Invoices Templates

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

Section overview

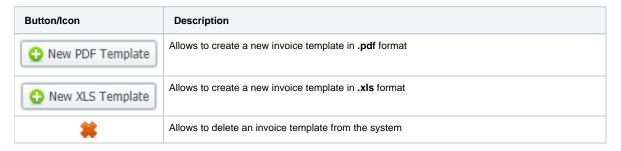
Invoices Templates is a convenient tool that makes the whole process of invoicing less time consuming and much more convenient and effective. It allows you to create custom invoice templates that would address your particular needs. The section is presented in the form of a table of invoices templates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



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						
Name:		Notes:				
Reseller:						
Anonymized Codes:						
Locale:	English					
Totals Calculation:	Round then sum					
Taxes Calculation:	Percent from total amount					
	Attach xDRs list to the invoice					
EXCEL TEMPLATE PARA	AMETERS					
Statistics Columns:	"	Template:	default	▼		
	 Include packages charges to invoice 					
			ОК	Close Apply		

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 the invoice					
	• Locale	Language for the text representation of totals in the 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 the 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 Select Columns	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 a non-zero duration that either have any cost or use packages. List of columns which can be presented in the attached xDR file			
	Notes	Additional information concerning the invoice template				
Excel Template	Settings of an invoice template					
Parameters	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				



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:

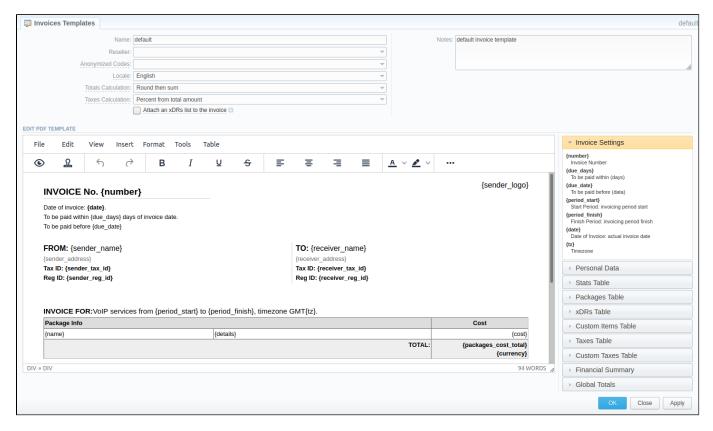
 - incoming/outgoing non-free calls that should be paid to the Client
 incoming free calls with non-zero duration
 incoming free calls by package volume limits with non-zero duration (it's applicable in case of usage of termination limits)



- 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:

- Add a table to your workspace, right-click on it, choose Table Properties, and define the Class field (stats, xDRs, packages, custom_taxes, custor) 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;
- 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;
- When creating an invoice in Management > Invoices, you can use an invoice template prior to generating an invoice. JeraSoft Billing includes def ault .pdf templates, called default and default extended.



For creating an invoice template for **SureTax** or **Compliance**, view the info in the **US Taxation** article.



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.