

Add or Edit Total Box Text on Invoices

Overview:

Text can be added and/or edited for the Total Box area of the invoice. This text may be remittance detail, comments, instructions, etc. Additional text can also be entered at the bottom of the invoice.

12345 Data Entry Systems, Inc.
 12345 Main Street
 Suite 100
 Anytown, CA 90001
 Tel: 555-1234
 Fax: 555-5678
 E-mail: info@dataentry.com

TAX INVOICE 234
 Date: 01/15/2024
 Order: 12345

DATE	DESCRIPTION	QTY	UNIT PRICE	TOTAL
01/15/2024	1000 Data Entry Services	1000	\$10.00	\$10,000.00
01/15/2024	500 Data Entry Services	500	\$10.00	\$5,000.00
01/15/2024	250 Data Entry Services	250	\$10.00	\$2,500.00
01/15/2024	125 Data Entry Services	125	\$10.00	\$1,250.00
01/15/2024	62.5 Data Entry Services	62.5	\$10.00	\$625.00
01/15/2024	31.25 Data Entry Services	31.25	\$10.00	\$312.50
01/15/2024	15.625 Data Entry Services	15.625	\$10.00	\$156.25
01/15/2024	7.8125 Data Entry Services	7.8125	\$10.00	\$78.125
01/15/2024	3.90625 Data Entry Services	3.90625	\$10.00	\$39.0625
01/15/2024	1.953125 Data Entry Services	1.953125	\$10.00	\$19.53125
01/15/2024	0.9765625 Data Entry Services	0.9765625	\$10.00	\$9.765625
01/15/2024	0.48828125 Data Entry Services	0.48828125	\$10.00	\$4.8828125
01/15/2024	0.244140625 Data Entry Services	0.244140625	\$10.00	\$2.44140625
01/15/2024	0.1220703125 Data Entry Services	0.1220703125	\$10.00	\$1.220703125
01/15/2024	0.06103515625 Data Entry Services	0.06103515625	\$10.00	\$0.6103515625
01/15/2024	0.030517578125 Data Entry Services	0.030517578125	\$10.00	\$0.30517578125
01/15/2024	0.0152587890625 Data Entry Services	0.0152587890625	\$10.00	\$0.152587890625
01/15/2024	0.00762939453125 Data Entry Services	0.00762939453125	\$10.00	\$0.0762939453125
01/15/2024	0.003814697265625 Data Entry Services	0.003814697265625	\$10.00	\$0.03814697265625
01/15/2024	0.0019073486328125 Data Entry Services	0.0019073486328125	\$10.00	\$0.019073486328125
01/15/2024	0.00095367431640625 Data Entry Services	0.00095367431640625	\$10.00	\$0.0095367431640625
01/15/2024	0.000476837158203125 Data Entry Services	0.000476837158203125	\$10.00	\$0.00476837158203125
01/15/2024	0.0002384185791015625 Data Entry Services	0.0002384185791015625	\$10.00	\$0.002384185791015625
01/15/2024	0.00011920928955078125 Data Entry Services	0.00011920928955078125	\$10.00	\$0.0011920928955078125
01/15/2024	0.000059604644775390625 Data Entry Services	0.000059604644775390625	\$10.00	\$0.00059604644775390625
01/15/2024	0.0000298023223876953125 Data Entry Services	0.0000298023223876953125	\$10.00	\$0.000298023223876953125
01/15/2024	0.00001490116119384765625 Data Entry Services	0.00001490116119384765625	\$10.00	\$0.0001490116119384765625
01/15/2024	0.000007450580596923828125 Data Entry Services	0.000007450580596923828125	\$10.00	\$0.00007450580596923828125
01/15/2024	0.0000037252902984619140625 Data Entry Services	0.0000037252902984619140625	\$10.00	\$0.000037252902984619140625
01/15/2024	0.00000186264514923095703125 Data Entry Services	0.00000186264514923095703125	\$10.00	\$0.0000186264514923095703125
01/15/2024	0.000000931322574615478515625 Data Entry Services	0.000000931322574615478515625	\$10.00	\$0.00000931322574615478515625
01/15/2024	0.0000004656612873077392578125 Data Entry Services	0.0000004656612873077392578125	\$10.00	\$0.000004656612873077392578125
01/15/2024	0.00000023283064365386962890625 Data Entry Services	0.00000023283064365386962890625	\$10.00	\$0.0000023283064365386962890625
01/15/2024	0.000000116415321826934814453125 Data Entry Services	0.000000116415321826934814453125	\$10.00	\$0.00000116415321826934814453125
01/15/2024	0.0000000582076609134674072265625 Data Entry Services	0.0000000582076609134674072265625	\$10.00	\$0.000000582076609134674072265625
01/15/2024	0.00000002910383045673370361328125 Data Entry Services	0.00000002910383045673370361328125	\$10.00	\$0.0000002910383045673370361328125
01/15/2024	0.000000014551915228366851806640625 Data Entry Services	0.0000000145519		

Thank you for choosing iTMS Software Services Pty Ltd	Exclusive Total	\$110.52
Bank Transfer Details	GST	\$11.05
Remit to: ITMS Software Services Pty Ltd Branch : ANZ Capalaba		
BSB: 000000 Account No: 0000 00000	Inclusive Total	\$121.57

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To access the parameter, **click** on the Invoice Parameters dropdown (circled below), found under the 'Invoicing' tab in the Opto Ribbon.

File

HOME

CONTACTS

RESOURCES

INVENTORY

QUOTES

PURCHASING

ORDERS

JOBS/SCHEDULING

INVOICING

New

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Print Invoice

View Invoice Batch

Invoice To Do

myob

Export-MYOB

XERO

Export-XERO

Data Set

Utilities

Specials

Clipboard

Invoice

Export

In the 'Parameters – Invoice' window, click on the "Print" tab. Add or edit text in the "Total Box Text" area.

Parameters - Invoice

Genera **Print** Order Conf Pro Forma Point of Sale

☒ Custom Invoice OIPI_OPTO_INVOICE ☐ No SMTP

☒ Print Postal Address in Envelope Window
☐ Do not Print Invoice Header (Letterhead)
☐ Do not Print Company Address in Header

Env Window Dims
 x 1.20 w 3.60
 y 2.50 h 1.00

Invoice Label

☐ L ☐ C ☒ R

☒ Print Company Name at Top of Invoice
 iTMS Software - Help File System
 Font Header Height 1.65 inches

☒ Total Box Text ☐ Alt Total Box Text
 Bank Account Details
 BSB- 00000
 Acc -00000000

Revision Text

☒ Left ☐ Centre ☒ Right
 Offset (from top): 8.00 inches

☒ Add Special Text (at bottom of last page)
 Please note: AM and PM Deliveries will now be scheduled for

Adjust Margins
 Top: .00 inches
 Bottom: .00 inches

Special Notes on Invoice

Attach Terms Doc:

☐ [2] Remove Inv No and add D/Docket No in detail Invoice Printout

Below the Total Box Text area is 2 more fields where the user can add more text to be displayed on an invoice. **Press <F9>** to save text.