INVOICING MODULE

MANUAL

OTYS Recruiting Technology

CONTENT

1 | INTRODUCTION

1.1   ABOUT THE INVOICING MODULE

The Invoicing Module is not enabled by default for every OTYS user. You can choose, for example, to manage the placement or secondment of a candidate and the associated time registration yourself, but to outsource the invoicing to another company. If you want to continue doing all the administration in one system, then the Invoicing Module is ideal for invoicing services or products with the various types of invoicing templates. In OTYS Go! you will find templates for non-client invoicing (e.g. sending an invoice to someone not in your system), invoicing for the candidate, invoicing for placements, and templates for product and client invoicing.

1.2   PURPOSE OF MANUAL

This manual was written to help OTYS Go! users configure and work with the Invoicing Module. With the help of this manual, the user can complete the various invoice forms as required and send them to the relevant client.

1.3   STRUCTURE OF MANUAL

After this introduction we explain the available features and possible actions you can perform with the Invoicing Module:

- Configuration
- Basic functions
- Type of invoices
- Processing invoices

2 | CONFIGURATION OF THE INVOICING MODULE

You can configure various standard options in the settings of the Invoicing Module. You can choose between user and client settings. With the user settings, you as the key user can specify which colleagues in your company have access to the Invoicing Module. With the client settings, you can manage the default setting within the Invoicing Module. This chapter describes the most important settings.

2.1 USER SETTINGS

2.1.1 ACTIVATE (RIGHTS) FOR USER – SE1045

As the key-user you are authorised to specify who has access to the Invoicing Module within your company. To enable or disable the Invoicing Module for a user, go to the 'Filters' screen, search for the relevant user under 'Assigned user' and then click 'Invoicing Module – Activate for user'.
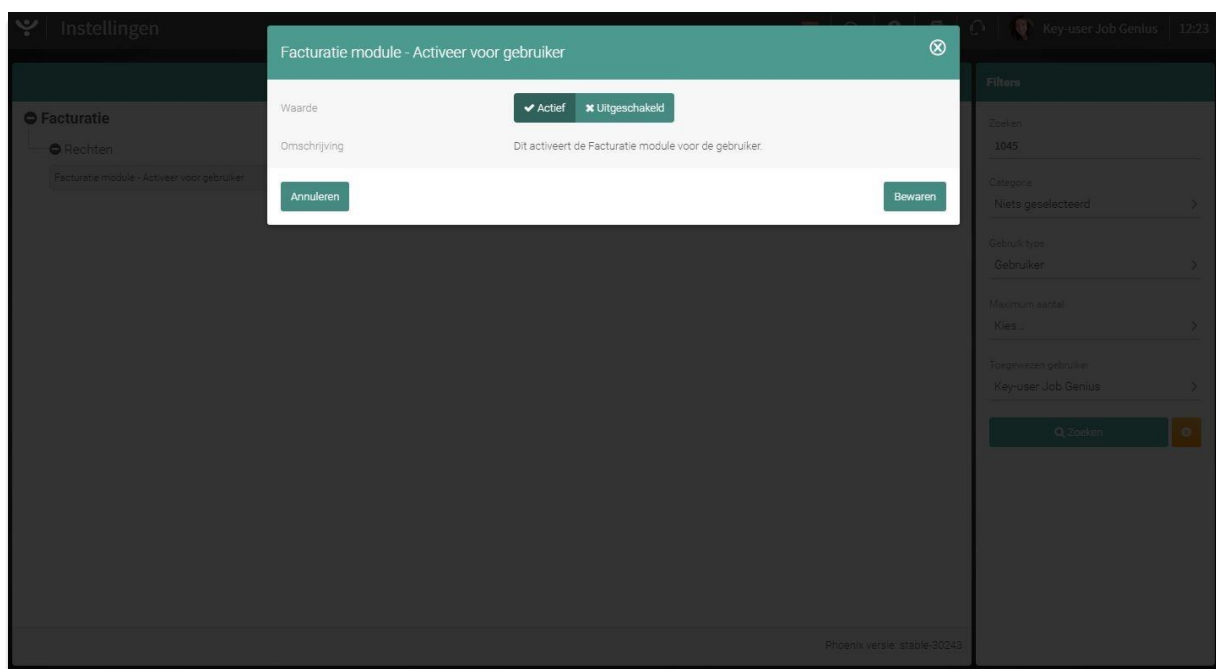

Fig. 1 – Enable or disable the Invoicing Module for a user

2.1.2 (INVOICING) OPEN MODULE IN NEW TAB – SE2013

The display of an invoice on the screen differs per user. Click on 'Invoicing – Open module in new tab' to select for each user separately whether to open the Invoicing Module in a new tab when it is opened. As the technology behind OTYS Go! (AngularJS) works 'best' when using a single tab, we recommend that you leave this option disabled. If you want to open the module in a new tab, you can always do this by holding down CTRL when you open your module.

2.2 CLIENT SETTINGS

2.2.1 (ADDITIONAL FUNCTIONALITIES) PRINT AS WORD – SE1561

If you want to print an invoice in OTYS Go!, this will by default be exported as a PDF file. If you activate the 'Print in Word' button, an extra button will appear allowing you to print the invoice in a Word format.
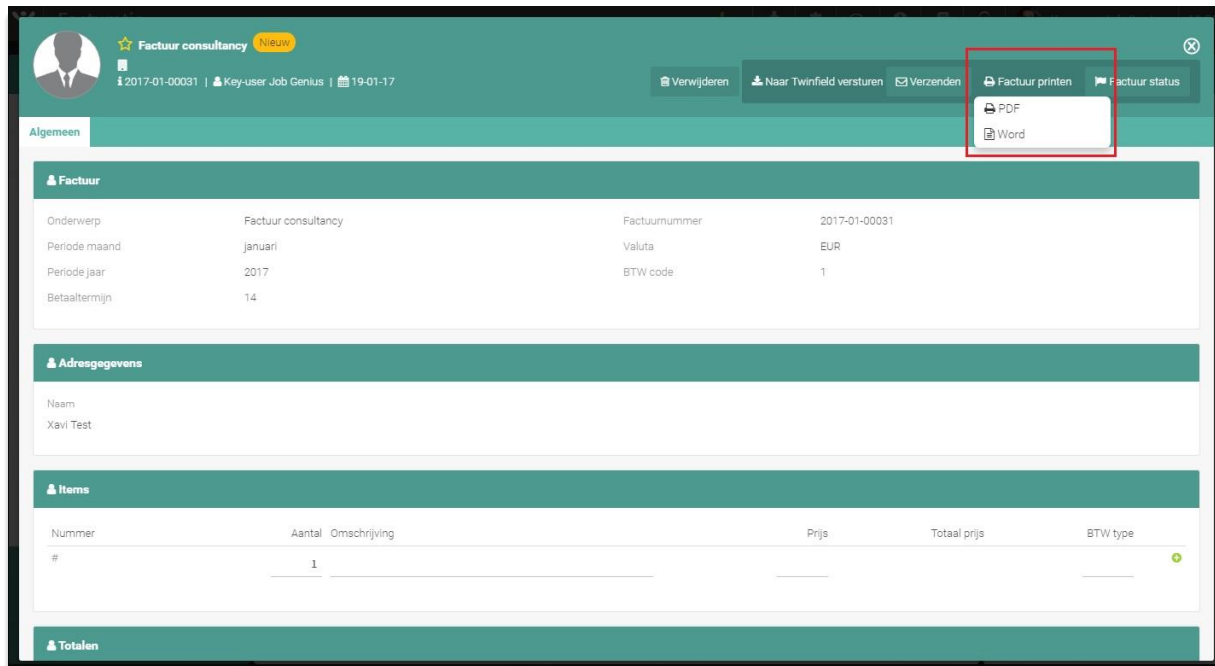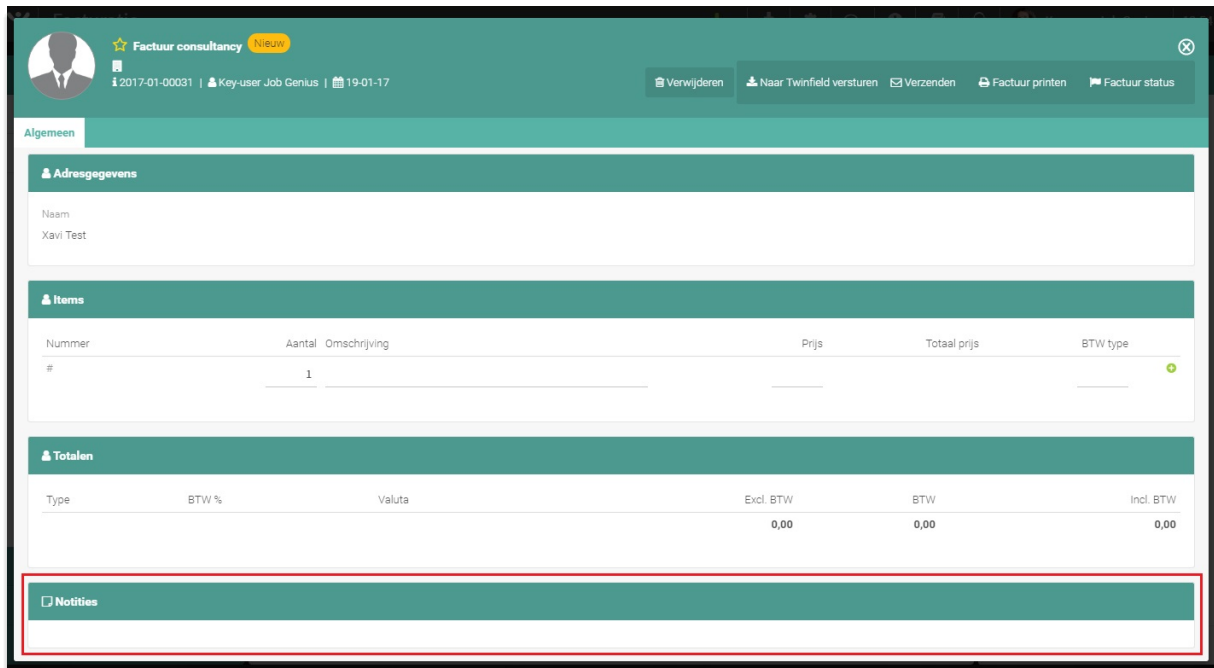

Fig. 2 – Print invoice in Word

2.2.2 (ADDITIONAL FUNCTIONALITIES) DISPLAY OR HIDE LOGO ON PRINTING INVOICE – SE1562

This option allows you to choose whether or not to display the company logo on an invoice when it is exported to PDF or printed in Word. This only works if the UTS (Unified Template System Manager) template #594 is enabled and a logo has been set by OTYS. You can set this up via OTYS back office or contact our Support department.

2.2.3 (ALTERNATIVE BEHAVIOUR) ADD NOTES TO INVOICE – SE1563

Activating this option allows you to add additional notes to your invoices. The extra note line can be found at the bottom of every new invoice you create.

Fig. 3 – Add notes to your invoices

2.2.4 (ALTERNATIVE BEHAVIOUR) HOW TO CREATE INVOICE NUMBERS – SE1054

Every invoice in OTYS Go! has a unique invoice number. The default setting in the system is 'Auto generate', which means that every invoice is automatically numbered. The 'Generate by pressing button' option ensures that invoices are not given an invoice number by default, but that you generate the invoice number automatically by clicking on the 'Enable invoice number' button. If you prefer to be in charge of adding invoice numbers yourself, you can enable the 'Fill in manually' option to manually add invoice numbers.
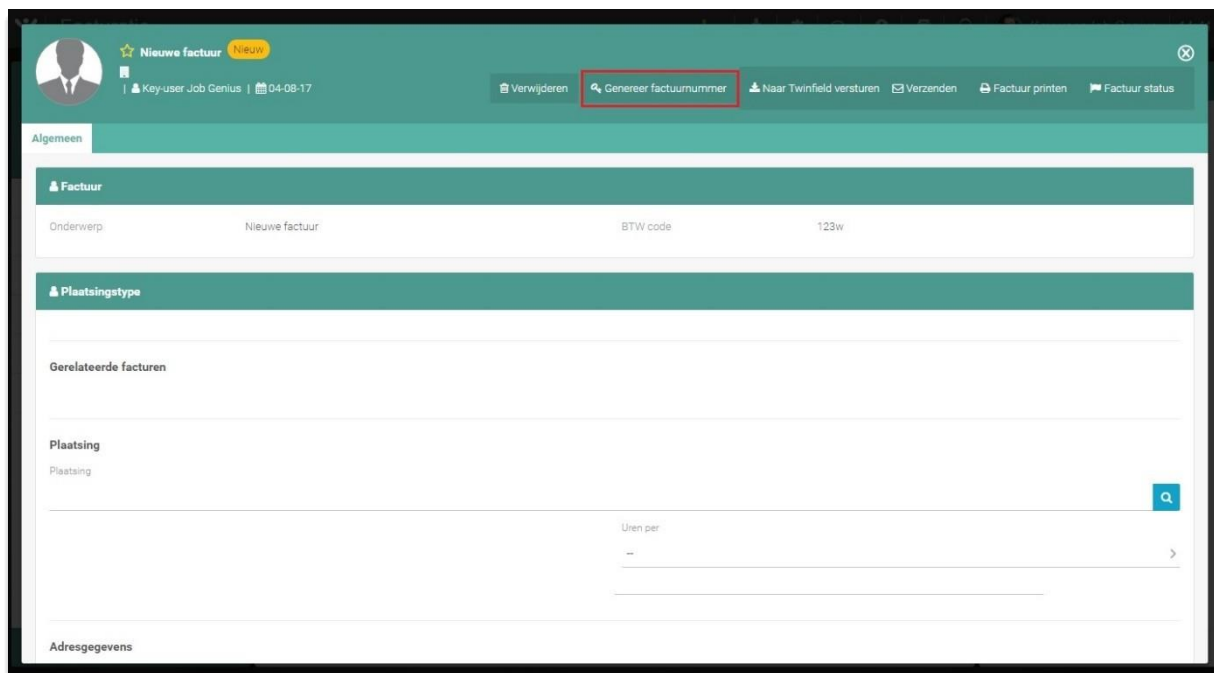
Fig. 4 – Generate invoice numbers

2.2.5 (INVOICE SETTINGS) DEFAULT VAT CODE – GE70

If applicable, you can enter the default VAT code for international invoices that is displayed at the beginning of an invoice number, such as **[NL]**123456789B01.

2.2.6 (INVOICE SETTINGS) DEFAULT VAT% – GE68

In this field you can enter the standard VAT rate that you want to use on your invoices. If you use the same percentage for all invoices, you do not have to enter this on each invoice with this setting.

2.2.7 (INVOICE SETTINGS) CREDIT INVOICE NUMBER FORMAT – SE1055

This setting determines the format of a credit invoice number. Take this example INV-[yyyy]-[mm]-NO-[no:4]-CREDIT'). The format can be read as follows:

- INV
  This is nothing other than the English abbreviation for invoice.
- yyyy
  Yyyy is the date notation indicating the year of the invoice.
- mm
  Mm is the date notation indicating the month of the invoice.
- [no:4]
  Shows a sequence number of the invoice. This number determines the number of characters. So '[no: 4]' starts with number '0001'. After a new month or year, this sequence number will be reset to 1.

- <u>CREDIT</u>

  This is displayed on credit invoices.

2.2.8 (INVOICE SETTINGS) DEBIT INVOICE NUMBER FORMAT – SE1053

The format of a debit invoice number works exactly the same way as the format for a credit invoice number. You can find an explanation of this in Section 3.2.7.

2.2.9 (INVOICE SETTINGS) PRESET INVOICE MULTIPLE VAT – SE1056

Disabling this option means all products and/or services on your invoice are calculated according to the standard VAT rate that can be specified with setting GE68. If you enable this option, you can set the VAT rate per product or service.

2.2.10 (INVOICE SETTINGS) VAT CODES (ONE PER LINE) – GE69

Set various VAT codes here. You can enter one VAT code per line. See Section 3.2.6. for a more detailed explanation of VAT codes.

3 | BASIC FUNCTIONS

3.1 SEARCH AND FILTER

In order to retrieve the correct invoice in your system, you can use the advanced filter and search functionality in OTYS Go! You can find the search function in the right-hand panel on your screen. Here you can add multiple criteria to find the right search result. If you want to use this combination of search criteria more often, you can save the search as a filter. The filter can then be found in the left-hand panel of your screen, so that you can carry out your saved search with a single click at any time. Instructions on the best way to use these functions are given in the manual 'Lists, Searches and Matching in Go!'. We have chosen to describe this functionality in a separate manual, because the instructions are the same for multiple OTYS Go! modules.

3.2 EDIT YOUR LIST VIEW

Do you often work with the Invoicing Module and do you want to edit the columns in the overview? You can do this by clicking on 'Standard view' at the bottom of your screen. Here you can add, delete and change the order of columns. You simply save your new view so you can use it any time. Instructions on the best way to use this function are given in the manual 'Lists, Searches and Matching in Go!'.

3.3 CREATE NEW INVOICE

You create an invoice in the overview screen of the Invoicing Module. To create a new invoice, click on the green '+' at the top of your screen. With this menu you can create different types of invoices.
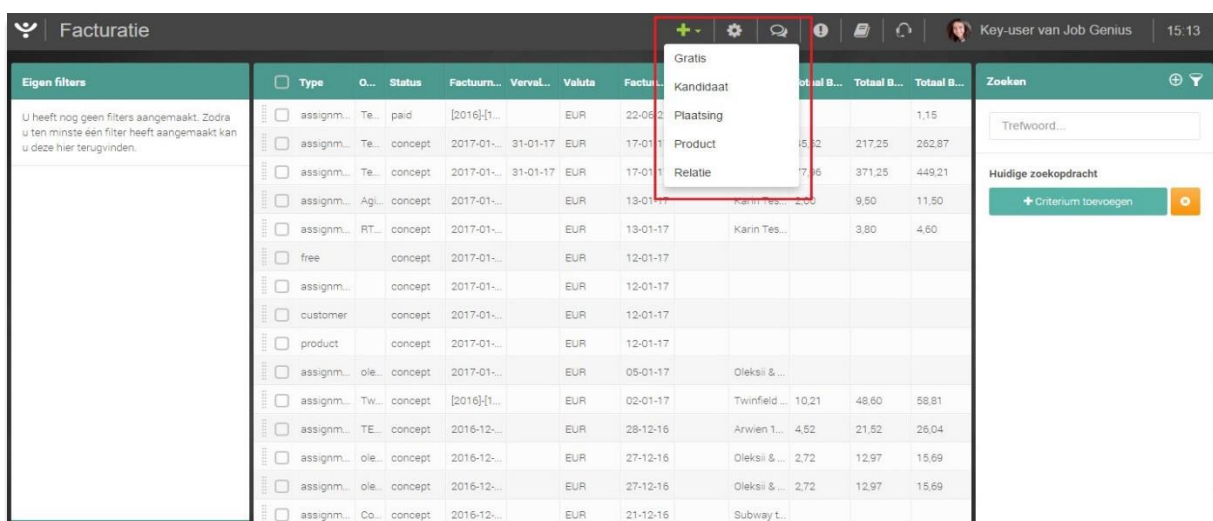

Fig. 5 – Create a new invoice in the Invoicing Module

4 | ENTER YOUR INVOICE DETAILS

4.1 TYPES OF INVOICES

Within OTYS Go! you can prepare and send invoices for various purposes. In OTYS Go! you can select from the following invoices:

- Candidate invoice
- Non-client invoice
- Placement invoice
- Product invoice
- Client invoice

The instructions for the different invoices are virtually the same so they are not discussed separately. Any deviating items will of course be further explained in this chapter.

4.2 COMPLETE INVOICE

4.2.1 INVOICE

Under the heading 'Invoice', enter all the details for the invoice.

- Subject
  You enter the invoice name, for example 'January payslip' under 'Subject'. The subject is a standard item shown on the invoice and is also displayed in the Invoice Module list view.
- Period month
  This indicates the invoice month. This is not shown on the invoice, but you can use it to easily search for an invoice in the overview screen.
- Period year
  The same as 'Period month', but this shows the period to which the invoice relates in terms of year.
- Invoice date
  This is an invoice that you can link to a placement in your database. Based on the linked placement, details (such as the details of the linked client & contact person) are filled in automatically.
- Payment term
  This is the invoice payment term in number of days. The payment term is a standard item shown on an invoice. The payment term can only be completed with a whole number.
- Your reference
  This is the reference that you can give the invoice. This reference will only be shown on the invoice if you fill it in.

- Invoice number

  Each invoice has its own unique number. You can have the invoice number be automatically generated by the system.

- Basic VAT

  Here you enter the VAT percentage you use for the invoice.

- Currencies

  In this window you indicate in which currency the invoice should be issued. If you use a currency that is not included in this list, you can contact OTYS to add it.

- Reference

  You can enter the reference you want to give the invoice recipient in this field. The reference is a standard item shown on the invoice.

- VAT code

  A VAT code is needed for every cost or revenue entry, even if no VAT is due. In this field you enter the correct VAT code for your invoice.

4.2.2 ADDRESS DETAILS

If you create an invoice for a candidate, you do not need to enter the address details manually. By clicking on the magnifying glass icon you can search within your database for the person for whom the invoice is intended. The data is loaded from the Candidate Module and filled in automatically. You can manually complete fields that have not been included in your CRM and are left blank.

4.2.3 ITEMS
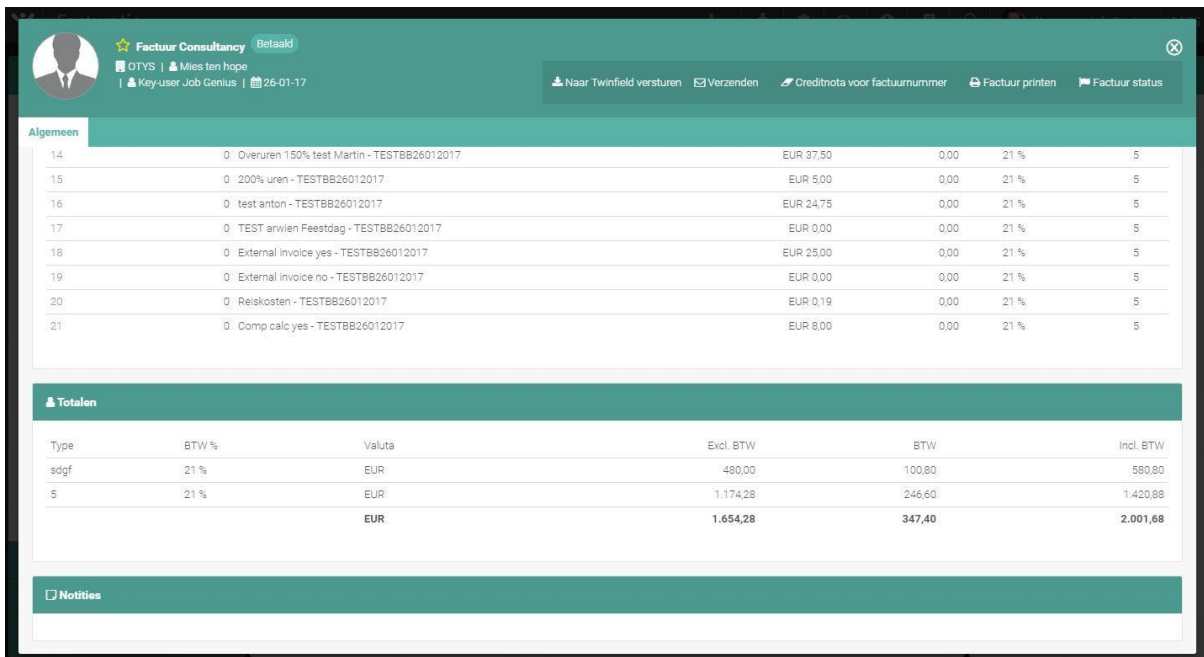
You can manually add invoice items in the 'Items' field. The details of the invoice are divided into the following categories:

- Number

  The number of the invoice indicates how many invoices you have already entered. This field is numbered consecutively automatically.

- Quantity

  Quantity offers the option to charge an item multiple times without you needing to add multiple lines.

- Description

  The description of the invoice, for example 'Brokerage hours'.

- Price

  The price you charge.

- Total price

  The total price of the invoice is automatically calculated based on 'Amount' x 'Price'.

- VAT type

  Different VAT percentages may be used in your country. In this field, select the type of VAT that applies to the invoice line created.

You can add a new invoice item by clicking on the green '+' at the end of the field. A created item can no longer be edited, but you can delete it by clicking on the red minus sign.

4.2.4 TOTALS

The 'Totals' field is automatically generated using the 'Items' field. This field serves as an overview and cannot be adjusted manually. The total amounts of the invoices specified per VAT percentage are listed here.

Fig. 6 – Multiple invoice items and the automatically generated 'Totals' field

4.3 NON-STANDARD DETAILS

As mentioned, not all invoices can be drawn up in exactly the same way. This section covers the fields that do not appear on all invoice types.

4.3.1 PLACEMENT INVOICE

The 'Placement' invoice has a field for 'Placement type'. This field is (partially) completed based on the details of a placement that is entered. Under 'Placement type', the following information appears:

- Placement
  Here you search for a type of placement in your system. You can search for a placement by clicking on the magnifying glass icon on the right of the field. In the window that opens you can search for a type of placement.

- Cost centre

  Here you enter a characteristic of a specific cost item, for example the licence plate of a car when processing petrol costs.

- Public holidays

  These are the number of holidays during the invoicing period.

- Hours full-time

  The number of hours for a full-time employment contract.

- Days worked

  The number of days for which compensation needs to be processed.

- Personal number

  Add a personal number so the invoice is linked to the right person.

- Part-time percentage

  If it concerns part-time employment, fill in the part-time percentage worked.

- Hours per

  In this field you can indicate whether the hours are calculated per day, per week or per month. In the line below this field you enter the number of hours.

- External rates/hours

  You process the external rates per hour in this field.

- Hours worked

  You enter the number of hours worked by the candidate next to 'Hours worked'.

- Hours free

  The number of free hours can be processed in this field.
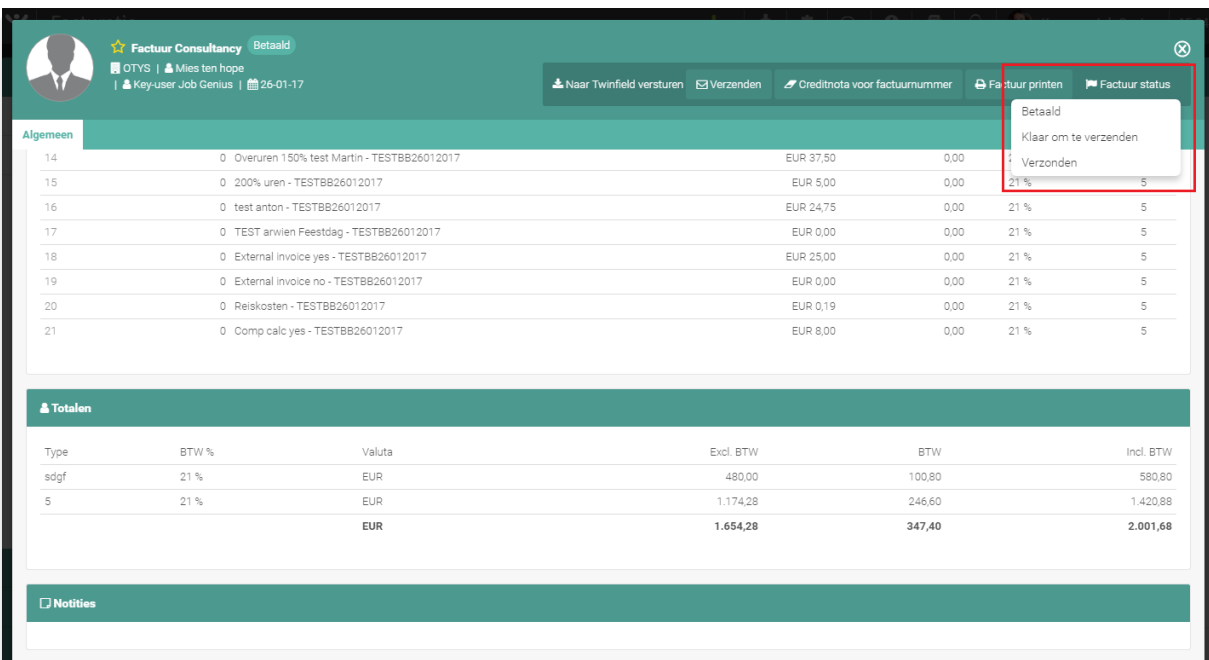
5 | PROCESS INVOICES

After you have created an invoice, you can process it in the same way for all invoice types.

5.1 STATUS OF AN INVOICE

5.1.1 ASSIGN STATUS TO A SINGLE INVOICE

The status of an invoice can be changed in the window that appears when you open an invoice. Click 'Invoice status' and a drop-down menu opens with the various status options. Assigning a status to an invoice allows you to easily find it in the invoicing process. Note that if you change the status of an invoice to 'Paid', 'Ready to send' or 'Sent', you can no longer adjust the content.

Fig. 7 – Change the status per invoice.

5.1.2 ASSIGN STATUS IN BATCH

It is also possible to change the status of multiple invoices at the same time. Go to the overview screen of the Invoicing Module and tick the boxes of the invoices for which you want to change the status. Next right click and then in the drop-down menu click on 'Change status' to assign the invoices a certain status.

Fig. 8 – Change status in batch

5.2 **SEND REMINDERS**

You may at some point want to remind a customer or business partner of an invoice, for example, if it has not been paid within the payment term. You can send a total of three reminders. This is done in the following way:

- Go to the overview screen of the Invoicing Module where you can find all invoices.
- Search the invoice for which you want to send a reminder.
- Right click on the invoice and select the option to send a 1st, 2nd or 3rd reminder.

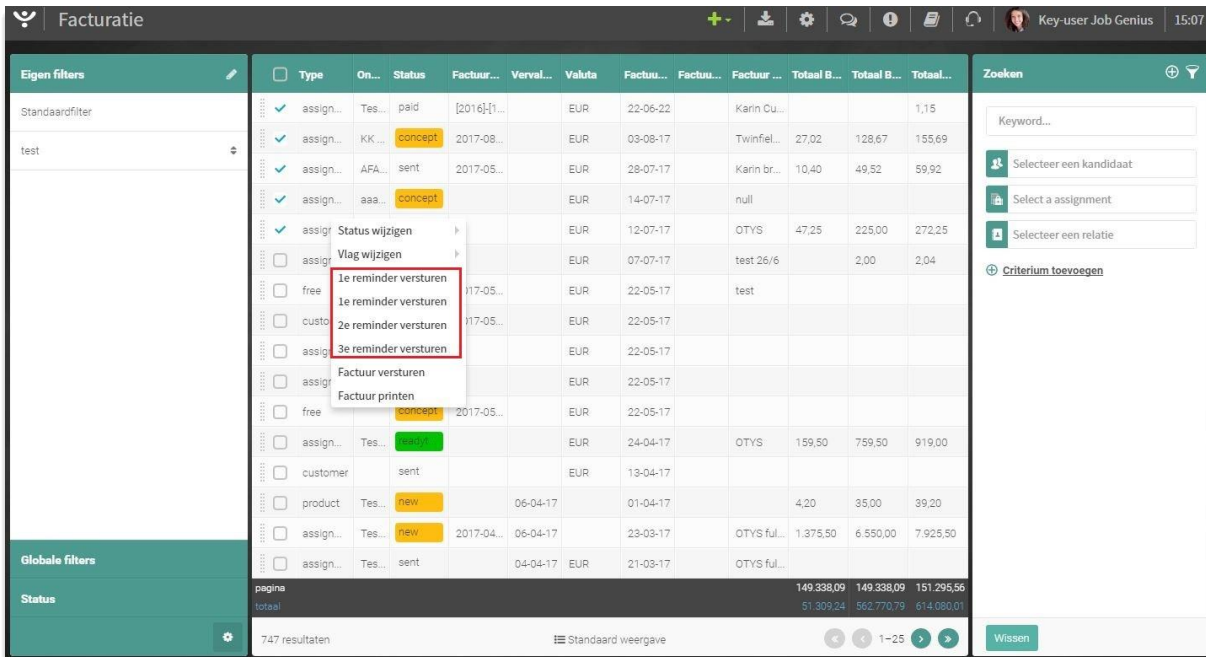More information about reminders can be found in the manual for the Reminders Module.

Fig. 9 – Send reminders for invoices

5.3 **SEND INVOICES**

Invoices can be sent in the overview screen or in the invoice itself. In the overview screen, select the invoice, open the action window with the right mouse button and click on 'Send invoice'. The invoice will be sent to the set contact person.

You can also send an invoice if you have opened the invoice. Note that the invoice needs to have the correct status before you can send it. Change the status to 'Ready to send', then click 'Send' in the action button window and click 'OK' if the system asks for confirmation. You will be taken to a new email where you can send the invoice online. The invoice is automatically added as a PDF file in the attachment. The system adjusts the status of the invoice to 'Sent' by after this action.
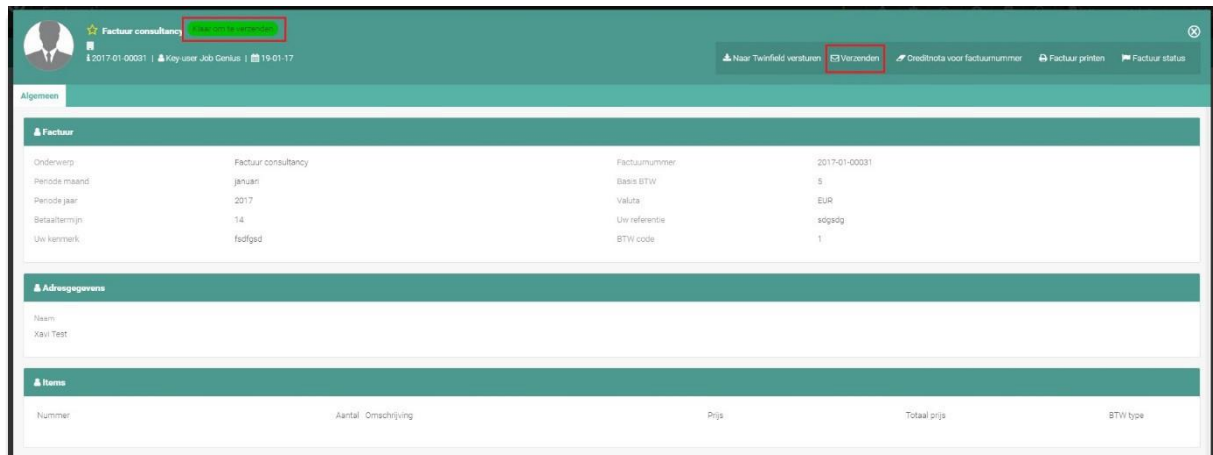
Fig. 10 – Send invoice

5.4 CREDIT INVOICES

If you have made a mistake or want to give a discount on a previously sent invoice, you can credit the invoice that was previously created. Crediting an invoice is only possible if it has the status 'Ready to send', 'Sent' or 'Paid'. How to assign an invoice a status can be found in Section 6.1. To credit, click 'Credit note for invoice number', which can be found in the action button field of the invoice.
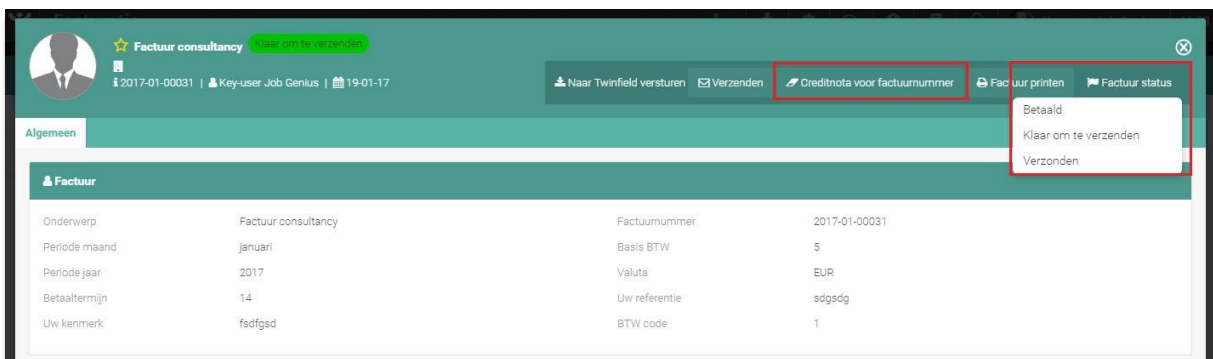

Fig. 11 – Prepare a credit note for an invoice

The system will first ask for confirmation before this action is performed. After clicking on 'OK' the same invoice is opened, but is now put in the format of the credit note you drafted (if applicable) in the client settings. If you have not set this yet, you can find out how to configure this in Section 3.2.7.

If you want to reverse the credit note without removing the invoice, you can return to the debit invoice by clicking on 'Debit invoice' in the action button field.