

Invoices Templates

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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 the form of a table of invoices templates with the following columns (see screenshot below):

Screenshot: *Invoices Templates* section main window

ID	Name	Type	Reseller	Notes
1	default	PDF	all resellers	default invoice template
5	default extended	PDF	all resellers	
6	default with taxes details	PDF	all resellers	default invoice template with detailed taxes table
2	estonian	PDF	all resellers	estonian default template

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
	Allows to create a new invoice template in .pdf format
	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*

Invoices Templates

<p>Name: <input type="text"/></p> <p>Reseller: <input type="text"/></p> <p>Anonymized Codes: <input type="text"/></p> <p>Locale: <input type="text" value="English"/></p> <p>Totals Calculation: <input type="text" value="Round then sum"/></p> <p>Taxes Calculation: <input type="text" value="Percent from total amount"/></p> <p><input type="checkbox"/> Attach xDRs list to the invoice </p>	<p>Notes: <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div></p>
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EXCEL TEMPLATE PARAMETERS

<p>Statistics Columns: <input type="text"/></p> <p><input type="checkbox"/> Include packages charges to invoice</p>	<p>Template: <input type="text" value="default"/></p>
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Section	Fields Description	
General Information	General information about the invoice template	
	<ul style="list-style-type: none"> • Name Unique name to differentiate invoice templates 	
	<ul style="list-style-type: none"> • Reseller Reseller who owns this invoice template 	
	<ul style="list-style-type: none"> • Anonymized Codes Code Deck, whose codes and their respective names will be hidden in the invoice 	
	<ul style="list-style-type: none"> • Locale Language for the text representation of totals in the invoice 	
	<ul style="list-style-type: none"> • Totals Calculation The order of rounding while calculating the totals: <ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • Taxes Calculation The way taxes will be calculated: <ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • Attach xDRs list to the invoice <i>checkbox</i> If enabled, creates an xDR file for the invoicing period and attaches it to the invoice. To view advanced settings, click the icon next to its name. <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 15%; vertical-align: top;"> <ul style="list-style-type: none"> • xDRs List Format </td> <td style="padding: 5px;">List of xDR file format (<i>.csv, .xlsx or .xls</i>)</td> </tr> </table> 	<ul style="list-style-type: none"> • xDRs List Format
<ul style="list-style-type: none"> • xDRs List Format 	List of xDR file format (<i>.csv, .xlsx or .xls</i>)	

		<ul style="list-style-type: none"> • Included Calls 	Types of calls that will be included in invoices: <ul style="list-style-type: none"> • All payable - includes calls with any duration that have non-zero costs and use packages • Non-zero payable - permits including calls with a non-zero duration that either have any cost or use packages.
		<ul style="list-style-type: none"> • Select Columns 	List of columns which can be presented in the attached xDR file
	<ul style="list-style-type: none"> • Notes 	Additional information concerning the invoice template	
Excel Template Parameters	Settings of an invoice template		
	<ul style="list-style-type: none"> • Statistics Columns 	List of statistics columns. If selected, the invoice will include summary statistics with selected columns	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • Template 	Defined displaying format of xDRs list in a template	

 **Tip**

When you select a **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

Invoices Templates default

Name: default
 Reseller:
 Anonymized Codes:
 Locale: English
 Totals Calculation: Round then sum
 Taxes Calculation: Percent from total amount
 Attach an xDRs list to the invoice

Notes: default invoice template

EDIT PDF TEMPLATE

File Edit View Insert Format Tools Table

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INVOICE No. {number} {sender_logo}

Date of invoice: {date}.
 To be paid within {due_days} days of invoice date.
 To be paid before {due_date}

FROM: {sender_name}
{sender_address}
Tax ID: {sender_tax_id}
Reg ID: {sender_reg_id}

TO: {receiver_name}
{receiver_address}
Tax ID: {receiver_tax_id}
Reg ID: {receiver_reg_id}

INVOICE FOR: VoIP services from {period_start} to {period_finish}, timezone GMT{tz}.

Package Info	Cost
{name} <small>{details}</small>	<small>{cost}</small>
TOTAL:	{packages_cost_total} <small>{currency}</small>

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Invoice Settings

- {number} Invoice Number
- {due_days} To be paid within (days)
- {due_date} To be paid before (date)
- {period_start} Start Period: invoicing period start
- {period_finish} Finish Period: invoicing period finish
- {date} Date of Invoice: actual invoice date
- {tz} Timezone

▶ Personal Data
 ▶ Stats Table
 ▶ Packages Table
 ▶ xDRs Table
 ▶ Custom Items Table
 ▶ Taxes Table
 ▶ Custom Taxes Table
 ▶ Financial Summary
 ▶ Global Totals

OK Close Apply

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, custom_taxes, 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 the reseller's properties. It will ensure 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 Billing includes **default .pdf templates**, called **default** and **default extended**.

✔ For creating an invoice template for **SureTax** or **Compliance**, view the info in the [US Taxation](#) article.

⚠ 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 the 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 detailstemplate** with included **Taxes Table** functional variables has been added to the section.

Method of Calculating and Rounding Values



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](#).