

Business owners like you don't have time to waste managing and chasing payments from your customers. To save you time and avoid the hassle, your Accountant is recommending that you use BankLink InvoicePlus.

BankLink InvoicePlus will make it a whole lot quicker to manage your invoicing and debtors. Do yourself a favour, and find out for yourself how simple it can really be. Your Accountant has everything you need to get started with BankLink InvoicePlus.

### Who is BankLink?

BankLink has been providing services to accounting practices for over 20 years to help their clients save time and money. The BankLink Service is now used to support more than 300,000 business and SMSF accounts throughout Australia and New Zealand.

***Get started with BankLink InvoicePlus and manage your invoicing and debtors the easy way.***

***Contact your Accountant today.***

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*"I don't need a complex system. I just want to raise professional looking invoices and keep track of who owes us money. BankLink InvoicePlus keeps it quick & simple."*

**John Mortimer**, Electrician, Perth, WA

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BankLink  
InvoicePlus



**BankLink**  
Streamlined Accounting

# Invoice the easy way with BankLink InvoicePlus

Would you like to be able to manage your invoicing and debtors without the complexity of a full accounting system? If so, BankLink InvoicePlus is a product that can make it a whole lot easier for you.

BankLink InvoicePlus is recommended by your Accountant, because it's designed to make managing your invoicing and debtors as quick and simple as possible. It speeds up the invoicing process, so that you can spend more time running and building your business.

## How does it work?

### Creating invoices and quotes

Preparing a professional, GST compliant invoice in BankLink InvoicePlus is a simple three step process:

- 1 Select the customer from the customer list
- 2 Select the items of sale from the products & services list
- 3 Print, email or fax your invoice – it is automatically saved to the customer's account

BankLink InvoicePlus produces highly professional invoices, which line up with window envelopes. Invoices also feature a remittance advice at the bottom.

You can easily create quotes in the same way. You can then convert a quote to an invoice with a single keystroke.

### Receipts and credit notes

Your customers will pay you in a variety of ways including cash, cheques and credit cards. They may also underpay or overpay. BankLink InvoicePlus caters for all of this, and you can create credit notes too!

## Tracking your customers

Just like your business, BankLink InvoicePlus revolves around your customers. At a glance you can see who owes you money. Adding and editing customers is very simple, and you can highlight any customer to quickly see their invoices and payments.

## Informative reports

Regular updates on how your business is going help you make smart management decisions. BankLink InvoicePlus provides a range of management reports that give a quick snapshot of what has been invoiced and received, and who owes you money.

The screenshot displays the BankLink InvoicePlus software interface. The top menu bar includes options like Customers, Invoices, Receipts, Quotes, Credit Notes, Reports, More Options, Setup, and Help. The main window is divided into several sections:

- Customer Maintenance:** A sidebar on the left with options like 'Add a new customer', 'Change this customer', 'Write a letter to customer(s)', 'Send an email to this customer', 'Edit the note attached to customer', 'Print document(s)', 'Email document(s)', and 'Fax document(s)'. A callout box points to this section with the text 'Easy to produce reports'.
- Customer List:** A table listing customers with columns for Code, Customer Details, Contact Details, Total Owing, 1-30 Days, and 31-60 Days. A callout box points to the 'Loaves Ltd' entry with the text 'Your business'. Another callout box points to the 'Bees Ltd' entry with the text 'Your customers'. A third callout box points to the contact details for 'Bees Ltd' with the text 'Customer contact details'.
- Customer Reports:** A sidebar at the bottom with options like 'Print customer list', 'Print aged balances', and 'Print detailed aged balances'. A callout box points to this section with the text 'One click to see all of a customer's account history'.
- Transaction History:** A table at the bottom showing a list of transactions with columns for Date, Type, Reference No, Debit, Credit, Balance, Due Date, and Notes.

## GST and discounts

BankLink InvoicePlus efficiently handles GST and any discounts that you offer your customers.

## Statement printing

Using BankLink InvoicePlus to produce customer statements couldn't be easier – just select the required date range and start printing!

## Letters

Keeping in touch is important so you can use BankLink InvoicePlus to send emails or letters to a few, or even to all of your customers. BankLink InvoicePlus has its own mail-merge facility. Use the standard letters provided or create your own. This is a great feature for drumming up business or sending slow payers a reminder notice.