



# Invoicing using GlassMatix

## UK Installations

Revised 17 January 2012

### About

EurotaxGlass's produce 3 invoice reports for use by Repairers with the Glassmatix 4 UK system. The Invoices can be downloaded from the Downloads area of our web site... [www.eurotaxglass.co.uk/glassmatix/](http://www.eurotaxglass.co.uk/glassmatix/)

**IMPORTANT NOTE:** Please read the Conditions for Customers to be Aware of section below.

### Revisions

The revisions include...

- New detail section with explanation of storage charges.
- Detail sections for parts and labour are present only where applicable.
- Easier to read summary and detail sections.
- Suitable for VAT registered and non-VAT registered Repairers.
- Labour cost details section changed to display labour costs by labour type.
- The revised reports replace the previous versions.

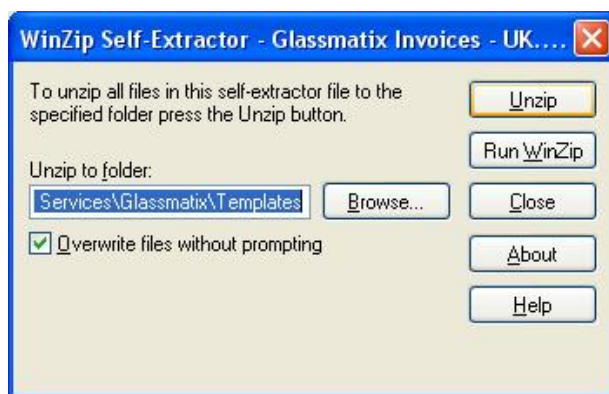
### Installation

The Glassmatix Invoice templates can be loaded to the customers PC by following the download instructions below...

1. Click the Glassmatix\_Invoicing\_UK\_Installations2.exe from the downloads area.
2. Click Run from the File Download dialog.



3. Click the **Unzip** button on the **Winzip Self Extractor** dialog.



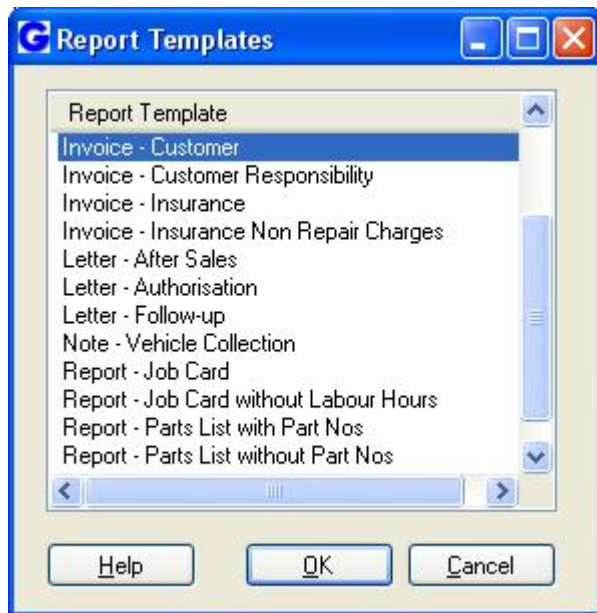
4. Click the **OK** button then click the **Close** button on the **Winzip Self Extractor** dialog.



5. The invoice reports will now appear in the print preview report template window in Glassmatix (available on the standard configuration only).

## Instructions for Customer Use

The invoices can be selected from the **print preview** window for calculated and committed estimates produced with the **Glassmatix Standard** configuration.



The 3 invoice templates available are as follows...

1. **Invoice - Insurance**  
Used to submit invoices to insurers.
2. **Invoice - Customer**  
Used to submit invoices to customers for non-insurance work and can also be used for insurance work where submitted to an accident management company or other 3<sup>rd</sup> party working on behalf of the customer.
3. **Invoice - Customer Responsibility**  
Used to submit invoices for customer responsibility charges including excess or VAT charges on insurance work to customers or to an accident management company or other 3<sup>rd</sup> party working on behalf of the customer.

### Conditions for Customers to be Aware of

The invoices are available under the following conditions...

- The invoices function only on estimates from the Glassmatix Standard configuration.
- All invoices issued should use an identifying number that is unique and sequential. It is the responsibility of the Customer to ensure the invoice numbers are sequential. The number used by Glassmatix for invoices is the Estimate ID. This means the Customer may need to change the estimate IDs, for example to; INV001, INV002, etc., prior to issuing an invoice.