



**Kinetic**

KxConferencing

# Creating a New Invoice Template

# Table of Contents

KxConferencing.....	4
Creating a New Invoice Template.....	4
Event Invoice Maintenance .....	4
Re Name Copied Invoice Template .....	5
Edit the new Invoice Template .....	6
Edit Fixed Text.....	6
Edit Formats .....	7
Edit Images .....	7
Mapping the New Invoice Template.....	7

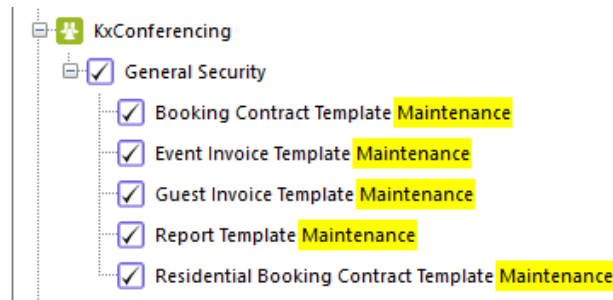


# KxConferencing

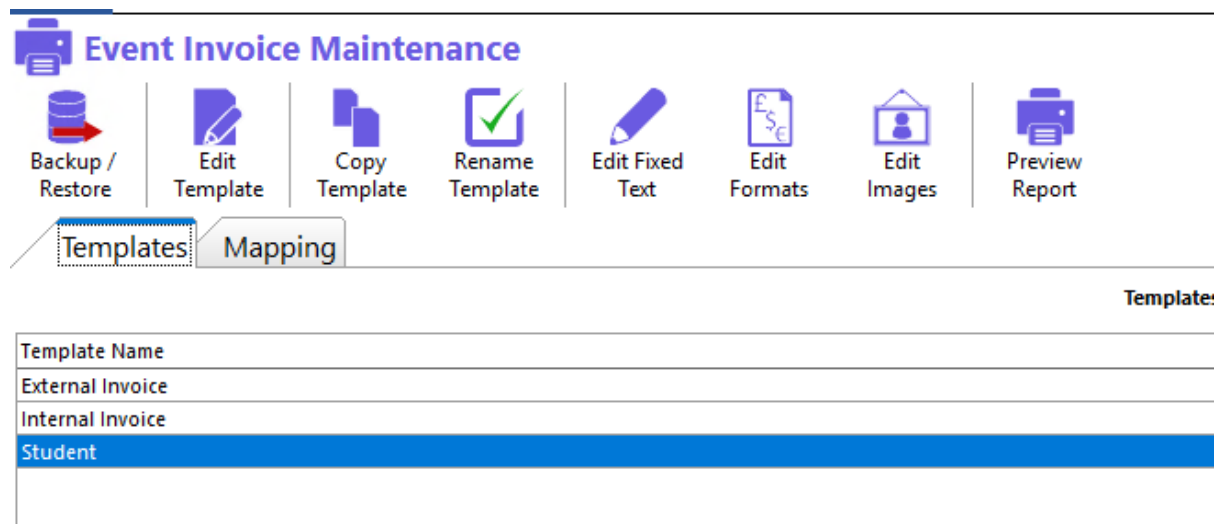
## Creating a New Invoice Template

### Event Invoice Maintenance

Kx Users with suitable access rights, can change event invoices.



KxConferencing>Event>Financial>Current Charges>Invoice>Template Maintenance



Highlight the EXTERNAL invoice and Backup/Restore



Then click on Copy Template



Choose the Invoice Template you wish to copy from

---

**Copy Event Invoice Template**

Back Copy Cancel

Original Template 

External Invoice

New Template Name 

External Invoice  
Internal Invoice  
Student

## Re Name Copied Invoice Template

Give the new Invoice template a name e.g. Student

---

**Rename Invoice Template**

Back Save Cancel

Original Template 

Student Invoice

New Template Name 

Student Invoice

Click on the COPY tick

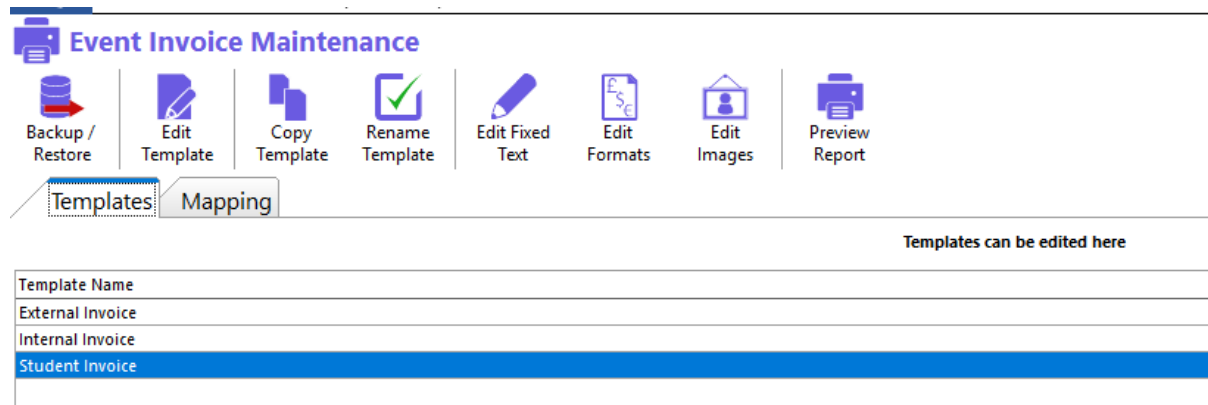
---

**Copy Event Invoice Template**

Back Copy Cancel



When you return to the [Event Invoice Template](#) page, it will show the new invoice template

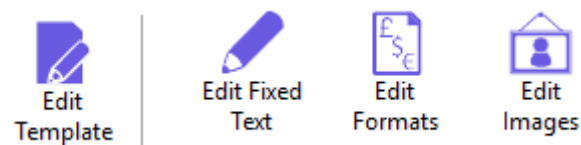


## Back up/Restore the new template



## Edit the new Invoice Template

Click on the Edit Template OR use the 3 edit buttons to change things on the new invoice template



## Edit Fixed Text

### Edit Template Text

Back
 Highlight Selected
 Clear Highlighted and Refresh
 Hiding Invisible Text
 Edit Text
 Save
 Cancel

Sub Report	Text	Text Col	Background	Visible
Report	REMITTANCE ADVICE			<input checked="" type="checkbox"/>
Report	VAT			<input checked="" type="checkbox"/>
Report	Glasgow			<input checked="" type="checkbox"/>
Report	REMITTANCE ADVICE			<input checked="" type="checkbox"/>
Report	GB 671 7980 93			<input checked="" type="checkbox"/>
Report	Tel: 041 330 6834			<input checked="" type="checkbox"/>
Report	Tax Point:			<input checked="" type="checkbox"/>
Report	Rate			<input checked="" type="checkbox"/>
Report	Finance Office			<input checked="" type="checkbox"/>
Report	Amount			<input checked="" type="checkbox"/>
Report	UNIVERSITY OF GLASGOW			<input checked="" type="checkbox"/>
Report	%			<input checked="" type="checkbox"/>
Report	UNIVERSITY AVENUE			<input checked="" type="checkbox"/>
Report	Total			<input checked="" type="checkbox"/>
Report	Inc. VAT			<input checked="" type="checkbox"/>
Report	GLASGOW			<input checked="" type="checkbox"/>
Report	G12 8QQ			<input checked="" type="checkbox"/>
Report	£			<input checked="" type="checkbox"/>
Report	£			<input checked="" type="checkbox"/>
Report	Value Added Tax			<input checked="" type="checkbox"/>
Report	Please quote our invoice number when making payment			<input checked="" type="checkbox"/>
Report	TOTAL			<input checked="" type="checkbox"/>
Report	University of Glasgow			<input checked="" type="checkbox"/>
Report	Glasgow			<input checked="" type="checkbox"/>
Report	£			<input checked="" type="checkbox"/>
Report	G12 8QQ			<input checked="" type="checkbox"/>
Report	G12 8QQ			<input checked="" type="checkbox"/>

**Invoice Details**

Invoice No: INV001  
 Date: 2023-10-27  
 Due Date: 2023-11-03  
 Contact: Accounts Payable  
 Email: accounts@glasgow.ac.uk

**Customer Details**

Name: University of Glasgow  
 Address: University Avenue, Glasgow G12 8QQ  
 Phone: +44 (0)141 330 6834  
 Email: accounts@glasgow.ac.uk

**Payment Information**

Bank Name: Bank of Scotland  
 Account Number: 1234 5678 9010  
 Sort Code: 3000 0000  
 IBAN: GB29 3000 0000 1234 5678 9010

**Summary**

Description	Quantity	Unit Price	Total
Goods supplied	1	100.00	100.00
<b>Total</b>			<b>100.00</b>



### Edit Field Formats

Back
 Highlight Selected
 Clear Highlighted and Refresh
 Showing Invisible Fields
 Edit Format
 Save
 Cancel

Pipeline	Data Field	Example Text in Current Format	Format	Text Color	Background	Visible
pICompanyAddresses	FullAddress	123 Space, 123 Cheltenham Road BRISTOL BS6 5SR United Kingdom				<input checked="" type="checkbox"/>
Header1	CompanyName	Kinetic University				<input checked="" type="checkbox"/>
Details	TotalExVatAmount	Sum(TotalExVATAmount)	#,0.00;-#,0.00			<input checked="" type="checkbox"/>
Details	TotalExVatAmount	Sum(TotalExVATAmount)	#,0.00;-#,0.00			<input checked="" type="checkbox"/>
Details	TotalVATAmount	Sum(TotalVATAmount)	#,0.00;-#,0.00			<input checked="" type="checkbox"/>
Details	TotalAmountInvoiced	Sum(TotalAmountInvoiced)	#,0.00;-#,0.00			<input checked="" type="checkbox"/>
Details	TotalVATAmount	Sum(TotalVATAmount)	#,0.00;-#,0.00			<input checked="" type="checkbox"/>
Details	TotalAmountInvoiced	Sum(TotalAmountInvoiced)	#,0.00;-#,0.00			<input checked="" type="checkbox"/>
Details	InvoiceText1	11 Kelvinhaugh Gate: Single Ensuile				<input checked="" type="checkbox"/>
Header1	PersonName	Renee Pike				<input checked="" type="checkbox"/>
Details	ExVATAmount	85.00	##,0.00			<input checked="" type="checkbox"/>
Details	VATRate	20				<input checked="" type="checkbox"/>
Details	Quantity	1				<input checked="" type="checkbox"/>
Header1	EventDescription	Kinetic User Conference 2025				<input checked="" type="checkbox"/>
Header1	InvoiceNumber	000				<input checked="" type="checkbox"/>
Header1	InvoiceNumber	000				<input checked="" type="checkbox"/>
Header1	DueDate	08/06/2025				<input checked="" type="checkbox"/>
Details	TotalAmountInvoiced	102.00	##,0.00			<input checked="" type="checkbox"/>
Details	VatAmount	17.00	##,0.00;(##,0.00)			<input checked="" type="checkbox"/>
Header1	CompanyName	Kinetic University				<input checked="" type="checkbox"/>
Header1	PurchaseOrderNumber					<input checked="" type="checkbox"/>
Header1	StartDate	01/08/2025	dd/mm/yyyy			<input checked="" type="checkbox"/>
Header1	InvoiceNumber		000			<input checked="" type="checkbox"/>
User	FullName	System Administrator				<input checked="" type="checkbox"/>

INVOICE

Order Ref: 00000000000000000000  
 Invoice Date: 01/08/2025

**UNIVERSITY OF GLASGOW**  
 UNIVERSITY ACADEMIC  
 CLERKSON HOUSE  
 11 KILWINHAUGH GATE, SINGLE ENSUILE  
 BRISTOL, AVON BS6 5SR  
 United Kingdom

To: Kinetic University  
 Customer Services  
 123 Space, 123 Cheltenham Road  
 BRISTOL  
 United Kingdom

Tax: 00000000000000000000  
 Tel: +44 1202 8524  
 Fax: +44 1202 8524  
 Email: info@kinetic.ac.uk

PURCHASE ORDER:  
 Invoice issued by: 01/08/2025

---

Please quote our invoice number when making payment.  
 Terms of Payment: Net 30 days of invoice date unless otherwise stated.

Charge	Qty	Unit Price	Total
11 Kelwinhaugh Gate - Single Ensuile	1	102.00	102.00
<b>TOTAL</b>			<b>102.00</b>

**VAT Analysis**

Description	Rate	Amount
Standard 17%	17.00%	17.00
Standard 0%	0.00%	0.00
Standard 17%	17.00%	17.00
<b>TOTAL</b>		<b>102.00</b>

**REMITTANCE ADVICE**

Invoice No: 00000000000000000000  
 Amount Paid: 102.00

Bank Details: NICE BANK PLC, GLASGOW CITY OFFICE  
 11 KILWINHAUGH GATE, SINGLE ENSUILE  
 BRISTOL, AVON BS6 5SR  
 United Kingdom

Contact Information: Kinetic University  
 The University of Glasgow is a registered Scottish charity, registration number SC015077

### Edit Images

Back
 Highlight Selected
 Clear Highlighted and Refresh
 Save
 Cancel

Sub Report	Field	Stretch	Proportional	Image
Report	Image1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div style="display: inline-block; vertical-align: middle; text-align: left;"> <p><b>University of Glasgow</b></p> </div>
				Select

100%

**University  
of Glasgow**

Arden Way  
Glasgow University  
Glasgow G12 8QQ  
UK  
Tel: +44 (0) 1235 55654  
Email: enquiries@glasgow.ac.uk

Sponsor Camp

Keele Lions

**INVOICE**

VAT Registration No.: GB 671 7083 03

Tax Payer: 06000200

**UNIVERSITY OF GLASGOW**  
**UNIVERSITY AVENUE**  
**GLASGOW**  
**G12 8QQ**

Invoice No: 00000000000000000000

PURCHASE ORDER: 00000000000000000000

Invoice raised by: System Administrator

Date Date: 08/08/2020

Templates

Mapping

---

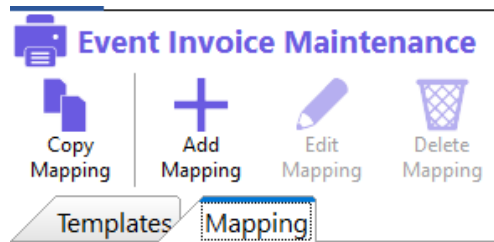
Template Name

External Invoice

Internal Invoice

Student Invoice

Click on Add Mapping



**Here you can choose:**

Event Site

Business Type

Event Type


Sales Type




Which Invoice Template

Invoice Language (If more than one in database)

Whether Tax exempt or not.

---

 **Add Mapping**

 **Back** |  **Save** |  **Cancel**

Site	<input type="text" value=""/>
Event Business Type	<input type="text" value="[All]"/>
Event Type	<input type="text" value="Sports Camp"/>
Sales Type	<input type="text" value="[All]"/>
Report	<input type="text" value="Student Invoice"/>
Invoice Language	<input type="text" value="[All]"/>
Tax Exempt	<input type="text" value="No"/>

