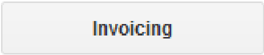
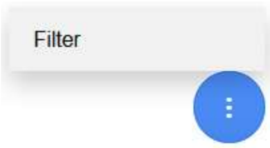
Automated Invoicing for the Stone Signs Portal

Raising Draft Invoices

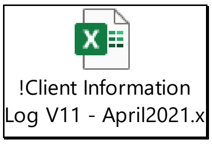
1. Login into Stone Signs Portal, and navigate to the **Invoicing** section.



2. Click on the blue circular button to display the **Filter** option.



3. In the filter window, the **Agent** and **Branch** should be populated based on each Agent's preferred invoicing method. This information can be found in the '*Client Information Spreadsheet'*, on the **Invoicing** tab.



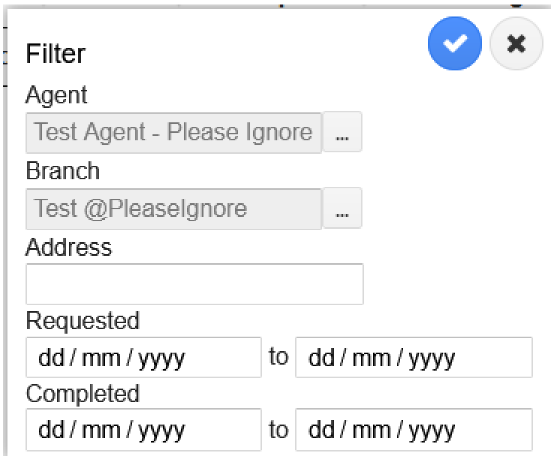
Note: When selecting the Agent name for filtering in the Portal, the starting letter of the Agent can be typed on the keyboard, so that the open list jumps to the correct alphabetical area.

- The majority of Agents are invoiced on a per Branch basis.
- For Agents that are invoiced on a **Per Branch** basis, the **Branch** field should always be populated, even if there is only one branch for the Agent.

E.g.1. Spreadsheet Data for **per Branch** Invoicing:

B	C	D	E	F
Branch Name	**Agnt Coc**	**Brch Coc**	**Agent: Invoices To:**	**Branches Label**
TestAgent @PleaseIgnore	TST	001	per Branch	Main Office

E.g.1. Portal Filter Fields for **per Branch** Invoicing, as per spreadsheet:



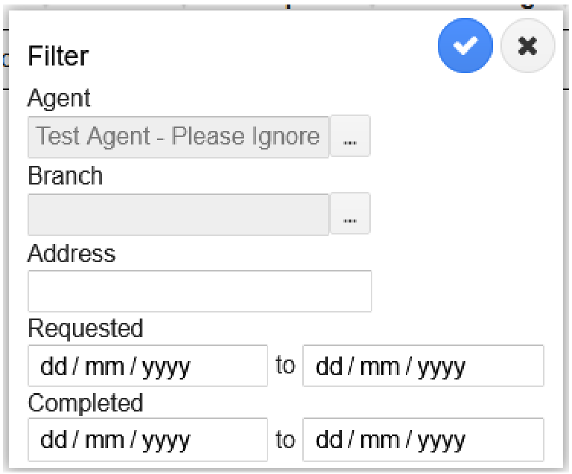
Automated Invoicing for the Stone Signs Portal

- Where Agent invoices are marked as being 'Send to **Main Office**', the Branch field must be empty.
  *The 'Send to **Main Office'**, option is highlighted in gold in the spreadsheet.

E.g.2. Spreadsheet Data for **Main Office** Invoicing:

B	C	D	E	F
Branch Name	**Agnt Coc**	**Brch Coc**	**Agent: Invoices To:**	**Branches Label**
TestAgent @PleaseIgnore	TST	001		Main Office
TestAgent @IgnorePlease	TST	002	Main Office	Branch
TestAgent @Disregard	TST	003		Branch

E.g.2. Portal Filter Fields for **Main Office** Invoicing, as per spreadsheet:



4. As each invoice is raised, update the **Column G - INV** in the spreadsheet to record if an invoice has been raised for this month. Y = Yes, invoice raised, N = No invoice raised.

Eg.1:

A	B	C	D	E	F	G
Brch	**Branch Name**	**Agnt Coc**	**Brch Coc**	**Agent: Invoices To:**	**Branches Label**	**INV**
97	TestAgent @PleaseIgnore	TST	001	per branch	Main Office	y

Eg.2:

A	B	C	D	E	F	G
Brch	**Branch Name**	**Agnt Coc**	**Brch Coc**	**Agent: Invoices To:**	**Branches Label**	**INV**
97	TestAgent @PleaseIgnore	TST	001		Main Office	
98	TestAgent @IgnorePlease	TST	002	Main Office	Branch	y
99	TestAgent @Disregard	TST	003		Branch	

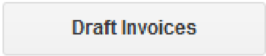
Not all branches receive invoices every month.

The raising of draft invoices is expected to take approximately 45-60 minutes.

Automated Invoicing for the Stone Signs Portal

Downloading Draft Invoices for Checking

1. Once all draft invoices have been raised, navigate to the **Draft Invoices** section.

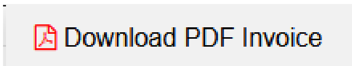


2. In the top left-hand corner, check that the number of draft invoices match the number that has been recorded as being raised on the spreadsheet.

3. Beginning with the top invoice (which will be the last one raised), click on the blue **Download** control.

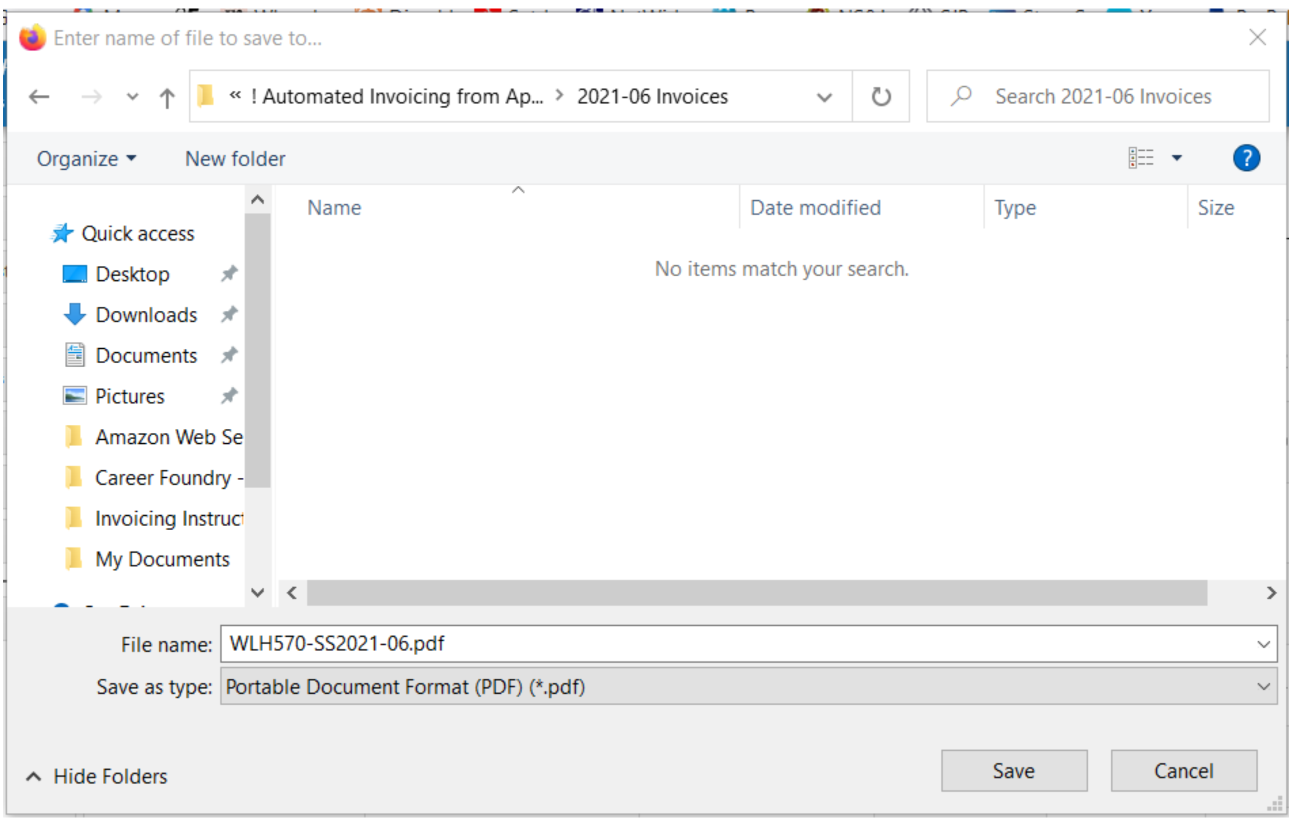
WARNING!! The envelope icon will send the invoice, DO NOT click without checking invoice first.

4. After clicking the **Download** icon, select **Download PDF Invoice**.



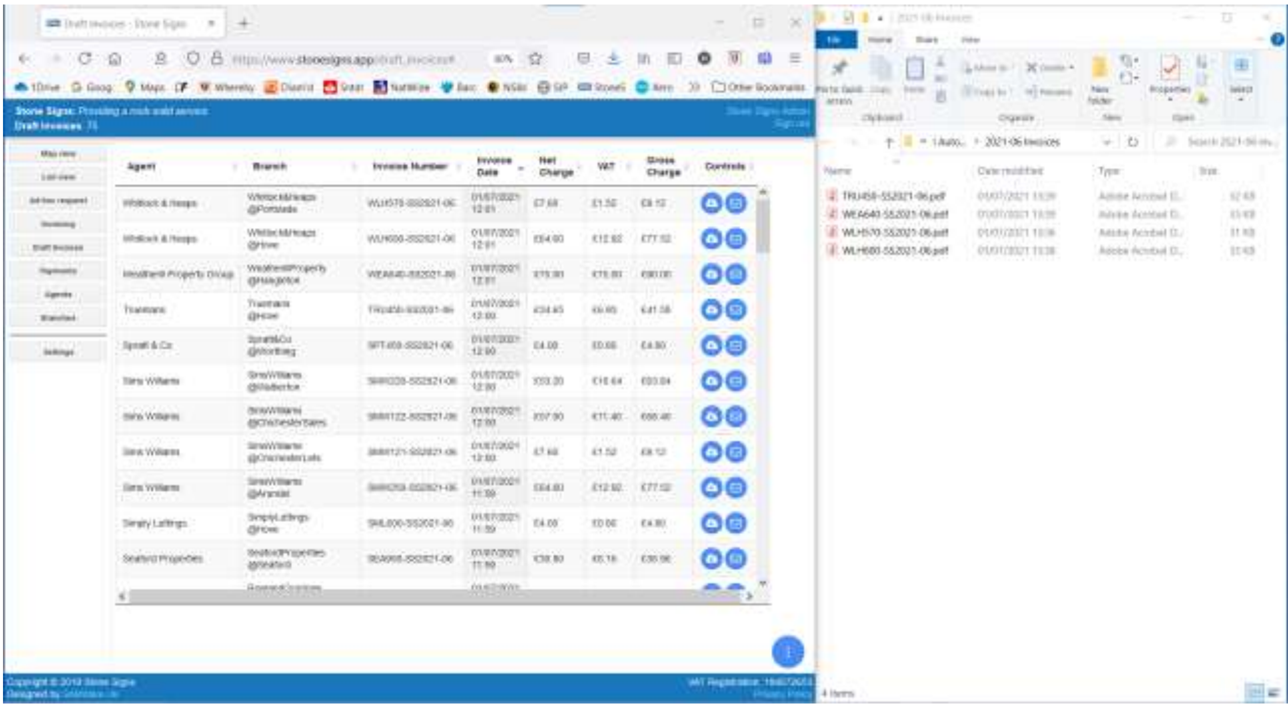
5. A directory window will open. Navigate to the appropriate folder for saving, and click **Save**.

NOTE: For the first download of the month, you may have to create a new folder for the new month.

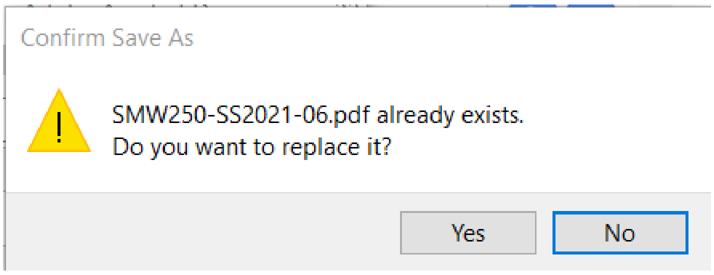


Automated Invoicing for the Stone Signs Portal

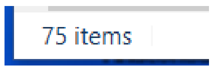
Having the directory open at the same time as the Portal means you can check that the invoices are being saved to the correct location, and help to keep track of which invoices have been downloaded. The **Invoice Number** will also help in keeping track.



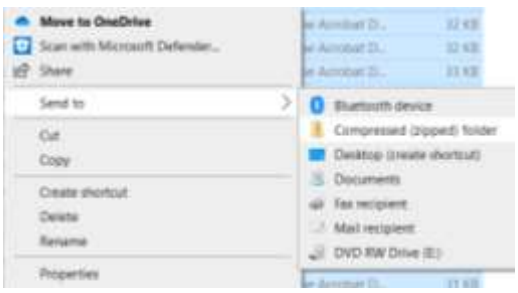
If you accidentally download the same invoice again, when you come to click **Save**, the following message will be displayed. You can click **No**, and then **Cancel** as there is no need to replace it.



6. Once all invoices have been downloaded, check that the number of invoices in the download folder matches the number of invoices in the **Draft Invoice** section.



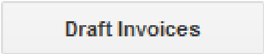
7. **Invoices are now ready for checking.**
   If invoices are to be emailed for checking, save the invoices to a compressed file by:
   - Highlighting all invoices.
   - Open the Right-click Menu, and
   - Selecting **Send to** then **Compressed (zipped) folder**.



Automated Invoicing for the Stone Signs Portal

Sending Invoices (once checking is complete)

1. Log in to the Stone Signs Portal and navigate to **Draft Invoices**.

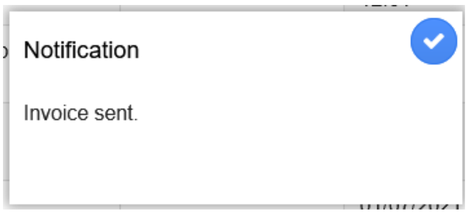


2. Beginning with the top invoice, click on the blue **Send** control button.

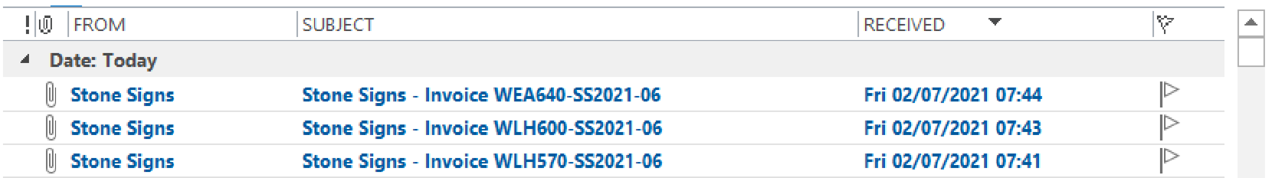
3. Confirm that invoice should be sent.

4. Confirm Notification window.

   The draft invoice will automatically move the **Payment** section of the Portal.



5. Check the Inbox for stonesigns@outlook.com to confirm email have been sent successfully.



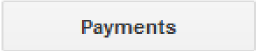
   If at any stage the Portal buffers, press F5 to refresh the screen, and ensure that the invoice last sent has reached stonesigns@outlook.com.

6. Check that the number of invoices sent to stonesigns@outlook.com matches the original number of draft invoices.

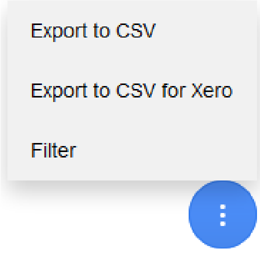
> The sending of draft invoices is expected to take approximately 15 minutes.

Preparing Invoice Data for Upload to Xero

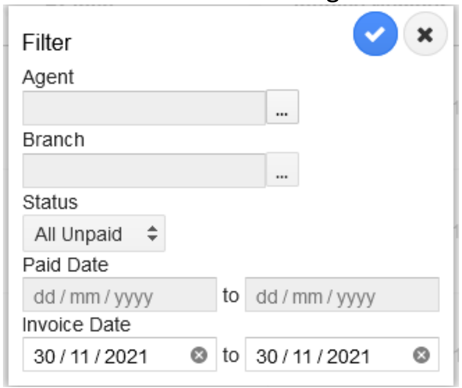
1. Navigate to the **Payments** section of the Portal.



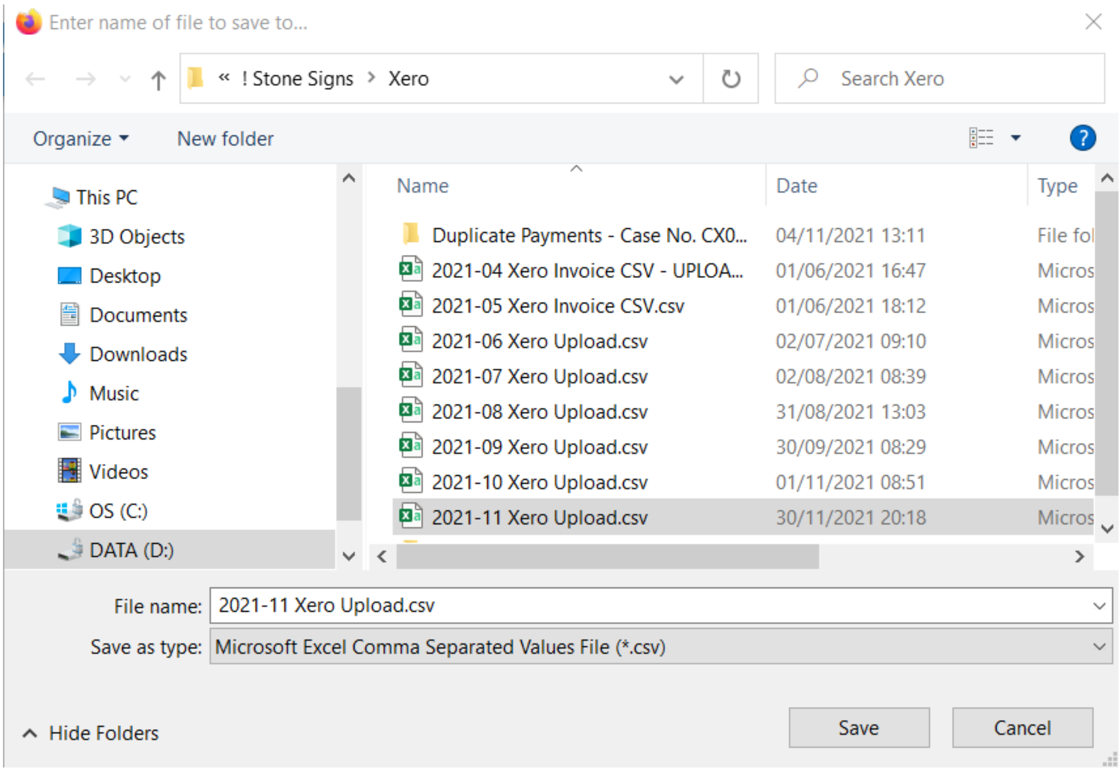
2. Click on the blue button and select the **Filter** option.



3. Select the **Invoice Date** range filter for the day this month's invoices were raised.



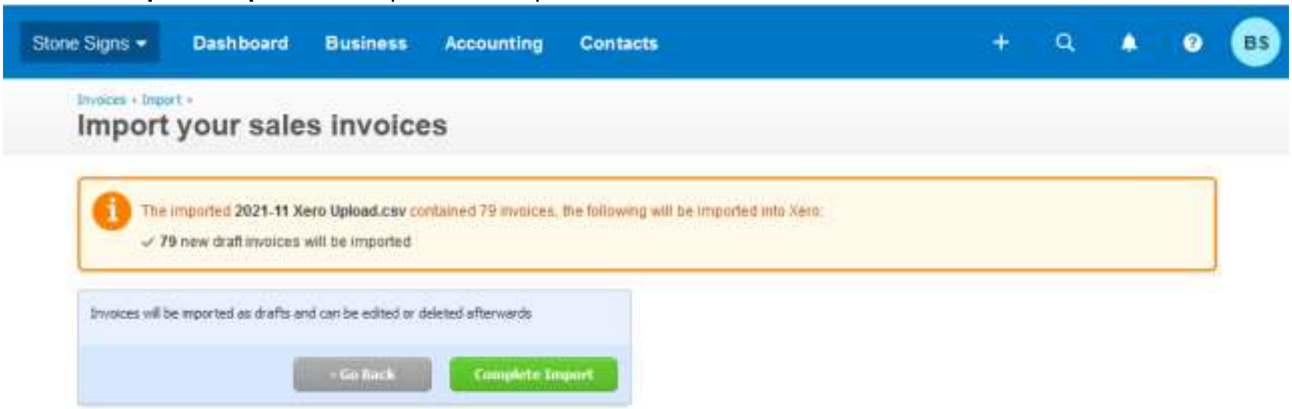
4. Click the blue button again, and select the option: **Export to CSV for Xero**, and save the CSV export to an appropriate location, i.e., in a folder labelled **Xero**, using the filename format "yyyy-mm Xero Upload.csv".



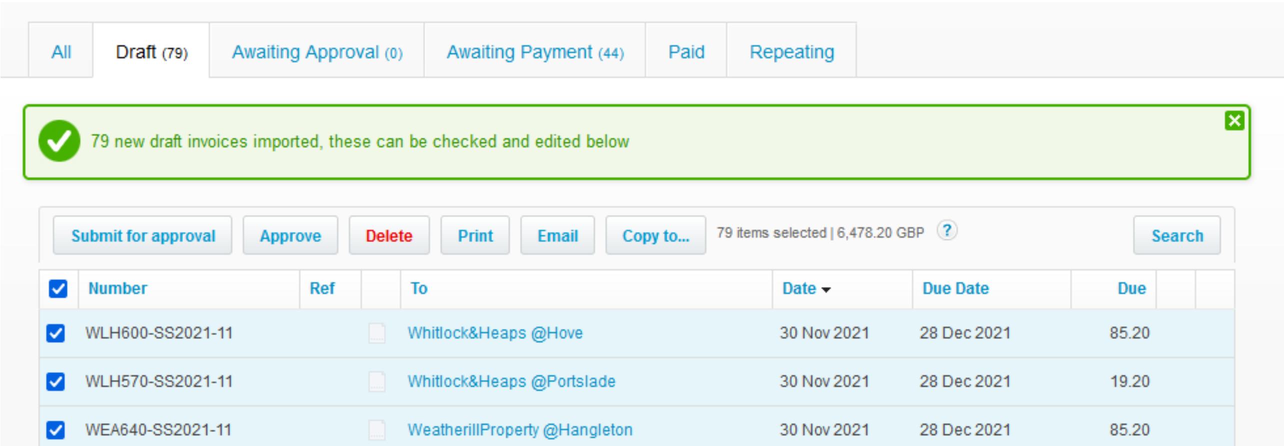
Automated Invoicing for the Stone Signs Portal

Uploading CSV Invoice Data to Xero

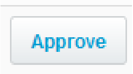
1. Log into Xero.
2. Click on the **Business** menu, and select **Invoices**.
3. Click on the **Import** button.
4. Click the **Browse** button to navigate to the prepared CSV document.
5. Xero will report on how many invoices were imported; this should match the number raised. Click the button **Complete Import** to complete the import.



6. The invoices have been imported as Draft, and need to be set to "approved". Use the tick field next to column name **Number** to select all invoices.



7. Click the **Approve** button to approve all invoices.



8. All invoice will be moved to the **Awaiting Payment** section.