **General** tab;
2. Fill a table with relevant information, which should be present in invoices by using **functional variables,** which you can pick from a list provided in the same window on the right drop-down panels;
3. After an invoice template is created, fill in its **Name** and other **fields** in the **General Information** section, then click **OK**;
4. Go to **Management > Resellers** and select your invoice template in reseller's properties. It will insure that **all customers** of this reseller will be using this template;
5. When creating an invoice in **Management > Invoices**, you can use an invoice template prior to generating an invoice. JeraSoft VCS includes **default .pdf templates,** called ***default*** and ***default extended.***

Attention

Please note:

- You can select the **Time Format** *(H:M:S) or (M:S)* while creating a **new invoice template.** The default format is in **minutes** *(M)*.
- There is a package arrangement by numbers in ***Invoices*** and ***Invoices Templates***. While generating invoices, the system sorts packages in invoices. The names of packages could include numerical symbols. Please use numerical symbols as ***001 name***, ***002 name***, *etc*. in names of packages. Moreover, it's advisable to **avoid** names with special symbols like ***%001 name***, ***-001 name***.

Attention

In VCS 3.16.0.:

1. **Taxes Table** group of functional variables to display collected taxes in an invoice has been added. Taxes Table consists of the following variables:
    - **{name}** - Tax name
    - **{value}** - Tax value in percent
    - **{effective_from}** - Tax effective from date
    - **{amount}** - Tax amount
2. New ***default with taxes details template*** with included **Taxes Table** functional variables has been added to the section.

Method of Calculating and Rounding Values

Tip

To help you avoid rounding issues with **float numbers** and **missing cents**, check out our Best practice example or read about round half to even algorithm, applied in the system, here.