

Invoice Notes

Last Modified on 06/11/2020 4:29 pm GMT

We know that sometimes it can be hard work to keep on top of debtors! So we have a great feature on BookingsPlus to help with this.

On each invoice, there is now an option to add notes as well as a reminder. The notes section can be used to track all your interaction with the client regarding the invoice, ensuring that your debtor chasing is efficient & documented.

These invoice notes do not appear on any printed copies of invoices & are not visible to your hirers.

To add a note to the invoice simply click on the invoice (from either the client account or invoices tab). Scroll down to the bottom

of the invoice and click



Grange Park School

Help and support | Emails enabled | Tracy Street

Dashboard | Calendar | Enquiries | Clients | Bookings | **Invoices** | Payments | Reminders 2 | Reports | Users | Manage | Venues

Invoice billed.

Grange Park School
15 Royal Place
Grange Park
Northampton
NN4 5TY

John James (Grange Park FC (WK))
Football Pavilion
Grange Park
Northampton
NN5 8ZU

Invoice GP1778
13 July, 2016

Date	Description	Space	Time	Net Cost	VAT Rate	VAT Payable	Gross Cost
13/07/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
20/07/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
27/07/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
03/08/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
10/08/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
17/08/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
24/08/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
31/08/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00

Net Total: £280.00
VAT: £56.00
Grand total: £336.00

Payment Terms
PAYMENT TERMS: Payment is due by the first booked date in the invoice for regular bookings and 1 month in advance for special events. PAYMENT ACCEPTED:
GoCardless: Preferred method BACS: HSBC, sort code 40-50-60, Account 4056784 (quote invoice number as ref) Cheque: payable to Grange Park School

Registered Office: Grange Park School, 63 Home Drive, London, W1U 8EW • Company Number: 123456 • VAT Number: 4562 1235 4562

£336.00 outstanding

All Invoices | Print Invoice | Send Reminder | Void | View Client | Add Note | Create a Reminder

A pop-up box will appear, click on the 'contact by' drop down box to choose your contact method, then add your note in the field below. Once done, click 'create'.

New Invoice Note

User:

Tracy Street

Contact
By:

-

Notes:

Cancel

create

Once saved, your note will appear at the bottom of the invoice, along with your name/date & time for audit purposes.

Successfully created Invoice Note



Grange Park School
15 Royal Place
Grange Park
Northampton
NN4 5TY

John James (Grange Park FC (WK))
Football Pavilion
Grange Park
Northampton
NN5 8ZU

Invoice GP1779
13 July, 2016

Date	Description	Space	Time	Net Cost	VAT Rate	VAT Payable	Gross Cost
13/07/2016	Football	AWP 2 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00

Net Total: £35.00
VAT: £7.00
Grand total: £42.00

Payment Terms

PAYMENT TERMS: Payment is due by the first booked date in the invoice for regular bookings and 1 month in advance for special events. PAYMENT ACCEPTED: GoCardless: Preferred method BACS: HSBC, sort code 40-50-60, Account 4056784 (quote invoice number as ref) Cheque: payable to Grange Park School

Registered Office: Grange Park School, 63 Home Drive, London, W1U 8EW • Company Number: 123456 • VAT Number: 4562 1235 4562

£42.00 outstanding

Contact History

Date	Time	Method	Note	User
13/07/2016	13:44	Telephone	Rang to notify payment due by 5pm 15/7 or session will be cancelled.	Tracy Street

All Invoices Print Invoice Send Reminder Void View Client Add Note Create a Reminder

If you have added notes to an invoice, then the most recent note will appear on your Unpaid Invoices report.

	B	C	D	E	F	G	H	I	J	K	L	M
1	All Unpaid Invoices Report from 13/07/2016 to 17/07/2016											
2	Date	Number	Contact Name	Client Name	Due Date	Status	Reminder Email	Last Invoice Note	Net	VAT	Total	Outstanding
3	13/07/2016	GP1778	John James	Grange Park FC (WK)	13/07/2016	Billed	None	Email sent advising payment needed by 13.7.16	£280	£56	£336	£336
4	13/07/2016	GP1779	John James	Grange Park FC (WK)	13/07/2016	Billed	13/07/2016	Rang to notify payment due by 5pm 15/7 or session will be cancelled.	£35	£7	£42	£42
5									£315	£63	£378	£378
6												

Reminders can also be added by clicking **Create a Reminder**. There will be a banner at the top of the invoice to indicate a reminder has been set & the reminder can also be viewed/action from the **Reminders** tab.