

Standout Property Manager

Creating a Vendor Invoice

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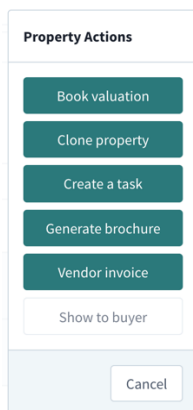
Introduction

When you need to create a sales invoice to a Vendor against their property, Standout will now enable you to do this. There are some pre-requisites so that you are able to do this:

- Property must be For Sale and NOT To Let
- Property MUST have an owner associated to it

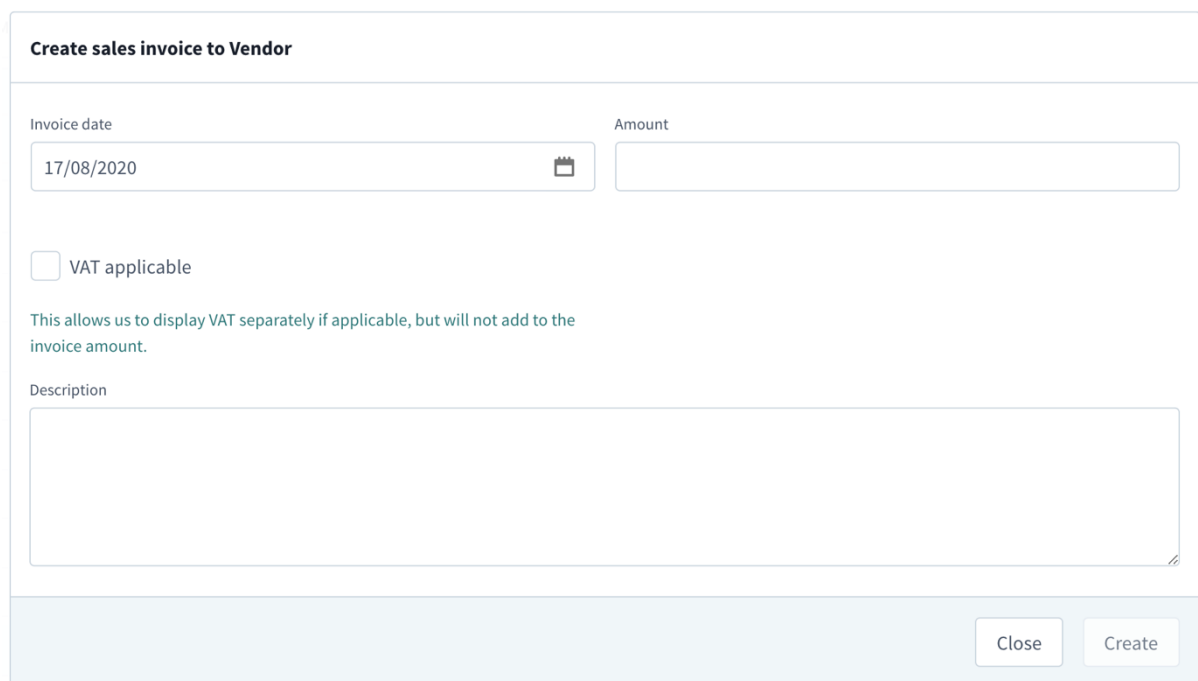
Creating the invoice

Open the property, double check that it has an owner and is for sale! Then choose More actions:



A vertical menu titled "Property Actions" with a light blue header. It contains six buttons: "Book valuation", "Clone property", "Create a task", "Generate brochure", "Vendor invoice", and "Show to buyer". The first five buttons are dark teal, while "Show to buyer" is light grey. A "Cancel" button is at the bottom in a light blue box.

Click Vendor invoice



A form titled "Create sales invoice to Vendor" with a light blue header. It contains the following fields and controls:

- Invoice date:** A text input field containing "17/08/2020" and a calendar icon to its right.
- Amount:** An empty text input field.
- VAT applicable:** A checkbox followed by the text "VAT applicable".
- Description:** A large, empty text area.
- Footer:** Two buttons, "Close" and "Create", in a light blue bar at the bottom right.

The following fields are required:

- | | |
|----------------|--|
| Invoice date | the date you issue the invoice (it also can be in the past or future) |
| Amount | the net amount of the invoice, if you charge VAT, this will be calculated and added to the invoice |
| VAT applicable | if you are charging VAT, then select this option |
| Description | enter the description of the invoice you are charging the vendor. |

Click Create to then create the invoice

Vendor invoice

Create sales invoice to Vendor


Invoice created successfully.

Print invoice

Reset invoice

Invoice date

17/08/2020



Amount

60

☒ VAT applicable

This allows us to display VAT separately if applicable, but will not add to the invoice amount.

Description

EPC Certificate

Close

Create

Once created, there are now two options for you to choose from

Print invoice
Reset invoice

allows you to print/amend/email the invoice
clears the form so you can enter more invoices

Print invoice

Letter Production

Vendor Invoice

[← Back to property without creating letter](#)

Here is an overview of the content of the letter to send. If required, you may make any last minute changes to the letter before sending.

This is a system default letter template. To add your own templates and customise this letter to your requirements, go to [Letter templates in Admin](#) and duplicate this letter. Alternatively, you can edit the letter on this screen as required.

Mr & Mrs Phil And Lynn Smith (Vendor)

Mr & Mrs Phil And Lynn Smith (Vendor) – philnlynn@gmail.com

Send as

Final letter *

17th August 2020

Mr & Mrs Phil And Lynn Smith
16 Wentworth Close,
Radcliffe,
Manchester M26 3WH

Reply To: Head Office

INVOICE

For : 3 Foxglove Way, Freckleton, Preston, PR4 1TR

Invoice For : EPC Certificate

Total Nett £60.00
Total VAT £12.00
Total Due £72.00

Yours sincerely,

Fred Bloggs
ISSL Documentation

When creating a Word document from a letter, (PAGE_BREAK) determines where a new page will be created. These are usually used to separate the letters for each person, for example. These are removed when sending an email.

[Back to property](#)

[Go](#)

At this point, you can make any manual amendments to the invoice, then you have the following options:

Document	allows the option to download the document to your device
Email	allows you to send the invoice by email to your Vendor
Both	allows both of the above

Back to property without creating letter

Back to property	allows you to go back to the property
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Go	processes your above options
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To view any/all invoices for a specific Vendor, open the Vendor and then choose “Invoices tab”

A list of invoice will be shown for the chosen Vendor and will allow the identification of which property the invoice is associated to.

A screenshot of a software interface showing a list of bill items. The first item, 'Electricity', is selected. A context menu is open over it, displaying four options: 'Options', 'Mark as Paid', 'Print Invoice', and 'Delete'. The 'Delete' option is highlighted with a red background.

Print Invoice if you require to re-print for the Vendor, you can do this here

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