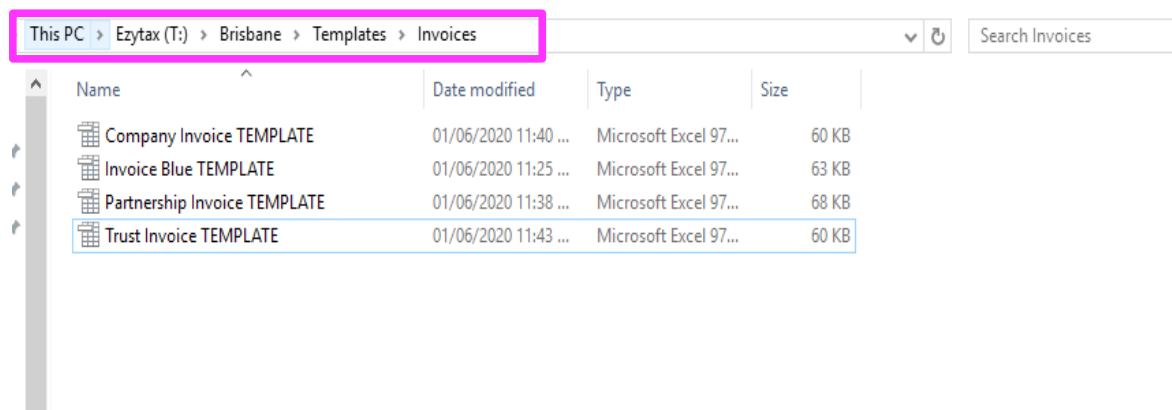


ezytax
BLUE

invoicing

INVOICING

When you complete a tax return for a client, an invoice must be issued. There are invoices for every type of client – individual, partnership, company and trust.



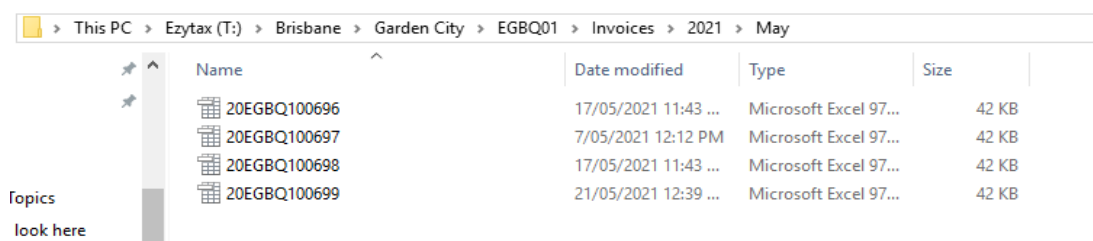
The screenshot shows a file explorer window with the address bar set to 'This PC > Ezytax (T:) > Brisbane > Templates > Invoices'. A search bar on the right contains the text 'Search Invoices'. Below the address bar is a table listing four Excel template files:

Name	Date modified	Type	Size
Company Invoice TEMPLATE	01/06/2020 11:40 ...	Microsoft Excel 97...	60 KB
Invoice Blue TEMPLATE	01/06/2020 11:25 ...	Microsoft Excel 97...	63 KB
Partnership Invoice TEMPLATE	01/06/2020 11:38 ...	Microsoft Excel 97...	68 KB
Trust Invoice TEMPLATE	01/06/2020 11:43 ...	Microsoft Excel 97...	60 KB

However, the majority of tax returns will be individual therefore the majority of invoices will be individual.

TO COMPLETE AN INVOICE:

- Go to T: (EZYTAX) > Cairns or Brisbane or Townsville or Gold Coast > Shopping Centre location > then your station number (i.e ECCQ01 or ESCQ02) > Invoices > 2021 > Month > Open the previously saved invoice (make sure it is the LATEST one)



The screenshot shows a file explorer window with the address bar set to 'This PC > Ezytax (T:) > Brisbane > Garden City > EGBQ01 > Invoices > 2021 > May'. Below the address bar is a table listing four Excel invoice files:

Name	Date modified	Type	Size
20EGBQ100696	17/05/2021 11:43 ...	Microsoft Excel 97...	42 KB
20EGBQ100697	7/05/2021 12:12 PM	Microsoft Excel 97...	42 KB
20EGBQ100698	17/05/2021 11:43 ...	Microsoft Excel 97...	42 KB
20EGBQ100699	21/05/2021 12:39 ...	Microsoft Excel 97...	42 KB

Tax Invoice				ABN: 57 117 905	
Invoice Number: 1		Invoice Date: 03 June 2021			
#20EIBQ100701					
CLIENT NAME: SUIFANG, Ye 2				Country	
				Phone/Fax	
#	Item Description	Quantity	Unit Price	Price (incl GST)	Unit Price Override
1	2019 Individual Income Tax Return – Cash/EFTPOS 3	1	69.00	69.00	5
2	4	1	0.00	0.00	
3		1	0.00	0.00	
4		1	0.00	0.00	
5		1	0.00	0.00	
6		1	0.00	0.00	
7		1	0.00	0.00	
Subtotal (Ex-GST)				62.73	Custom Shipping C
GST				6.27	
Total Including GST				6 69.00	

1. Invoice Number – change the invoice number. It is always the number after the previous invoice. Eg: Previous invoice was #20ECCQ100005, your invoice would be #20ECCQ100006 (#20 is the year, ECCQ1 is the station, 00006 is the invoice number)

Tax Invoice				ABN: 57 117 905 23	
Invoice Number: #20EIBQ100700		Invoice Date: 27 May 2021			

2. Client Name – **ALWAYS** LASTNAME, FirstName

CLIENT NAME:	TANG, Jasmin
--------------	--------------

3. Click Dropdown Arrow > choose the correct item. Eg: If you did 2020 ITR and had Foreign Income and Rental. Enter each item into a separate line. Amounts will pre-populate. See below.
4. Change this number for multiples. Eg: 2 Rentals > enter 2 and the amount will calculate 2 x \$66.

DO NOT ALTER THE PRICE FOR THE SELECTED ITEM – This is calculated via a formula and will be calculated automatically.

2	Foreign Income (Item 20)	33.00
3	Rental Property (Item 21)	66.00
4	2020 Individual Income Tax Return – FFR	0.00
5	2015 Individual Income Tax Return – FFR	0.00

#	Item Description	Quantity	Unit Price	Price (incl GST)
1	2020 Individual Income Tax Return – Cash/EFTPOS	1	69.00	69.00
2	Foreign Income (Item 20)	1	33.00	33.00
3	Rental Property (Item 21)	1	66.00	66.00

5. Unit Price Override – Use this to **CHANGE** the price if Client has a Discount Voucher or if Management approve. **DO NOT USE THIS WITHOUT APPROVAL.** Use the Unit Price Override to enter the price per unit – below.

Tax Invoice				ABN: 57 117 906	
Invoice Number:		Invoice Date:			
#20EWTQ101071		01 June 2021			
CLIENT NAME: PASCOE, Bradley				Country	Country
				Phone/Fax	Phone
#	Item Description	Quantity	Unit Price	Price (incl GST)	Unit Price Override
1	2020 Individual Income Tax Return – Cash/EFTPOS	1	69.00	69.00	
2	2019 Individual Income Tax Return – Cash/EFTPOS	1	69.00	69.00	
3	Dividends (Item 11)	2	11.00	22.00	
4	Bookkeeping (Per Hour or part thereof)	3	88.00	264.00	
5		1	0.00	0.00	
6		1	0.00	0.00	
7	Custom Field	3	80.00	240.00	80.00
Subtotal (Ex-GST)				603.84	Custom Shipping Cost
GST				60.36	
Total Including GST				664.00	

6. **Total Including GST** is the amount to Charge the Client – it appears at the bottom and is automatically calculated. **DO NOT UNDERCHARGE. MAKE SURE YOU CHARGE FOR ALL SCHEDULES.**

#	Item Description	Quantity	Unit Price	Price (incl GST)
1	2020 Individual Income Tax Return – Cash/EFTPOS	1	69.00	69.00
2	Foreign Income (Item 20)	1	33.00	33.00
3	Rental Property (Item 21)	1	66.00	66.00
4		1	0.00	0.00
5		1	0.00	0.00
6		1	0.00	0.00
7		1	0.00	0.00
Subtotal (Ex-GST)				152.73
GST				15.27
Total Including GST				168.00

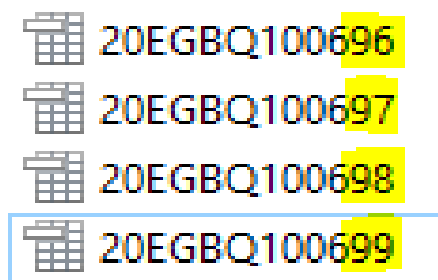
The price highlighted in yellow is the total including GST, which is the price charged to the client.

- Should you find yourself needing to enter an item that is not necessarily available on the invoice, LINE 7 can have any inputs entered.
- Once invoice is completed > Save the invoice in – T: (EZYTAX) > Cairns or Brisbane or Townsville > Shopping Centre location > then your station number (i.e ECCQ01 or ESCQ02) > Invoices > 2020 > Month > filename is INVOICE NUMBER – there should be no gaps in the numbering as shown below.

File name for the invoice will be the invoice number eg: 20ECCQ100006.

DO NOT SAVE OVER THE TOP OF A PREVIOUS INVOICE

MAKE SURE YOU CHARGE CORRECTLY



- Copy invoice from Server to PRINT folder on Local Desktop > insert letterhead into printer > Open Invoice > File > Print.
- Check the print quality before handing to client as they need to keep this document to claim a deduction in the next financial year.

EMAILING INVOICE TO CLIENT:

Follow the same process as above up to the Print stage. Change output from your printer to “**Microsoft Print to PDF**”. This will then allow you to save the document in a PDF which you can then send to the client. File name is Invoice Number. **DO NOT SEND AS AN EXCEL DOCUMENT.**

INVOICING OTHER ENTITIES:

Invoices templates for Partnerships, Companies and Trusts can be found in the Templates folder under Invoices: Ezytax(T:) > Location > Templates > Invoices

DO NOT USE INDIVIDUAL INVOICES FOR THESE ENTITIES

The invoice template is the same as Individual Invoices therefore, follow the steps above to use. Invoice number follows on from whatever the previous invoice is for that particular Station.

Client Name is the **ENTITY** name not the Individual name.