



TIKOS invoicing

The module for individual invoicing

A **clear administration** and the printing of invoices for all services - this is made possible by our module TIKOS invoicing. All articles that need to be processed are recorded in the article master. In addition, a standard price list and up to 255 further price lists can be stored. It is also possible to assign scaled prices. For each customer and each department, an individual and arbitrarily large range of articles with customer-specific prices can be created. The prices can be displayed and calculated up to five decimal places.

Instant or collective invoice

The **time of invoicing** can be stored per customer: instant invoice directly on delivery or collective invoice if several deliveries are to be combined. The price development can be viewed at any time in the history at customer and item level. Whether a customer receives net or gross prices or whether **discounts and surcharges** are to be taken into account for the customer can be controlled via the customer master. Additional costs (as a percentage of the order value or as an absolute amount) for deliveries on public holidays, weekends, or for additional deliveries can be stored here as well as turnover-dependent discount scales. At the same time, minimum charges and minimum quantity surcharges can be estimated.

Various accounting periods

The time interval at which the customer is charged (weekly, every two weeks, monthly, etc.) can be controlled via **different invoice types**. Different types of laundry can be printed on a single invoice or on separate invoices. One invoice for several customers, such as a head office and its branches, as well as the specification of a different invoice address are also possible.

All invoices including all invoice attachments are archived chronologically by month and year in PDF format. The individual orders remain stored in the system for as long as you wish. As long as the data has not yet been transferred to the accounting department, each order contained in the invoice can be subsequently changed. By means of reprinting, the corrected document can be **printed again**. All invoice attachments can be sent separately to customers via email in PDF format.

| Article | Description | Quantity | Unit | Price EUR | Amount EUR |
|-----------------------|-----------------------------|----------|-------|-----------------|--------------------|
| 521001 | Towel dispenser ind. 1 roll | 1 | piece | 17,41 | 17,41 |
| 0501 | Laundry | 404 | kg | 0,85 | 344,08 |
| 0505 | Cook's trousers | 80 | Piece | 1,35 | 108,00 |
| 0506 | Cook's jacket | 78 | Piece | 1,08 | 84,24 |
| 0508 | Apron | 65 | Piece | 1,51 | 98,65 |
| 0510 | Waste apron | 52 | Piece | 0,63 | 32,76 |
| Subtotal EUR | | | | | 655,17 |
| 10,00 % Discount from | | | | | -65,52 |
| Net amount EUR | | | | 19,00 % VAT EUR | Invoice amount EUR |
| 589,65 | | | | 112,03 | 701,68 |

Advantages

- High flexibility through individual invoice types
- Modern, paperless dispatch via email
- Clear archiving of sent invoices
- Simple handling of discounts and surcharges
- Simple additional invoicing on public holidays, weekends, etc.