

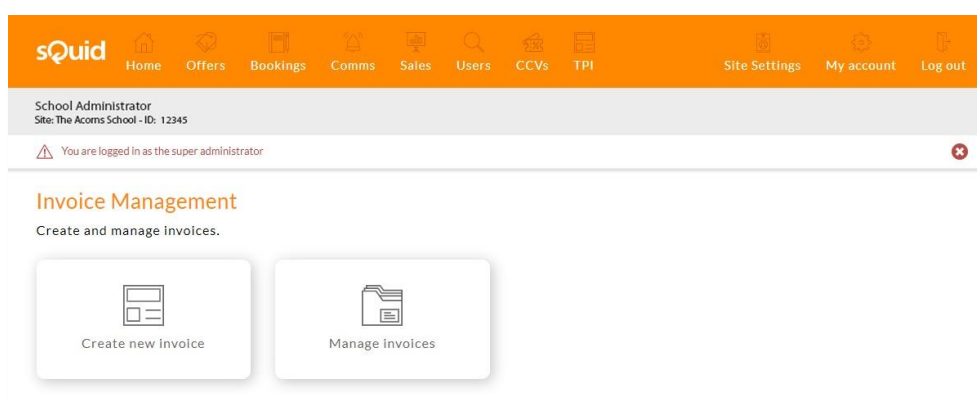
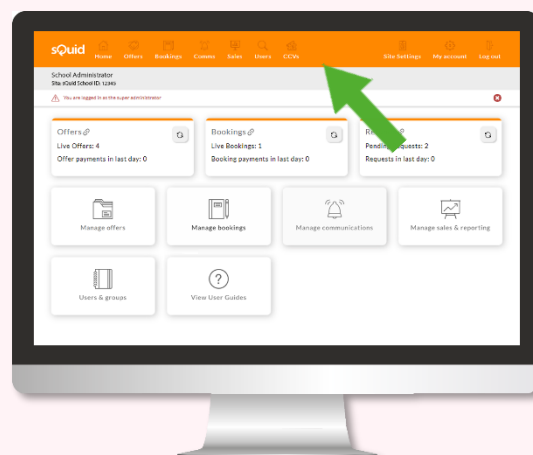
Third Party Invoicing

sQuad Trips & Offers User Guide

Home page: MAIN MENU BAR

Select **TPI** from the main menu bar to create and manage invoices.

You can **create and manage third party invoices**, for instance for facilities hire, **via sQuad Trips & Offers**.

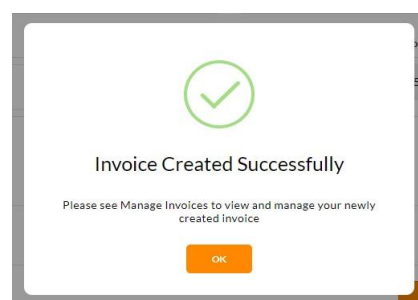
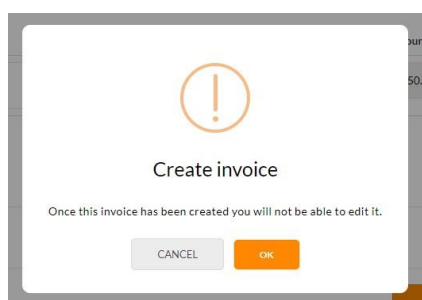


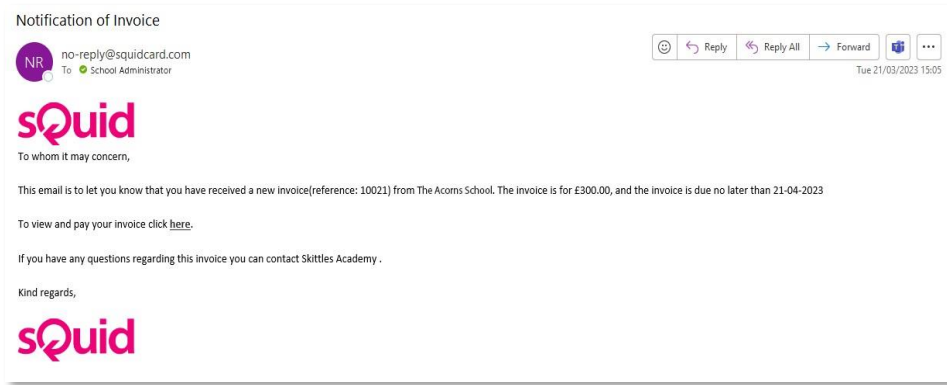
Click on **TPI (third party invoicing)** in the **main menu bar** at the top of your home screen to **create and manage invoices**, e.g. to external parties for hire of school facilities.

01 Create a new invoice

- Click on the **Create new invoice tile**
- Enter an **invoice reference number**. You can generate this number to follow **your own system**, or you can leave this field **blank** and a reference number will be **generated automatically**.
- Enter the **invoice due date**.
- Enter the **client's email address** - the invoice **confirmation and link** will be sent to this address.
- Enter the **client's details** (name, address, etc.). If this is *not* your first invoice, you will be able to select from a **drop-down menu** of recent clients to **automatically populate** this field
- **Tick** to enable the use of **bank transfer payments** on this invoice where indicated, if required.
 - Select the **settlement account** and **ledger codes** from the drop-down menus which will appear if bank transfer payments has been selected.

- Enter the **quantity** from the drop-down menu and a **description** of the item in the appropriate box.
- Select the appropriate **VAT rate** from the drop-down menu and enter the **unit price**. The **VAT amount** and **total price** will be **automatically calculated**.
- Click the orange **Add item** button for each **additional item** you wish to add to the invoice, or the red **Delete** button to remove an item.
- You can enter any **notes** to the client that you may wish to in the box below.
- Once you have **finished**, click **Create invoice** at the bottom of the screen.
- Click **OK** on the **Create invoice** screen once you are **happy to proceed**.
**Please note that once the invoice has been created, it cannot be edited.*
- You will then see the **Invoice created successfully** screen. Click **OK**.
- The client will now receive an **email** containing a **link to view** the invoice.
- The invoice will now appear on the **Manage invoices** page (see **02**).

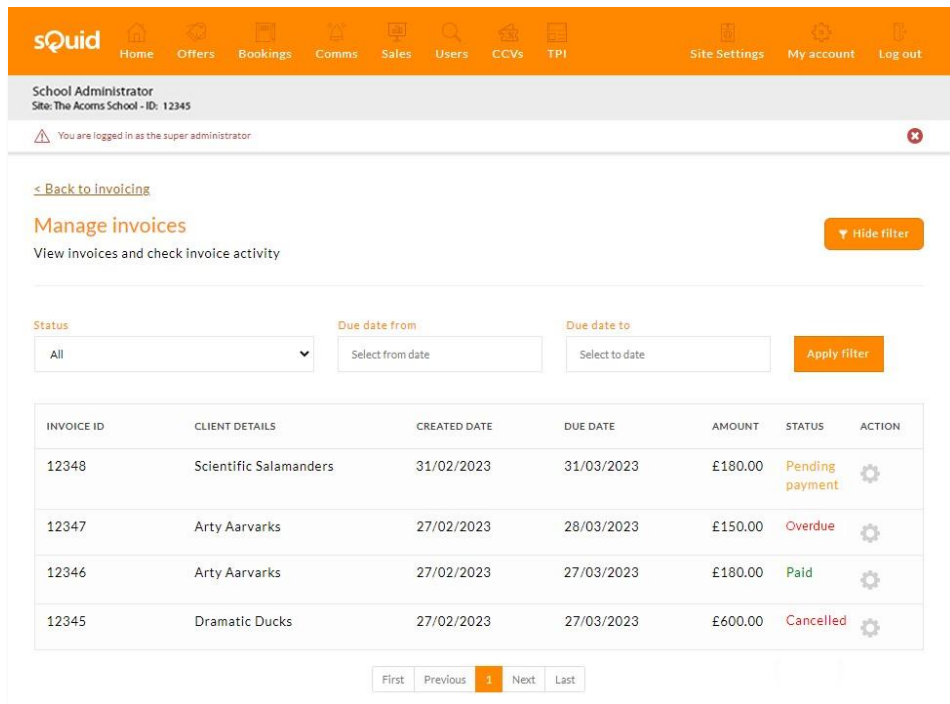




02 Managing invoices

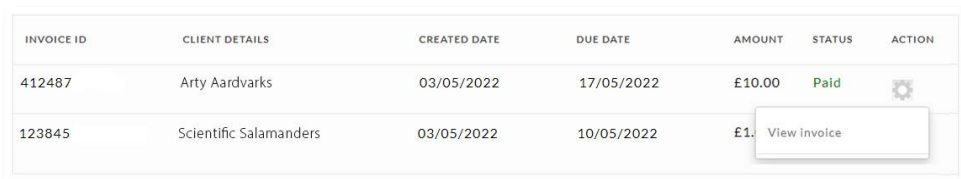
Click on the **Manage invoices tile**. Here you can **view your invoices** and **check activity**

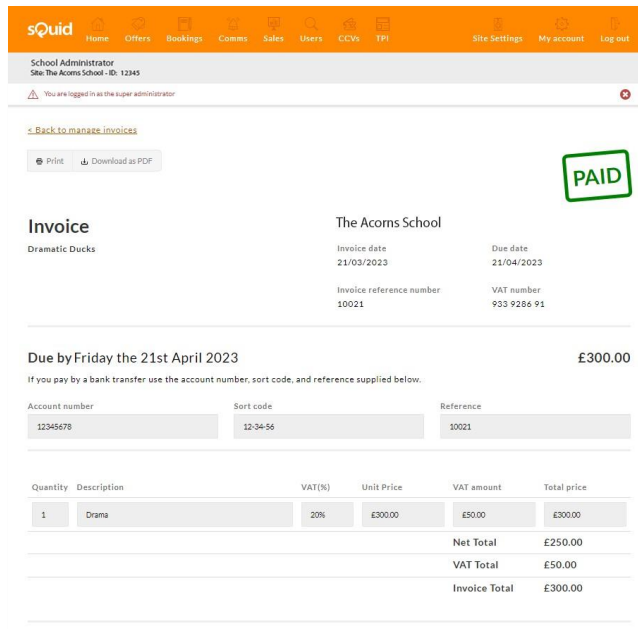
- You can see all your **invoices** listed and their **status**
- You can **search** for an invoice by date or by status by clicking on the **Show filter** button at the top right of the screen.



02.1 Status: Paid

- Click on the **action cog** next to an invoice with status **Paid** to **View invoice**.
- The client will have received a **confirmation email** when the invoice was **paid**.





02.2 Status: Pending

- Click on the **action cog** next to an invoice with status **Pending** to **View invoice, Send reminder, Mark invoice paid** or **Cancel invoice**.
- The actions **Mark invoice paid** and **Cancel invoice** *cannot be undone*. You will be reminded of this when prompted to confirm these actions
- The client will receive a **confirmation email** when an invoice is **marked as paid**, or an invoice has been **cancelled**.
- The client will receive a **reminder email** containing a **link to view the invoice** when you click **Send reminder**

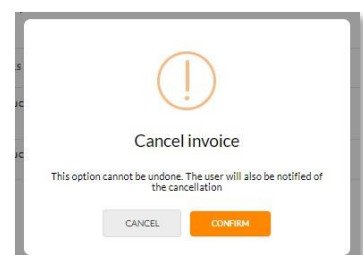
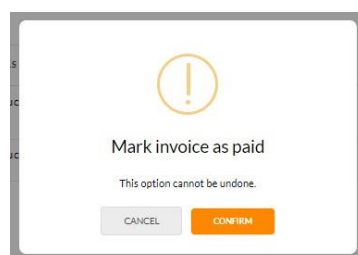
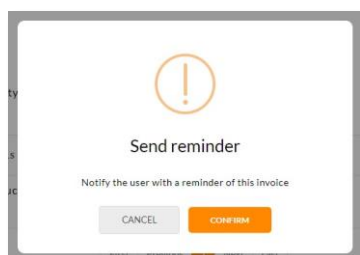
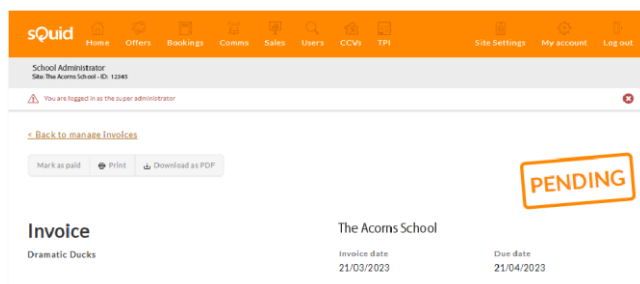
INVOICE ID	CLIENT DETAILS	CREATED DATE	DUE DATE	AMOUNT	STATUS	ACTION
12344	Dramatic Ducks	20/12/2022	20/12/2022	£1.00	Pending payment	
412487	Arty Aardvarks	03/05/2022	17/05/2022	£1.00		
123845	Scientific Salamanders	03/05/2022	10/05/2022	£1.00		
120001	Dramatic Ducks	08/04/2022	21/04/2022	£10.00		

View invoice

Send reminder

Mark invoice paid

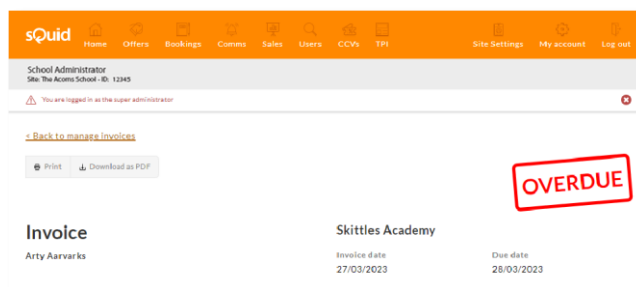
Cancel invoice



02.3 Status: Overdue

- Click on the **action cog** next to an invoice with status **Overdue** to **View invoice**, **Send reminder**, **Mark invoice paid** or **Cancel invoice**.
- The actions **Mark invoice paid** and **Cancel invoice** *cannot be undone*. You will be reminded of this when prompted to confirm these actions (see images 02.2)
- The client will receive a **confirmation email** when an invoice is **marked as paid**, or an invoice has been **cancelled**.
- The client will receive a **reminder email** containing a **link to view the invoice** when either you click **Send reminder**, or **automatically** if an invoice has gone **overdue**.

INVOICE ID	CLIENT DETAILS	CREATED DATE	DUE DATE	AMOUNT	STATUS	ACTION
12344	Dramatic Ducks	18/12/2020	23/12/2020	£10.00	Overdue	
412487	Arty Aardvarks	03/05/2022	17/05/2022	£1.		<ul style="list-style-type: none">View invoiceSend reminderMark invoice paidCancel invoice
123845	Scientific Salamanders	03/05/2022	10/05/2022	£1.		
120001	Dramatic Ducks	08/04/2022	21/04/2022	£10		



02.4 Status: Cancelled

- Click on the **action cog** next to an invoice with status **Cancelled** to **View invoice**.
- The client will have received a **confirmation email** when the invoice was **cancelled**.

INVOICE ID	CLIENT DETAILS	CREATED DATE	DUE DATE	AMOUNT	STATUS	ACTION
412487	Arty Aardvarks	03/05/2022	17/05/2022	£10.00	Cancelled	
123845	Scientific Salamanders	03/05/2022	10/05/2022	£1.		<ul style="list-style-type: none">View invoice

