

SedonaOffice - Custom Invoice Templates

12/28/2023 2:38 pm EST

Overview

SedonaOffice version 6.1.0.61 includes additional custom form invoice templates. These invoice templates come in both English and French versions.

CS53-Alt1 FR - Customer Invoice with labels in French

CS53-Alt1 EN - Customer Invoice with labels in English

CM53-Alt1 FR - Master Invoice with labels in French

CM53-Alt1 EN - Master Invoice with labels in English

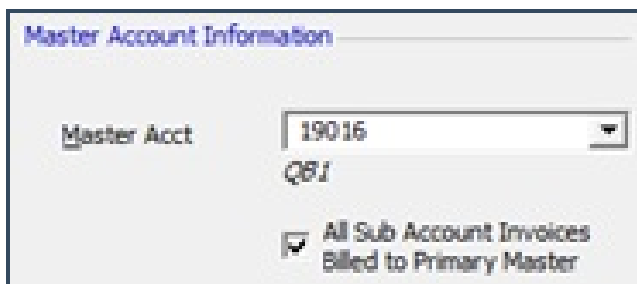
CM46-Alt1 FR - Master Invoice with Sub-account detail option, labels in French

CM46-Alt1 EN - Master Invoice with Sub-account detail option, labels in English

Technical Information

The forms available for selection are based on the options selected from the SedonaOffice Print Invoices, Select Invoices window. The forms CM53-Alt1 EN/FR and CM46-Alt1 EN/FR are specific to master accounts in which the sub-account is set to bill the master account. CS53-Alt1 EN/FR is used for accounts not linked to a master account or sub-accounts in which the bill to the master account is not checked.

To select either of the CM53-Alt1 or CM46-Alt1 French or English options, the invoices must be for a master account in which the sub-accounts are set up to bill to the master account.



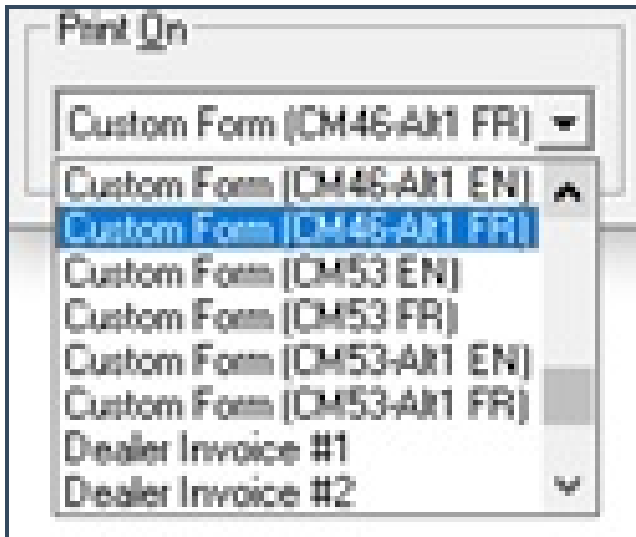
Master Account Information

Master Acct 19016

Q81

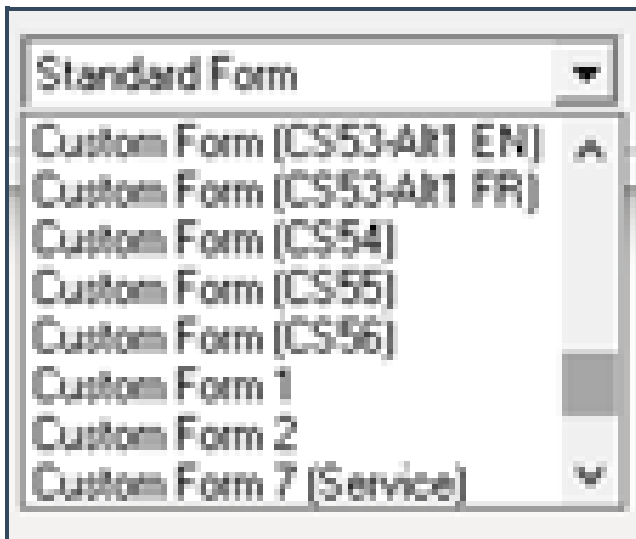
All Sub Account Invoices Billed to Primary Master

From Accounts Receivable > Print Invoices, the Select Invoices window includes the Filter Option "Show Master Cycle Invoices". When choosing this option, invoices to master accounts within the other criteria selected will be displayed when clicking "Create List". From the "Print On" field of the Invoice List, the custom forms for master accounts are available for selection.

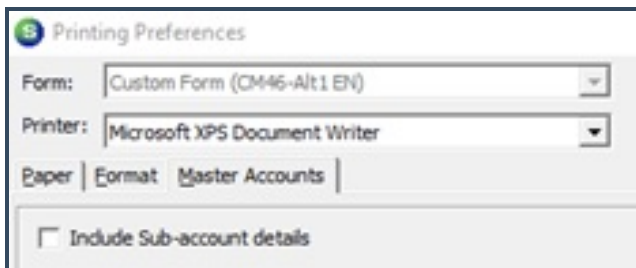


To select either CS53-Alt1 French or English version, the invoice generated cannot be to a master account.

From Accounts Receivable > Print Invoices, the Select Invoices window includes the various selection criteria and filter options. Do not check "Show Master Cycle Invoices". Select other applicable options and criteria to include the desired invoice list. From the "Print On" field of the Invoice List, the custom forms are available for selection.




CM46-Alt1 for both EN and FR contains an additional tab on the Printing Preference window. The Master Accounts tab includes an option to 'Include Sub-account details' or not.



Examples of the Custom Invoice Forms

CS53-AIt1 EN

TEST ONE		Invoice				
999 Maple St Northville, MI 48888 (999)444-1111		Customer	Quebec Company Two			
		Customer Number	19017			
		Invoice Number	1082			
		Invoice Date	01-Jul-2021			
		PO Number				
		Job / Service Ticket #				
CURRENT CHARGES						
Quantity	Description	Rate	Amount			
1.00	Monitoring	100.00	100.00			
		Current Charges (Before Taxes)	\$100.00			
		GST TAX TEST	5.00			
		Quebec Sales Tax	9.98			
		Total Taxes	\$14.98			
		Current Invoice	\$114.98			
		Amount Due	\$114.98			
IMPORTANT MESSAGES						
Message that will print on Std invoices - 50 char.						
Past Due Amounts						
CURRENT DUE	1 TO 30 DAYS	31 TO 60 DAYS	OVER 60 DAYS	LATE FEE S	CREDITS	TOTAL DUE
114.98	114.98	114.98	0.00	0.00	0.00	344.94
Page 1						
Please detach and return this portion with your payment to ensure proper credit.						
						
REMITTANCE INFORMATION						
Customer Number		19017				
Invoice Number		1082				
Invoice Date		01-Jul-2021				
DUE DATE		31-Jul-2021				
Invoice Balance Due		\$114.98				
TOTAL DUE		\$344.94				
Amount Enclosed:						
Quebec Company Two 6589 Norton Ave Montreal QU H3H 2J2 Canada		REMIT TO: Your Alarm Company 1234 Somewhere Dr Remit to addr Some Place, MI 55555				

CS53-AIt1 FR

TEST ONE 999 Maple St Northville, MI 48888 (999) 444-1111		Facture																
		Client	Quebec Company Two															
		Numéro de client	19017															
		Numéro de facture	1082															
		Date de la facture	01-Jul-2021															
		Numéro de commande																
		Numéro de référence du billet																
Frais actuels																		
Quantité	Description	Tarif	Montant															
1.00	Monitoring	100.00	100.00															
			Frais actuels (avant taxes)															
			\$100.00															
			GST TAX TEST															
			5.00															
			Quebec Sales Tax															
			9.98															
			Taxes totales															
			\$14.98															
			Facture courante															
			\$114.98															
			Sommes dues															
			\$114.98															
Messages importants																		
Message that will print on Std invoices - 50 char.																		
Past Due Amounts																		
CURRENT DUE	1 TO 30 DAYS	31 TO 60 DAYS	OVER 60 DAYS	LATE FEES	CREDITS	TOTAL DUE												
114.98	114.98	114.98	0.00	0.00	0.00	344.94												
Page 1																		
Renseignements sur les remises																		
Renseignements sur les remises																		
<table border="0"> <tr> <td>Numéro de client</td> <td>19017</td> </tr> <tr> <td>Numéro de facture</td> <td>1082</td> </tr> <tr> <td>Date de la facture</td> <td>01-Jul-2021</td> </tr> <tr> <td>Date limite</td> <td>31-Jul-2021</td> </tr> <tr> <td>Solde de la facture à payer</td> <td>\$114.98</td> </tr> <tr> <td>Total dû</td> <td>\$344.94</td> </tr> </table>							Numéro de client	19017	Numéro de facture	1082	Date de la facture	01-Jul-2021	Date limite	31-Jul-2021	Solde de la facture à payer	\$114.98	Total dû	\$344.94
Numéro de client	19017																	
Numéro de facture	1082																	
Date de la facture	01-Jul-2021																	
Date limite	31-Jul-2021																	
Solde de la facture à payer	\$114.98																	
Total dû	\$344.94																	
<table border="0"> <tr> <td>Montant ci-inclus</td> <td></td> </tr> </table>							Montant ci-inclus											
Montant ci-inclus																		
Quebec Company Two 6589 Norton Ave Montreal QU H3H 2J2 Canada		Remit to: Your Alarm Company 1234 Somewhere Dr Remit to addr Some Place, MI 55555																


CM53-Alt1 EN

TEST ONE 999 Maple St Northville, MI 48888 (999) 444-1111		Invoice																
		Customer	Quebec Customer - Master															
		Customer Number	19019															
		Invoice Number	1071															
		Invoice Date	01-Jun-2021															
		PO Number																
		Job / Service Ticket #																
CURRENT CHARGES																		
Description	Qty	Rate	Amount															
Services Between 01-Jun-2021 and 30-Jun-2021																		
Monitoring	1.00	100.00	100.00															
Monitoring	1.00	125.00	125.00															
			Current Charges (Before Taxes)															
			\$225.00															
			GST TAX TEST															
			11.25															
			Quebec Sales Tax															
			22.44															
			Total Taxes															
			\$33.69															
			Current Invoice															
			\$258.69															
			Amount Due															
			\$258.69															
IMPORTANT MESSAGES																		
Message that will print on Std invoices - 50 char.																		
Past Due Amounts																		
CURRENT DUE	1 TO 30 DAYS	31 TO 60 DAYS	OVER 60 DAYS	LATE FEES	CREDITS	TOTAL DUE												
258.69	5,518.80	0.00	0.00	0.00	0.00	5,777.49												
Page 1																		
Please detach and return this portion with your payment to ensure proper credit.																		
REMITTANCE INFORMATION																		
<table border="0"> <tr> <td>Customer Number</td> <td>19019</td> </tr> <tr> <td>Invoice Number</td> <td>1071</td> </tr> <tr> <td>Invoice Date</td> <td>01-Jun-2021</td> </tr> <tr> <td>DUE DATE</td> <td>01-Jul-2021</td> </tr> <tr> <td>Invoice Balance Due</td> <td>\$258.69</td> </tr> <tr> <td>TOTAL DUE</td> <td>\$5,777.49</td> </tr> </table>							Customer Number	19019	Invoice Number	1071	Invoice Date	01-Jun-2021	DUE DATE	01-Jul-2021	Invoice Balance Due	\$258.69	TOTAL DUE	\$5,777.49
Customer Number	19019																	
Invoice Number	1071																	
Invoice Date	01-Jun-2021																	
DUE DATE	01-Jul-2021																	
Invoice Balance Due	\$258.69																	
TOTAL DUE	\$5,777.49																	
Amount Enclosed:																		
Quebec Customer - Master 1000 LaSalle Avenue Montreal QU H3H 2N3 Canada		Remit to: Your Alarm Company 1234 Somewhere Dr Remit to addr Some Place, MI 55555																

Page 2 contains the sub-account invoice information

TEST ONE			Invoice		
999 Maple St Northville, MI 48888 (999) 444-1111			Invoice Date	01-Jun-2021	
			Invoice Number	1071	
Quebec Customer - Master - Account Detail Listing					
Since	Site #	Central #	Customer Name - Address	Services	Amount
6/30/2021	9020	19020	SiteOne for OBSUB1 - 656 Quest Blvd - Montreal - QU	Monitoring	100.00
6/30/2021	9021	19021	OBSUB2 Site ONE - 222 Hilton Parkway - Montreal - QU	Monitoring	125.00
Totals:					\$225.00

CM53-Alt1 FR

TEST ONE		Facture				
999 Maple St Northville, MI 48888 (999) 444-1111		Client	Quebec Customer - Master			
		Numéro de client	19019			
		Numéro de facture	1071			
		Date de la facture	01-Jun-2021			
		Numéro de commande				
		Numéro de référence du billet				
Frais actuels						
Description	Qty	Rate	Montant			
<i>Service entre 01-Jun-2021 et 30-Jun-2021</i>						
Monitoring	1.00	100.00	100.00			
Monitoring	1.00	125.00	125.00			
Frais actuels (avant taxes)			\$225.00			
GST TAX TEST			11.25			
Quebec Sales Tax			22.44			
Taxes totales			\$33.69			
Facture courante			\$258.69			
Sommes dues			\$258.69			
Messages importants						
Message that will print on Std invoices - 50 char.						
Past Due Amounts						
CURRENT DUE	1 TO 30 DAYS	31 TO 60 DAYS	OVER 60 DAYS	LATE FEE S	CREDITS	TOTAL DUE
258.69	5,518.80	0.00	0.00	0.00	0.00	5,777.49
Page 1						
Renseignements sur les remises						
						
Renseignements sur les remises						
Numéro de client		19019				
Numéro de facture		1071				
Date de la facture		01-Jun-2021				
Date limite		01-Jul-2021				
Solde de la facture à payer		\$258.69				
Total dû		\$5,777.49				
Montant ci-inclus						
Quebec Customer - Master 1000 LaSalle Avenue Montreal QU H3H 2N3 Canada		Remis à Your Alarm Company 1234 Somewhere Dr Remit to addr Some Place, MI 55555				

Page 2 contains the sub-account invoice information

TEST ONE			Facture		
999 Maple St Northville, MI 48888 (999) 444-1111			Date de la facture	01-Jun-2021	
			Numéro de facture	1071	
Quebec Customer - Master - Liste détaillé du compte					
Depuis	No Site	No Central	Nom du client - Adresse	Services	Montant
6/30/2021	9020	19020	SiteOne for OBSUB1 - 656 Quest Blvd - Montreal - QU	Monitoring	100.00
6/30/2021	9021	19021	OBSUB2 Site ONE - 222 Hilton Parkway - Montreal - QU	Monitoring	125.00
Totaux:					\$225.00

CM46-Alt1 EN - Including Sub-account details

TEST ONE		Invoice	
999 Maple St Northville, MI 48888 (999) 444-1111		Customer	Quebec Customer - Master
		Customer Number	19019
		Invoice Number	1071
		Invoice Date	6/1/2021
		PO Number	
		Job / Service Ticket #	
CURRENT CHARGES			
Quantity	Description	Rate	Amount
1.00	Monitoring 6/1/2021 - 6/30/2021	100.00	100.00
1.00	Monitoring 6/1/2021 - 6/30/2021	125.00	125.00
Current Charges (Before Taxes)			\$225.00
GST TAX TEST			11.25
Quebec Sales Tax			22.44
Total Taxes			\$33.69
Current Invoice			\$258.69
IMPORTANT MESSAGES			
Message that will print on Std Invoices - 50 char.			
Page 1			
TEST ONE		REMITTANCE INFORMATION	
999 Maple St Northville, MI 48888 (999) 444-1111		Customer Number	19019
		Invoice Number	1071
		Invoice Date	6/1/2021
		DUE DATE	7/1/2021
		Invoice Balance Due	\$258.69
		Additional Amount Due	\$0.00
		TOTAL DUE	\$258.69
		Amount Enclosed:	

Quebec Customer - Master 1000 LaSalle Avenue Montreal QU H3H 2N3 Canada	REMIT TO: Your Alarm Company 1234 Somewhere Dr Remit to addr Some Place, MI 55555
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Page 2 contains the sub-account invoice information

TEST ONE		Invoice	
999 Maple St Northville, MI 48888 (999) 444-1111		Customer	Quebec Customer - Master
		Customer Number	19019
		Invoice Number	1071
		Invoice Date	6/1/2021
		PO Number	
		Job / Service Ticket #	
CURRENT CHARGES			
Cust #	Site Name - Address	Services	Amount
9020	SiteOne for OBSUB1- 656 Quest Blvd- Montreal- QU	Monitoring	100.00
Site Total:			114.97
9021	OBSUB2 Site ONE- 222 Hilton Parkway- Montreal- QU	Monitoring	125.00
Site Total:			143.72
Sub Account Total:			258.69

CM46-AIt1 FR

TEST ONE		Facture	
999 Maple St Northville, MI 48888 (999) 444-1111		Client Quebec Customer - Master	
		Numéro de client 19019	
		Numéro de facture 1071	
		Date de la facture 6/1/2021	
		Numéro de commande	
		Numéro de référence du billet	
Frais actuels			
Quantité	Description	Tarif	Montant
1.00	Monitoring 6/1/2021 - 6/30/2021	100.00	100.00
1.00	Monitoring 6/1/2021 - 6/30/2021	125.00	125.00
Frais actuels (avant taxes)			\$225.00
GST TAX TEST			11.25
Quebec Sales Tax			22.44
Taxes totales			\$33.69
Facture courante			\$258.69
Messages importants			
Message that will print on Std invoices - 50 char.			
Page 1			
TEST ONE		REMITTANCE INFORMATION	
999 Maple St Northville, MI 48888 (999) 444-1111		Numéro de client 19019	
		Numéro de facture 1071	
		Date de la facture 6/1/2021	
		Date limite 7/1/2021	
		Solde de la facture à payer \$258.69	
		Montant supplémentaire dû \$0.00	
		Total dû \$258.69	
		Montant ci-inclus	

Quebec Customer - Master 1000 LaSalle Avenue Montreal QU H3H 2N3 Canada	Remit to Your Alarm Company 1234 Somewhere Dr Remit to addr Some Place, MI 55555
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Page 2 contains the sub-account invoice information

TEST ONE		Facture	
999 Maple St Northville, MI 48888 (999) 444-1111		Client Quebec Customer - Master	
		Numéro de client 19019	
		Numéro de facture 1071	
		Date de la facture 6/1/2021	
		Numéro de commande	
		Numéro de référence du billet	
Frais actuels			
No Client	Site Nom-Adresse	Services	Montant
9020	SiteOne for OBSUB1- 656 QuestBlvd- Montreal- QU	Monitoring	100.00
			Site Total: 114.97
9021	OBSUB2 Site ONE- 222 Hilton Parkway- Montreal- QU	Monitoring	125.00
			Site Total: 143.72
Sub Account Total:			225.00

Installation

No additional installation is required. These custom forms are installed with SedonaOffice 6.1.0.61 and higher.

Configuration

No configuration is required for using the CS53-Alt1 FR/EN forms. To use the CM53-Alt1 FR/EN or CM46Cusl-Alt1 FR/EN, master and sub-accounts must be set up and the sub-accounts need to have the Master Account defined and the option "All Sub Account Invoices Billed to Primary Master" checked.

Integration

N/A

Troubleshooting

N/A