

Invoice Templates

Invoice Templates and Spreadsheet

<http://spreadsheetml.com/exceltemplates/freeexcelinvoicetemplate.shtml>

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ConnectCode's Spreadsheet Templates

Have you thought about how many times you use or reuse your spreadsheet models? Everyday, day after day, model after model and project after project. We definitely have. That is why we build all our spreadsheet templates to be reusable, customizable and easy to understand. We also test our templates with different scenarios vigorously, so that you know you can be assured of their accuracy and quality and that you can save significant amount of time by reusing them. We have also provided comprehensive documentation on the templates so that you do not need to guess or figure out how we implemented the models.

All our template models are only in black and white color. We believe this is how a professional spreadsheet template should look like and also that this is the easiest way for you to understand and use the templates. All the input fields are marked with the '' symbol for you to identify them easily.*

Whether you are a sales person, engineer or accounting personnel. Or whether you are a student aspiring to join the business world or an entrepreneur needing to operate a business, we hope that you will find this package useful as we have spent our best effort and a lot of time in developing them.

ConnectCode

1. Invoice Templates and Spreadsheet

1.1 Invoice Templates

This document describes a collection of free templates and a professional spreadsheet designed to ease the printing of invoices for small business owners. Both product and service invoice templates in A4 and Letter sized formats are provided. In a product invoice, the amount of an item is derived by multiplying the quantity with the unit cost. This is not required in a service invoice. The diagram below shows both the service and product invoices.

The image displays two side-by-side screenshots of invoice templates. Both templates are titled "Invoice" and include fields for "Your Company Name*", "Company Slogan*", "Date", "Invoice #", "Street Address*", "City, ZIP*", "Phone #", and "Fax #". The left template is for services, with a table for "Item Description", "Taxed", and "Amount". The right template is for products, with a table for "Item Description", "Qty", "Unit \$", "Taxed", and "Amount". Both templates include a "Comments" section and a "Thank You For Your Business!" message at the bottom.

Item Description	Taxed	Amount
Service 1*	x	\$1,000.00
Service 2*		\$1,000.00
Service 3*		

Item Description	Qty	Unit \$	Taxed	Amount
Product 1*	2	\$1,000.00		\$2,000.00
Product 2*	3	\$1,000.00	x	\$3,000.00

Comments	Subtotal	Taxable	Tax rate	Tax due	Other	Total Due
The total payment is due in 30 days.	\$1,000.00	\$1,000.00	6.25%	\$125.00	\$0.00	\$3,125.00

Comments	Subtotal	Taxable	Tax rate	Tax due	Other	Total Due
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An "x" in the "Taxed" column field indicates item is taxable. The subtotal, taxes and total amount due are calculated automatically. Both the service and product invoice templates can be found in the "InvoiceTemplates.xls" spreadsheet.

1.2 From Invoice Templates to a Professional Invoice Spreadsheet

An invoice template is useful. However business owners will quickly realize that printing of an invoice is an important yet very small step in the documentation and organization of items sold by a business. For example, it is onerous to key in the customer information and address each time an invoice is required. Even with capabilities of copy-and-paste in a spreadsheet, errors can still occur. The customer information of an invoice needs to be easily accessible and reusable.

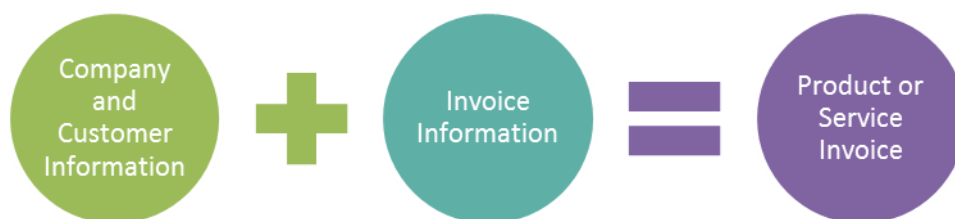
On top of that, items printed in invoices will also need to be stored for accounting purposes. It is possible to store the information in each individual invoice. However, this makes it difficult to summarize the data to derive useful information for further business analytics.

1.3 Professional Invoice Spreadsheet

ConnectCode's Invoice Spreadsheet is designed from the ground up to solve the problems mentioned above. The customer information is designed to be captured and stored in a table (similar to a database table) and easily accessed and retrieved for different invoices. Invoice information is also stored in table format and this allows summary information such as total sales and taxes to be calculated easily.

With this storage and display capability, the invoice information can be printed and reprinted just by selecting a row in the invoice information table. Finally, as the printed invoice is designed as a worksheet, it can be easily customized to suit the corporate look-and-feel of the organization. Any user with a basic understanding of a spreadsheet will be able to use this spreadsheet to meet the needs of a corporation.

The diagram below shows how the spreadsheet is organized. Users simply enter Company, Customer and Invoice information in the different input worksheets. During the data entry, existing customer information can be referenced from other invoices, eliminating the need to re-enter the same information. An invoice can also be reprinted by selecting the invoice ID in the input worksheet.



1.3.1 Invoice Spreadsheet Capabilities

The spreadsheet supports the storing of up to 99 customers and 999 invoices information. This can be easily expanded by modifying the spreadsheet. On the other hand, it is also possible to copy, rename and reuse the spreadsheet for a new month or week. In this case, the customer information can be reused. The subsequent sections below describe usage of the different worksheets in the Invoice Spreadsheet.

1.3.2 Company Information worksheet

In general, the Invoice Spreadsheet contains two input worksheets "Input – Company Information" and "Input – Invoice Information". The "Input – Company Information" is used for storing company information such as company name, address, phone and email. This information will be used for printing the invoices subsequently. The diagram below shows a sample of Company Information.

3	Company Information		
4	Company Name*	SpreadsheetML.com Inc	
5	Company Slogan*	Quality Matters. Less but Better!	
6	Street Address*	123 Triple Whale Drive, Suite 168	
7	City*	Blackwood City, CA	
8	ZIP*	94035	
9	Phone*	(651) 250 - 6392	
10	Fax*	(651) 250 - 6391	
11	Email*	info@spreadsheetml.com	

This worksheet is also used for entering customer information in a table format shown below. It is common for customers to have more than one invoices. By entering the customer information in this worksheet, it can be reused by other invoices.

Reusing information is as simple as specifying the Customer ID (as shown in the first column below) in the "Input – Invoice Information" worksheet. The customer information will then automatically appear in **Bill To** section of the printed invoice.

13	Customer Information			
14				
15	ID*	Customer Name*	Street Address*	Contact Name* City*
16	10001	ConnectCode Finance Inc.	123 Little Dolphin Drive, Suite 234	Mark Anders Greenwood City, CA
17	10002	ConnectCode Barcode Inc.	123 Triple Whale Drive, Suite 168	James Archer Greenwood City, CA
18	10003	ABCD Manufacturing	4321 Cupertino, Amazing Drive	Jason King Greenwood City, CA
19	10004			

1.3.3 Invoice Information

The diagram below shows how the invoice information can be entered into the spreadsheet. Basically, invoice information such as date of invoice, invoice number and price of individual items.

Each row (from row 10 onwards in the diagram below) represents an invoice that can be printed. The columns are explained in sections below.

3	Enter ID to Print :	2						
4								
5	Invoice Information							
6								
7		Total (All)	Subtotal (All)	Tax (All)				
8		\$28,825.00	\$27,000.00	\$1,425.00				
9	ID	Total due	Subtotal	Tax due	Other*	Date (MM/DD/YYYY)*	Invoice #*	Customer ID*
10	1	\$6,575.00	\$6,000.00	\$375.00	\$200.00	4/2/2012	1234567	10001
11	2	\$22,250.00	\$21,000.00	\$1,050.00	\$200.00	4/2/2012	1234568	10003
12	3	\$0.00	\$0.00	\$0.00	\$0.00			
13	4	\$0.00	\$0.00	\$0.00	\$0.00			

1.3.3.1 Common Information

The common information of an invoice refers to information such as Date, Invoice # and Tax Rate. The "Others" field can be used to capture shipping or delivery cost.

1.3.3.2 Customer ID

The Customer ID is used to reference and identify customers. Different invoices can reference the same customer. This allows the invoice to reuse customer information. In the diagram above, invoice with ID "1" is referencing Customer ID "10001" and the relevant customer information e.g. name, address, phone number, will be automatically populated in the printed invoice.

1.3.3.3 Individual Items in the invoice

The individual items in the invoices are entered in the same table of the worksheet. These items can be viewed by positioning the cursor to the right of the worksheet.

The diagram below shows the first item in the invoice. Unit price, item description, quantity are self explanatory. The "<Taxed*" field is to indicate whether an item is taxable. For an item that is non taxable, simply delete the "x" from the specified cell. The "<" symbol is to help users navigate the worksheet easily. It indicates that the specific "Taxed" field belongs to the item to the left.

Item 1 Description*	Qty*	Unit \$*	<Taxed*
Item 1	1	\$1,000.00	x
Item 1A	1	\$1,000.00	x

1.3.3.4 Enter ID to Print

The "Enter ID to Print" field specifies which invoice to print. For example, by entering "2" in the field, the invoice with ID "2" will be populated in the "Print Invoice - Service"/"Print Invoice - Product" worksheets for printing.

1.3.4 Printing the Invoices

The last step is to select the worksheet (invoice) to print. This can either be "Print Invoice – Services" worksheet for a service invoice or "Print Invoice – Products" worksheet for a product invoice. Specifically for service invoice, remember to enter the quantity field as "1".

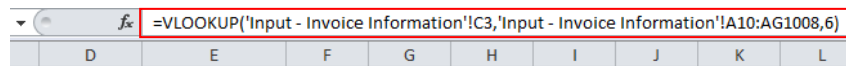
The diagram below shows a typical product invoice.

	A	B	C	D	E
1	Invoice				
2	SpreadsheetML.com Inc				
3	Quality Matters. Less but Better!			Date	4/2/2012
4				Invoice #	1234568
5	123 Triple Whale Drive, Suite 168			Customer ID	10003
6	Blackwood City, CA, 94035				
7	Phone : (651) 250 - 6392				
8	Fax : (651) 250 - 6391				
9	Email : info@spreadsheetml.com				
10					
11	Bill To				
12	Jason King				
13	ABCD Manufacturing				
14	4321 Cupertino, Amazing Drive				
15	Greenwood City, CA 94037				
16	Phone : (651) 250 - 8391				
17					
18	Item Description	Qty	Unit \$	Taxed	Amount
19	Item 1A	1	\$1,000.00	x	\$1,000.00
20	Item 2A	2	\$1,000.00	x	\$2,000.00
21	Item 3A	3	\$1,000.00	x	\$3,000.00
22	Item 4A	4	\$1,000.00	x	\$4,000.00
23	Item 5A	5	\$1,000.00	x	\$5,000.00
24	Item 6A	6	\$1,000.00	x	\$6,000.00

It is important to note that invoice information entered in the input worksheets is automatically generated as both a service ("Print Invoice – Services" worksheet) and a product ("Print Invoice – Products" worksheet) invoice. You need to select the appropriate invoice to print.

1.3.5 Customizing the Invoice

The invoice can be easily customized by moving the fields into different cells or styled with different font types and colors. To move a field into a different cell, it is important to copy the formula of the cell instead of simply just copying the cell. For example, in the diagram below, when the date cell is selected (as highlighted in orange color), copy the formula (as highlighted in red) instead of the cell itself.



Invoice

Date	4/2/2012
Invoice #	1234568
Customer ID	10003