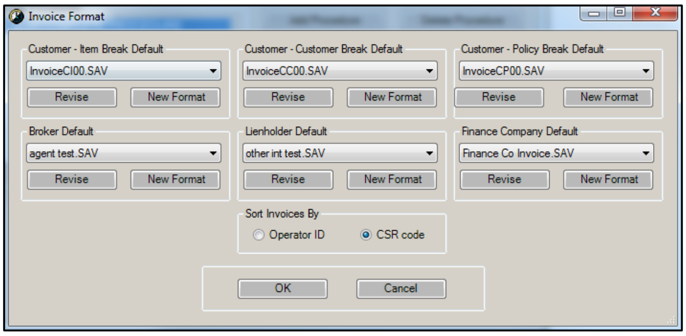
APPLIED

This guide will take you through how to create and customise invoices within Applied TAM

Accessing Invoice Templates

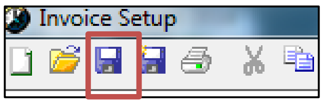
The invoice templates are stored within the Close-Day button.

- From the **Homebase** screen
- Click on **Accounting** and then select **Close-Day**
- Click the ***Close-Day Setup*** button
- Highlight a **Close-Day Procedure** on the left-hand side
- Click on **Close-Day Setup**
- Select **Invoice Format**
- The **Invoice Format** screen enables you choose which invoice you wish to edit
    - **Customer – Item Break Default** (Prints each item on a separate invoice number)
    - **Customer – Customer Break Default** (Groups all items for the customer on the same invoice number)
    - **Customer – Policy Break Default** (Groups all items for the same policy on the same invoice number)
    - **Broker Default** (Agent)
    - **Lienholder Default** (Other Interest)
    - **Finance Company Default** (Finance Company)

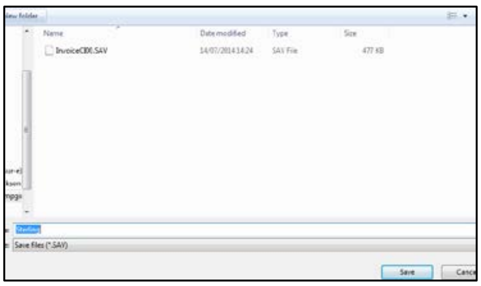


- The default template for each entity type should NOT BE REVISED, we advise creating a new one which will automatically copy the default template and allow you to edit it

Creating Invoice Templates

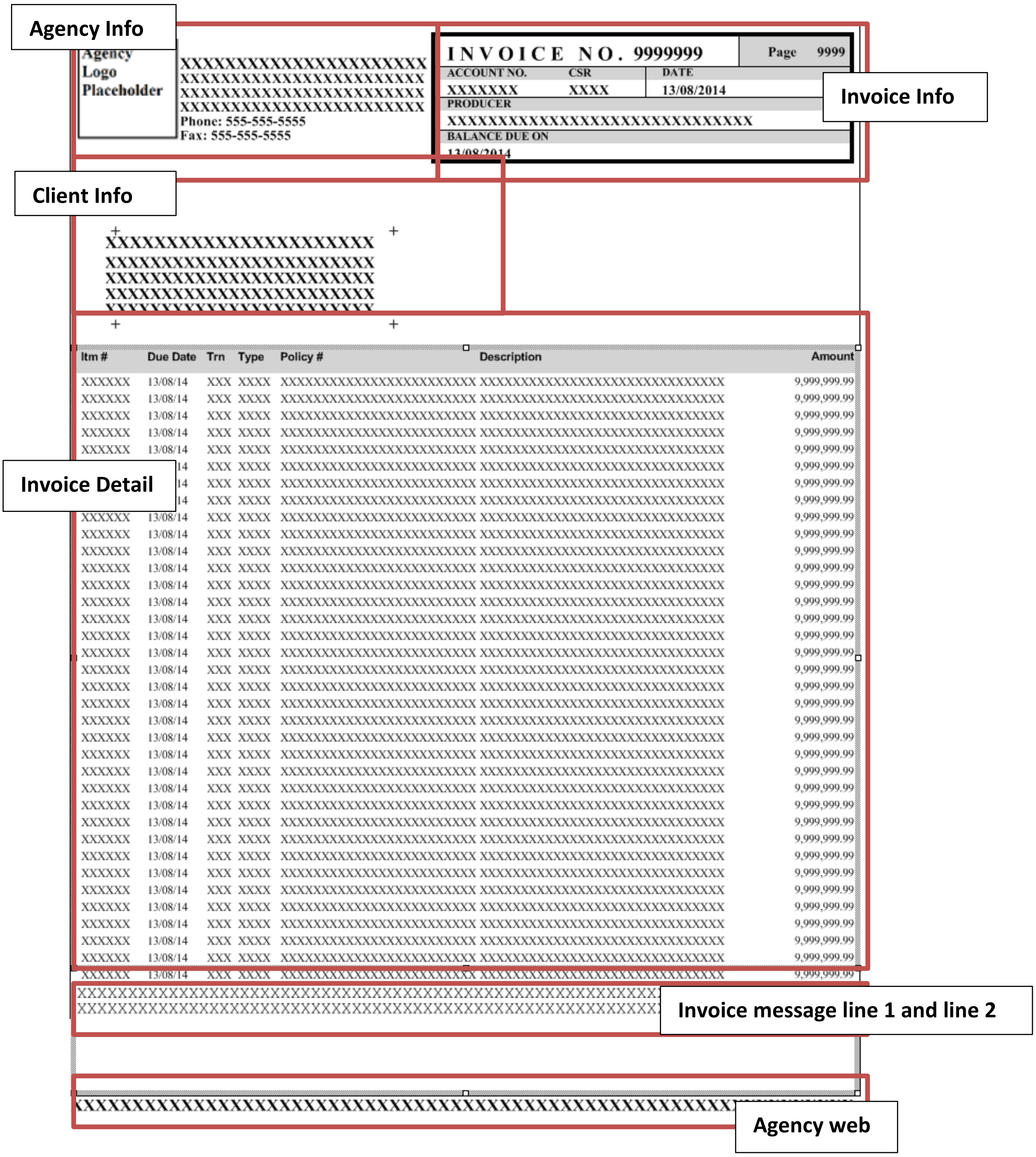


- Choose the invoice you are going to edit, for example, Customer – Customer Break Default
- Click on **New Format**, this will then open up a copy of the default template
- Click on the save icon on the toolbar or click on the cross in the top right hand corner to close and save this template
- You will be prompted to save as a new name
- Enter the name you wish to call your invoice template within the **File** name field and click on **Save**
- Your invoice template is now saved and will be available to edit from the drop down menu on the **Invoice Format** screen



Invoice Setup

- Within the **Invoice Setup** screen you are able to customise your Invoice page. The page is split into sections called info boxes (see below), and each info box needs to be edited independently.



- There are also general set up options which relate to the overall invoice layout

Invoice Layout

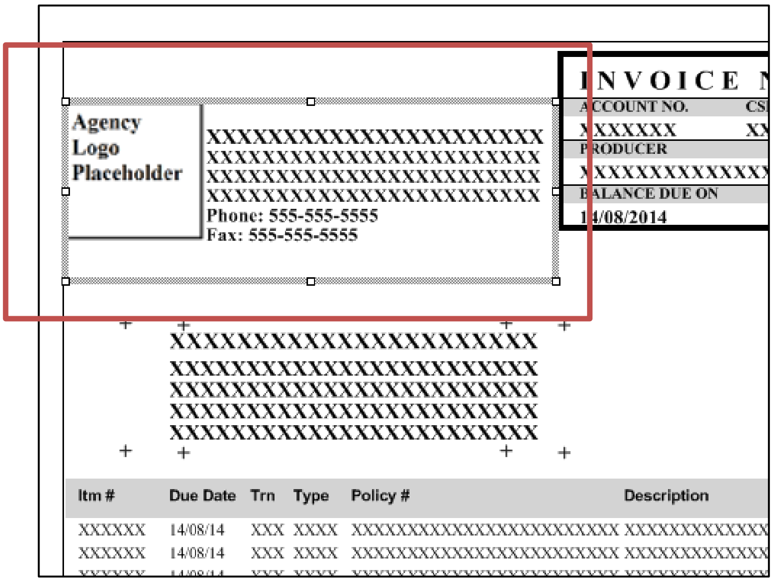
To change the layout of your invoice;

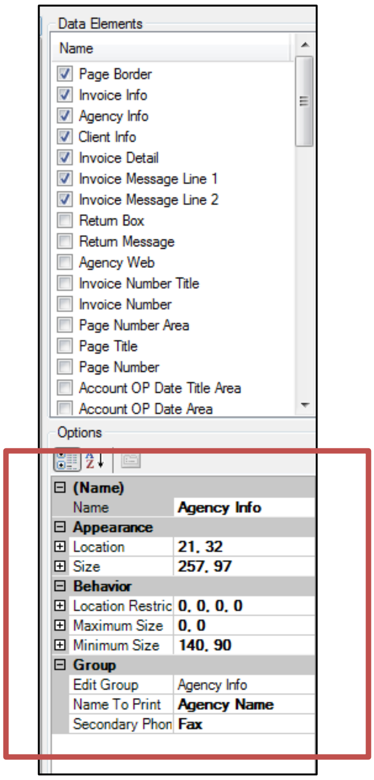
- The Invoice page layout shows on the left-hand side of the screen
- The **Data Elements** and **Options** settings are on the right-hand side of the screen (please note these settings change depending on the area of the invoice you have clicked on)
- **Data Elements** enables you to choose which sections you wish to include on your invoice. To include an element you will need to enter a tick in the box next to the appropriate name, these are:

Data Element	**Function**
Page Border	The border surrounding the invoice
Invoice Info	Invoice details in the top right-hand corner of the screen (all of the fields within this box can be added separately, see below)
Agency Info	Agency Name and Address details in the top left-hand corner (all of the fields within this box can be added separately, see below)
Client Info	Client Name and Address fields (all of the fields within this box can be added separately, see below)
Invoice Detail	Transactional information within the main part of the page
Invoice Message Line 1	The invoice message that can be seen at the very bottom of the screen
Invoice Message Line 2	The invoice message that can be seen at the very bottom of the screen
Return Box	Grey box which the Return message shows within
Return Message	Message which shows on an invoice near the bottom of the page
Agency Web	This pulls the URL of the Agency from the Agency Structure screen
If you remove the Agency Info, Client info and Invoice info all of these fields can be put on individually, the following fields are the individual fields. By adding these fields individually you are able to move them around and place them where you want them.	
Invoice Number Title	The words; INVOICE NO
Invoice Number	This will show 999999 and will pull through the actual invoice number
Page Number Area	Shaded box the page number information goes in
Page Title	The word; Page
Page Number	This will show 9999 and will bring through the actual page number of the printed invoice
Account OP Date Title Area	Shaded box the OP (Operator) information goes in
Account OPDate Area	OP Information border
Account Date Dividing Line	A line dividing the date and other OP information
Account Number Title	The words; ACCOUNT NO
OP/CSR Title	The word; CSR
Date Title	The word; Date
Account Number	This will show XXXXXXX and will bring through the Client Code
OP	This will show XXXX and will bring through the Operator ID
CSR	This will show XXXX and will bring through the CSR Code
Date	Will show today's date (but when the invoice is generated, it will show that day's date)
Producer Title Area	Shaded box the Producer information will go in
Producer Area	Producer information border
Producer Name Title	The word; PRODUCER

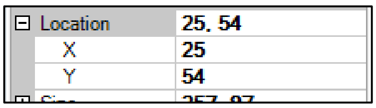
Producer Name	This will show XXXXXXXXXXXXXXXXXXXXXXXXXXXXX and will bring through the Producer (Introducer) name attached to the transaction
Eff/Exp/Bal Due Title Area	Shaded box the Effective/Expiration/Balance Due will go in
Eff/Exp/Bal Due Date Area	Eff/Exp/Bal Due Date Area border
Balance Due Date Title	The words; BALANCE DUE ON
Balance Due Date	Will show todays date, but will pull through the date the balance is due on
Amount Paid/Due Title Area	Shaded box the Amount Paid/Due Title will go in
Amount Paid/Due Area	Amount Paid/Due Area border
Amount Due Area	Border/Line separating the Amount Due to the Amount Paid
Amount Paid Title	The words; AMOUNT PAID
Amount Due Title	The words; AMOUNT DUE
Amount Due	This will show 999,999,999,999.99 but will pull through the actual amount due
Invoice Header Box Area	Border which surrounds all of the invoice information
Agency/Branch Logo	This logo will pull through the logo which has been uploaded on the Agency Structure screen. For this to be available you also need to ensure that Agency Branding is ticked within Home Base > Tools > System Setup
Agency Name	Agency Name from the Agency Structure screen
Agency Attention	Attention field from the Agency Structure screen
Agency Street 1	Street address line 1 from the Agency Structure screen
Agency Street 2	Street address line 2 from the Agency Structure screen
Agency City State Zip	City line and the postcode from the Agency Structure screen
Agency Phone	Phone number from the Agency Structure screen – onscreen this will show as Phone: 555-555-5555
Agency Phone and Fax	Phone number and fax number from the Agency Structure screen – this will show as Phone: 555-555-5555 Fax:555-555-5555
Agency Fax	Fax number from the Agency Structure screen – this will show as Fax:555-555-5555
Client Tick Mark 1	+ on top left-hand corner of the Customer address
Client Tick Mark 2	+ on top right-hand corner of the Customer address
Client Name	Customer name from the Customer Detail screen
Client Attention	Attn (Add 1) field from Customer Detail screen
Client Street 1	Street (Add 2) field from Customer Detail screen
Client Street 2	Street 2 (Add 3) field from Customer Detail screen
Client City State Zip	City (Add 4) and PC fields from Customer Detail screen
Client Tick Mark 3	+ on bottom left-hand corner of the Customer address
Client Tick Mark 4	+ on bottom right-hand corner of the Customer address

- When you click on any of the info boxes (Invoice, Agency or Client) under the options menu on the right-hand side, you are able to adjust the location. Alternatively you can drag the box to another location within the invoice page. For example in the screen shot below I have highlighted **Agency Info** on the invoice page and the options on the right-hand side are available to edit for **Agency Info**



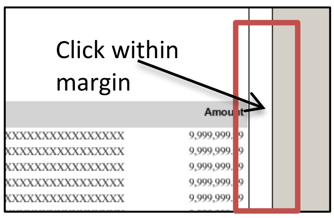


- Click on the plus symbol next to the area you wish to edit, for example **Location**, and then enter the required number against X and Y



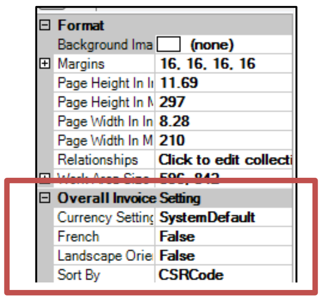
Setting the Currency symbol

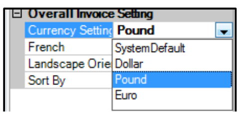
Within the **Overall Invoice Settings** you can set the currency to Pound £, Dollar $ or Euro €. These symbols will show against the transaction **Amount**.

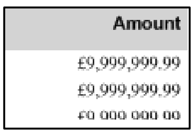


To include a Currency symbol on your Invoice;

- To format the main invoice settings, left-click on the invoice page layout on the edge of the page (within the margin - see example), so that the options view, includes **Overall Invoice Setting**
- Against **Currency Setting**, *System Default* is set as a default and this will not show any currency symbol within the **Amount** column
- Click on *System Default* to get a drop down arrow. You can then select Dollar, Pound or Euro
- The chosen currency will show against the **Amount** field on the invoice page

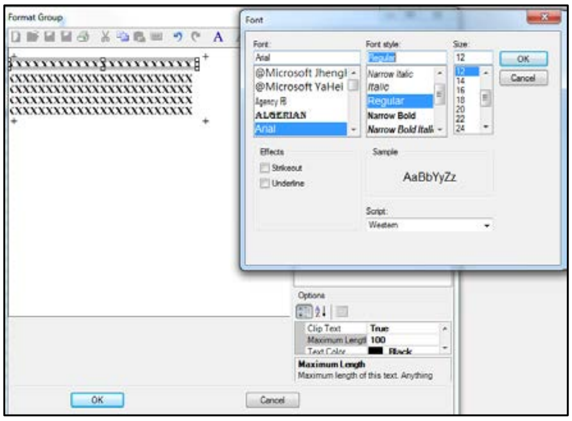




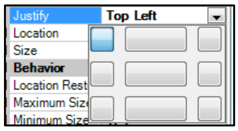


Changing the font

You are able to change the font type, style and size. To ensure that all the changes take effect you will need to edit each individual info box and field.



- Double-click on the required info box or right-click and select **Open Editor** - this will take you into the **Format Group** screen
  - Click on a field to select and then right-click and select **Font & Style**
  - Within the Font screen you can select the required **Font, Font Style** and **Size**
  - Click **OK**
- You will need to follow the above process for each of the fields within the selected info box
- Under **Options** in the bottom right-hand corner of the **Format Group** screen you can edit the following for each line.



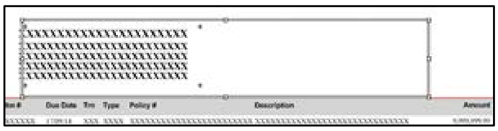
  - **Justify** – click onto the field to see a dropdown then select how you wish your text to show on the line
  - **Location** – to move the position of the line
  - **Maximum Length** – change the length of the field, for example, make the customer name field 100 characters (as another enhancement in the 2014 release was to increase the name field from 30 to 100 characters, so you would likely want your invoice to be able to display up to the same amount – see below)
  - **Text colour –** you can change the font colour

NB: Once you have made all your changes within the **Format Group** screen, for the selected info box, you need to click on **OK**, if you fail to do this your changes will not be updated on your invoice page.

Entity setting to include 100 characters

On TAM 2014 entity name fields will now allow up to 100 characters, for this to correctly view on your invoice, you need to;

- Double-click on the **Client Info** box to open up the **Format Group** box
- Left-click on the top **Customer Name** field
- Right-click and select **Font & Style**
- Select your desired **font type**, **font style** and then select **Size 9** to ensure this field fits correctly within your invoice layout
- Click **OK**
- Click on the **Name** field and drag the box out to show all the X's. If this wraps round you will need to drag the box down and move the other boxes in line with this, alternatively you can resize the **Client Info** box;

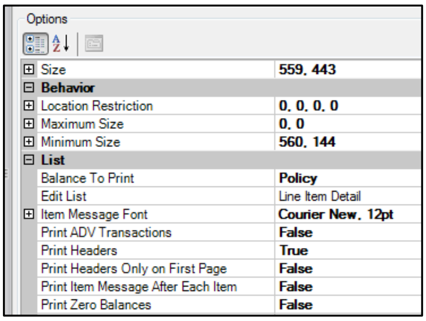


  - On the main **Invoice Setup** screen, left-click on the **Client Info** box
  - A box will show around the customer address fields. On the right-hand side of the box, hover over the line to get the double arrow symbol ⟷
  - Left-click and hold the button down whilst dragging the box to the right to enlarge it
- Change the other fields to match font type, style and size
- Click **OK**

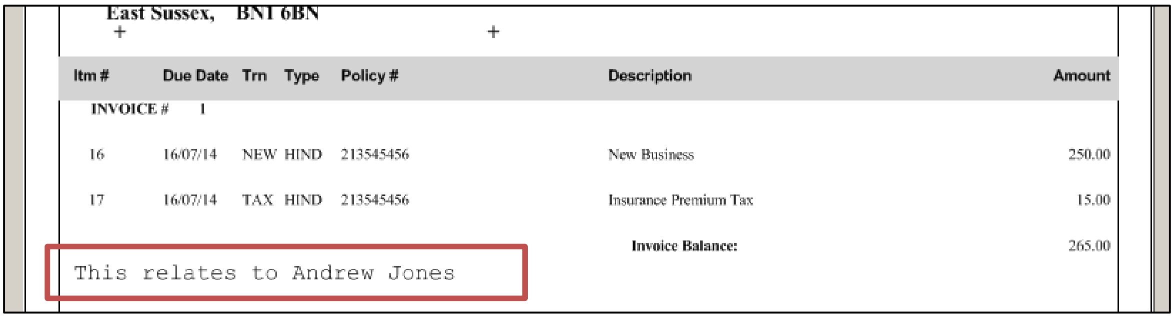
Invoice Messages

There are 2 types of invoice messages that can be captured within TAM. The first is a transaction level invoice message, which is added against a transaction at Customer level. The other invoice message is the one that is shown at the bottom of the invoice page and is added at the time of generating/printing the invoice.

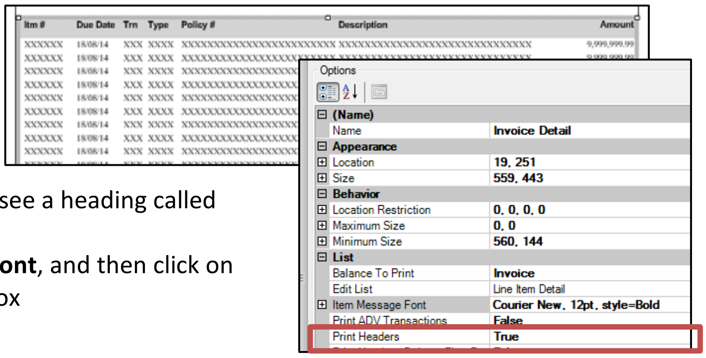
Transaction level messages
These can be set to show after all the transactions, or straight after the transaction it was added against.



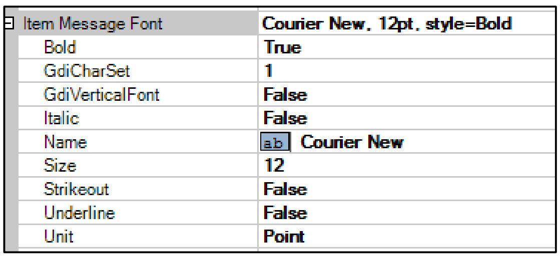
- Left-click on the **Invoice Detail** box
- Go to **Options** on the right-hand side of the screen. Under the **List** option click on the plus symbol next to **Item Message Font** (if this is not showing click on the plus symbol next **to List**)
- Against **Print Item Message After Each Item** select:
  - **False** if you wish the message/s to show after all transactions
  - **True** if you wish the message/s to show after each transaction that had a message entered against it



To edit the font & style of these messages;

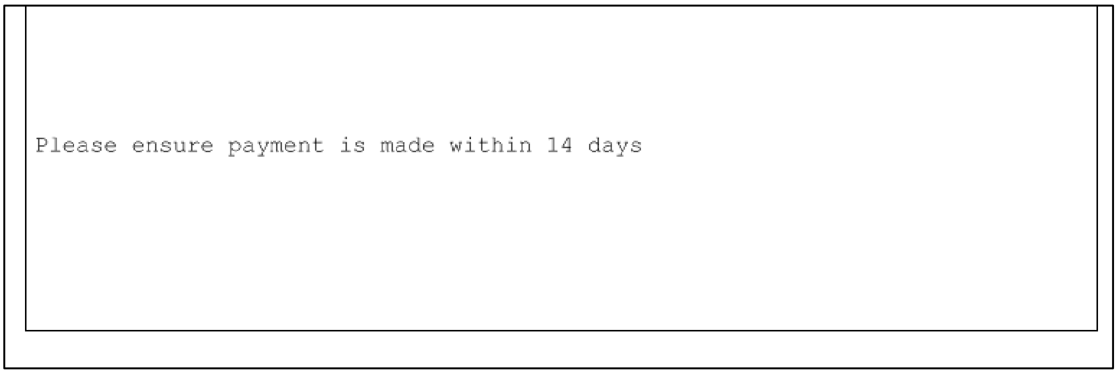


- Left-click on the Transaction list info box
- Under the **options and List** menu on the right-side of the screen, you will see a heading called **Item Message Font**
- Click into the field next to **Item Message Font**, and then click on the button with 3 dots to open the **Font** box
- Edit the **Font, Font style** and **Size**
- Click **OK**
- Click on the plus symbol next to **Item Message Font**, to view the settings
  - **Bold** – set to *True* if you require the text to show in bold



- **Name** – this is the font type, click on the field and a drop down option will be available, select the font type you require
- **Size** – enter the size you require the font to be in

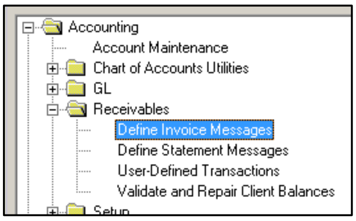
Invoice Print Message
This message is the one which is prompted for when you print or view an invoice, and it appears at the bottom of the Invoice page



To edit the font & style of these messages;

- These invoice messages are the invoice message line 1 and invoice message line 2 info boxes at the bottom of the screen
- There are 2 separate invoice message info boxes which need to be edited individually
- Left-click on the box to select
- Right-click and select **Font & Style**
- Select **Font**, **Font style** and **Size** required
- You are also able to set the justification, length and text colour under **Options** on the right-hand side of the screen
    - Under **Appearance** click on the box to the right of **justify,** from the drop down menu select where you want the text to be positioned
    - The **Maximum Length** of each message line is 60 characters
    - Under **Text** click on the box to the right of **Text Colour**, from the drop down menu select the colour of the text for the invoice message

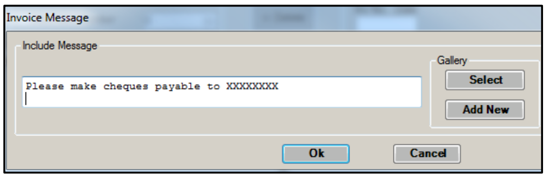
Setting default invoice messages
These Invoice messages can be predefined and marked as a default message.



- From the **Home Base** screen click on **Utilities**
- Click on the plus symbol next to **Accounting** and then the plus symbol next to **Receivables**
- Click on **Define Invoice Messages** and then the arrow to open up the **Define Invoice Messages** screen
- Click on **New** to enter a new message, in the fields next to **Message** enter your text, the 2 lines represent line 1 and line 2 on your Invoice message box within invoice set up

- Once you have entered your text click on the **Add** button, this message will then move to the top of the screen. These messages can be selected from the **Gallery** option when adding a message

- If you wish for any of these messages to be a default message (this will be prefilled in the message option when you go to print or preview your invoice), select the message at the top of the screen and then click on **Set as Default**, the message will appear in bold in the list at the top of the screen



- To deselect the default message, highlight the message at the top of the screen and then select **Remove as Default**
- To remove the message from the list, highlight the message at the top of the screen and then click on **Delete**. This will remove it from this list and also from the **Gallery** option
- Once you have entered all the messages you require click on **Cancel** to leave the screen

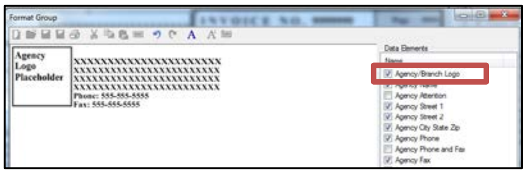
Inserting a logo

There are 2 types of logo you can add onto an invoice. You can include a small logo to the left of the Agency name and address (this is the same as the logo you had on your invoice in previous TAM versions). The other logo can be added anywhere on the invoice and can be any size you wish.

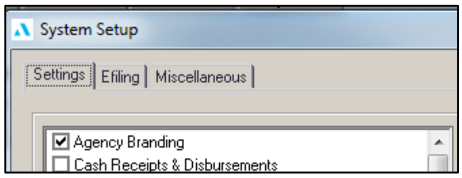
Agency Info Logo

For this logo to pull through you need to ensure all the following steps have been completed:

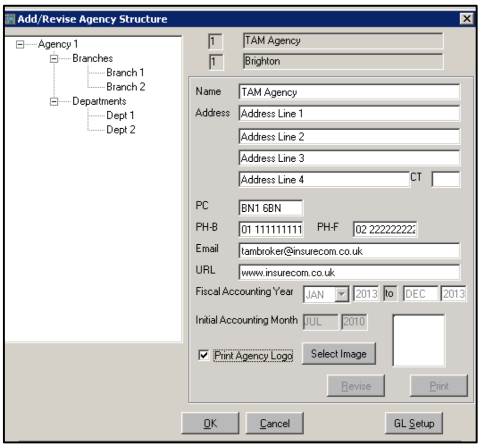
- On the **Invoice Setup** screen
  - Double click on the **Agency Info** box to go into the **Format Group** window
  - Ensure that there is a tick in **Agency/Branch Logo** under **Data Elements** on the right hand side
  - Click **OK**
  - Save and close your Invoice



- On the **Homebase** screen
  - Go to **Tools** and select **System Setup**
  - Under the **Settings** tab ensure the **Agency Branding** option has a tick in it
  - Click **OK**

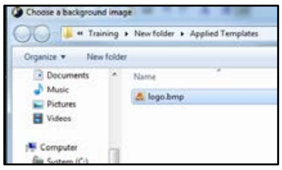


- Within **Utility Manager**
  - From the **Home Base** screen select **Utilities**
  - Within **Utility Manager** click on the plus symbol next to **Accounting**
  - Click on the plus symbol next to **Setup** and then select **Add, Revise, View Agency Structure**
  - Click on the forward arrow and then ensure **Install Agency Structure** is selected and click on **Next**
  - Within the **Add/Revise Agency Structure** screen, highlight the Agency you wish to attach your logo to and select **Revise**
  - Tick **Print Agency Logo** and click on **Select Image**
  - Browse to find your saved logo and then click on **OK**
  - Click **OK** to confirm the logo you have selected and then **OK** to save the changes made to the Agency Structure screen
  - Cancel back to the **Home Base** screen



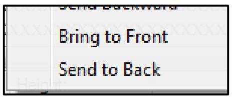
Inserting an Image

To insert an image on your invoice;



- On the **Invoice Setup** window click on the icon on the tool bar at the top of your screen
- Click on your invoice where you wish the logo to be inserted, this will open up your folder structure to enable you to find and select your saved image
- Click on **Open** and your image will be inserted on your invoice
- You are then able to reposition the image and resize it

To insert your image behind your text



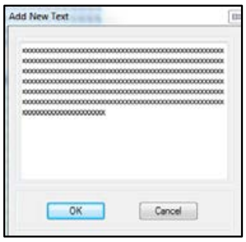
- Follow the above steps for inserting an image
- Position the image where on the page you would like it to be
- Left-click on the image and then right-click and select **Send to Back**
- The image will now show behind your text

NB: More than one image can be added to an invoice

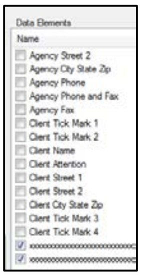
To insert additional text

Additional text can be added onto your invoice and can positioned anywhere on the document

Add New Text



- On the **Invoice Setup** window click on the icon on the tool bar at the top of your screen
- Click on your invoice where you wish the text to be inserted, this will open up the **Add New Text** window
- Enter your text in this window, the font and style can be edited later
- Click on **OK**
- The new text you have added will show in the **Data Elements** list and can be unselected if you do not wish for it to be included



Changing the font

- On the **Invoice Setup** window left-click anywhere on the text you have added
    - Under **Options** on the right-hand side you can change the **Text Colour**
    - Right-click and select **Font & Style**, choose the **Font**, **Font style** and **Size** you require and click **OK**

Amending Text

- On the **Invoice Setup** window double-click anywhere on the text you have added
- This will bring up the **Edit Text** window, amend your text and click **OK**

NB: More than one text box can be added to an invoice