Kinetic

KxConferencing

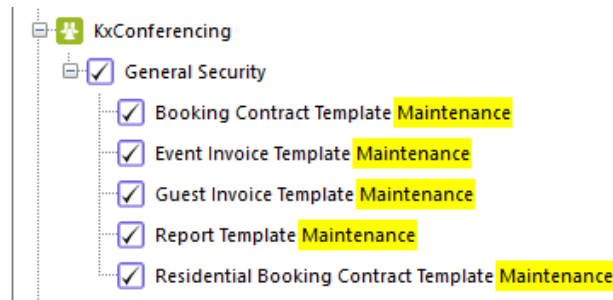# Creating a New Invoice Template
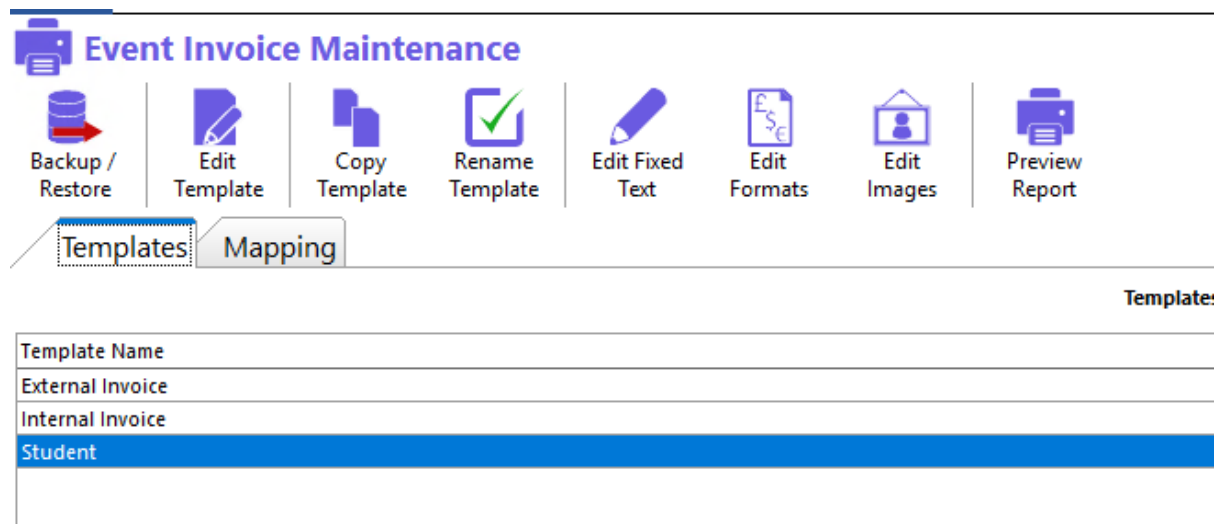
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KxConferencing

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

Re Name Copied Invoice Template

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

Click on the COPY tick

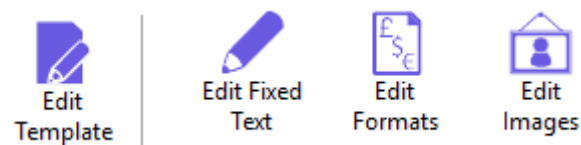When you return to the Event Invoice Template page, it will show the new invoice template
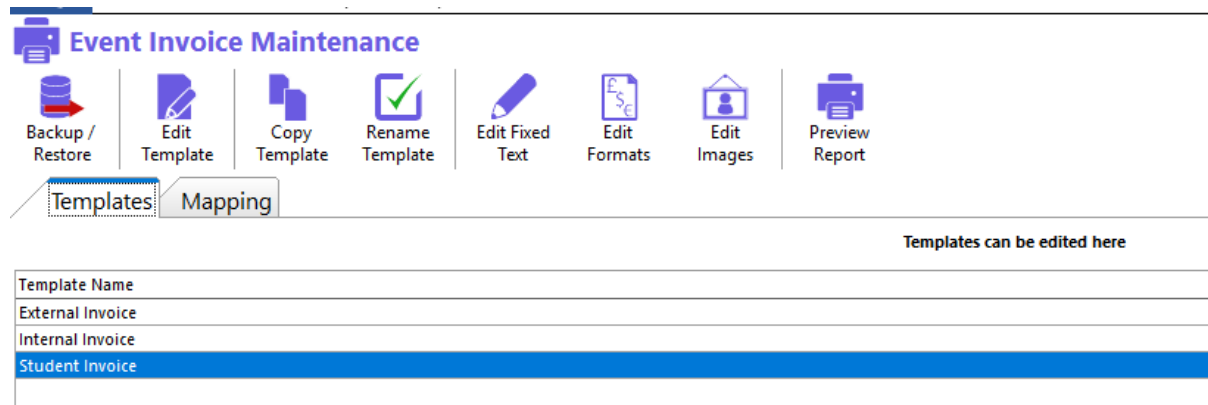
Back up/Restore the new template

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 Formats

Edit Images

Mapping the New Invoice Template

Once the invoice is correct - it needs to be Mapped, so that the invoice appears for the correct site, and the specific Event Type

Click on the mapping Tab

Click on Add Mapping

Event Invoice Maintenance

Copy Mapping | Add Mapping | Edit Mapping | Delete Mapping

Templates | 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	
Event Business Type	[All]
Event Type	Sports Camp
Sales Type	[All]
Report	Student Invoice
Invoice Language	[All]
Tax Exempt	No