AutoSOA

Billing & SOA: your onboarding guide

Built 2026-11-06 from the course's final takes.

How to use this guide: watch the lesson, then do the same with this page open.

Lesson map

#	Lesson	Who	Min	At the end you will have
01	First sign-in and your company profile	admin	4	Bagwis on Manila time, logo and colour, picked by eye in the color window, then set by its code
02	Your team	admin	2	Ben Cruz with the Billing clerk role
03	The setup wizard	admin	2	accounting pack applied: the menu says Clients
04	Your BIR registration	admin	2	VAT-registered, TIN and RDO
05	How your invoices look	admin	3	VAT rate, how interest is taxed, how to pay you, signatory, logo, PDF
06	Choose your invoice design, and your payment QR	admin	3	design chosen; Bagwis's QR uploaded; "Scan to pay" in the preview's PDF
07	Due dates and late fees	admin	2	due date and terms checked; due dates move to the next business day; 3 grace days before late interest; the holiday list read
08	What you charge for	admin	2	Retainer VATable; Catch-up bookkeeping added
09	Your first client, and who else gets the invoice	admin	2	Sampaguita with its engagement and retainer; its bookkeeper copied on every invoice
10	Your other clients, from a spreadsheet	admin	1	eleven more clients imported
11	Your clerk's first sign-in	staff	1	Ben signed in, notice read
12	Bill a client for November	staff	3	Sampaguita's invoice issued and emailed, to its bookkeeper too
13	Bill every other client, checked before it goes	staff	2	eleven invoices made; the review that opens after Make read (11 first invoices, folded into one line, F155); issued, then sent through the same review
14	Send invoices automatically	owner	6	sending on at 7:00 AM; the invoices still unpaid go with each automatic email; Tanglaw's own schedule, from Edit on its row

#	Lesson	Who	Min	At the end you will have
15	Invite a client to the portal	staff	1	Sampaguita's portal sign-in and invitation
16	Your client's first sign-in	client	1	Sampaguita sees its invoice
17	Your client sends proof of payment	client	2	proof sent
18	Record the month's first payments	staff	2	Sampaguita and Northpoint Paid
19	Expenses	staff	3	two categories; Lungsod's internet bill, VATable chosen before its line items
20	Bill a client for a cost you paid	staff	4	re-billed costs Subject to VAT (Liza's accountant's answer, set by Ben); a Courier and delivery category; the Lakbay Express Couriers receipt (₱350.00, VATable, supplier TIN typed from it) ticked "Bill this to a client" for Tanglaw, its Description typed after Bill to; Tanglaw's December draft carries it as a Reimbursable expense, due Mon 4 Jan 2027
21	Send a client their account summary	staff	1	Northpoint's account summary for the year emailed as a PDF; its unpaid-bills view read
22	Month-end	owner	1	November looked over: income ₱14,500.00, expenses ₱2,712.50 (internet ₱2,400.00 + courier ₱312.50, both before VAT), net ₱11,787.50
23	The quarter's Summary Lists	owner	3	Q4's blocker cleared (Lungsod's TIN); purchases ₱3,038.00, input tax ₱325.50; DAT chosen in Format, in the Filing card; DAT files made
24	Record a payment with Guide me	staff	3	Pacific Rim Paid through Guide me
25	S1 · A client pays only part	staff	2	Villanueva Part paid, then Paid
26	S2 · An issued invoice is wrong	staff	2	Lakeside voided and reissued
27	S3 · A client pays late	staff	1	Masagana reminded (staged October invoice 15, its own row at ₱5,600); interest counted from after the grace days
28	S4 · The proof does not match	staff + client	2	short proof rejected with a reason
29	S5 · A client pays too much	staff	2	Dalisay's ₱920 credit; Kalinaw's ₱40 tip
30	S6 · A client leaves	admin	1	Himig's engagement ended
31	S7 · A client's email bounces	staff	2	Masagana's address marked as bouncing; the next review flags it; the right address saved

Lesson 01 · admin · 4 min · `soa-onboard-01.webm`

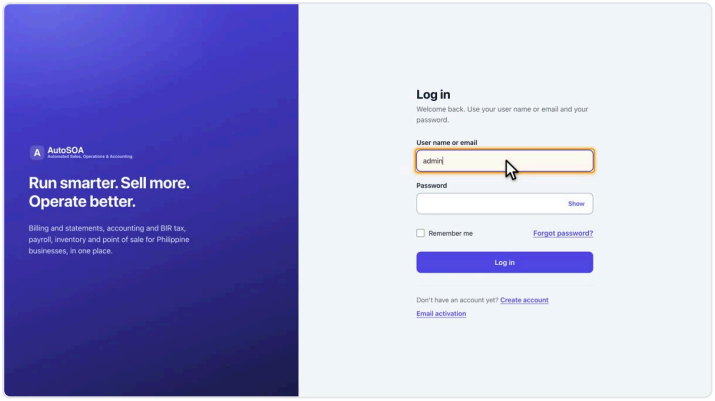
First sign-in and your company profile

> **At the end you will have:** Bagwis on Manila time, logo and colour, picked by eye in the color window, then set by its code

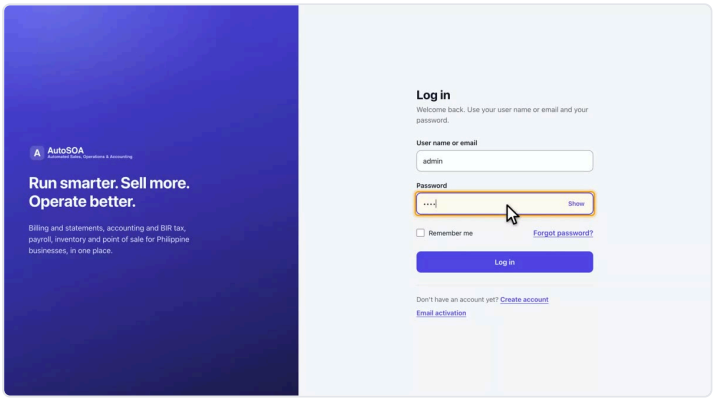
> **Before you start:** Pause the video at any time, and do the same on your screen.

1 AutoSOA sends you a link, a user name and a password. The link opens this page.

Type your user name in User name or email.



2 **Type your password in Password.**

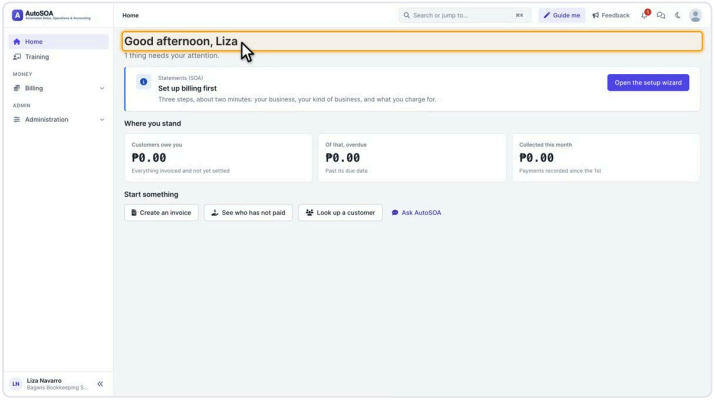


3 **Click Log in.**

This is **Home**. It shows what needs your attention, and where your money stands.

Today it shows one card: **Set up billing first**. You do that in lesson three.

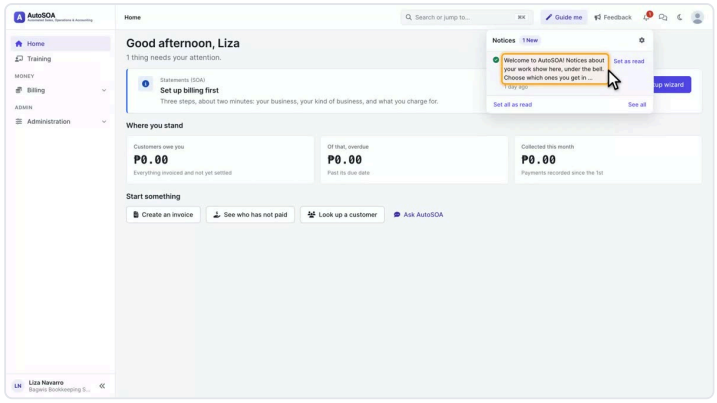
Click **Guide me**, at the top of every page, and it walks you through a task.



Home opens, and it greets you by name.

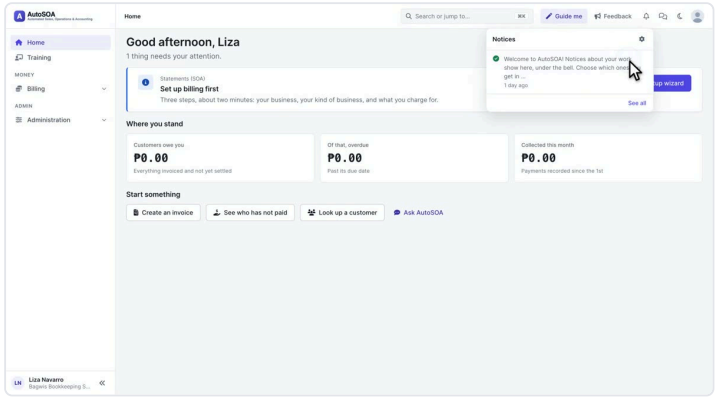
4 The bell at the top shows a red **1**: one new notice for you.

Click the bell.

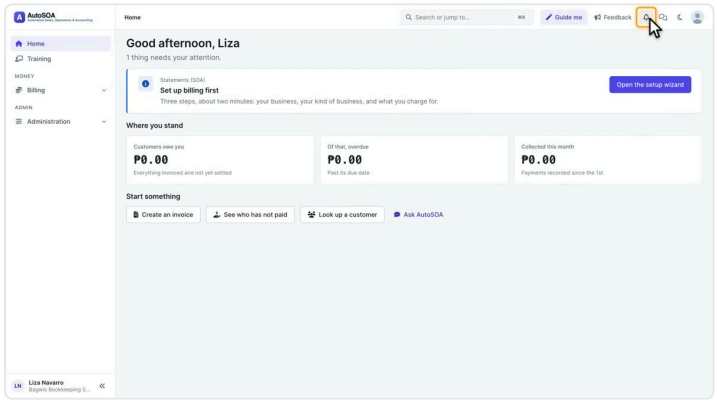


Here is your welcome notice: **Welcome to AutoSOA!** Notices about your work show here, under the bell.

5 **Click Set as read.**

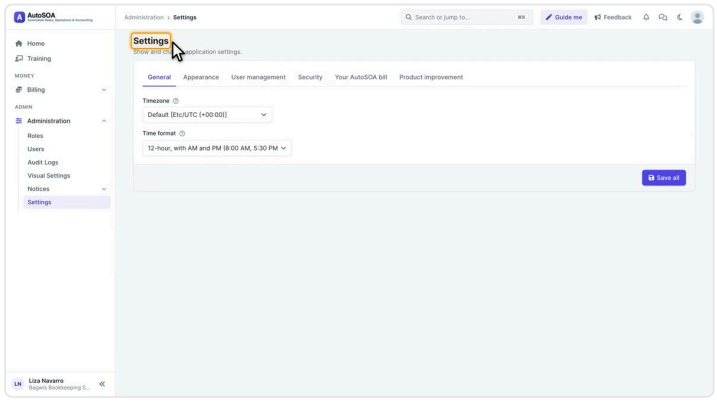


6 **Click the bell again, to close it.**



The red one is gone. Nothing new is waiting.

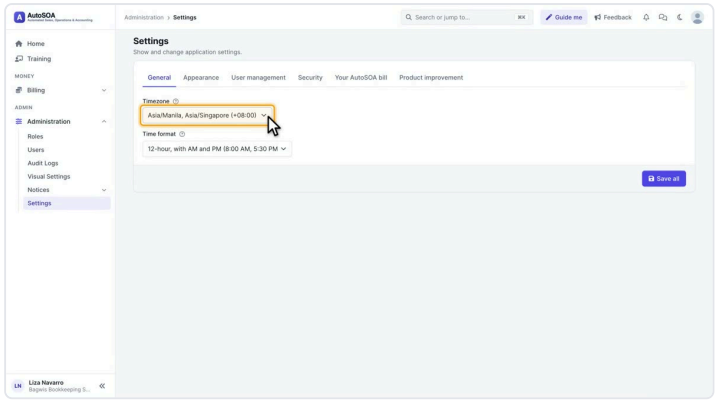
7 **Your time zone comes first. Open Administration, then Settings.**



This is **Settings**. It holds the settings for your whole business.

8 Every date and time in AutoSOA uses this time zone.

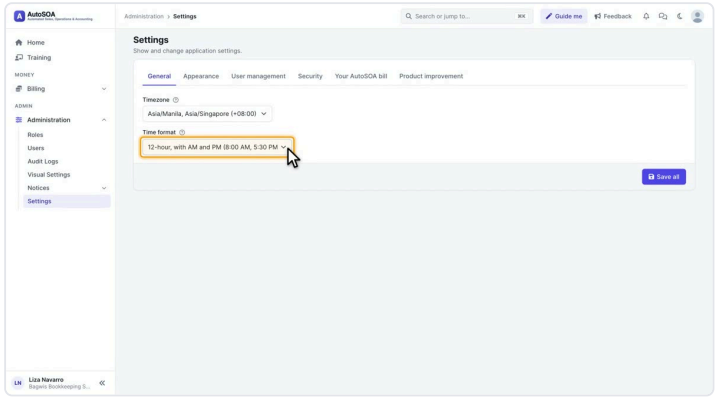
Choose Asia/Manila in Timezone.



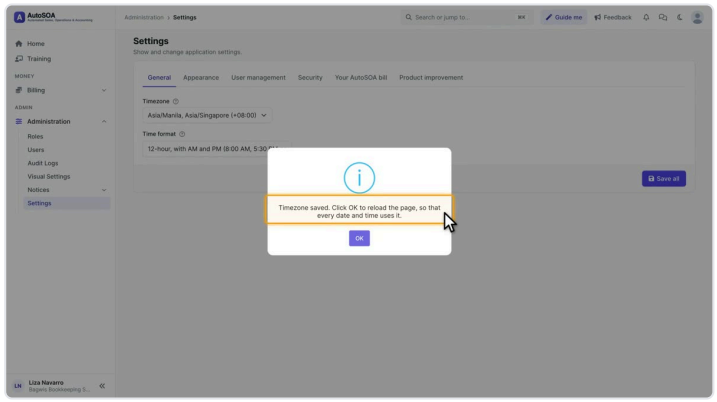
Timezone now shows **Asia/Manila**.

9 **Time format** decides how a time shows: five thirty PM, or seventeen thirty.

12-hour, with AM and PM is already chosen in Time format. Keep it.

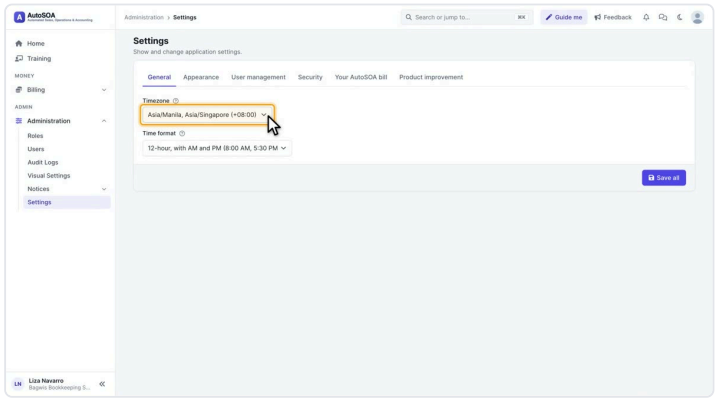


10 **Click Save all.**



A message says the time zone is saved, and the page must load again.

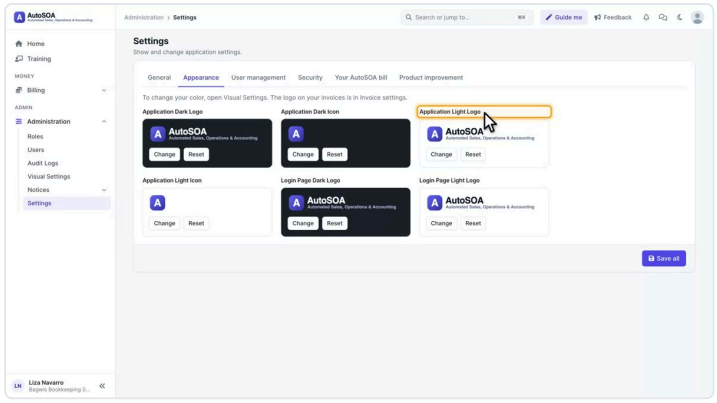
11 **Click OK.**



The page loads again. **Timezone** shows **Asia/Manila**.

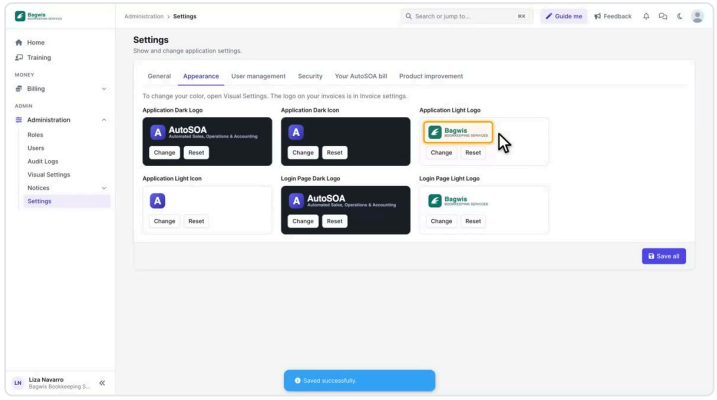
12 Your logo shows at the top of every page, and on the sign-in page.

Click Appearance.



The **Appearance** tab holds your logos. Use the boxes with **Light** in the name.

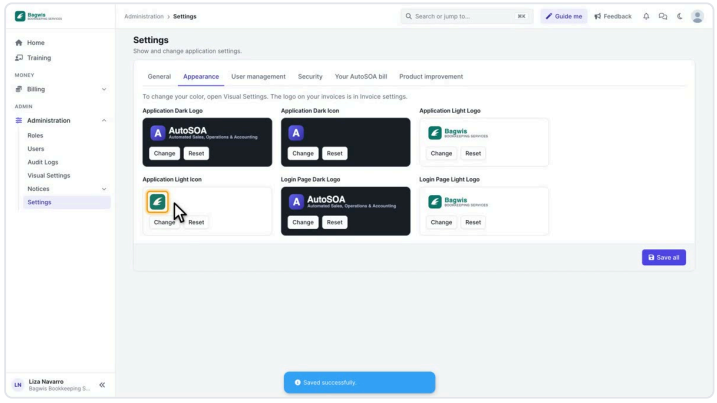
13 **Click Change under Application Light Logo, then choose your logo file.**



Your logo is in the box now.

14 The icon shows when the menu is folded small.

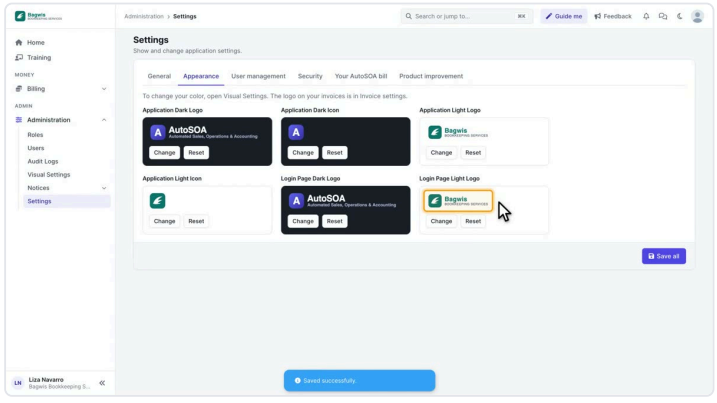
Click Change under Application Light Icon, then choose your icon file.



Your icon is in the box now.

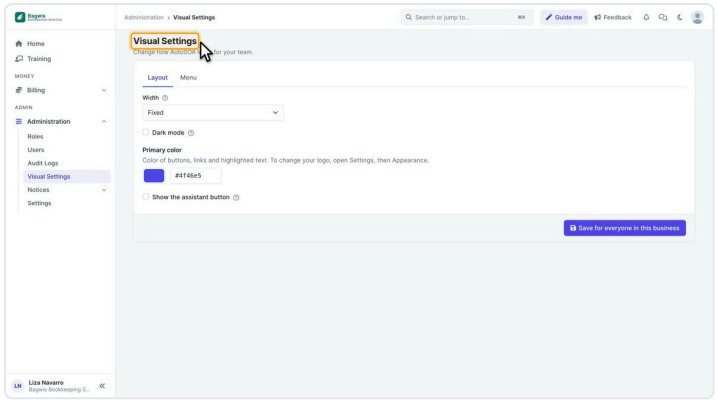
15 The sign-in page has its own logo.

Click Change under Login Page Light Logo, then choose your logo file again.



Your logo is in this box too.

16 **Your color is last. Open Administration, then Visual Settings.**

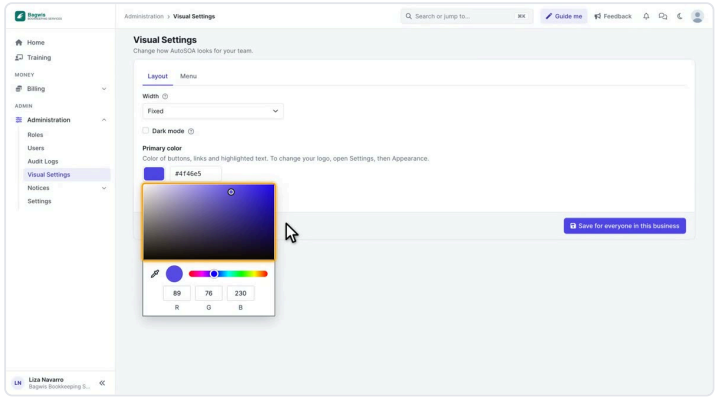


This is **Visual Settings**. It changes how AutoSOA looks for your team.

17 **Primary color** is the color of buttons, links and highlighted text.

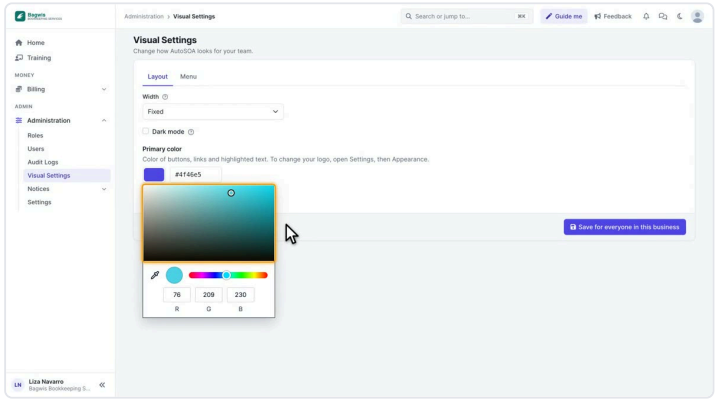
You can pick your color by eye, or type its code. First, by eye.

Click the color box under Primary color.



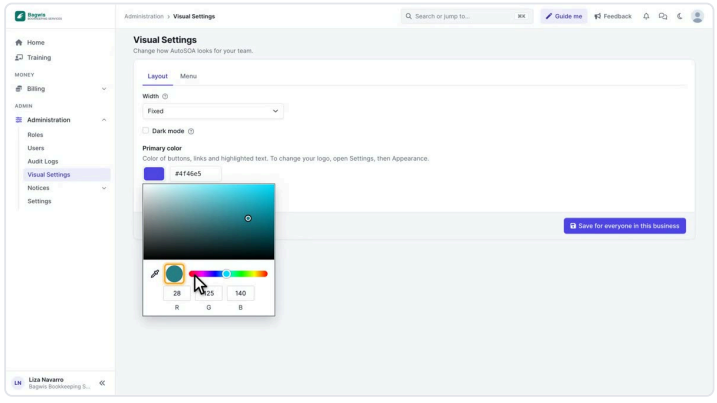
A color window opens. It looks a little different in each browser.

18 **Drag the round handle on the rainbow bar to the color you want.**

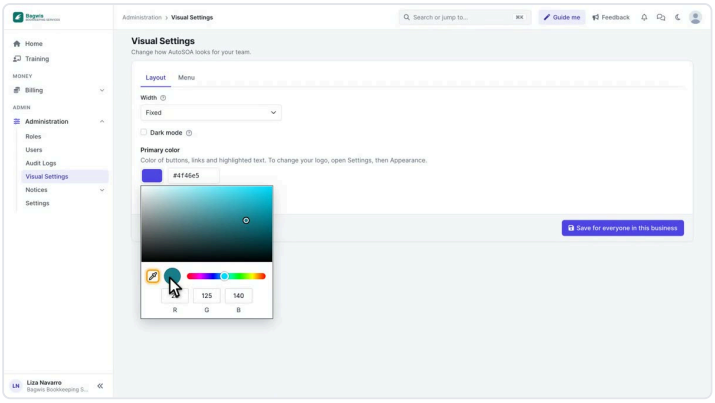


The large square changes to that color.

19 **Click a shade in the large square. Left is paler, and lower is darker.**

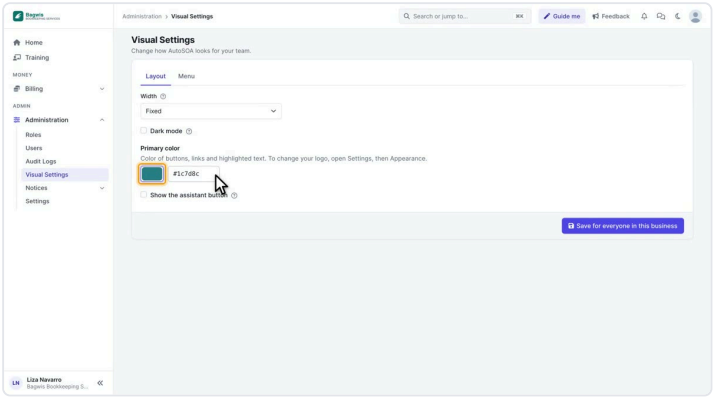


The circle shows the color you picked.



To copy a color from your screen, such as your logo, click the eyedropper, then click that color.

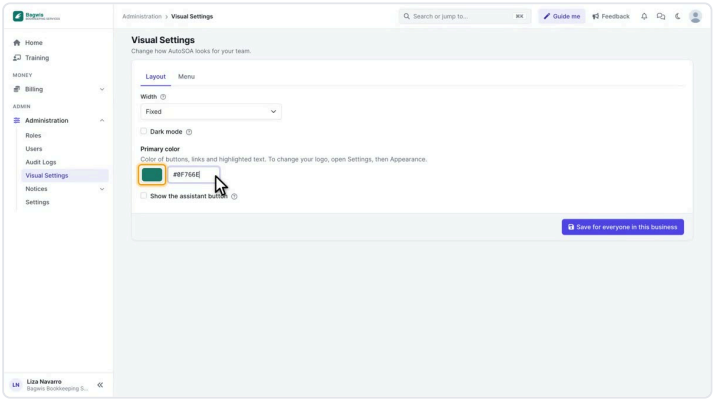
20 **Click outside the window to close it.**



The color box changes to the color you picked.

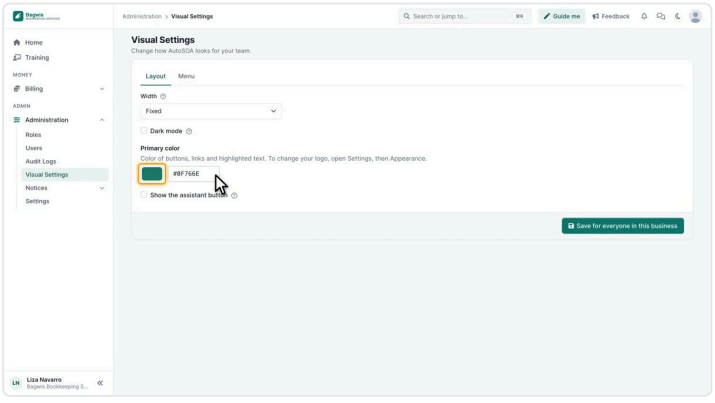
21 If you know your exact color code, type it instead. Your logo's designer can give it to you.

Type your color code in Primary color.



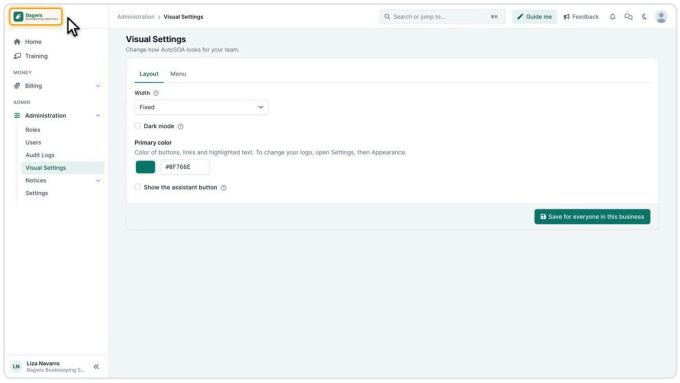
The color box changes to your color.

22 **Click Save for everyone in this business.**



The page opens again in your color. Everyone in your business sees it.

Check



Here is your logo at the top of the page, with your color on the buttons.

You signed in. You set your time zone, your logo and your color. Next, you add your team.

Check yourself

Where do you set your time zone?

Where do you put the logo that shows at the top of every page?

Where do you set your business's color?

Where do you see a new notice, and clear it?

Common mistakes

The screen says	What to do
Timezone offers "Asia/Manila, Asia/Singapore (+08:00)".	That is Philippine time. Manila and Singapore use the same time. Choose it in **Timezone**.
"Timezone saved. Click OK to reload the page, so that every date and time uses it."	Click **OK**. The page loads again, and **Timezone** shows **Asia/Manila**.

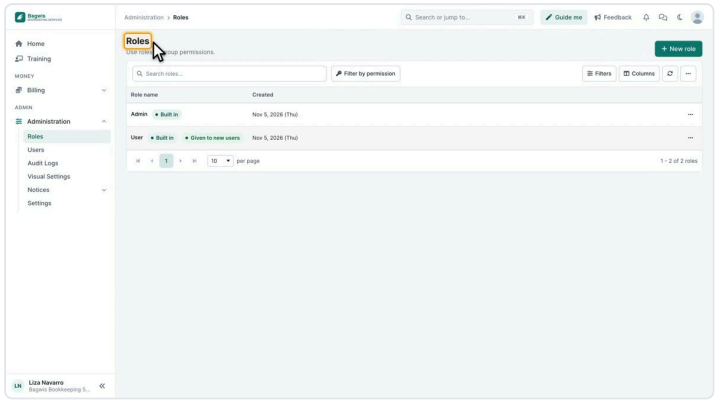
Lesson 02 · admin · 2 min · `soa-onboard-02.webm`

Your team

> **At the end you will have:** Ben Cruz with the Billing clerk role

> **Before you start:** You need the account you set up in lesson one.

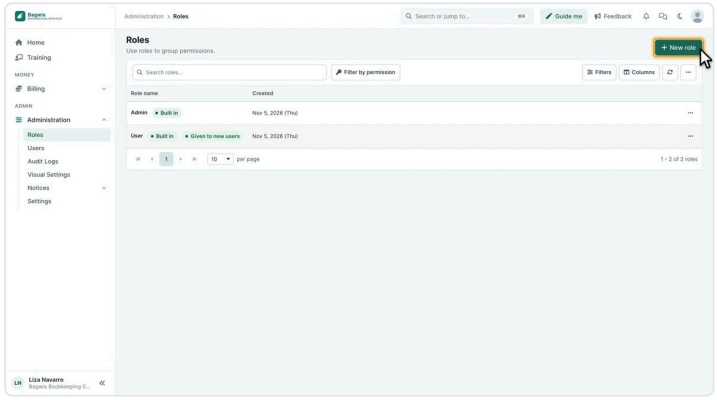
1 **First, Ben needs a role. Open Administration, then Roles.**



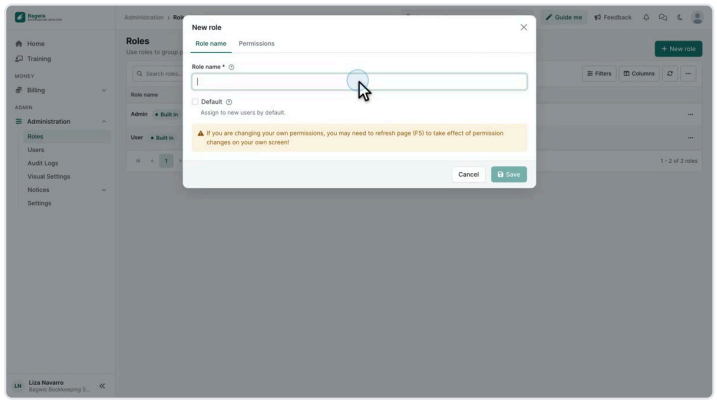
This is **Roles**. A role is a list of things a person can do.

2 Ben does the billing work. You set billing up, and you check his work. So Ben gets a role of his own.

Click New role.

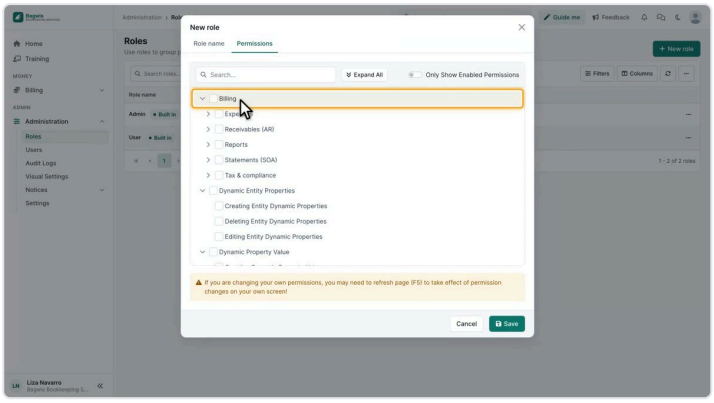


3 **Type Billing clerk in Role name.**



4 **Permissions** are the things this role can do.

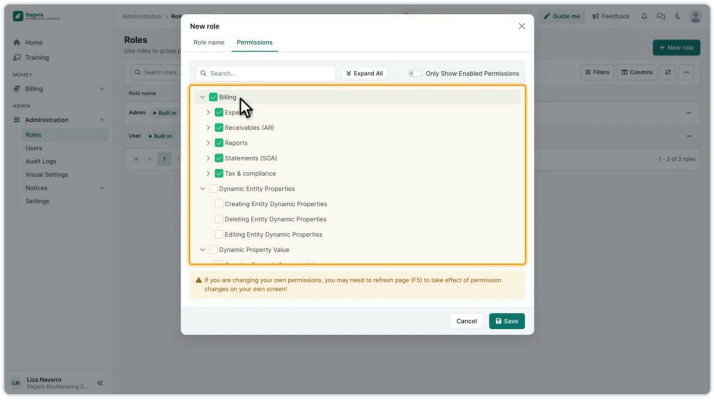
Click Permissions.



The **Permissions** tab shows everything your business has. **Billing** is at the top.

5 A billing clerk works in **Billing**.

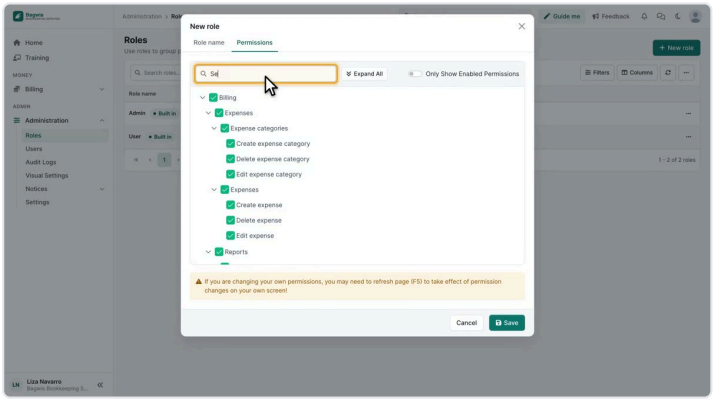
Turn on Billing.



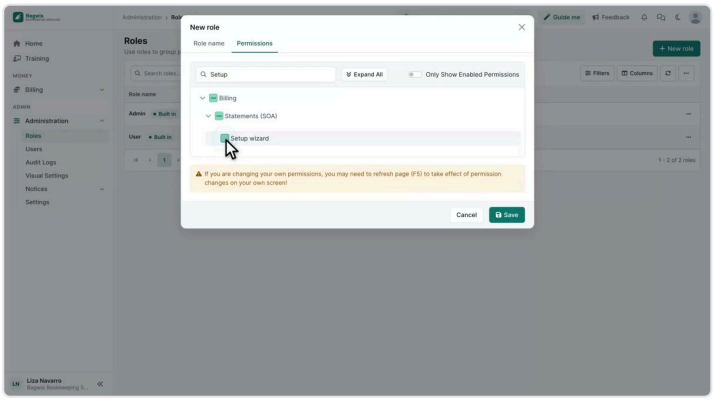
Everything under **Billing** is on now.

6 One permission stays with you, the owner: the setup wizard. Ben must not change how billing is set up.

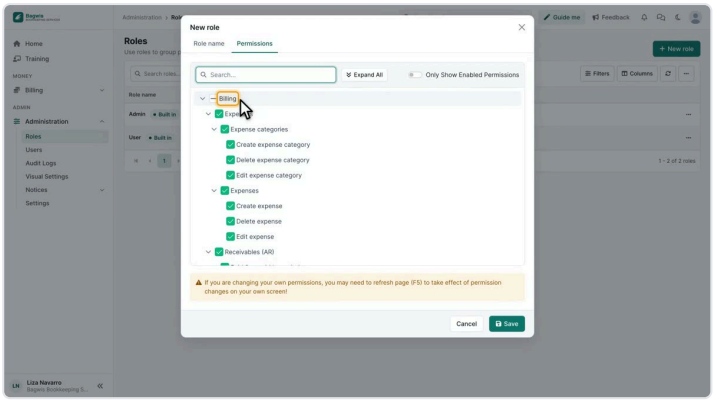
Find "Setup" in the search box.



7 **Turn off Setup wizard.**

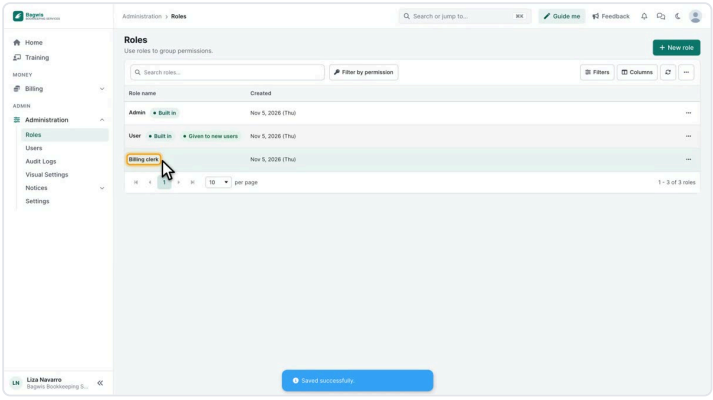


8 **Clear the search box.**



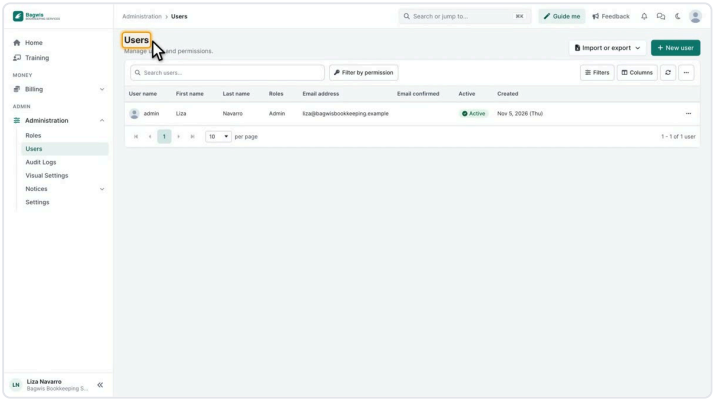
Billing now shows a dash: most of it is on, not all.

9 **Click Save.**



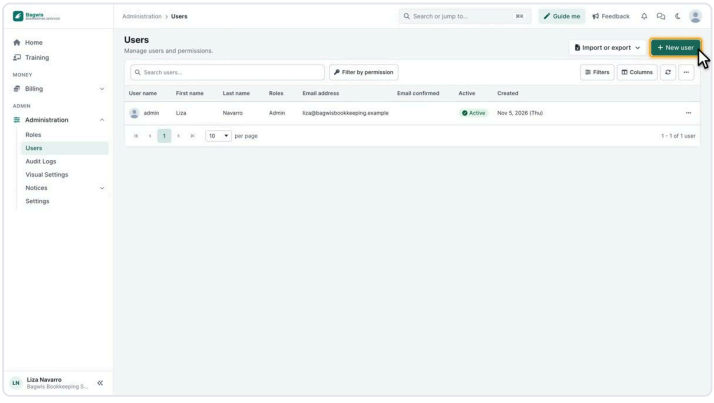
Billing clerk is in the list of roles.

10 **Now add Ben. Open Administration, then Users.**

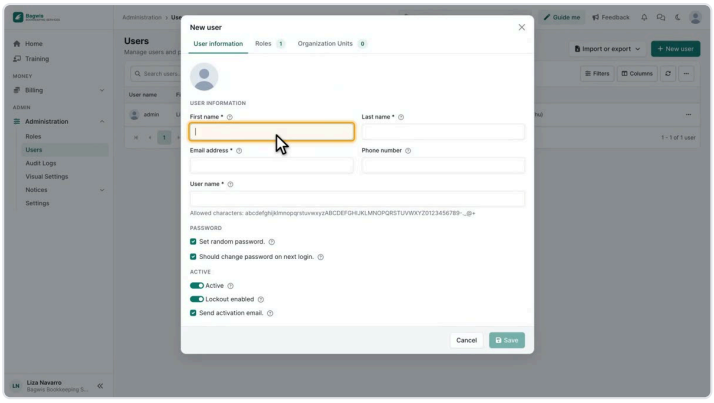


This is **Users**. It lists everybody who can sign in to your business.

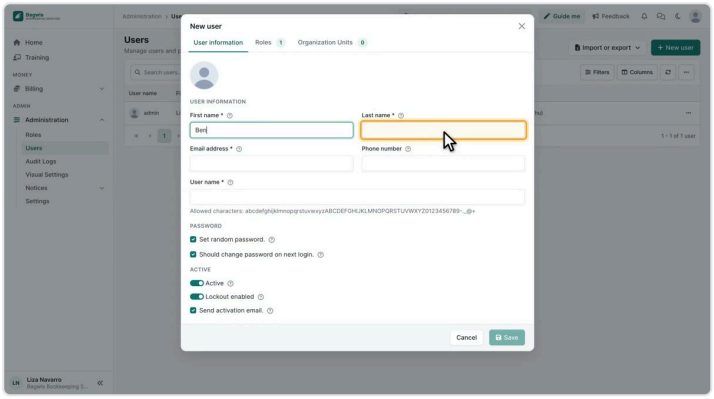
11 **Click New user.**



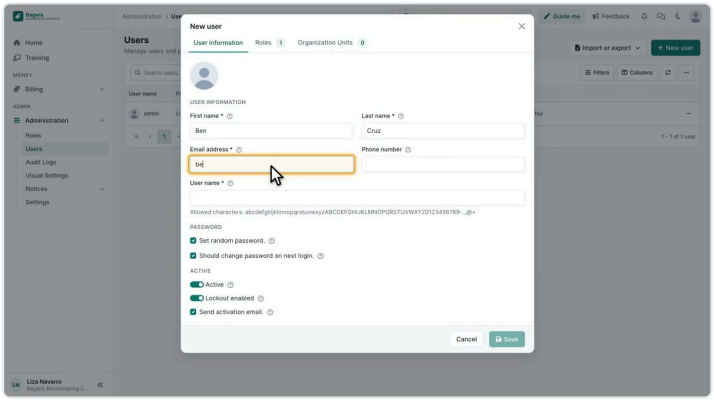
12 **Type Ben in First name.**



13 **Type Cruz in Last name.**

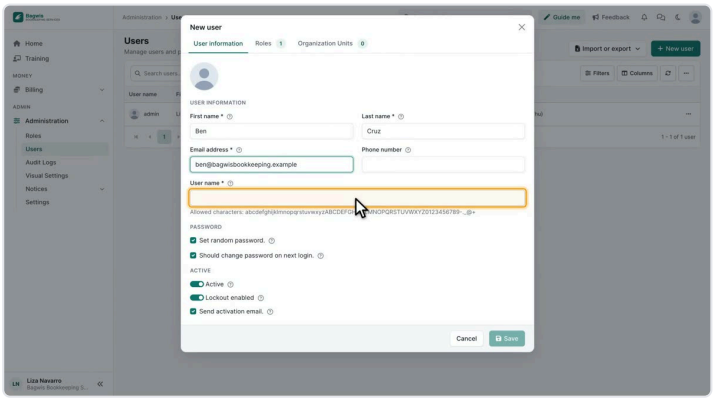


14 **Type Ben's email in Email address.**



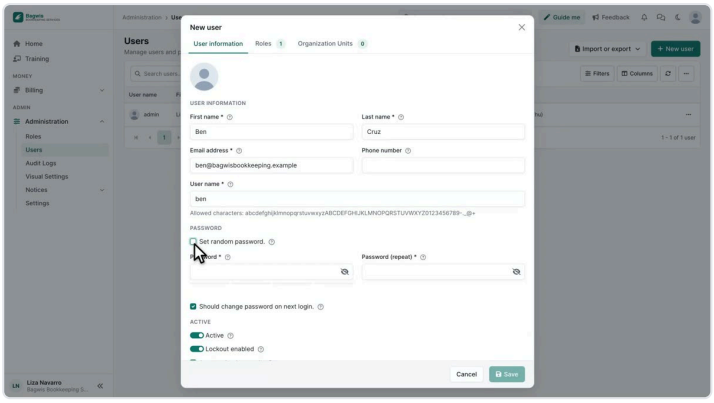
15 Ben signs in with his user name.

Type ben in User name.

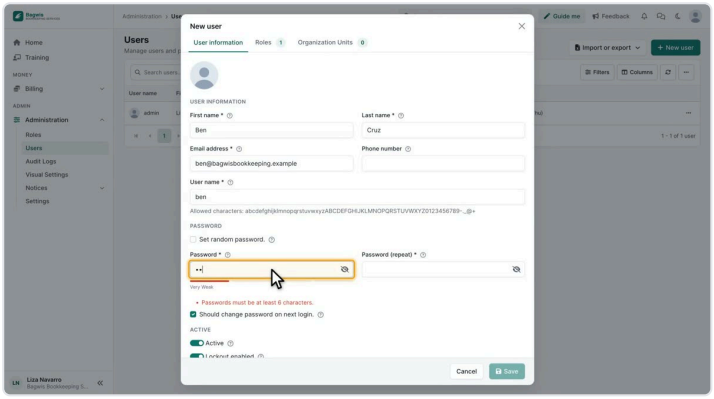


16 You give Ben his first password yourself.

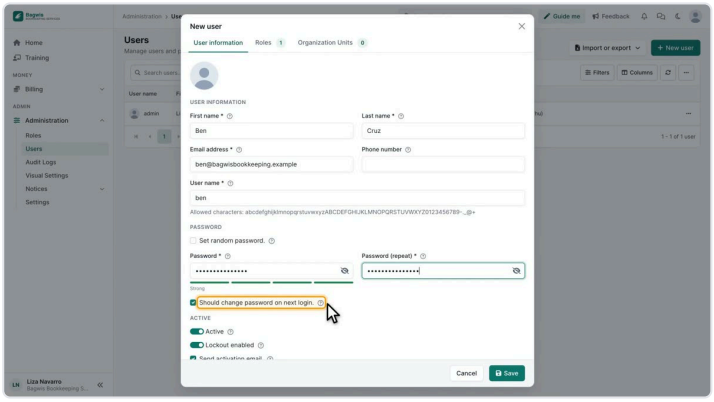
Turn off Set random password.



17 **Type a first password in Password.**



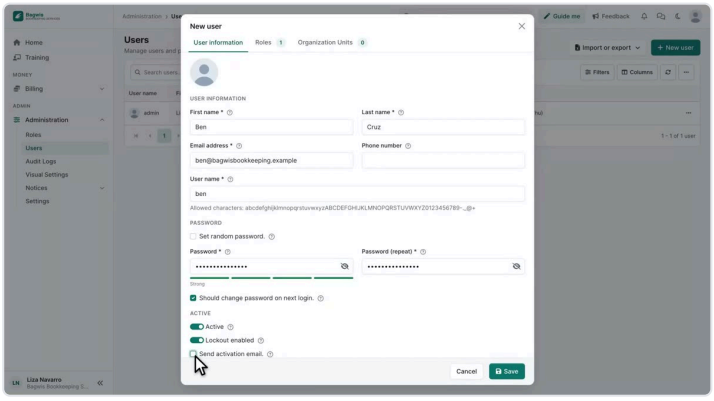
18 **Type it again in Password (repeat).**



Should change password on next login stays on. Ben picks his own password when he first signs in.

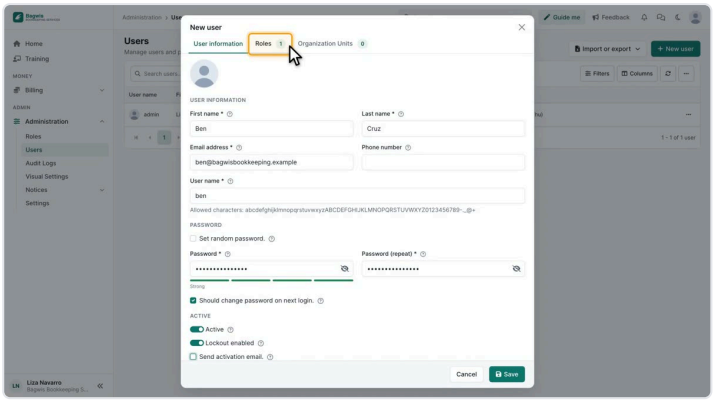
19 You tell Ben his first password yourself, so he needs no email.

Turn off Send activation email.

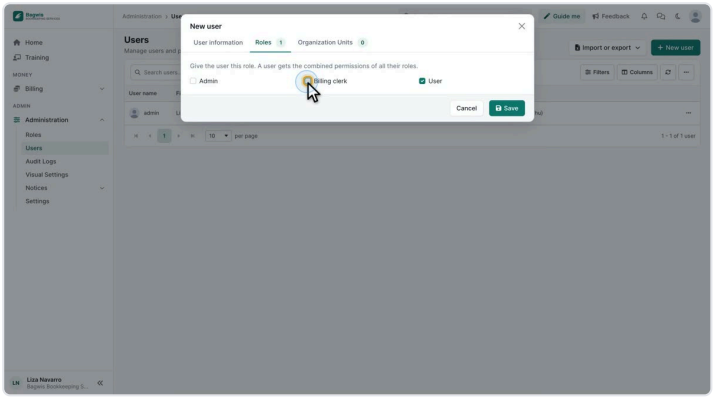


20 Last, give Ben his role.

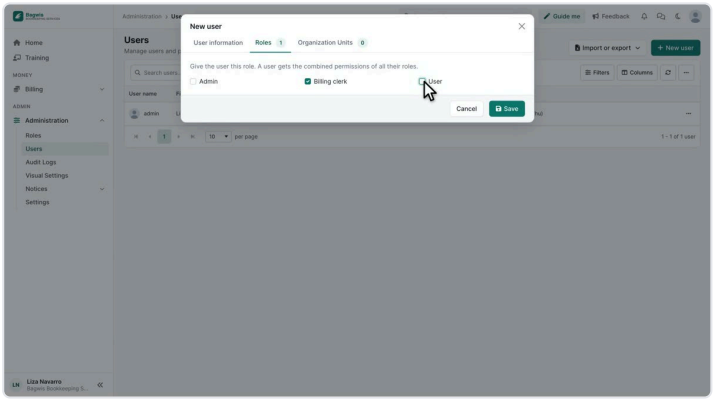
Click Roles.



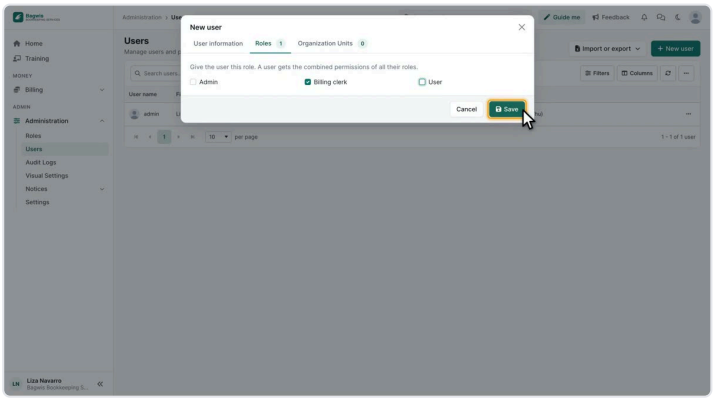
21 **Turn on Billing clerk.**



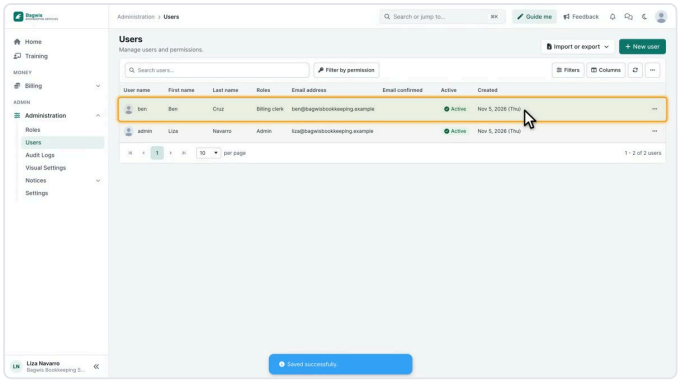
22 **Turn off User. Ben needs only Billing clerk.**



23 **Click Save.**



Check



Users shows Ben Cruz, with the **Billing clerk** role.

You made a **Billing clerk** role, and you added Ben with it. Next, you run the setup wizard.

Check yourself

Where do you make a role for your billing clerk?

Which permission does the billing clerk not get?

Where do you add a new member of staff?

Common mistakes

The screen says	What to do
"You can only give what you can do yourself."	You can give only the permissions you hold. Ask the owner to make or change the role.
The permissions say "Customers", "Accounts" and "Customer portal".	Until the setup wizard (lesson 03) sets your kind of business, the role screen uses the general words: Customers are your clients, Accounts the engagements you bill them on, and the Customer portal is the client portal. After it, the screen uses your own words. Leave them on under **Billing**.

Lesson 03 · admin · 2 min · `soa-onboard-03.webm`

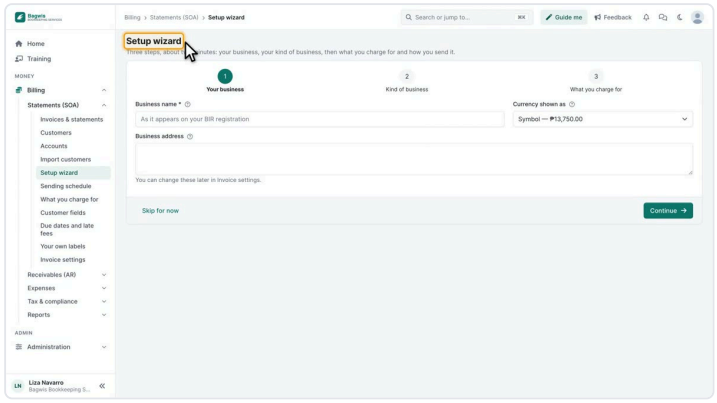
The setup wizard

> **At the end you will have:** accounting pack applied: the menu says Clients

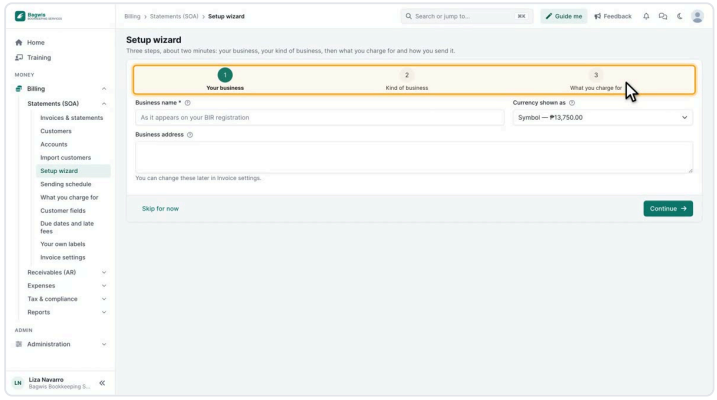
> **Before you start:** You need the account from lesson one.

1 **Home says: Set up billing first. That card opens the wizard.**

Click **Open the setup wizard**.



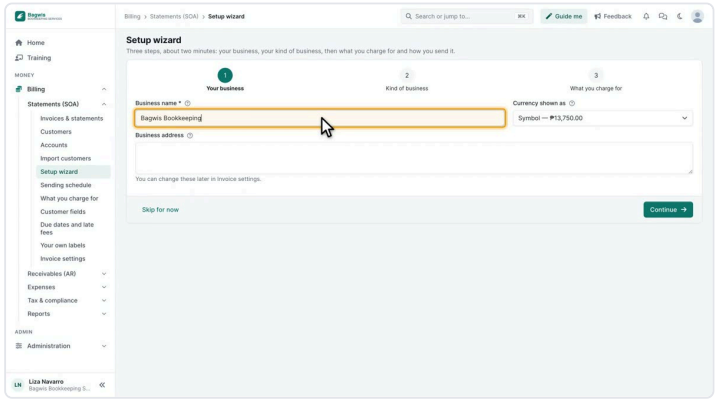
This is the **Setup wizard**.



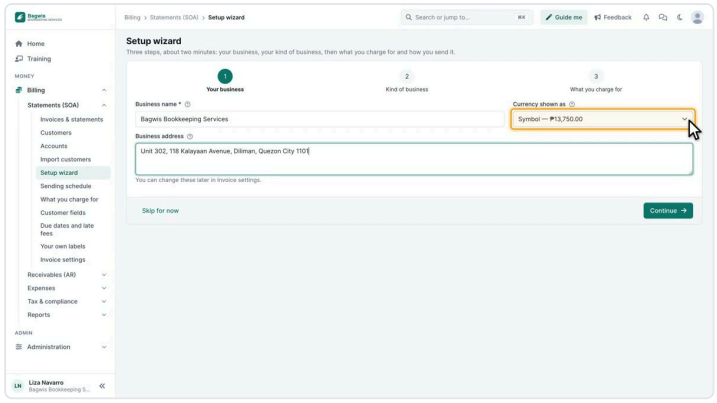
It has three steps: **Your business**, **Kind of business**, and **What you charge for**.

2 Your business name prints at the top of every invoice.

Type your business name in Business name.

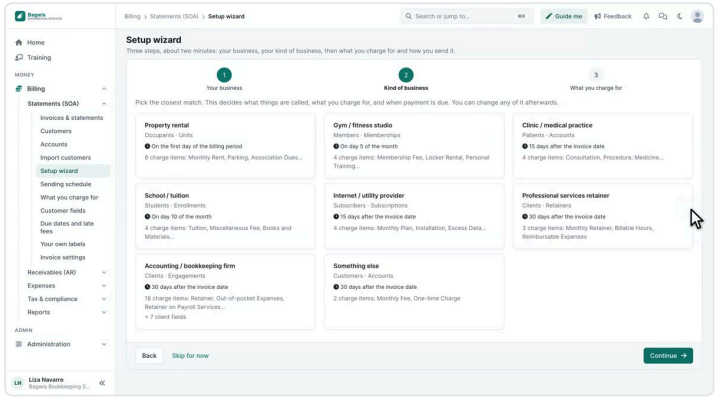


3 **Type your address in Business address.**



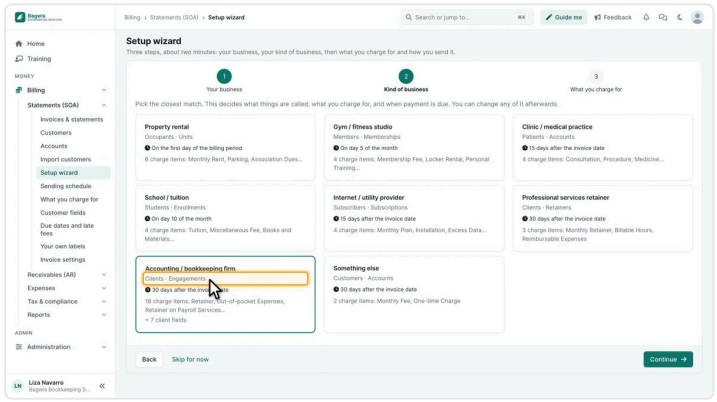
Currency shown as is already on **Symbol**. Keep it. Amounts then show with the peso sign.

4 **Click Continue.**



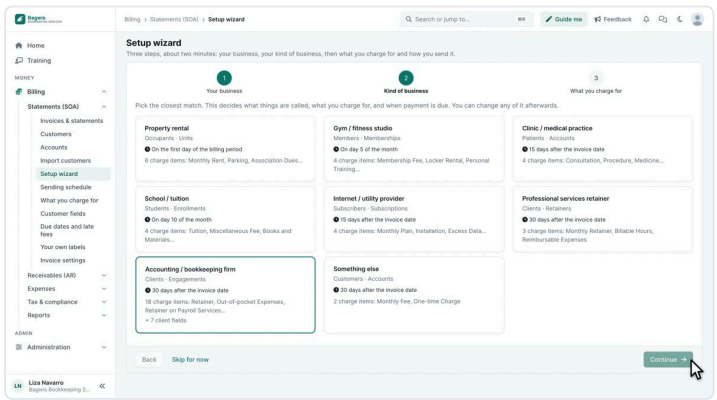
5 Next comes the kind of business you run. It decides what things are called, and what you charge for.

Click Accounting / bookkeeping firm.



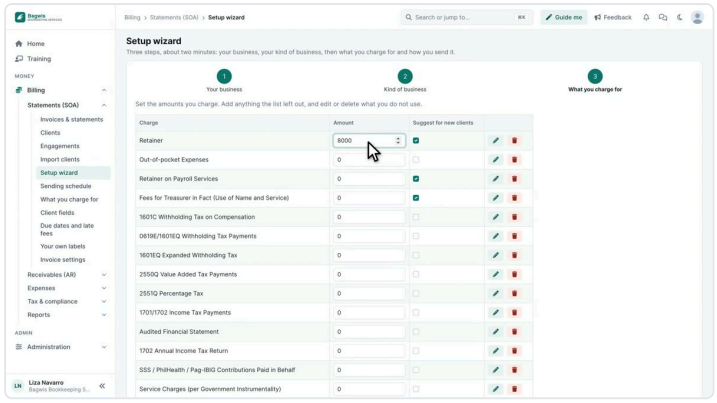
Your customers will be called **Clients**. Each client has an engagement: the account you bill them on.

6 **Click Continue.**



7 Here is what a bookkeeping firm charges for. The first is the monthly retainer.

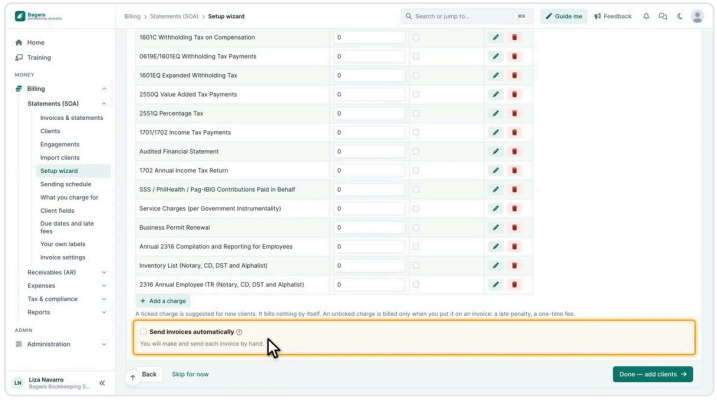
Type 8000 in the Amount for Retainer.



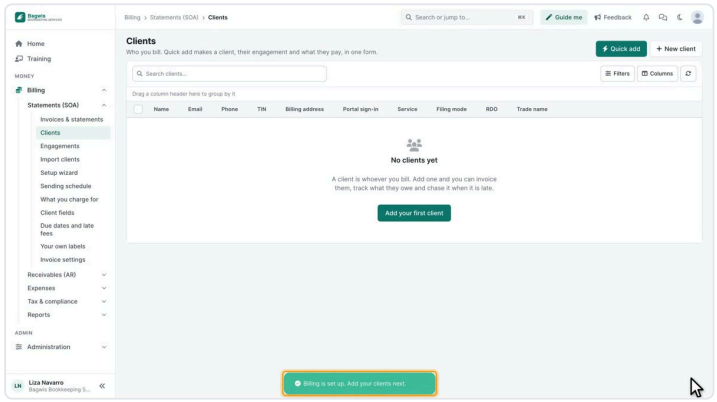
The other charges stay at zero. You type their amount on each invoice.

8 **Send invoices automatically** makes and emails your invoices every month.

Send invoices automatically is off. Leave it off for now. Lesson fourteen sets it up, after your first invoices.

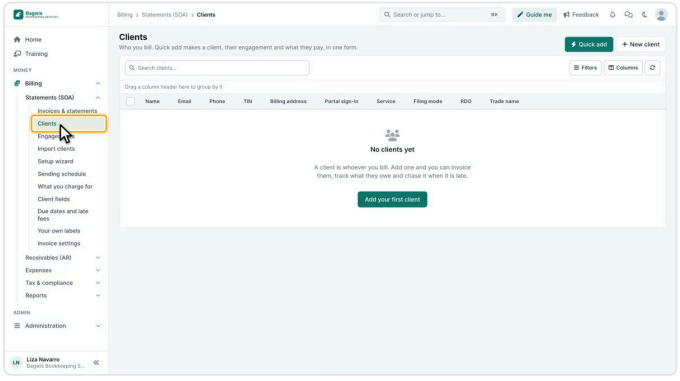


9 **Click Done — add clients.**



A message says billing is set up. Your client list opens.

Check



The menu says **Clients** now, in your words.

You told AutoSOA your name, your address and your kind of business. You set your retainer. Next, you add your BIR registration.

Check yourself

Where do you start the setup wizard on a new account?

Which kind of business does Bagwis choose in the setup wizard?

Where do you set the monthly retainer in the setup wizard?

Lesson 04 · admin · 2 min · `soa-onboard-04.webm`

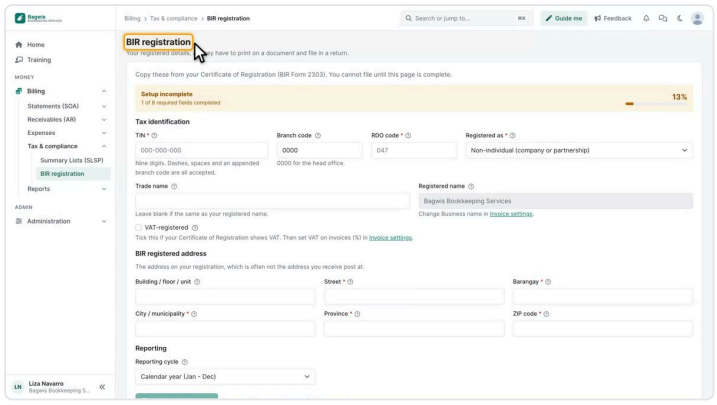
Your BIR registration

> **At the end you will have:** VAT-registered, TIN and RDO

> **Before you start:** Have your Certificate of Registration, BIR Form 2303, beside you. Copy from it, not from memory.

1 **Open Billing, then Tax & compliance, then BIR registration.**

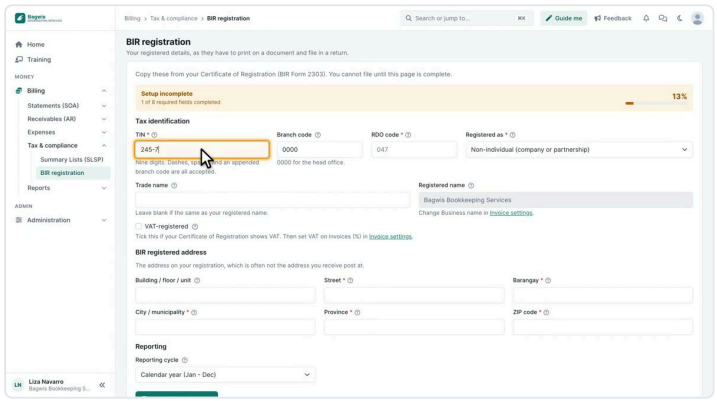
It says **Setup incomplete**. It counts the required boxes as you fill them.



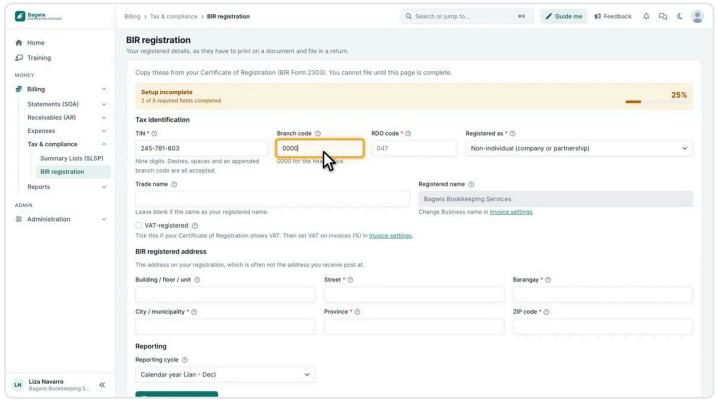
This is **BIR registration**. It holds your details as the BIR has them.

2 Your TIN is at the top of your Form 2303.

Type your TIN in TIN.



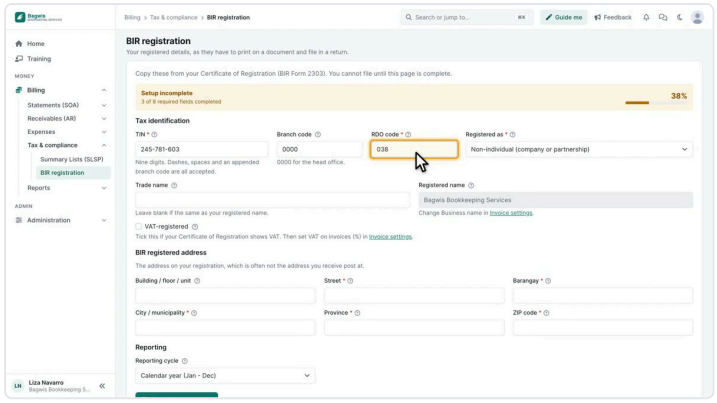
3 **Type your branch code in Branch code. The head office is four zeros.**



4

Your RDO code is the BIR office you file with.

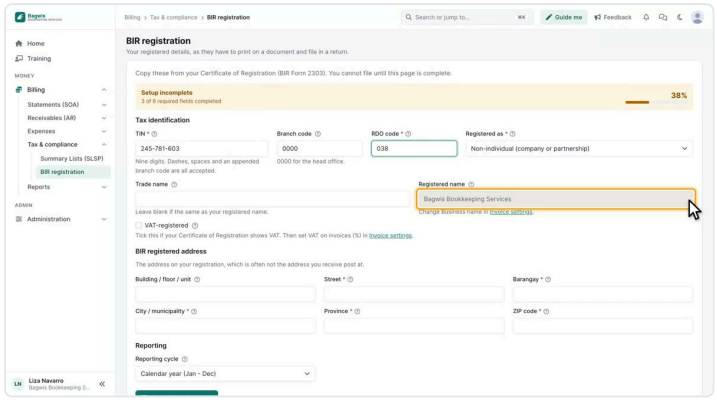
Type your RDO code in RDO code.



5

Registered as says how the BIR has you listed.

Non-individual (company or partnership) is already chosen in Registered as. Keep it.

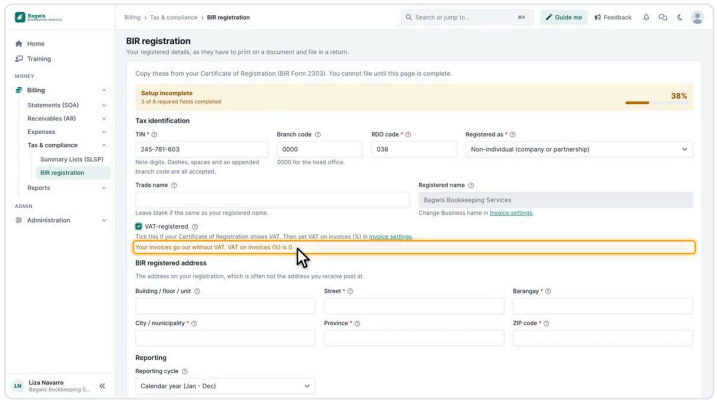


Registered name comes from the setup wizard. To change it, change **Business name** in **Invoice settings**.

6

A VAT-registered business adds VAT to its invoices.

Turn on VAT-registered.

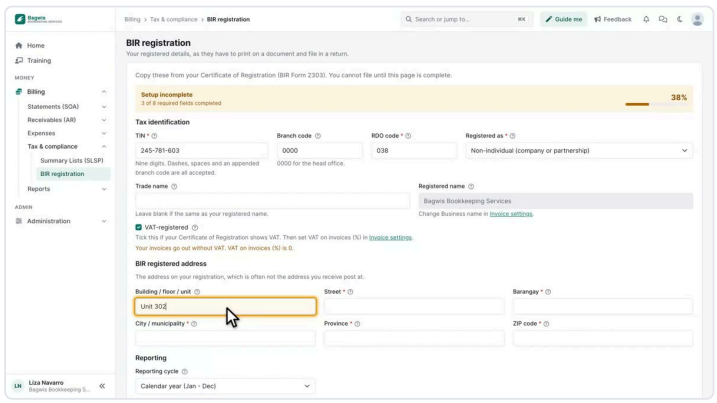


A line says your invoices go out without VAT. You set **VAT on invoices (%)** in the next lesson.

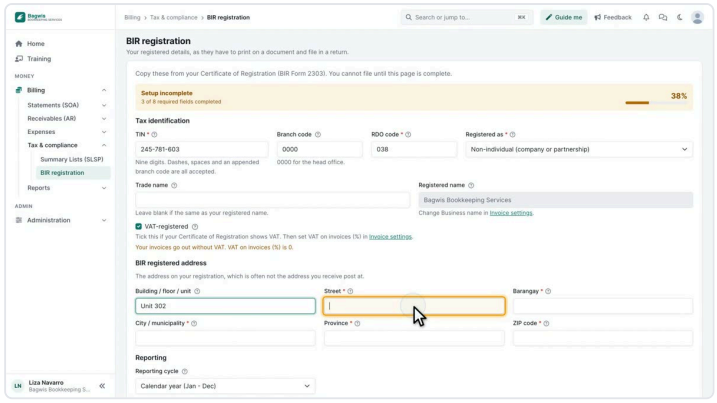
7

Next is your registered address, as it is on your Form 2303.

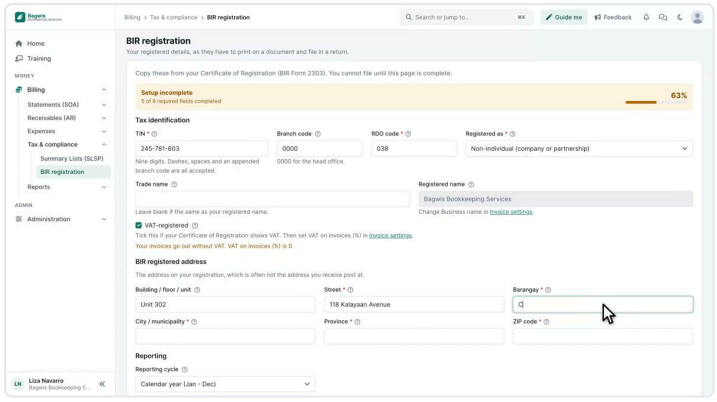
Type your unit in Building / floor / unit.



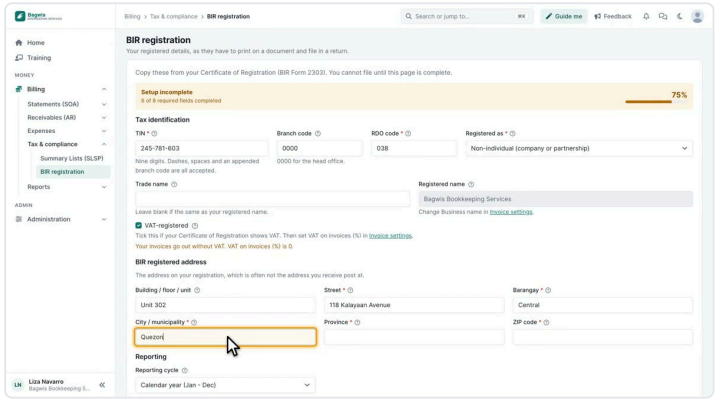
8 **Type your street in Street.**



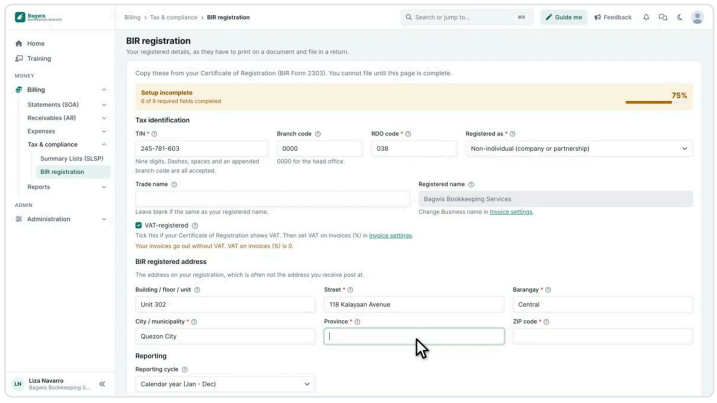
9 **Type your barangay in Barangay.**



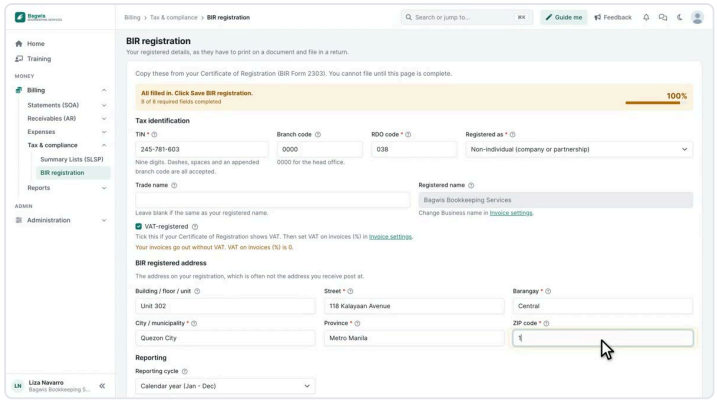
10 **Type your city in City / municipality.**



11 **Type your province in Province.**

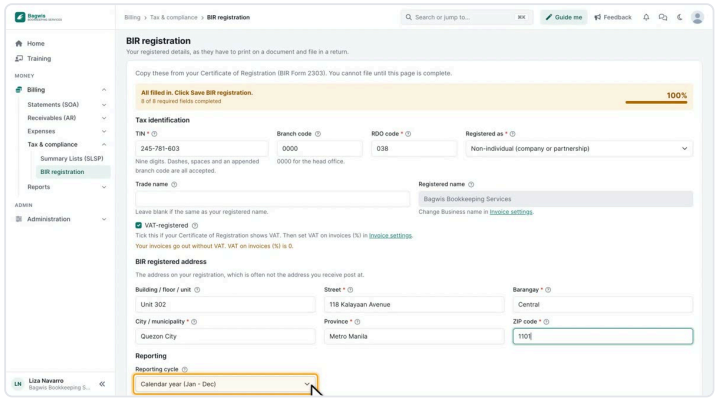


12 **Type your ZIP code in ZIP code.**

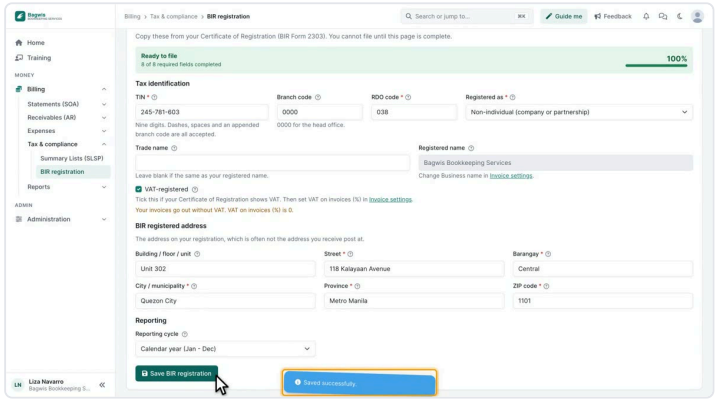


13 Most businesses report on the calendar year.

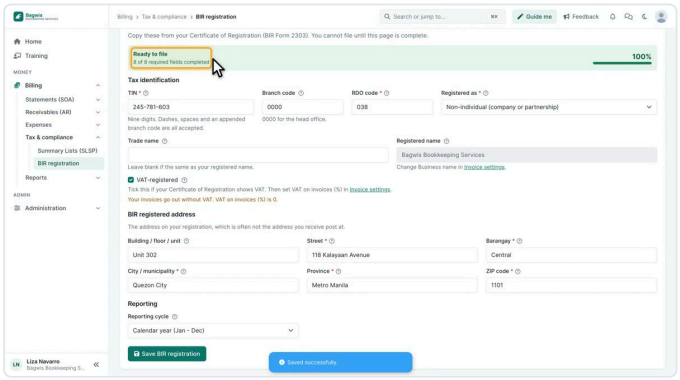
Calendar year is already chosen in Reporting cycle. Keep it.



14 **Click Save BIR registration.**



Check



It says **Ready to file** now.

You copied your TIN, your RDO and your registered address from your Form 2303. Next, you choose how your invoices look.

Check yourself

Where do you type your TIN and RDO code?

What does BIR registration say when every detail is in?

Where do you change your registered name?

Common mistakes

The screen says	What to do
Setup incomplete	Fill every box it counts, from your Form 2303. Then click **Save BIR registration**. It says **Ready to file** when nothing is missing.

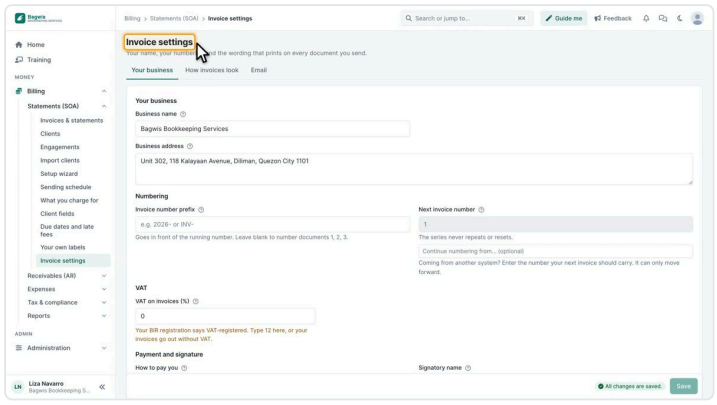
Lesson 05 · admin · 3 min · `soa-onboard-05.webm`

How your invoices look

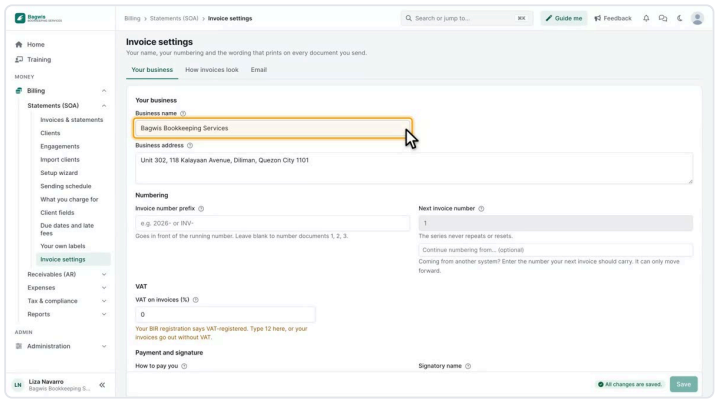
At the end you will have: VAT rate, how interest is taxed, how to pay you, signatory, logo, PDF

Before you start: You need the setup wizard from lesson three, and the BIR registration from lesson four.

1 **Open Billing, then Statements (SOA), then Invoice settings.**



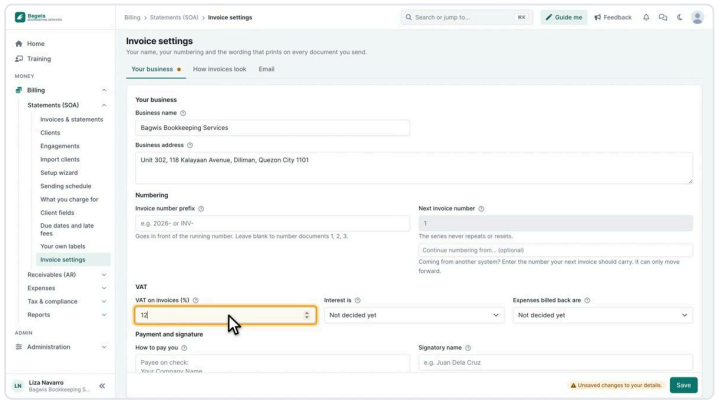
This is **Invoice settings**. It has three tabs. Everything here goes on every invoice you send.



Your name and address are here already, from the setup wizard.

2 The screen warns you: you are VAT-registered, and **VAT on invoices (%)** is zero.

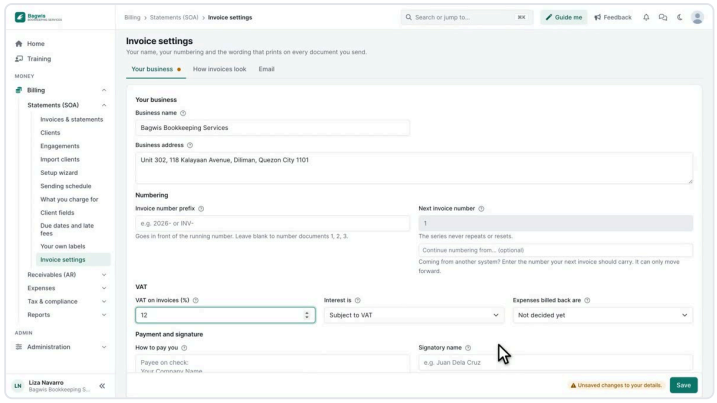
Type 12 in VAT on invoices (%).



3

A late balance can draw interest. Your invoices must say whether that interest carries VAT.

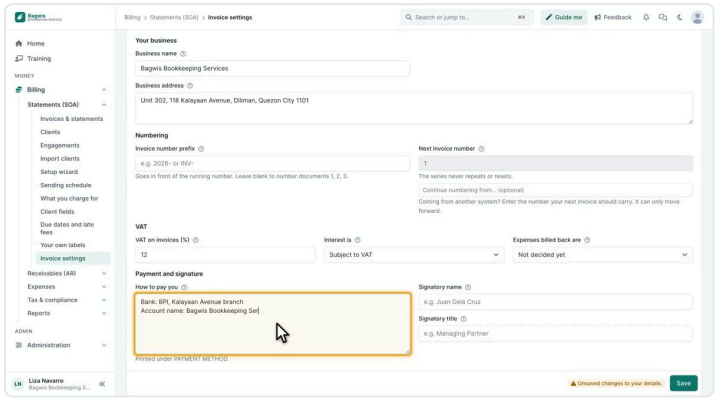
Choose Subject to VAT in Interest is.



4

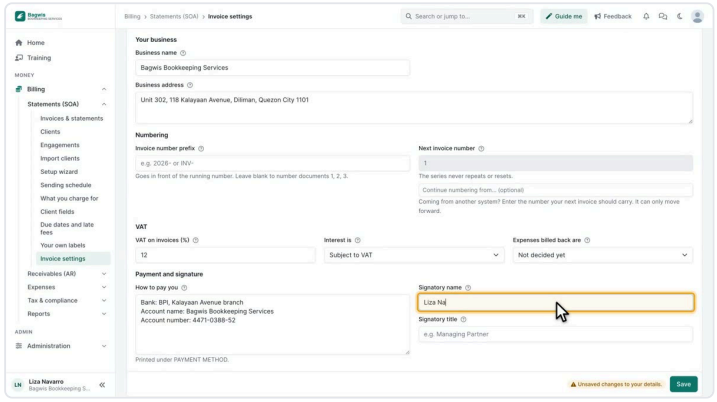
Your clients pay into your bank account. Its details print on every invoice.

Type your bank details in How to pay you.



5

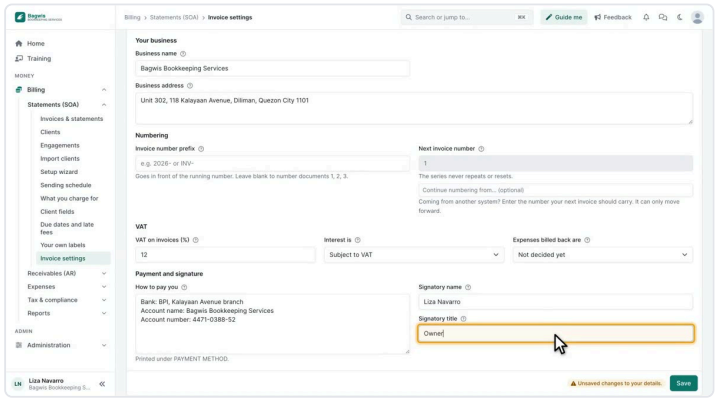
Type your name in Signatory name.



6

Type your title in Signatory title.

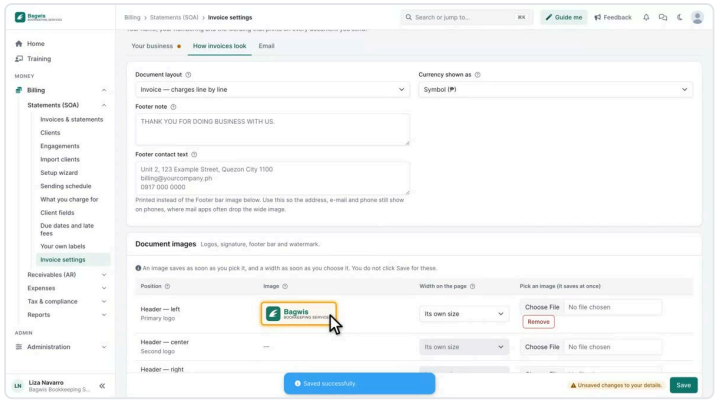
Click **How invoices look**.



7 Your logo prints at the top left of every invoice.

Click Choose File in Header — left, then choose your logo.

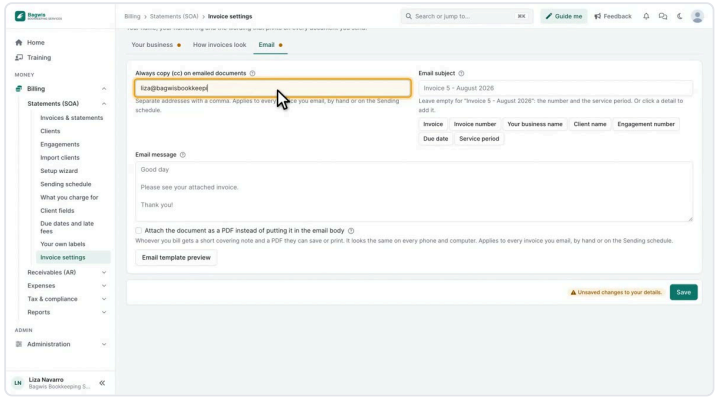
Click **Email**.



Your logo is in the row. An image saves at once, so you do not click Save.

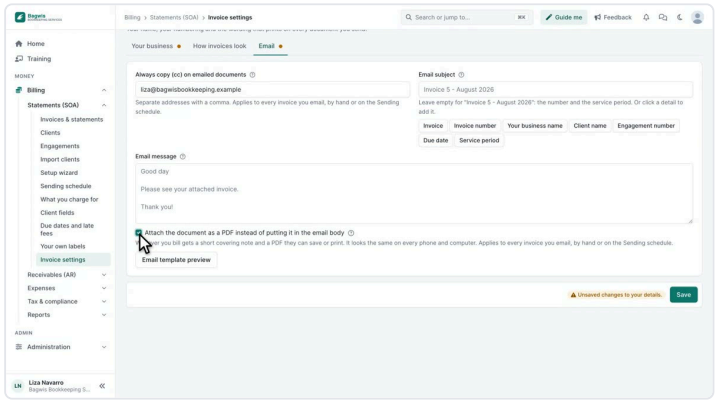
8 You get a copy of every invoice you email.

Type your email in Always copy (cc) on emailed documents.

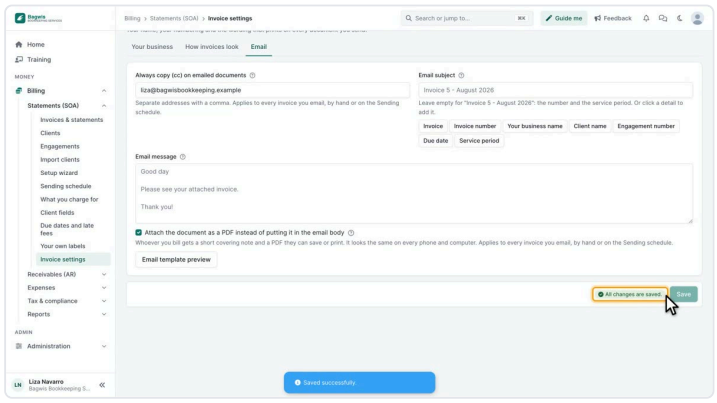


9 A PDF looks the same on every phone and computer.

Turn on Attach the document as a PDF instead of putting it in the email body.

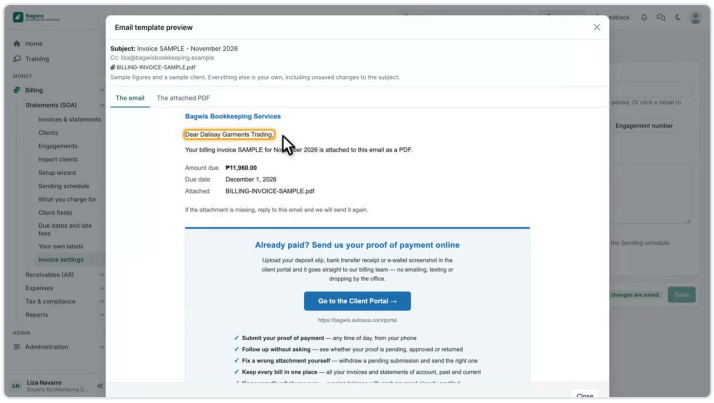


10 **Click Save, in the bar at the foot of the screen.**



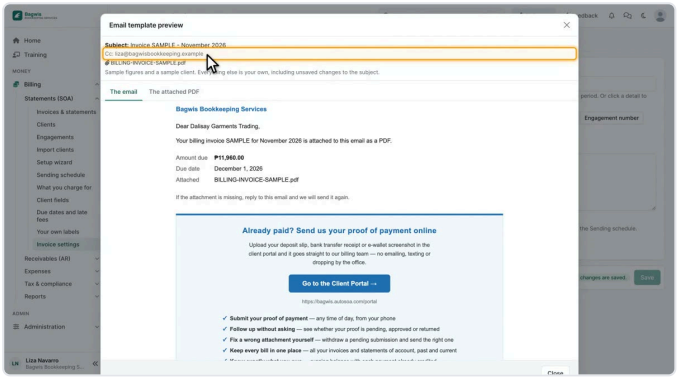
The bar says **All changes are saved.**

11 **Click Email template preview.**



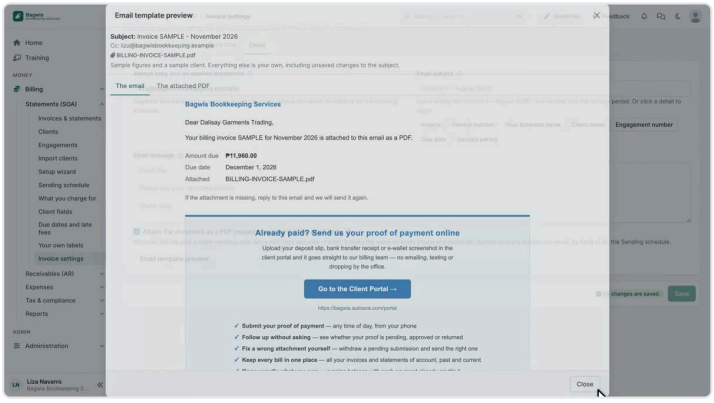
This is the email your clients get. It shows a sample client, **Dalisay Garments Trading**.

Check



Cc shows your own email: a copy of every invoice you email comes to you.

12 **Click Close.**



You set VAT, your bank details, your signatory name and title, your logo and your email copy. Next, you choose your invoice design.

Check yourself

Where do you set the VAT rate on your invoices?

Where do your bank details go, so that they print on every invoice?

How do you see the email your clients get?

Common mistakes

The screen says	What to do
A warning under **VAT on invoices (%)**: your BIR registration says VAT-registered, and the rate is 0.	Type 12 in **VAT on invoices (%)**, then click **Save**. If you do not, your invoices go out without VAT.

Lesson 06 · admin · 3 min · `soa-onboard-06.webm`

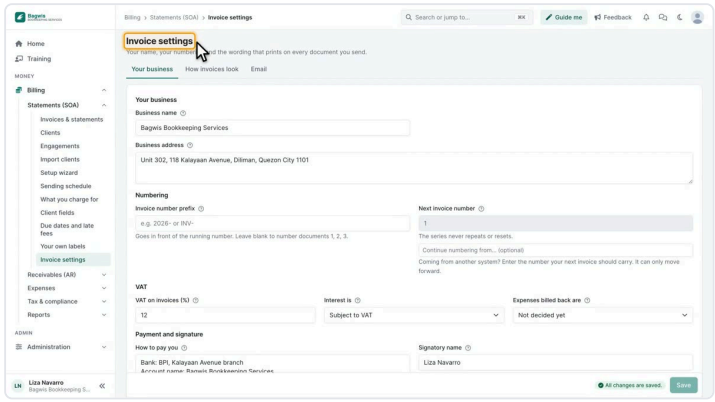
Choose your invoice design, and your payment QR

At the end you will have: design chosen; Bagwis's QR uploaded; "Scan to pay" in the preview's PDF

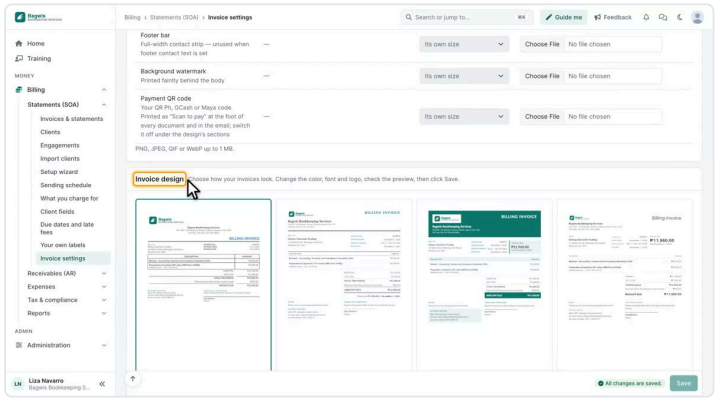
Before you start: You need your logo and color from lesson one, and what your invoices say from lesson five.

1 **Open Billing, then Statements (SOA), then Invoice settings.**

Click **How invoices look**.



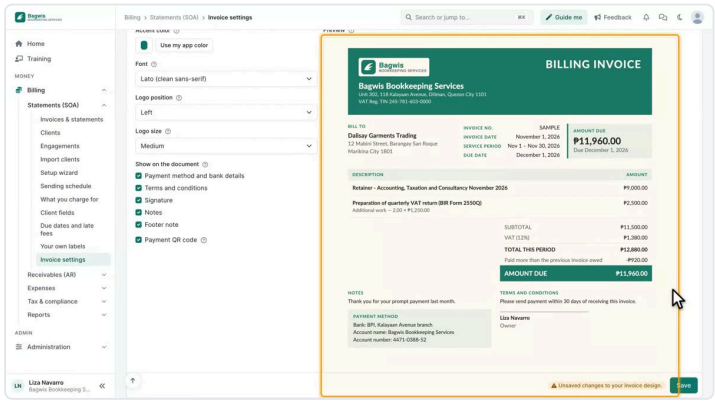
This is **Invoice settings**, from lesson five.



Under your images is **Invoice design**. Each design is drawn with your own logo.

2 **Original** is the look your invoices start with. The other six are designs to choose from.

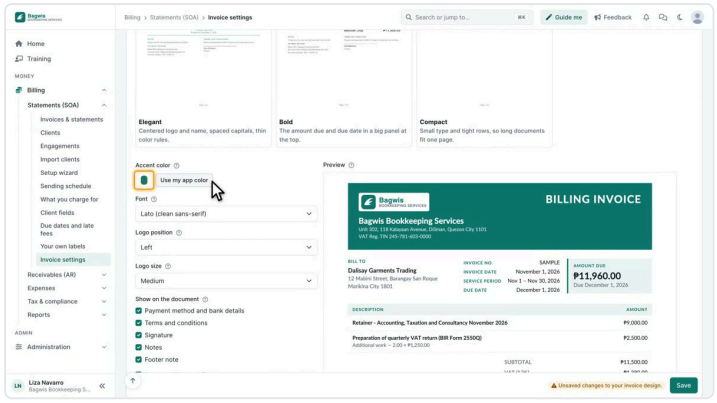
Click Modern.



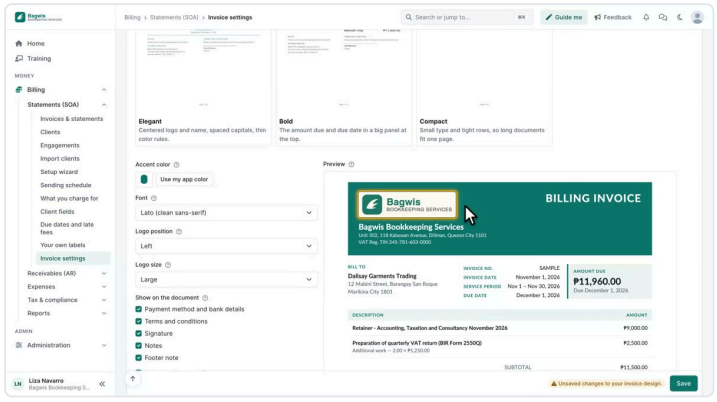
The preview shows a sample invoice in Modern, with a band of your color across the top.

3 **Accent color** is the color of the title, the headings and the amount due.

It is already your app color. Leave it.



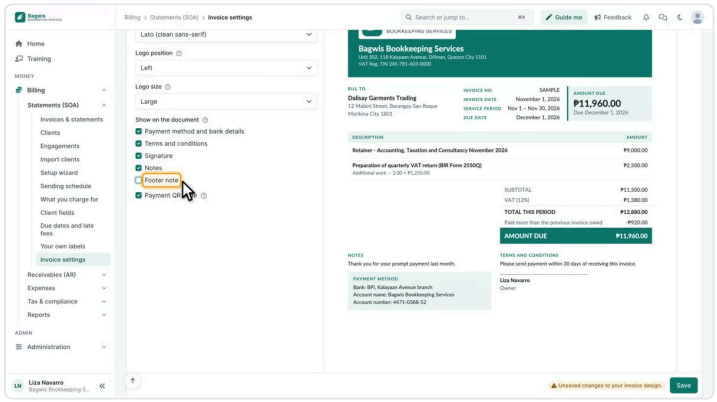
4 **Choose Large in Logo size.**



The preview changes as you go. Your logo is larger now.

5 **Show on the document** lists the parts of the invoice. Bagwis has no footer note.

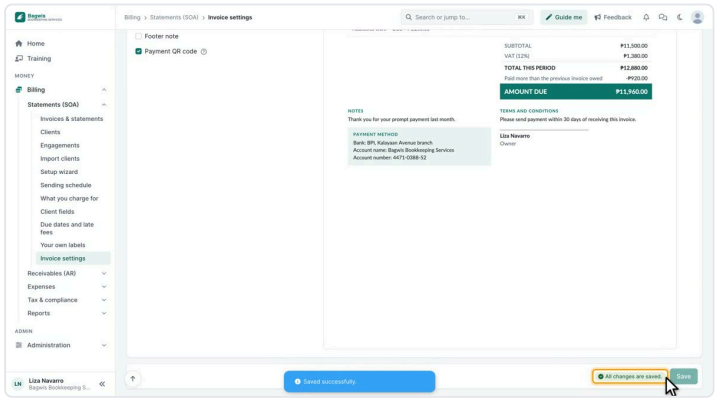
Turn off Footer note.



Footer note is off now. Nothing is saved until you click **Save**.

6 **Click Save, in the bar at the foot of the screen.**

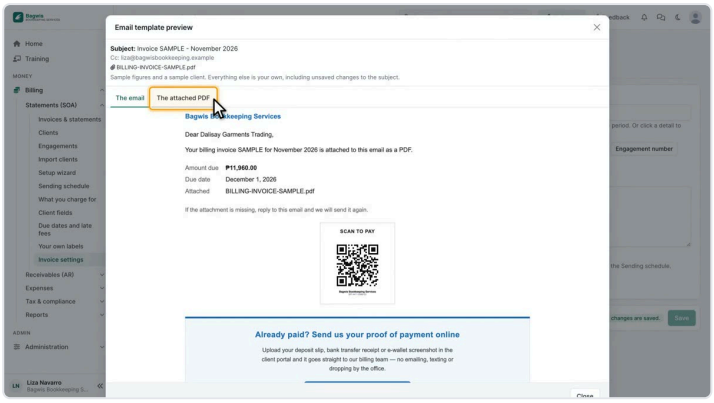
Click **Email**.



The bar says **All changes are saved.**

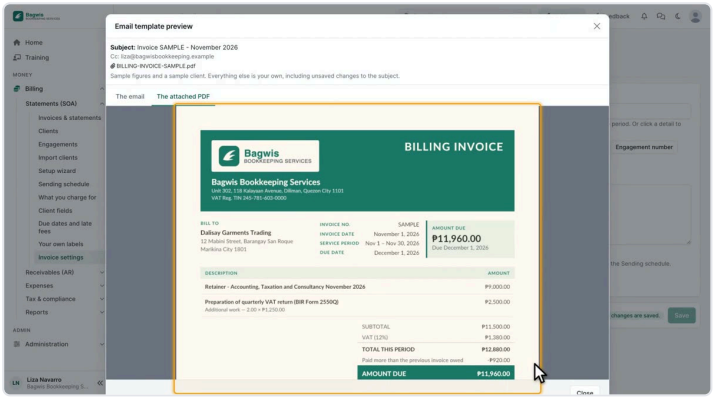
7 Now see what your clients get: the email, and the invoice attached to it.

Click Email template preview.



Here is **The email**. Your invoices go as a PDF, so a second tab shows **The attached PDF**.

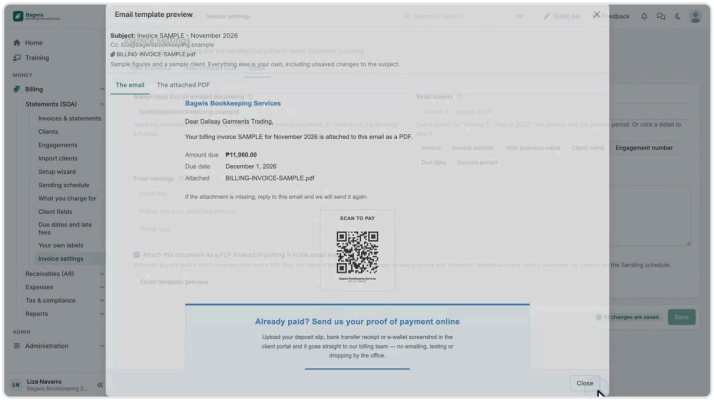
8 **Click The attached PDF.**



Here is the PDF your client gets, in Modern.

9 **Click Close.**

Click **How invoices look**.



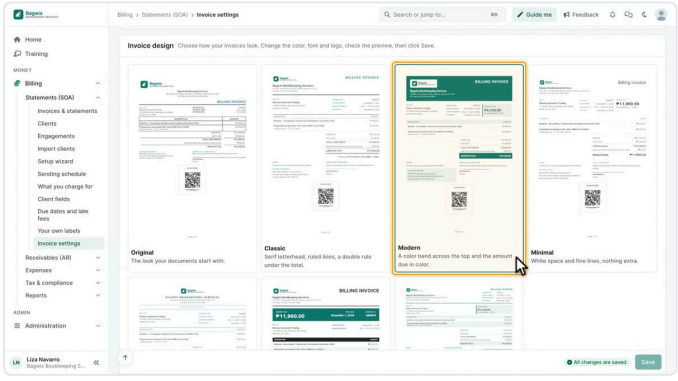
Check

Payment QR code is for the QR your bank or e-wallet gives you. Your clients scan it to pay.

Click **Choose File** in the **Payment QR code** row, then choose your QR image.

Your QR is in the row. It prints on every invoice from now on.

And the email says **SCAN TO PAY**, over your QR.



Modern is your design now. Every invoice you make uses it.

You chose Modern, kept your color, made the logo large, left off the footer note, and added your payment QR. Next, you set when your invoices fall due.

Check yourself

Where do you choose how your invoices look on the page?

How do you see the PDF your client gets?

Common mistakes

The screen says	What to do
Your documents use a layout with a fixed look of its own.	A design changes invoices and statements made in the Invoice or Statement of account layout only. The other layouts keep their own look.

Lesson 07 · admin · 2 min · `soa-onboard-07.webm`

Due dates and late fees

> **At the end you will have:** due date and terms checked; due dates move to the next business day; 3 grace days before late interest; the holiday list read

> **Before you start:** You need the setup wizard from lesson three.

1

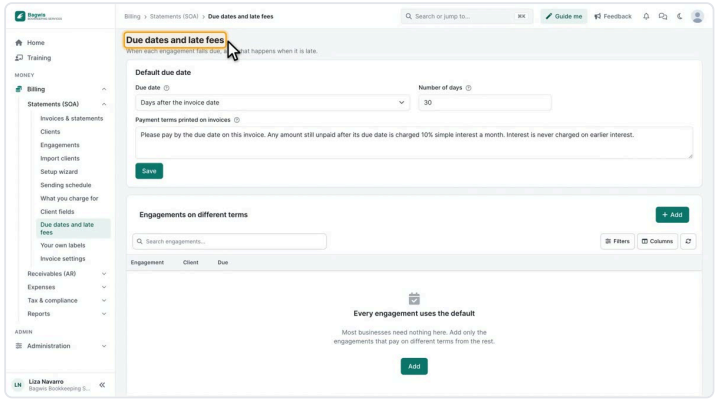
Open Billing, then Statements (SOA), then Due dates and late fees.

Your invoices fall due thirty days after they are dated. That came with your kind of business.

Your payment terms came with it too. They print on every invoice.

A client on different terms goes here. Bagwis has none, so every engagement uses the default.

The part for every invoice is **Late payments, weekends and holidays**.

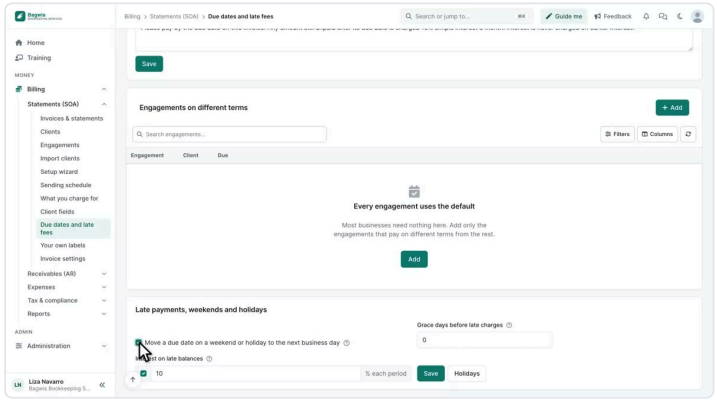


This is **Due dates and late fees**. It decides when your invoices fall due.

2

A due date can fall on a Sunday or a holiday, when banks are closed.

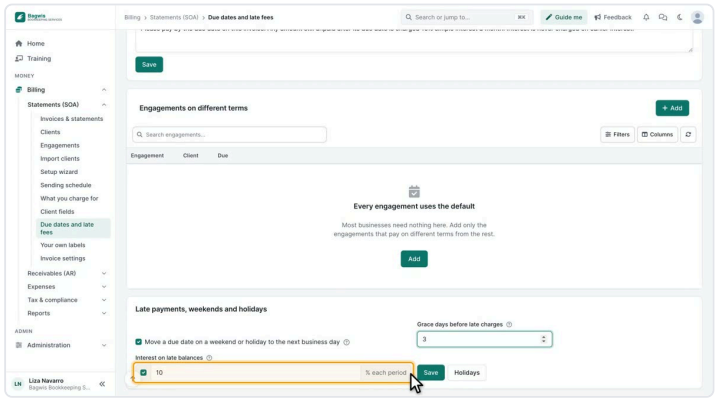
Turn on Move a due date on a weekend or holiday to the next business day.



3

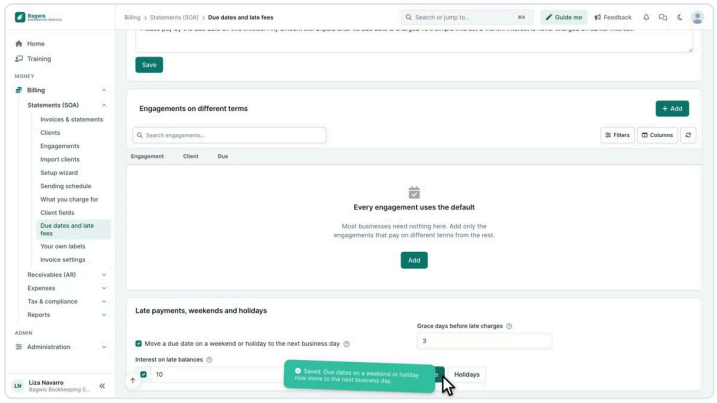
Grace days are days after the due date before interest on a late balance starts.

Type 3 in Grace days before late charges.

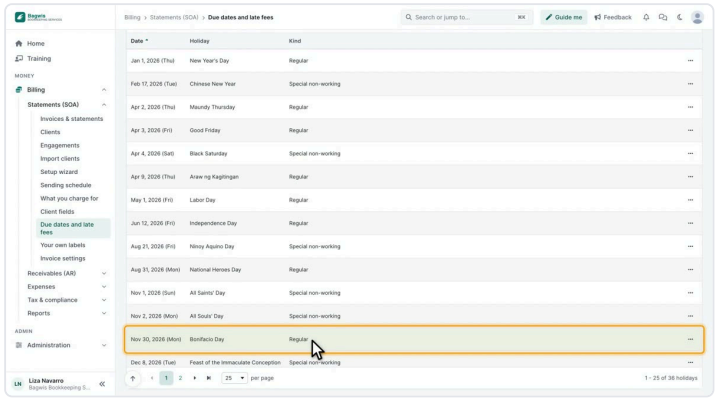


Interest on late balances shows ten percent each period. It is charged only on what is still unpaid after its due date and the grace days.

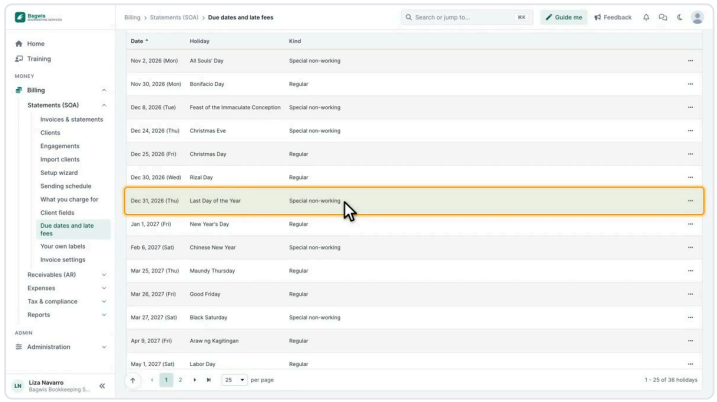
4 Click **Save**.



5 Click **Holidays**.

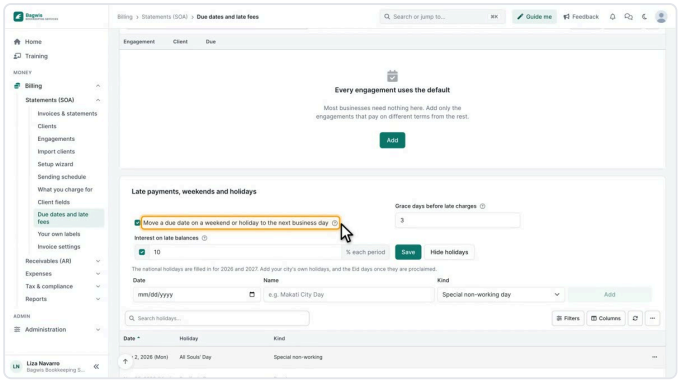


The national holidays for 2026 and 2027 are on the list already. Here is Bonifacio Day, Monday, the thirtieth of November.



And here is **Last Day of the Year**, the thirty-first of December. December's invoices fell due that day. Now they fall due on Monday, the fourth of January, after New Year's Day and a weekend.

Check



The box is ticked, and **Grace days before late charges** shows 3.

You checked your due date and terms, moved due dates off weekends and holidays, and gave your clients three grace days. Next, you set what you charge for.

Check yourself

Where do you make due dates skip weekends and holidays?

What do grace days do?

Where do you add your city's own holiday?

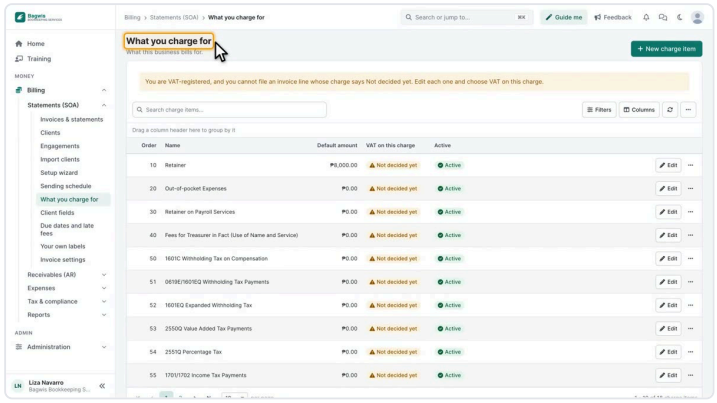
Lesson 08 · admin · 2 min · `soa-onboard-08.webm`

What you charge for

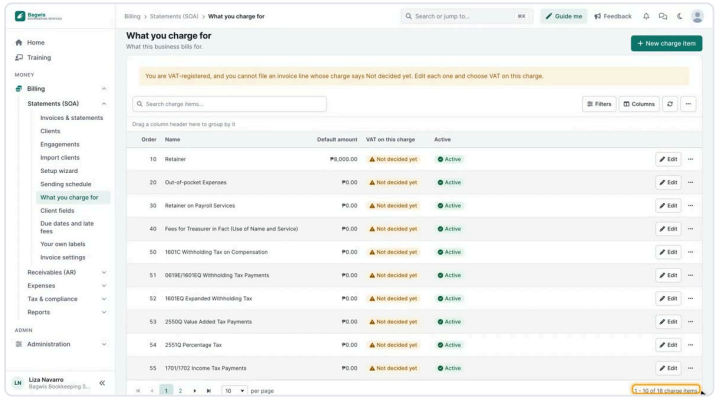
At the end you will have: Retainer VATable; Catch-up bookkeeping added

Before you start: You need the setup wizard from lesson three.

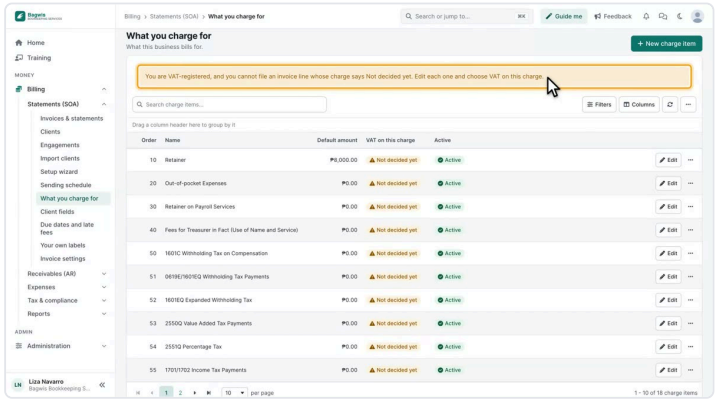
1 **Open Billing, then Statements (SOA), then What you charge for.**



This is **What you charge for**. Each line is a charge: something you bill a client for.



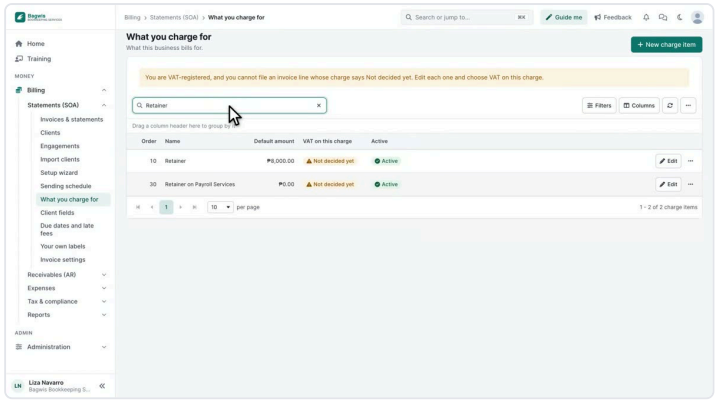
Your kind of business came with eighteen of them.



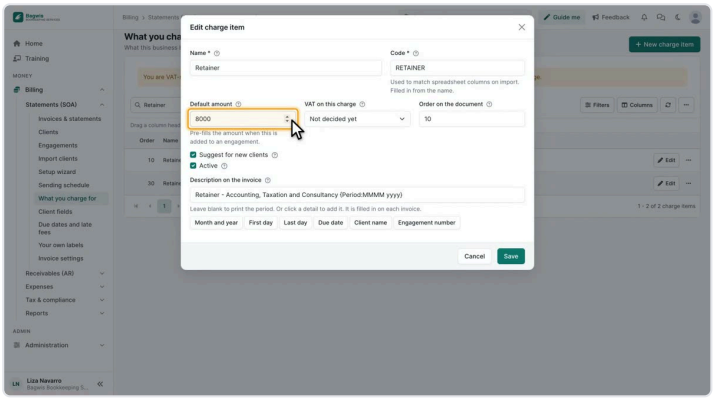
The note above the list says you are VAT-registered, so each charge you bill needs a VAT decision.

2 First, the monthly retainer. Bagwis adds VAT to it, but this list does not know that yet.

Find "Retainer" in the search box.



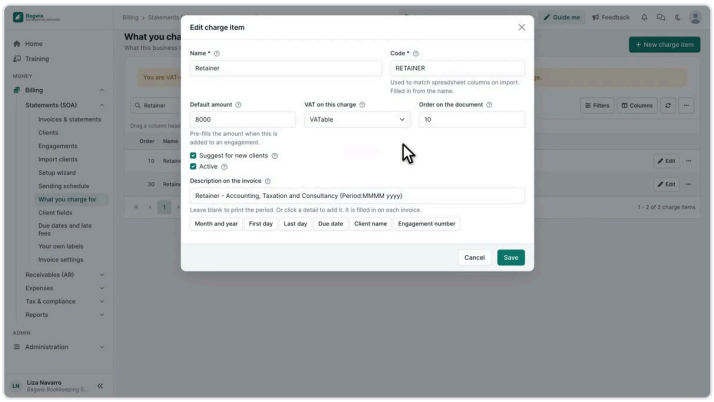
3 **Click Edit on the row.**



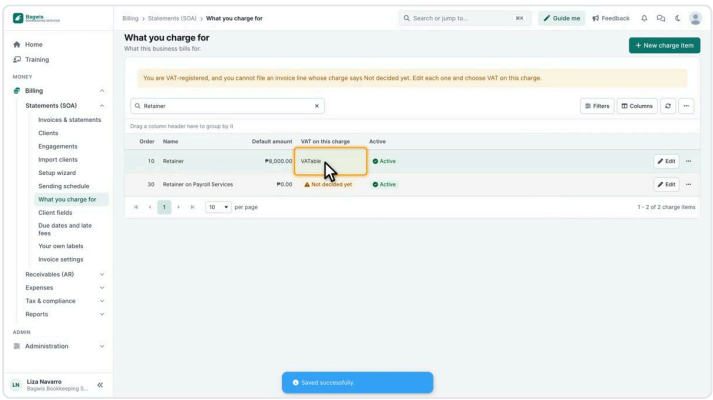
Default amount shows eight thousand pesos, from the setup wizard.

4 **VAT on this charge** says **Not decided yet**. It decides whether VAT is added to this charge.

Choose VATable in VAT on this charge.



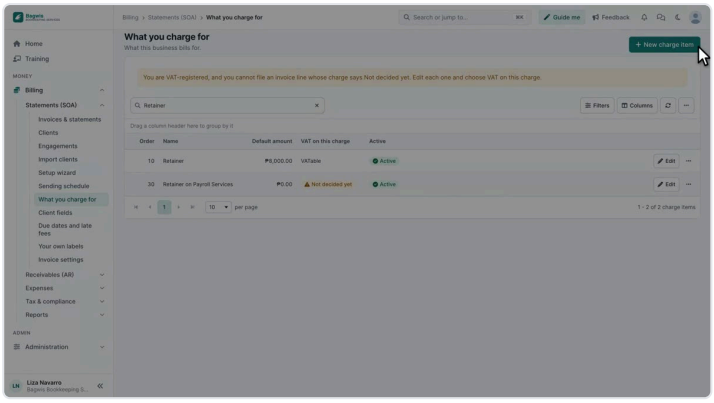
5 **Click Save.**



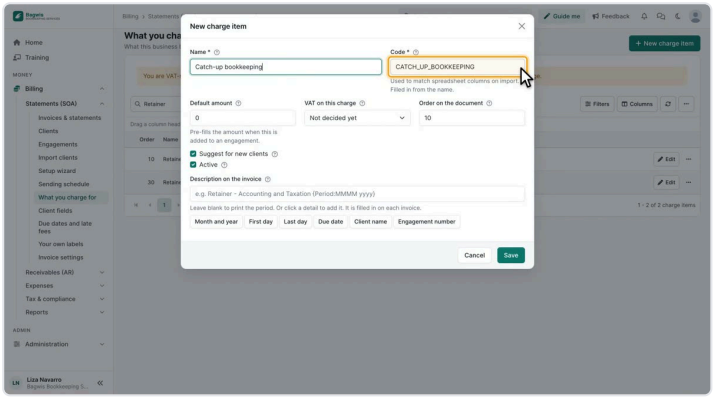
The **Retainer** row now says **VATable**.

6 Now add a charge the list does not have.

Click New charge item.

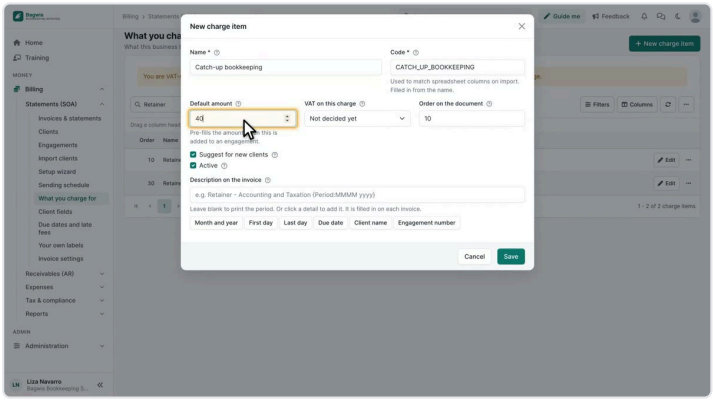


7 **Type Catch-up bookkeeping in Name.**

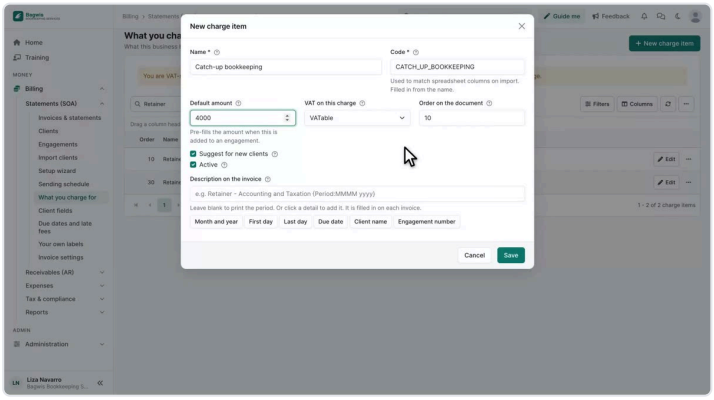


Code fills in by itself.

8 **Type 4000 in Default amount.**

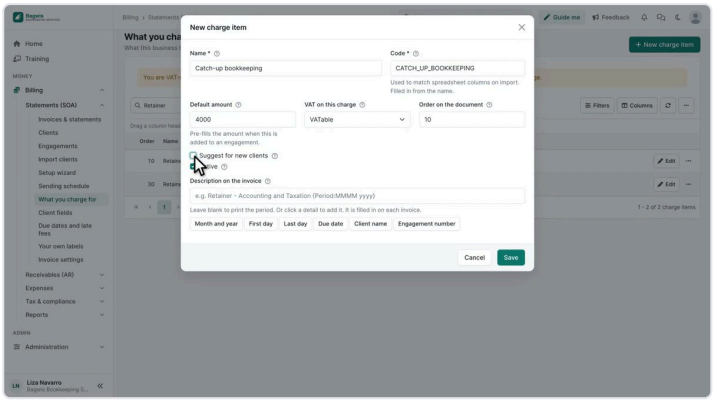


9 **Choose VATable in VAT on this charge.**

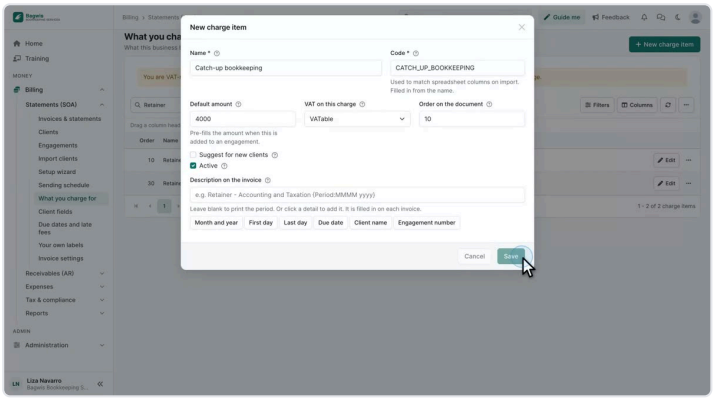


10 This one is billed only when you do the work, so it is not suggested for new clients.

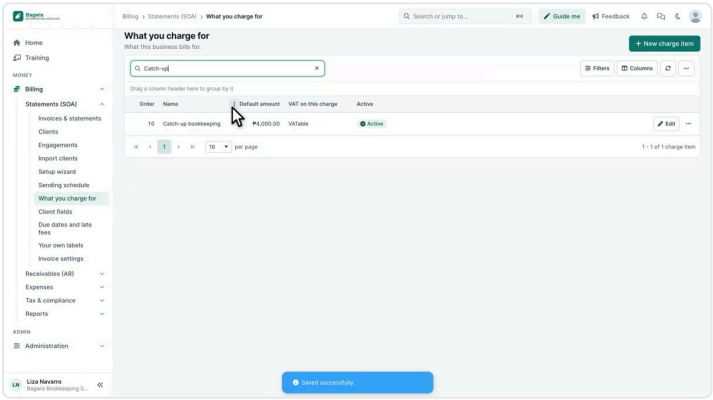
Turn off Suggest for new clients.



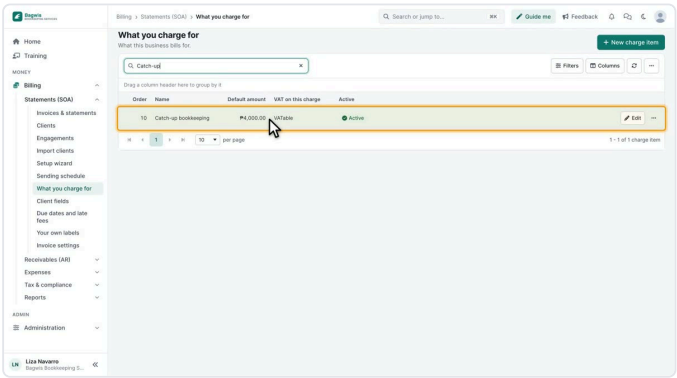
11 **Click Save.**



12 **Clear the search box, and find "Catch-up".**



Check



Here is **Catch-up bookkeeping**, at **₱4,000.00**.

You marked your retainer as VATable, and you added Catch-up bookkeeping. Next, you add your first client.

Check yourself

How do you make a charge VATable?

How do you add a charge that the list does not have?

Which tick box stops a one-off charge being suggested for a new client?

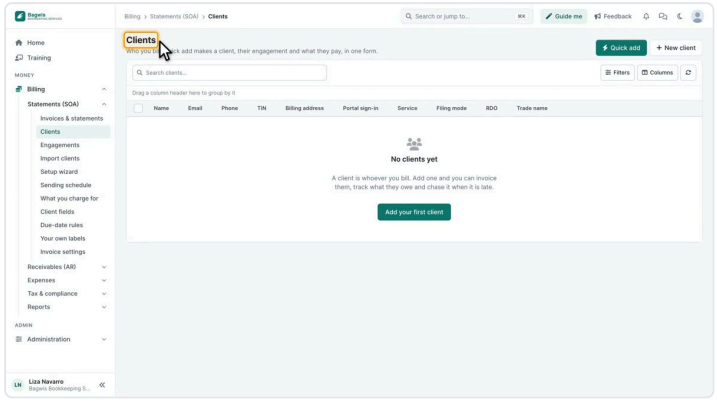
Lesson 09 · admin · 2 min · `soa-onboard-09.webm`

Your first client, and who else gets the invoice

> **At the end you will have:** Sampaguita with its engagement and retainer; its bookkeeper copied on every invoice

> **Before you start:** You need the retainer you set in lesson three.

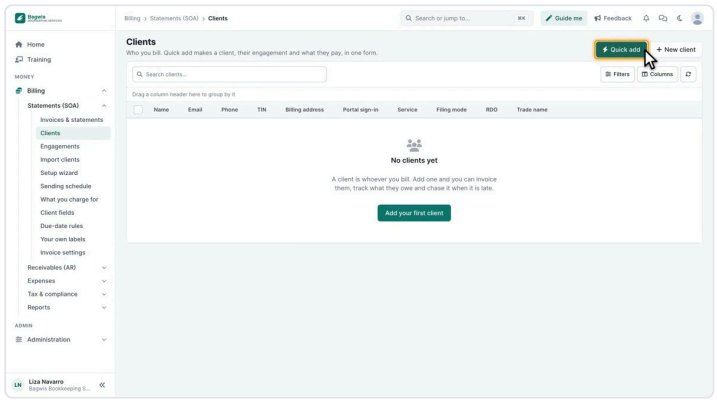
1 **Open Billing, then Statements (SOA), then Clients.**



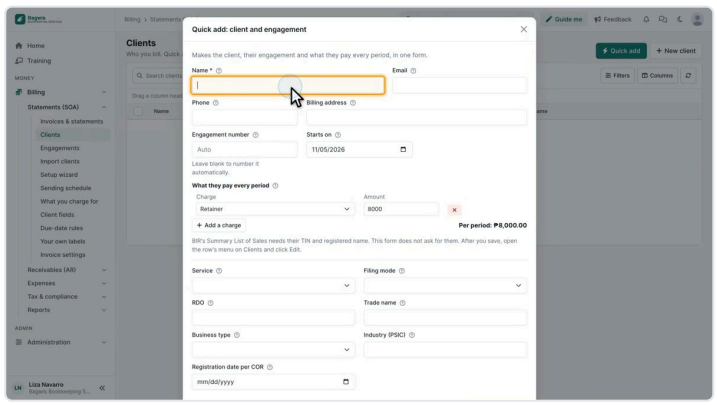
This is **Clients**. It lists everybody you bill. It is empty for now.

2 **Quick add** makes a client, the engagement you bill them on, and what they pay every month, in one form.

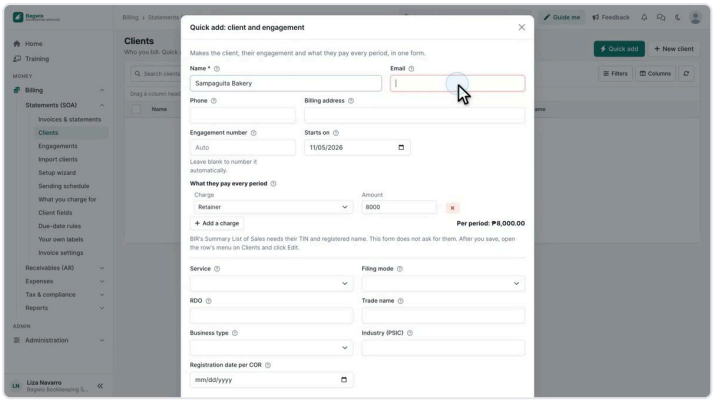
Click Quick add.



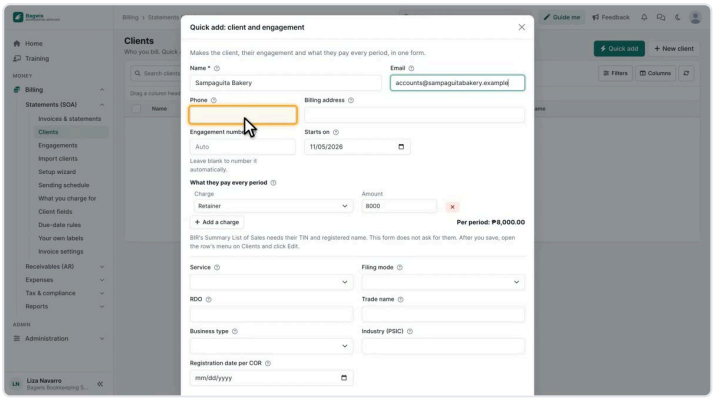
3 **Type the client's name in Name.**



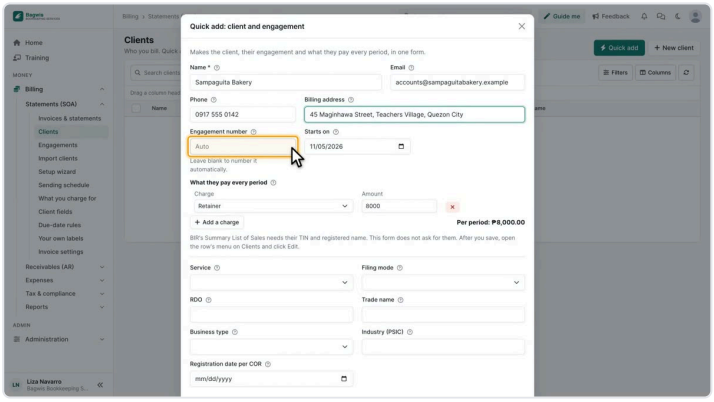
4 **Type their email in Email.**



5 **Type their phone in Phone.**



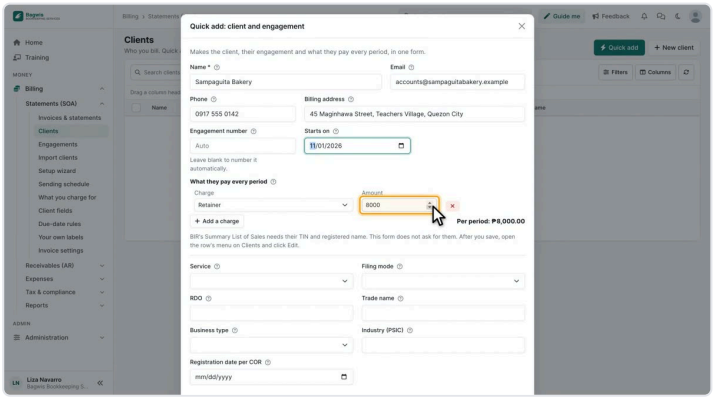
6 **Type the address their invoices go to in Billing address.**



Leave **Engagement number** on **Auto**. AutoSOA numbers it for you.

7 **Starts on** is the day you start billing them.

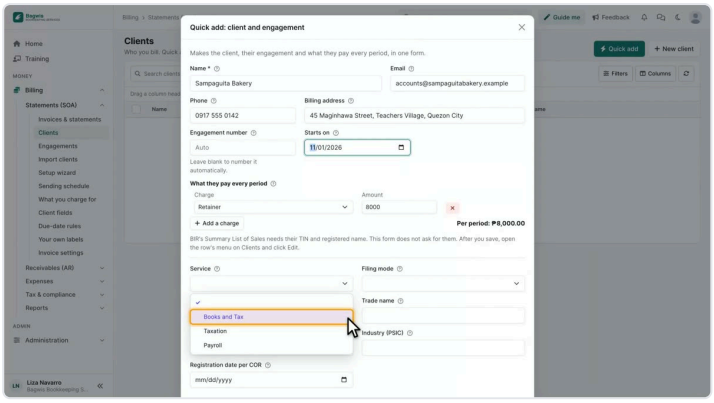
Pick November first in Starts on.



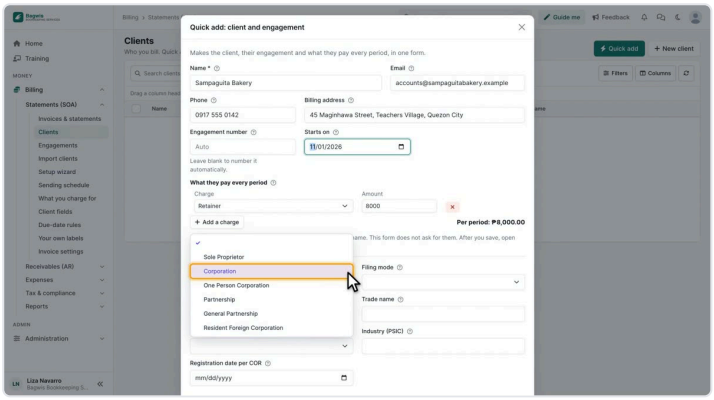
Their retainer is here already, at eight thousand pesos a month.

8 Your kind of business added its own fields. **Service** says what work you do for the client. Fill the ones you use.

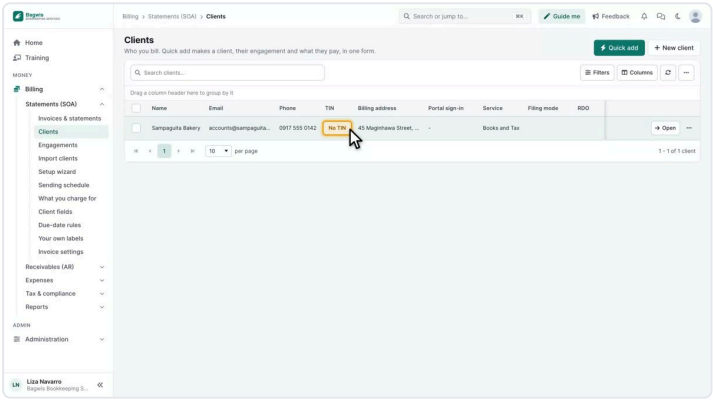
Choose Books and Tax in Service.



9 **Choose Corporation in Business type.**



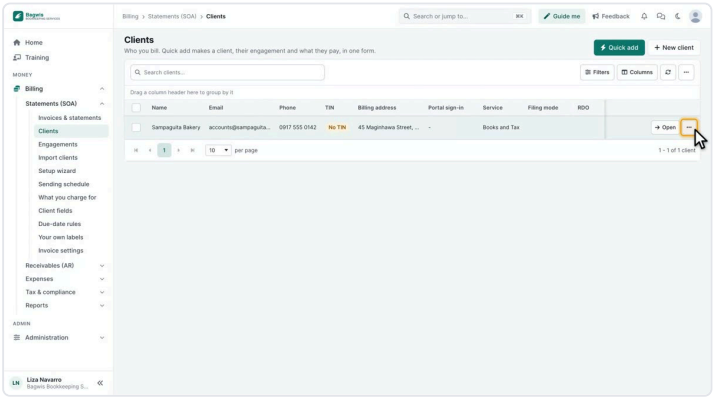
10 **Click Save.**



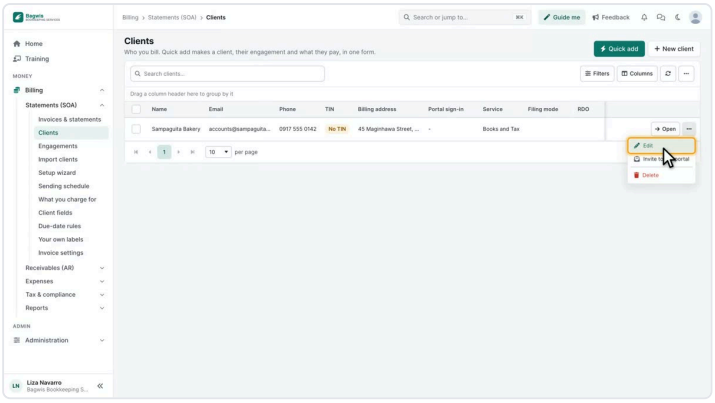
Sampaguita Bakery is on the list. Its **TIN** says **No TIN** for now.

11 The BIR's Summary List of Sales needs a few more details about each client. You add them on the client's form.

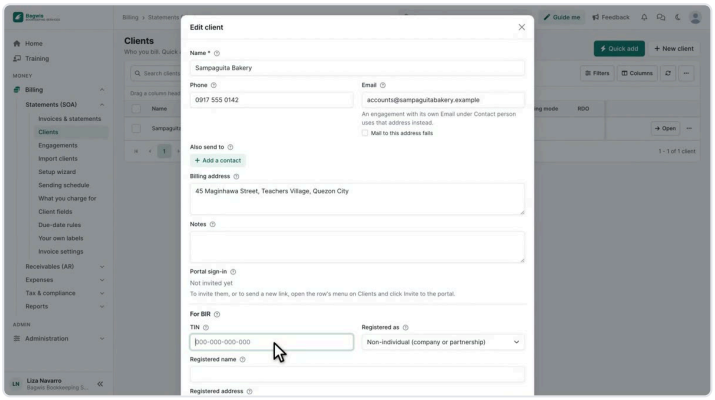
Click the row's menu.



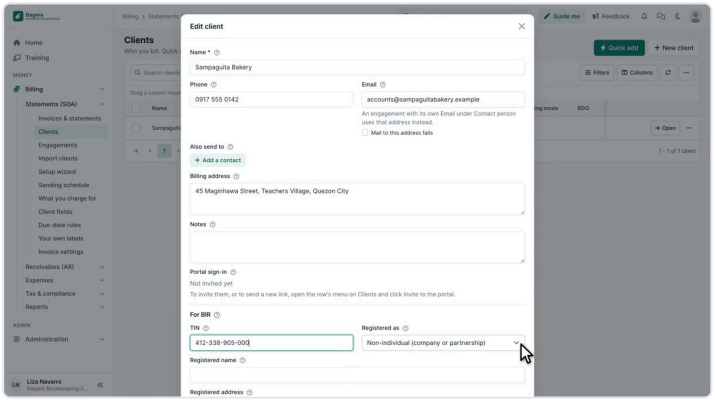
12 Click **Edit**.



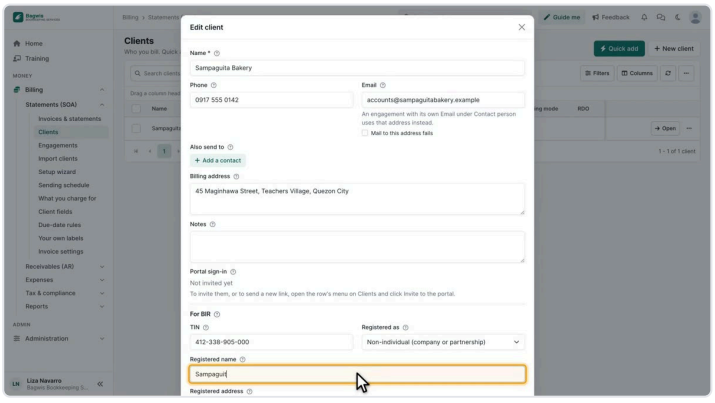
13 Type their TIN in **TIN**.



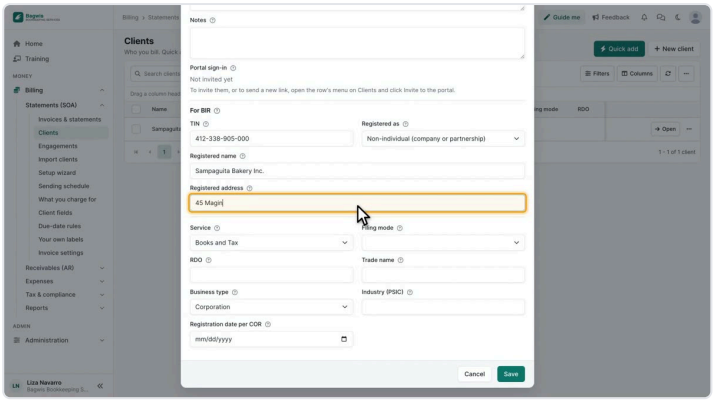
14 Choose **Non-individual (company or partnership)** in **Registered as**.



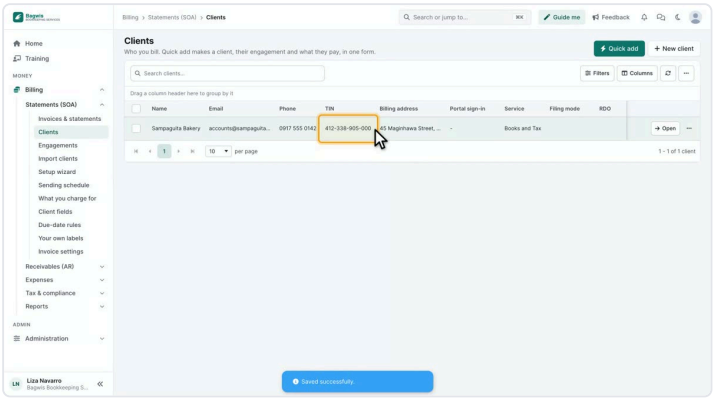
15 Type their registered name in **Registered name**.



16 **Type their registered address in Registered address.**

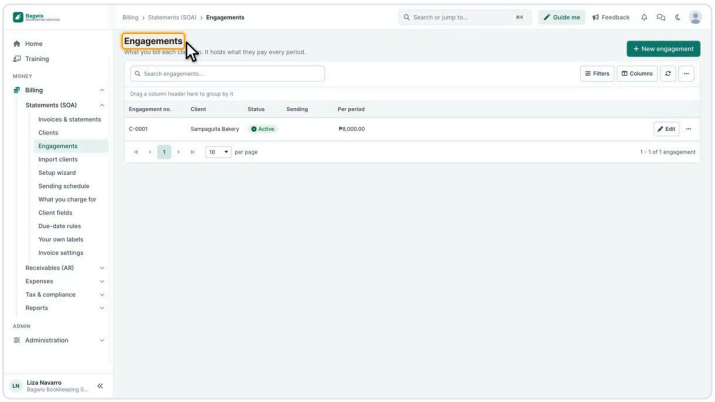


17 **Click Save.**



The row shows their **TIN** now.

18 **The retainer is on the engagement. Click Engagements.**



This is **Engagements**. Each one is what you bill a client on.

Check

Also send to is for other people at the client who get their bills. Sampaguita's bookkeeper wants a copy.

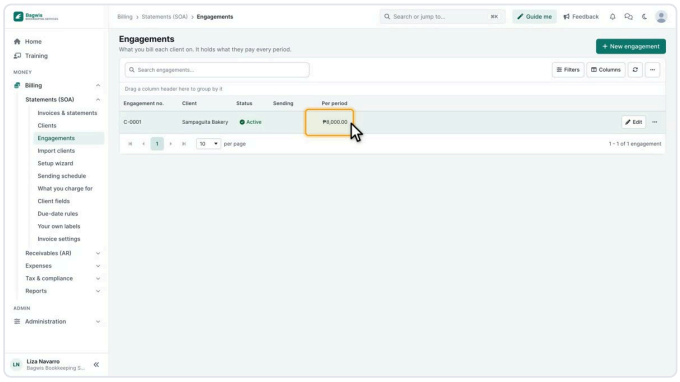
Click **Add a contact**.

Type the bookkeeper's name in **Name**.

Type the bookkeeper's email in **Email**.

Choose **CC** in **Gets it as**.

Bills is on: a copy of every invoice goes to the bookkeeper.



Here is engagement C-0001, Sampaguita Bakery, at eight thousand pesos each period.

You added Sampaguita Bakery, its engagement and its retainer. On its form, you typed its TIN, registered name and address, and added its bookkeeper. Next, you add your other clients from a

spreadsheet.

Check yourself

Which button makes a client, their engagement and their monthly retainer in one form?

Where do you add a client's TIN and registered name?

Where do you see what each client pays every period?

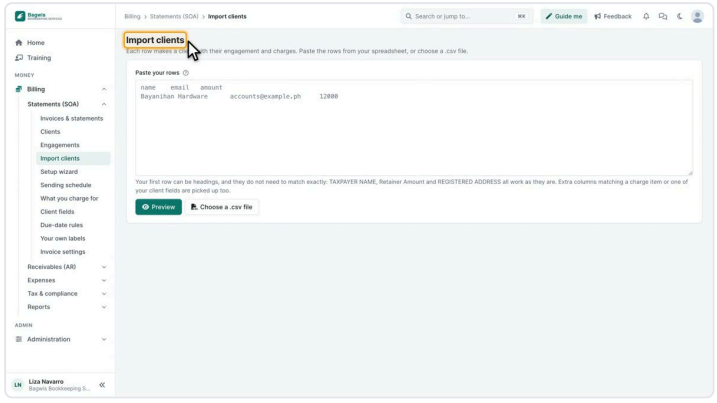
Lesson 10 · admin · 1 min · `soa-onboard-10.webm`

Your other clients, from a spreadsheet

> **At the end you will have:** eleven more clients imported

> **Before you start:** You need your client list in a spreadsheet: name, email, contact number, TIN and retainer.

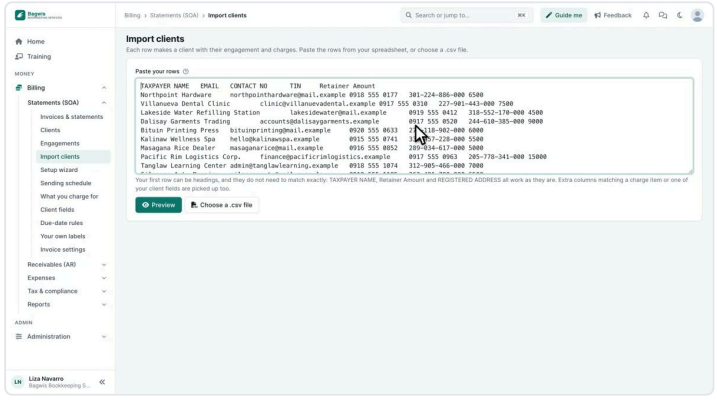
1 **Open Billing, then Statements (SOA), then Import clients.**



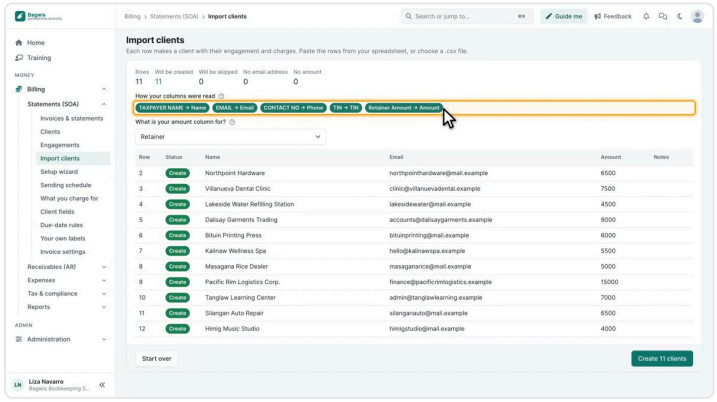
This is **Import clients**. Each row makes a client, with their engagement and charges.

2 Copy the rows from your spreadsheet, header row included.

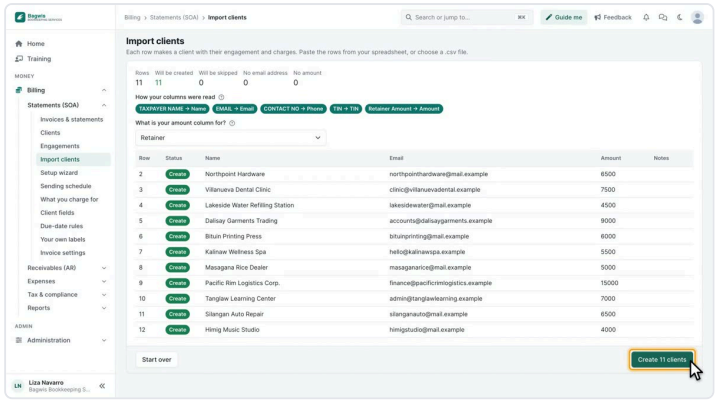
Paste them in Paste your rows.



3 **Click Preview.**

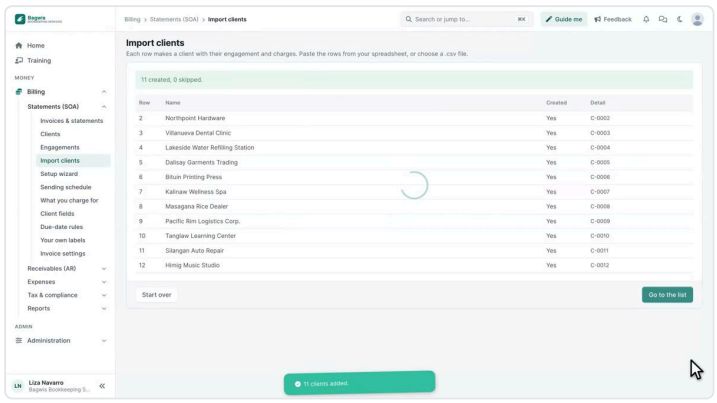


AutoSOA reads each column by its header. **TIN** becomes each client's TIN, and **Retainer Amount** their monthly retainer.

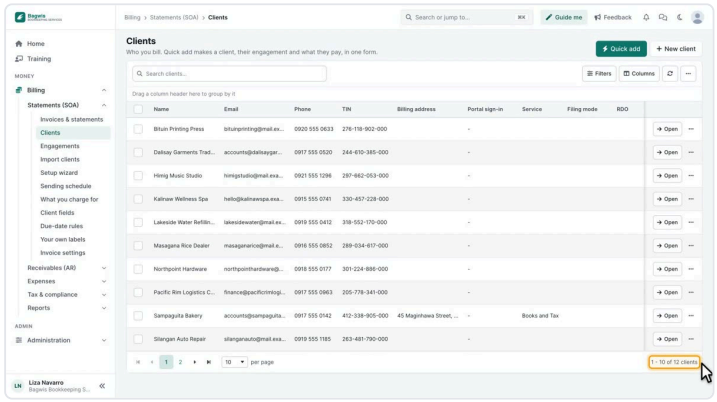


Eleven clients will be created, one for each row.

4 **Click Create 11 clients.**

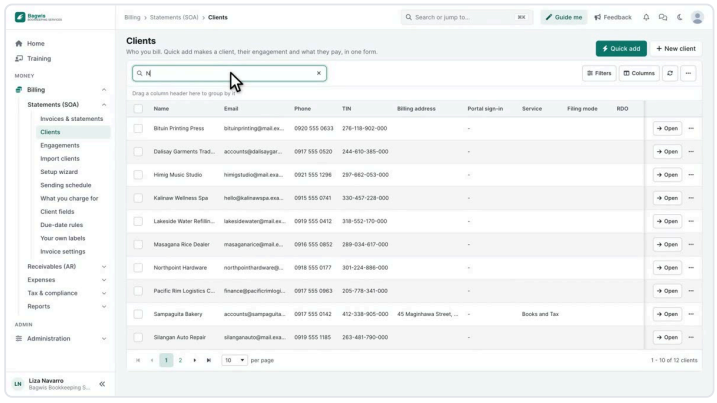


5 **Click Go to the list.**

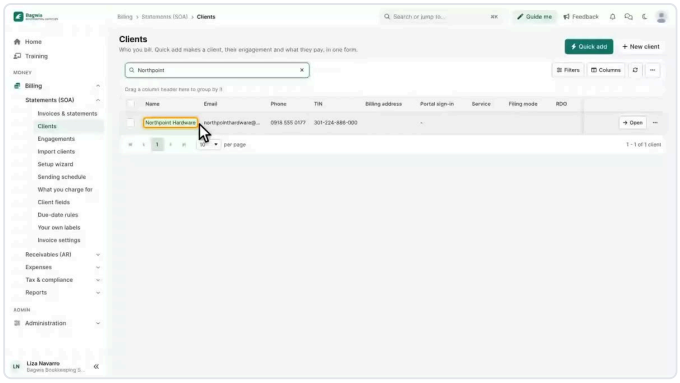


You have twelve clients now: Sampaguita Bakery, and the eleven from your sheet.

6 **Find "Northpoint" in the search box.**

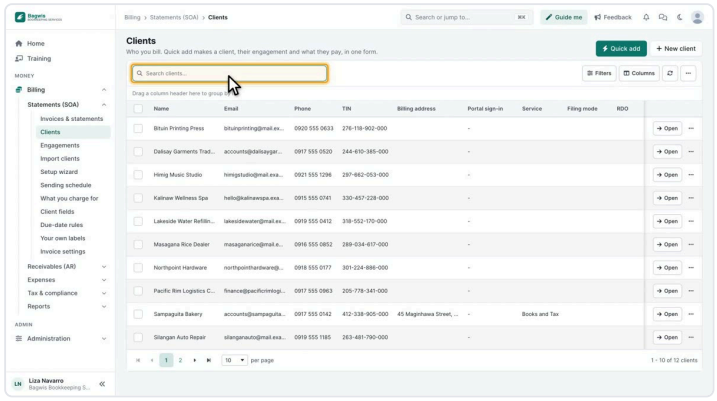


Check

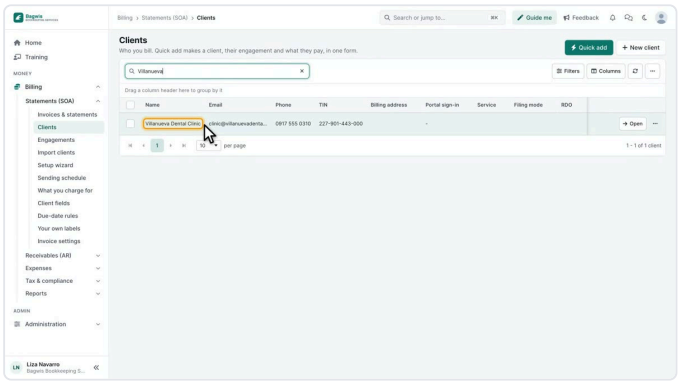


Here is Northpoint Hardware, with its email and its TIN.

7 **Find "Villanueva" in the search box.**



Check



And here is Villanueva Dental Clinic.

You pasted your client sheet, checked the preview, and created eleven clients at once. Next, Ben signs in for the first time.

Check yourself

Where do you add many clients at once?

What do you click when the preview is right?

Common mistakes

The screen says	What to do
How your columns were read shows a column as **Ignored**.	AutoSOA did not know that header, so it leaves the column out. Change the header in your sheet, for example to TIN. Paste the rows again and click **Preview**.

Lesson 11 · staff · 1 min · `soa-onboard-11.webm`

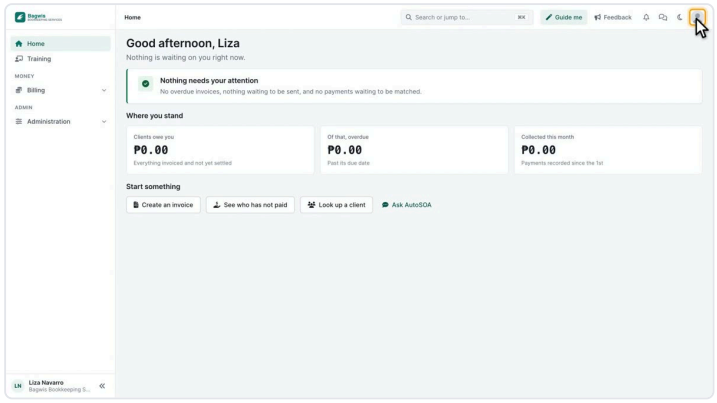
Your clerk's first sign-in

At the end you will have: Ben signed in, notice read

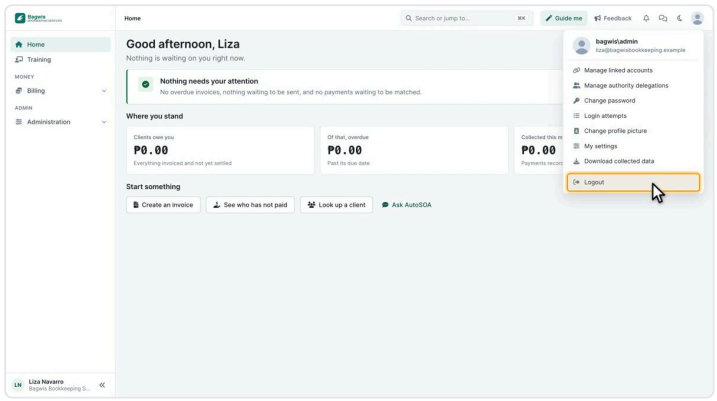
Before you start: You need Ben's user from lesson two, and the first password you gave him.

1 Ben signs in with his own user name. Each person uses their own.

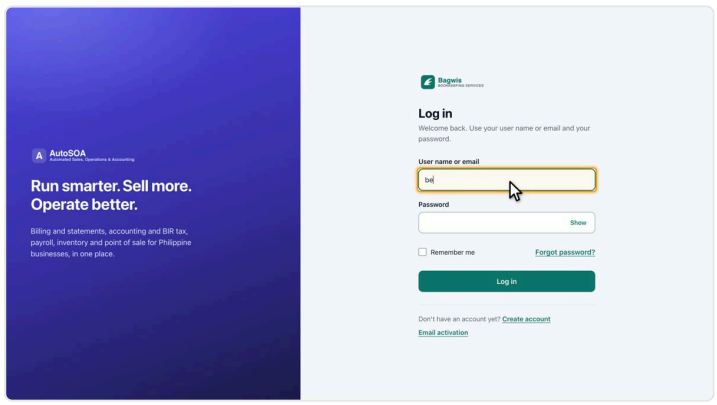
Click your picture.



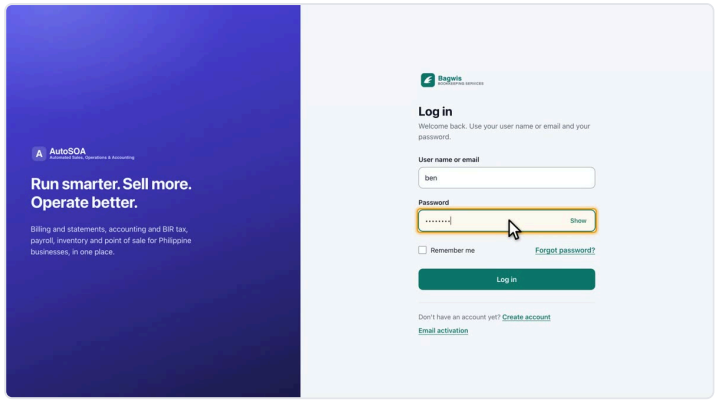
2 **Click Logout.**



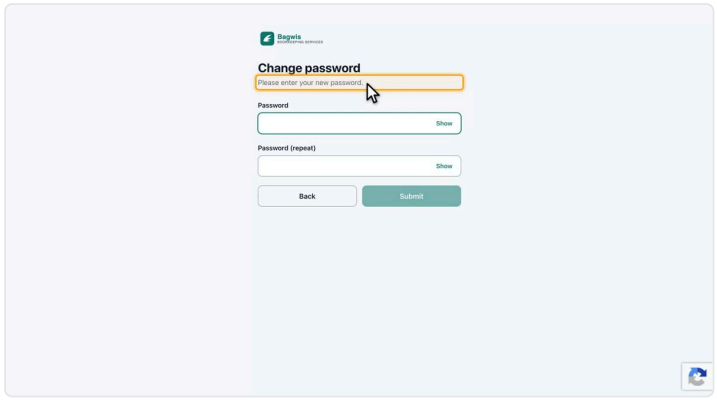
3 **Type ben in User name or email.**



4 **Type the first password you gave him in Password.**

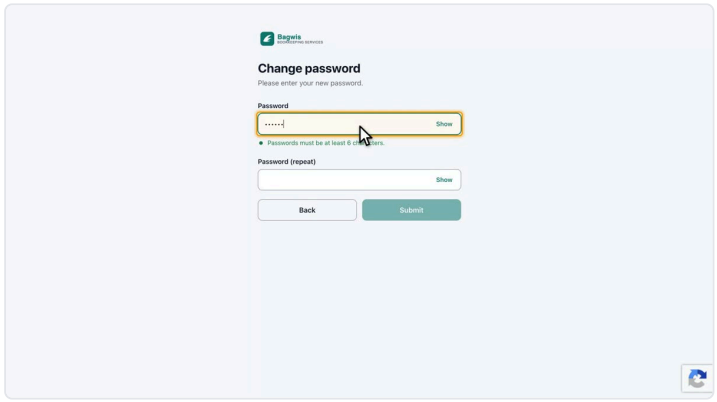


5 **Click Log in.**

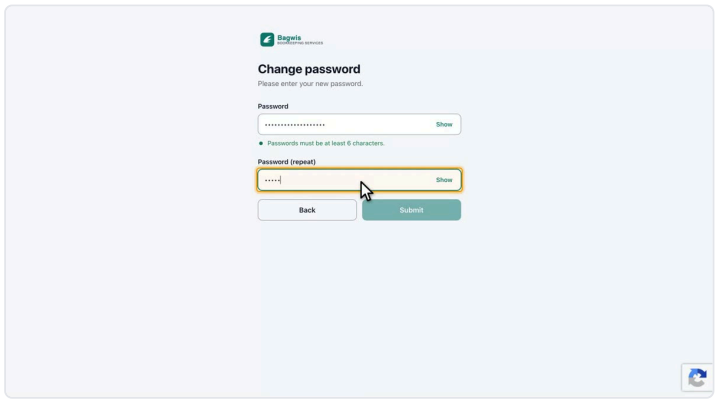


AutoSOA asks Ben for a new password of his own.

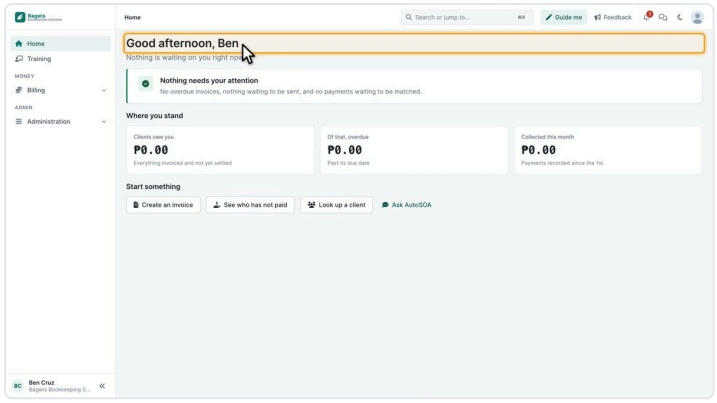
6 **Type Ben's new password in Password.**



7 **Type it again in Password (repeat).**



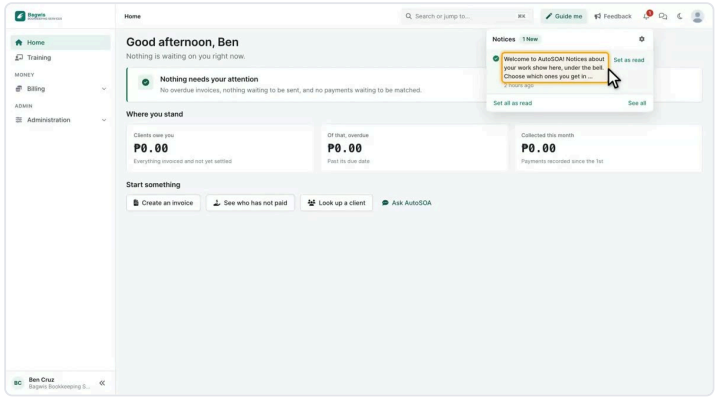
8 **Click Submit.**



Ben is signed in. **Home** greets him by name.

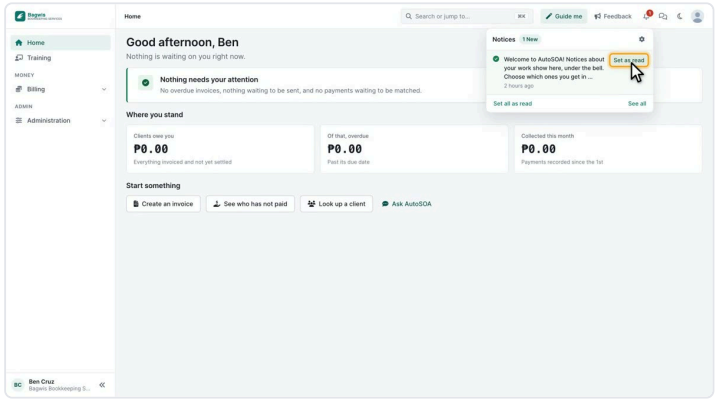
9 Ben has a notice of his own: the bell shows a red **1**.

Click the bell.

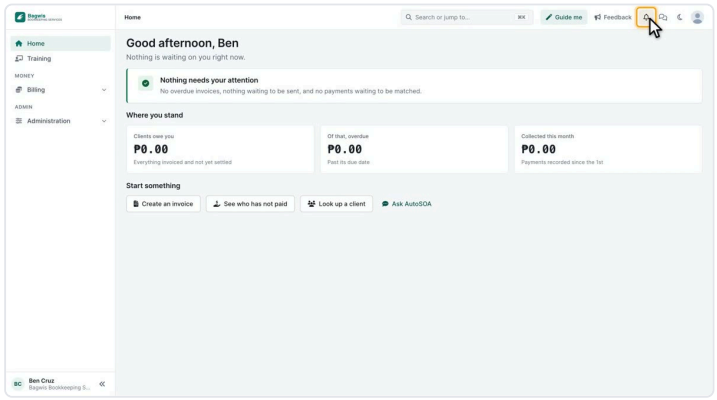


Here is Ben's notice: **Welcome to AutoSOA**.

10 **Click Set as read.**

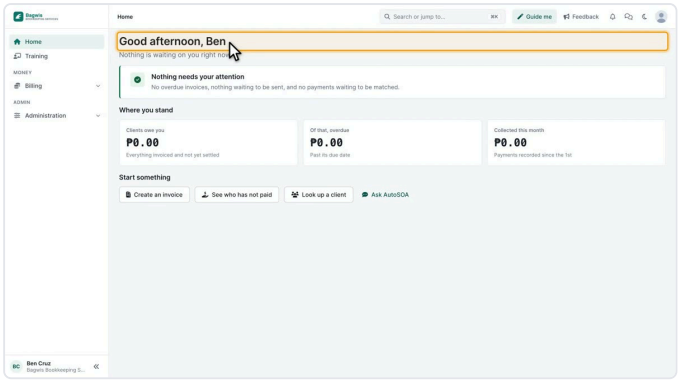


11 **Click the bell again, to close it.**



The red one is gone.

Check



Here is Ben's Home, with his name at the top. From now on, he signs in with his own password.

Ben signed in, picked his own password, and cleared his notice from the bell. Next, Ben bills your first client for November.

Check yourself

How do you sign out?

What does AutoSOA ask the first time somebody signs in with a password you gave them?

How do you clear a new notice on the bell?

Common mistakes

The screen says	What to do
Passwords do not match!	Type the same new password in **Password** and **Password (repeat)**. The warning shows only once both are typed and they differ.

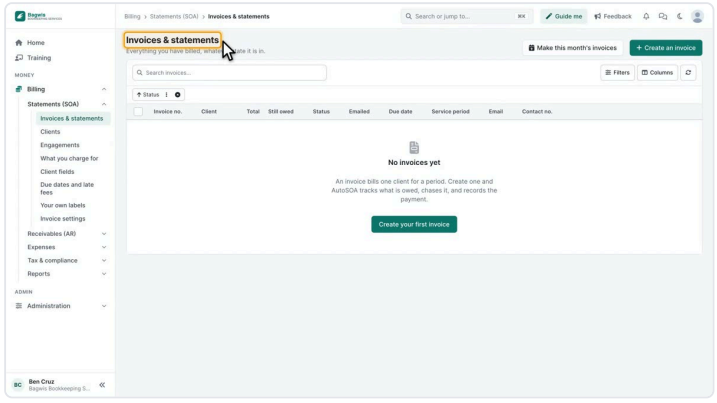
Lesson 12 · staff · 3 min · `soa-onboard-12.webm`

Bill a client for November

> **At the end you will have:** Sampaguita's invoice issued and emailed, to its bookkeeper too

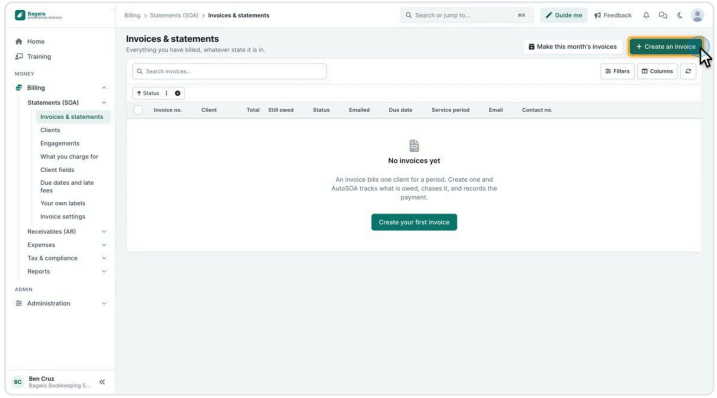
> **Before you start:** You need Sampaguita Bakery and its retainer from lesson nine, and Ben from lesson eleven.

1 **Open Billing, then Statements (SOA), then Invoices & statements.**



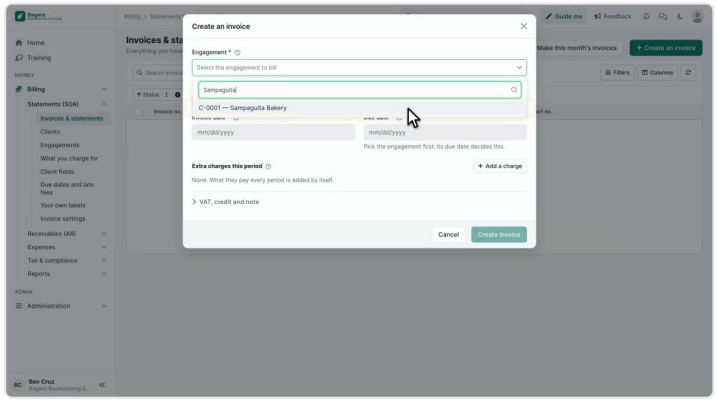
This is **Invoices & statements**. It lists everything you bill. It is empty for now.

2 **Click Create an invoice.**

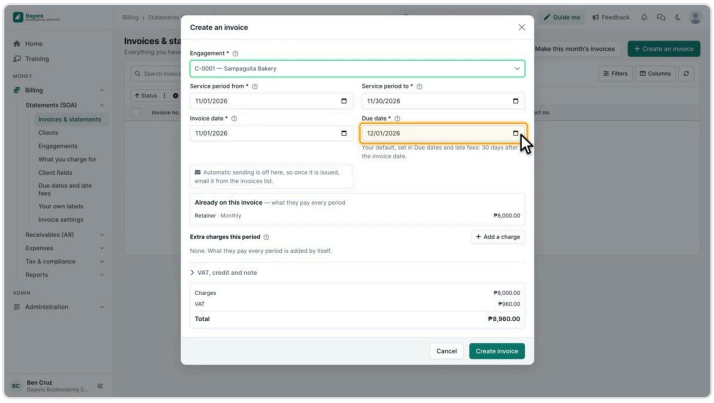


3 An invoice bills one engagement for one service period: the dates the work covers.

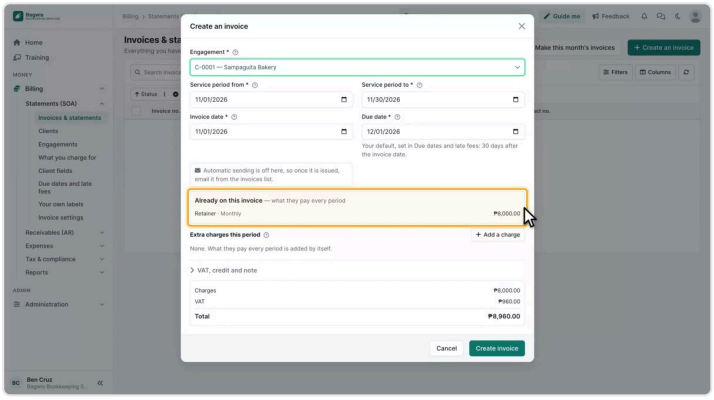
Choose Sampaguita Bakery in Engagement. Type part of the name to find it.



4 **Service period from** and **Service period to** already show November: the first to the thirtieth.



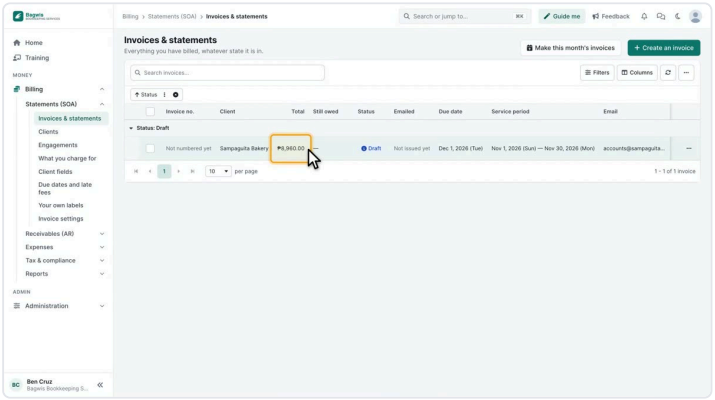
Invoice date and **Due date** fill in by themselves. The due date is thirty days later, as you saw in lesson seven.



The retainer is on it already: eight thousand pesos.

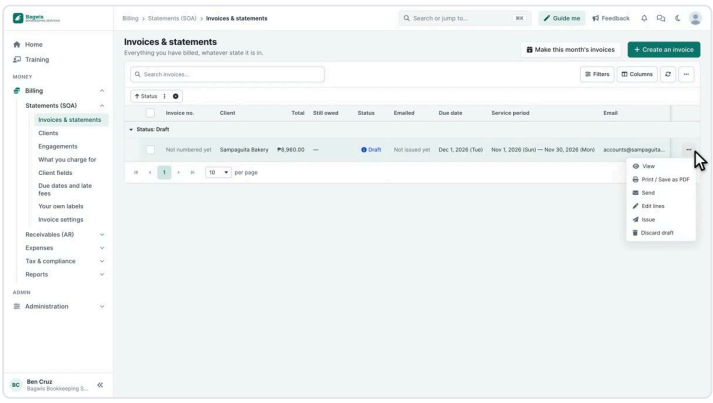
5 **Click Create invoice.**

It shows **Draft**. You can still change it. It has no number yet.

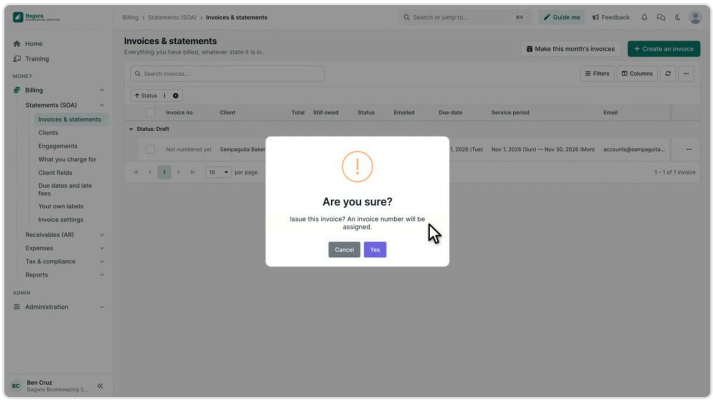


Here is the invoice: eight thousand nine hundred sixty pesos, with the twelve percent VAT.

6 **Click the row's menu.**

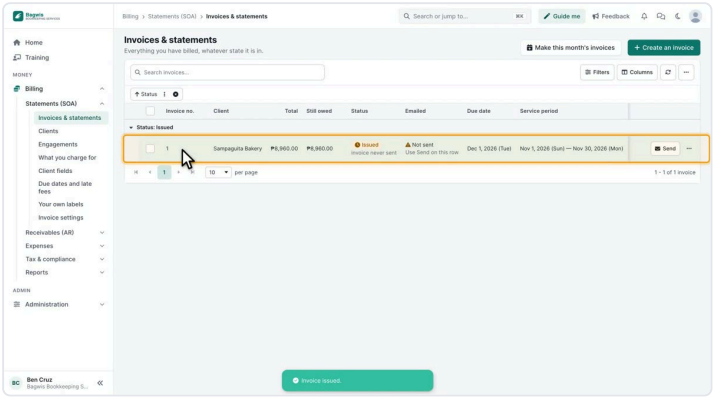


7 **Click Issue.**



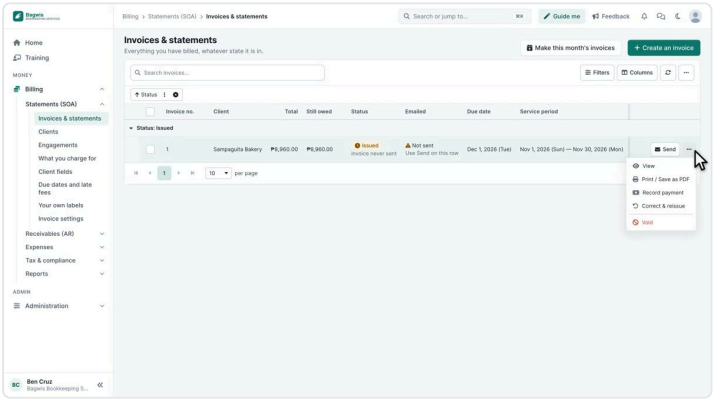
A message asks you to confirm. Issuing gives the invoice its number.

8 **Click Yes.**

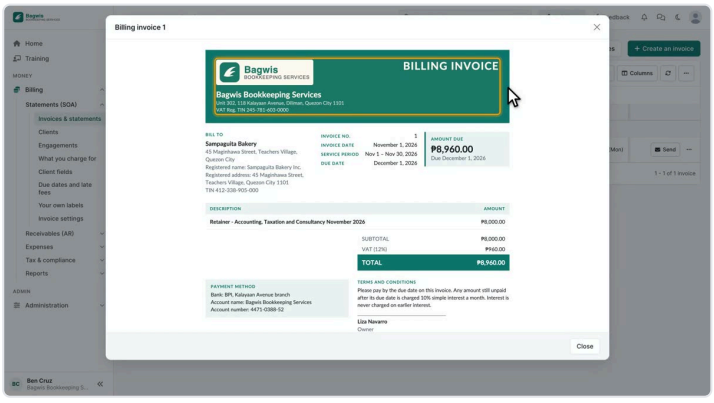


It shows **Issued**, with its number.

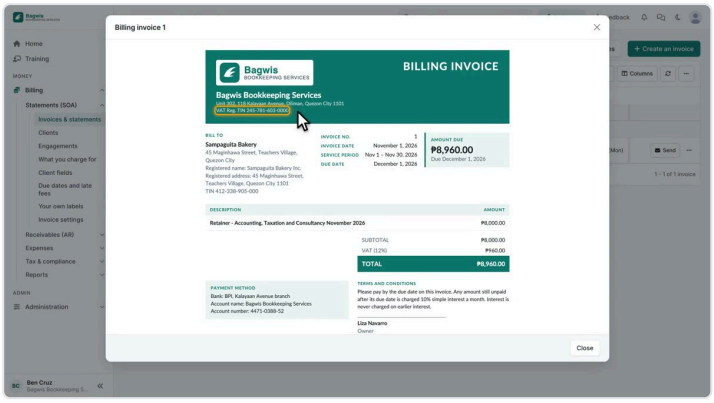
9 **Click the row's menu.**



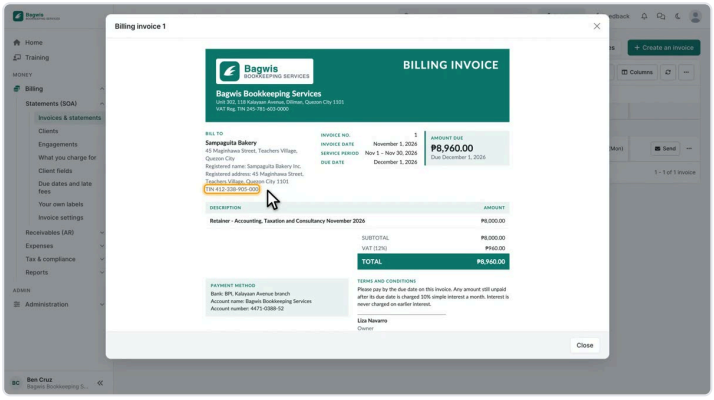
10 **Click View.**



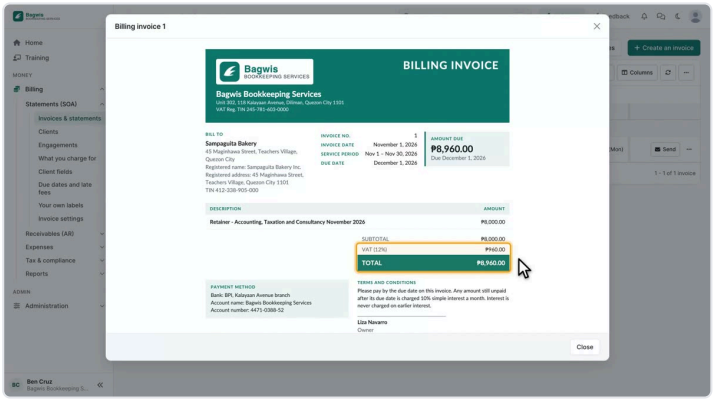
It is in Modern, the design you chose in lesson six.



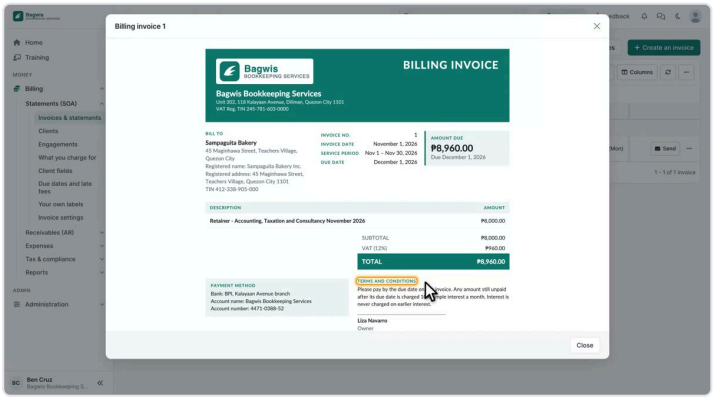
Your TIN prints at the top, as VAT-registered.



Sampaguita Bakery's TIN prints where the invoice is billed to.

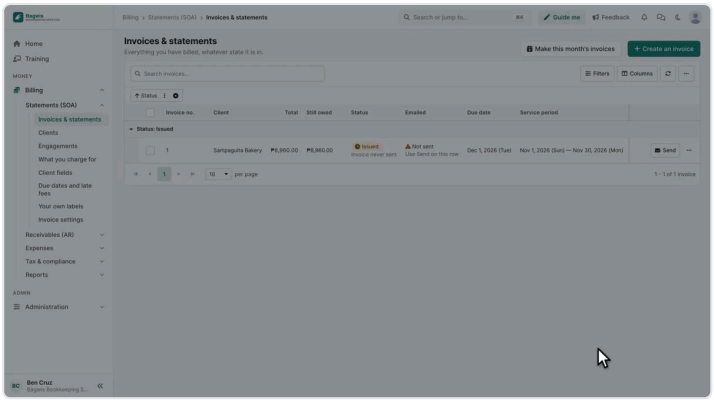


Here is the VAT, as **VAT (12%)**, and the total: eight thousand nine hundred sixty pesos.



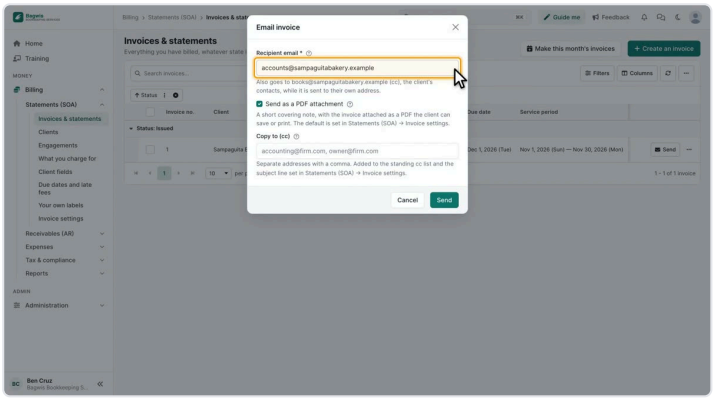
Your payment terms print under **TERMS AND CONDITIONS**.

11 **Click Close.**

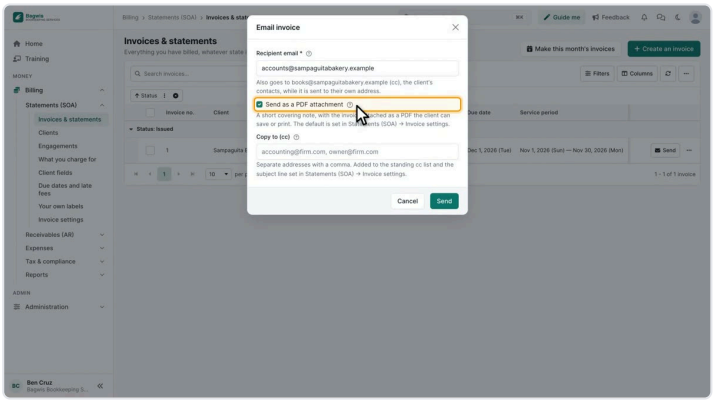


12 Now send it to the client.

Click Send on its row.

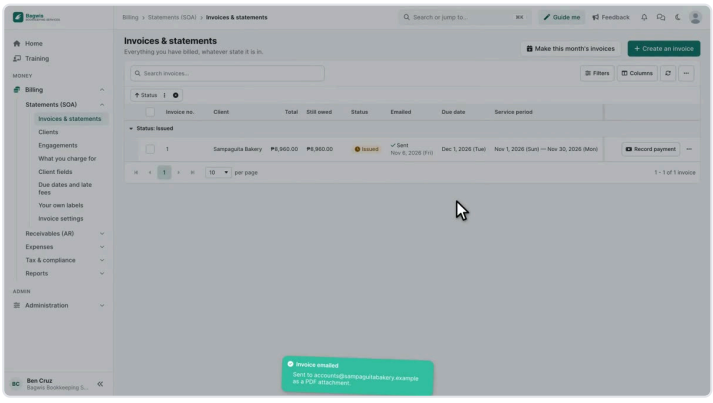


Recipient email shows their email.



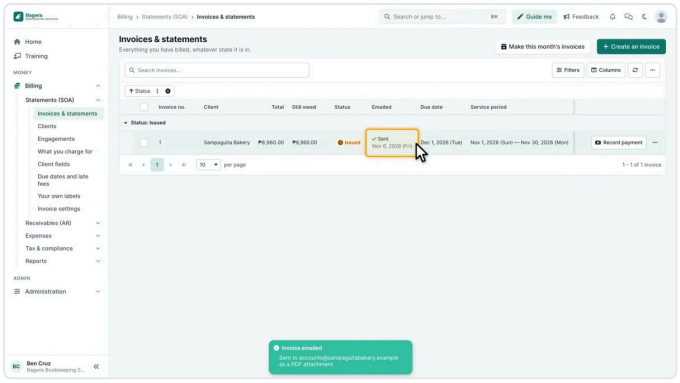
Send as a PDF attachment is on, as you set in **Invoice settings**.

13 **Click Send.**



Check

It also goes to Sampaguita's bookkeeper, from lesson nine, as a copy.



Emailed shows **Sent**.

Ben made Sampaguita Bakery's November invoice, issued it, checked it, and emailed it. Next, Ben bills every other client at once.

Check yourself

How do you make one client's invoice yourself?

How does a draft invoice get its number?

How do you email an issued invoice?

Common mistakes

The screen says	What to do
A message asks you to confirm before it issues the invoice.	Check the client, the dates and the total first. An issued invoice is never changed. If it is wrong later, use **Correct & reissue** (lesson twenty-six).

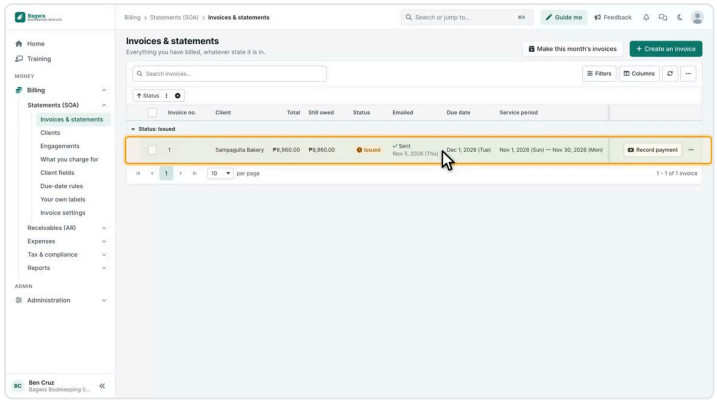
Lesson 13 · staff · 2 min · `soa-onboard-13.webm`

Bill every other client, checked before it goes

> **At the end you will have:** eleven invoices made; the review that opens after Make read (11 first invoices, folded into one line, F155); issued, then sent through the same review

> **Before you start:** You need your clients from lesson ten, and Ben's first invoice from lesson twelve.

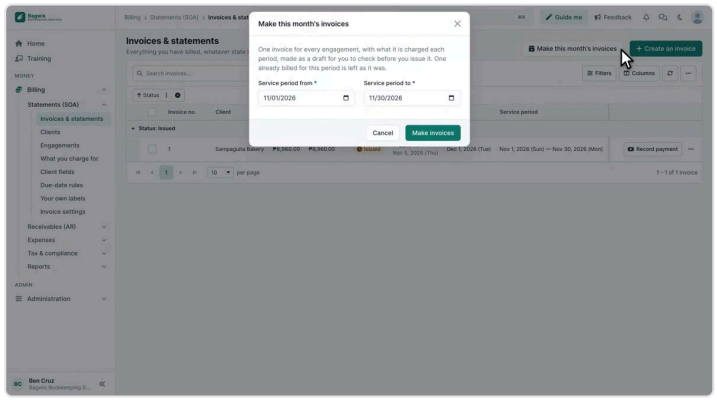
1 **Open Billing, then Statements (SOA), then Invoices & statements.**



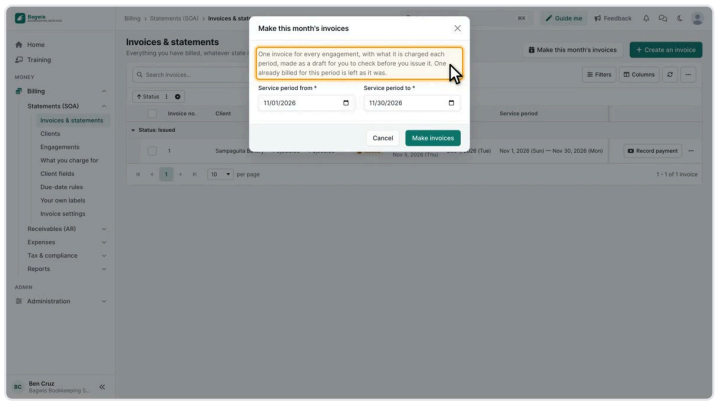
Here is Sampaguita Bakery's November invoice, sent in the last lesson.

2 This makes a month's invoice for every engagement at once.

Click Make this month's invoices.

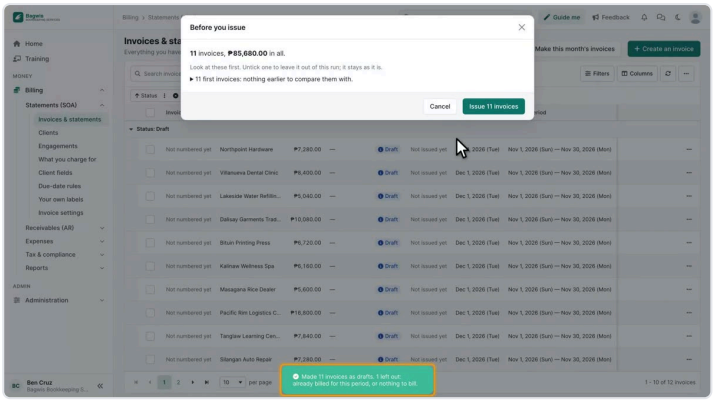


3 **Service period from and Service period to already show November: the first to the thirtieth.**



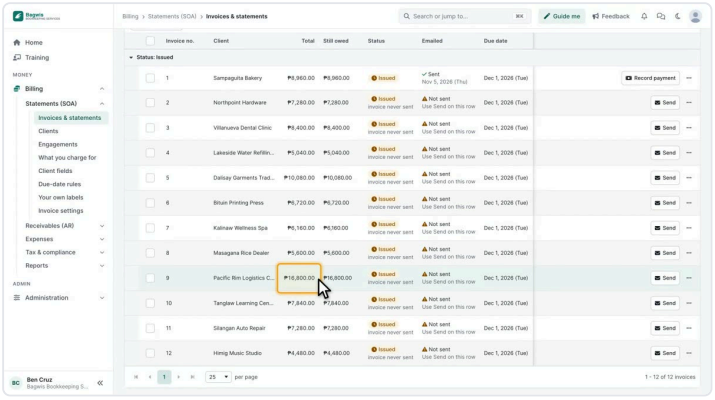
Each invoice is made as a draft, for you to check. One already billed for November is left as it was.

4 **Click Make invoices.**



A message says eleven drafts were made, and one was left out.

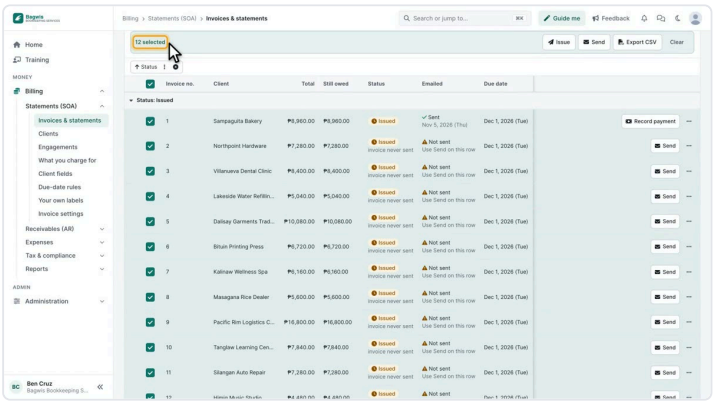
5 **Choose 25 per page, under the list, so you see them all.**



Each invoice carries its client's retainer and VAT. Pacific Rim Logistics: sixteen thousand eight hundred pesos.

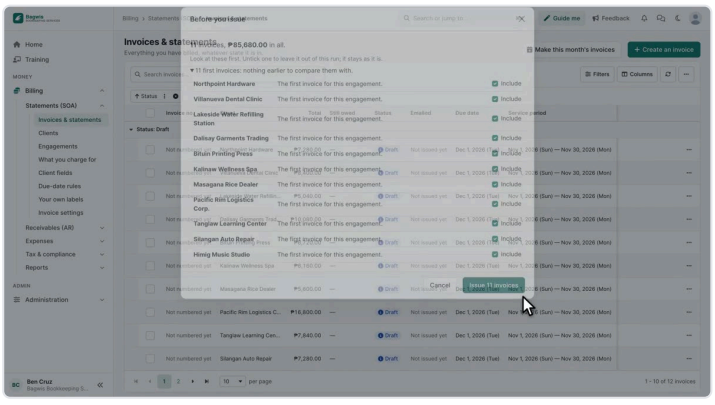
6 Now send them. The box at the top of the list selects every row.

Turn on the box at the top of the list.

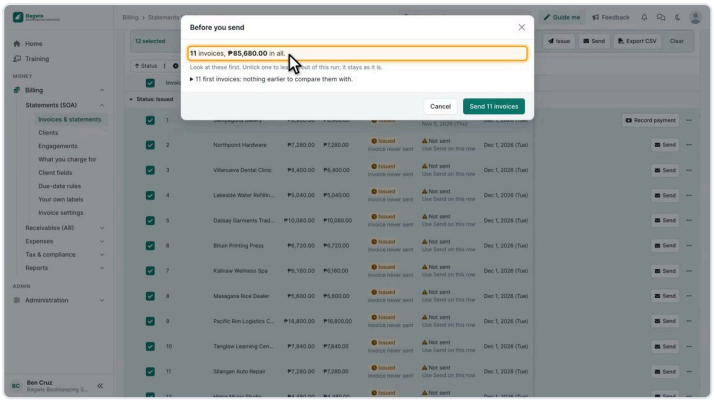


Twelve are selected. A bar shows what you can do with them.

7 **Click Issue 11 invoices.**

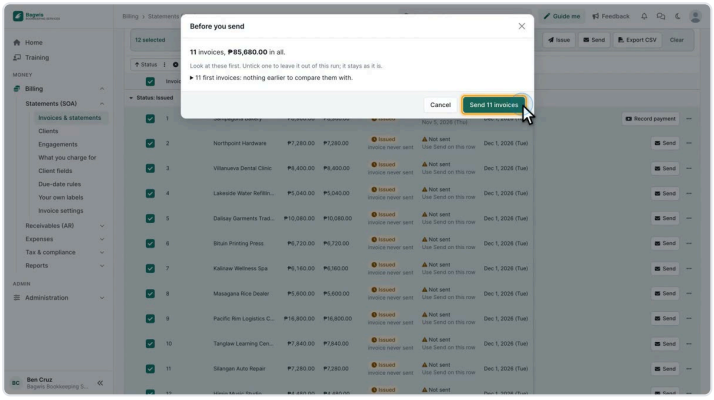


8 **Click Send on the bar.**

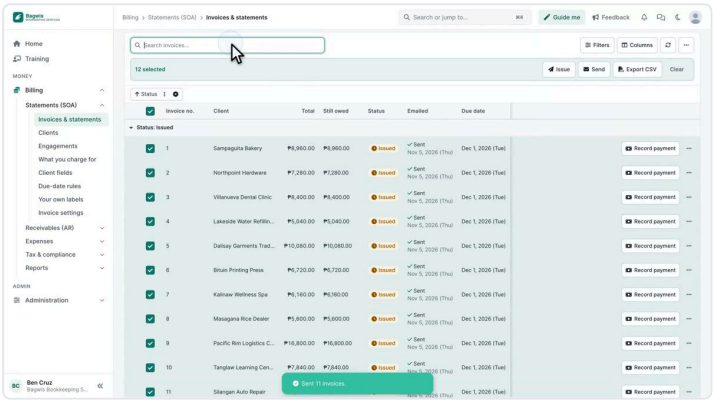


Before you send opens. It sends the eleven not sent yet. Sampaguita Bakery's is not sent twice.

9 **Click Send 11 invoices.**



10 **Find "Northpoint" in the search box.**



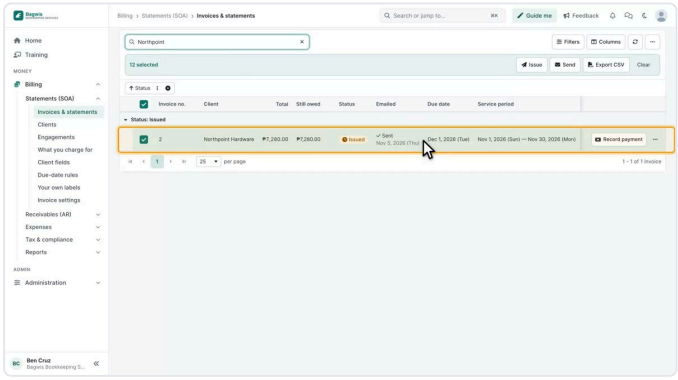
Check

Before you issue opens by itself: the review, a last look before they go. It counts the eleven invoices, and what they come to in all.

It lists anything to look at first. Here, each is its client's first invoice, so there is nothing earlier to compare it with.

Click **11 first invoices** to see them.

Every client is listed, and **Include** is on for each one.



Northpoint Hardware's November invoice shows **Issued**. **Emailed** shows **Sent**.

Ben made eleven invoices at once, checked them, issued them, and emailed them. Next, you set AutoSOA to email your invoices by itself.

Check yourself

How do you make every client's invoice for the month at once?

How do you issue and email many invoices at once?

Common mistakes

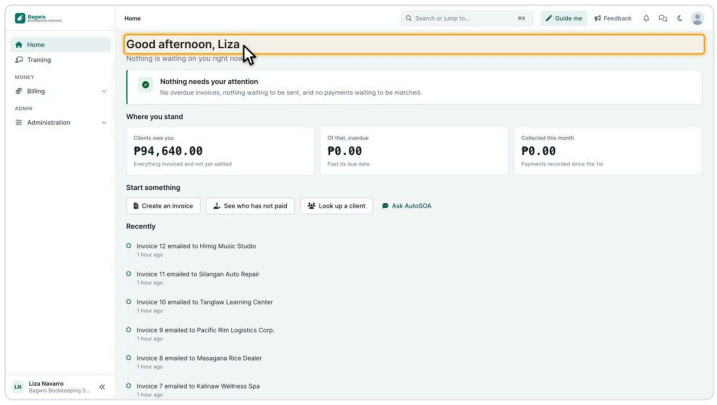
The screen says	What to do
"Issued 1 of 3 invoices. Northpoint Hardware could not be issued. The others are still drafts." (with your own numbers, and the reason)	AutoSOA stopped at an invoice it could not issue. Read its message and correct that invoice. Then select the drafts and click **Issue** on the bar again.

Lesson 14 · owner · 6 min · `soa-onboard-14.webm`

Send invoices automatically

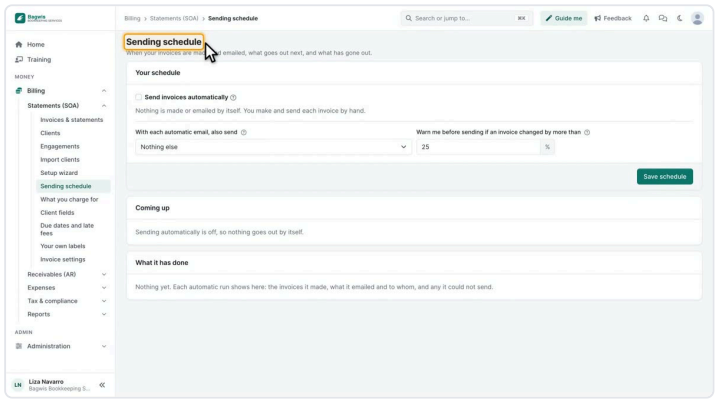
> **At the end you will have:** sending on at 7:00 AM; the invoices still unpaid go with each automatic email; Tanglaw's own schedule, from Edit on its row

> **Before you start:** You need the invoices from lessons twelve and thirteen.



Liza is signed in for this lesson.

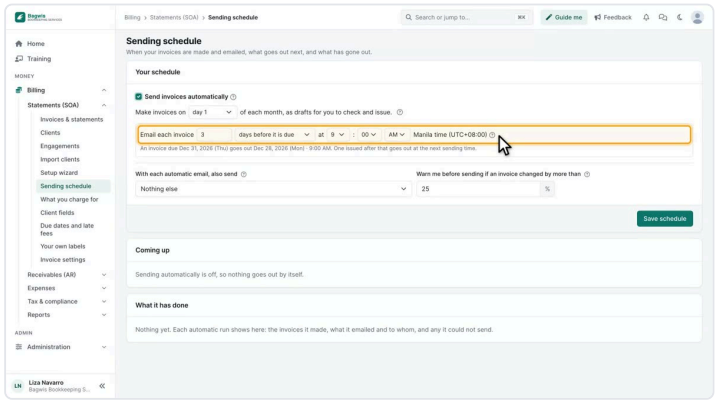
1 **Open Billing, then Statements (SOA), then Sending schedule.**



This is the **Sending schedule**. It says when your invoices are made and emailed, what goes out next, and what has gone out.

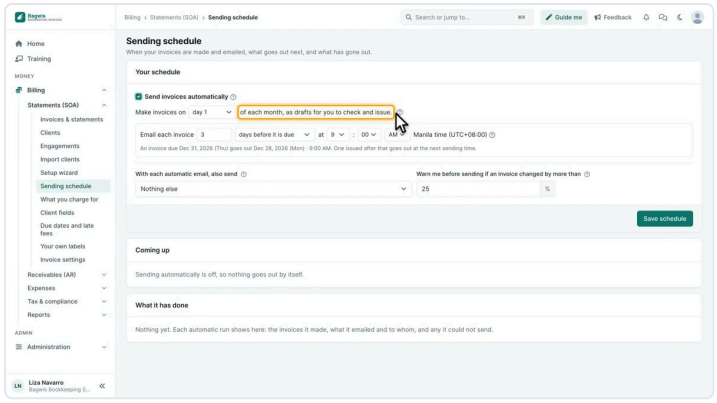
2 Right now nothing goes out by itself. You make and send each invoice by hand.

Turn on Send invoices automatically.



The schedule opens below it.

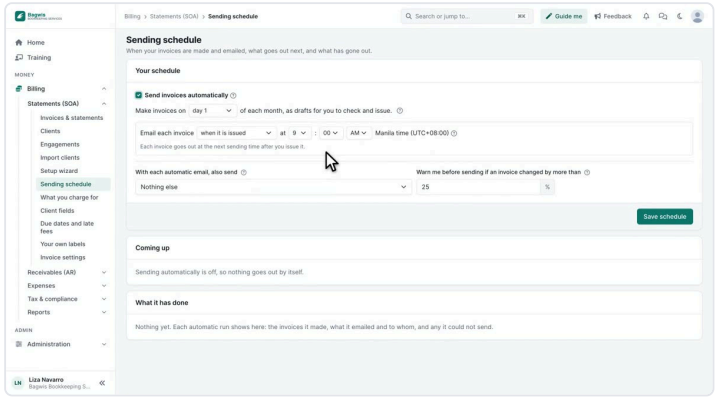
3 **Make invoices on already shows day 1. Keep it.**



Each month's invoices are made on the first, as drafts for you to check and issue.

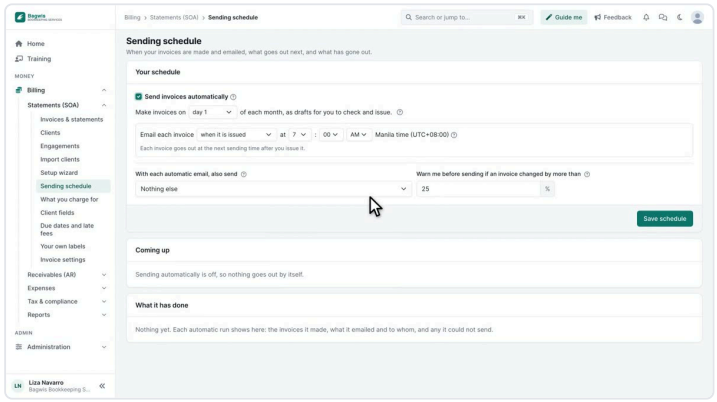
4 The sentence below says when each invoice is emailed.

Choose when it is issued.

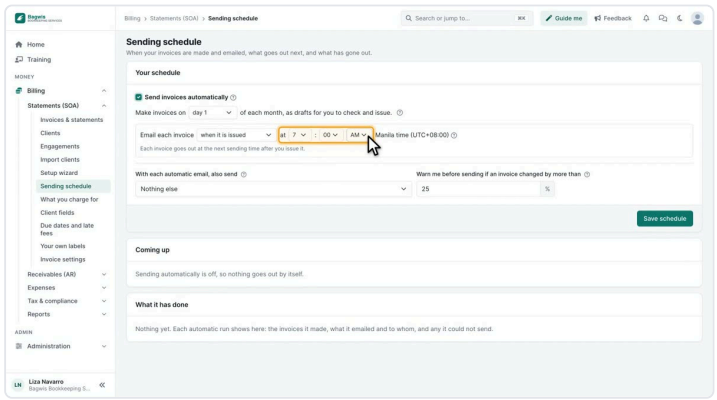


5 Then the time of day, Manila time. A business picks a morning time. Bagwis picks seven in the morning.

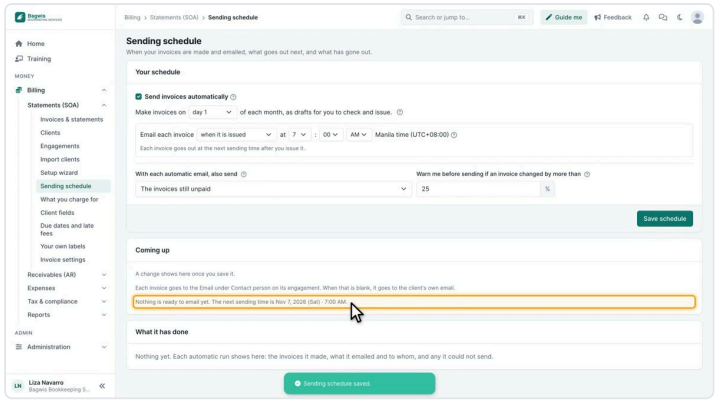
Choose 7 for the hour.



6 **Keep 00 and AM. They are chosen already.**

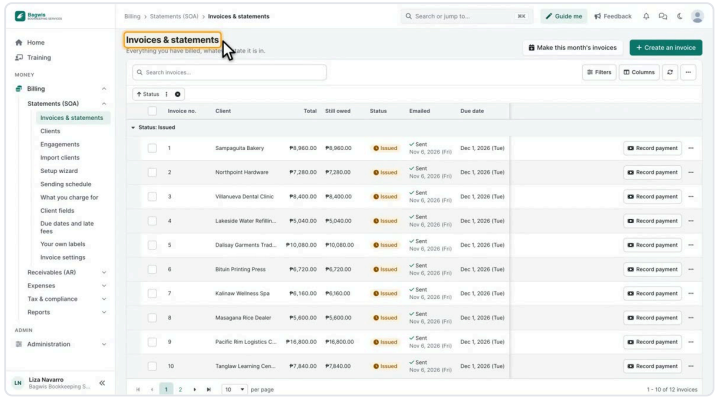


7 **Click Save schedule.**



Coming up shows the next sending time: seven in the morning.

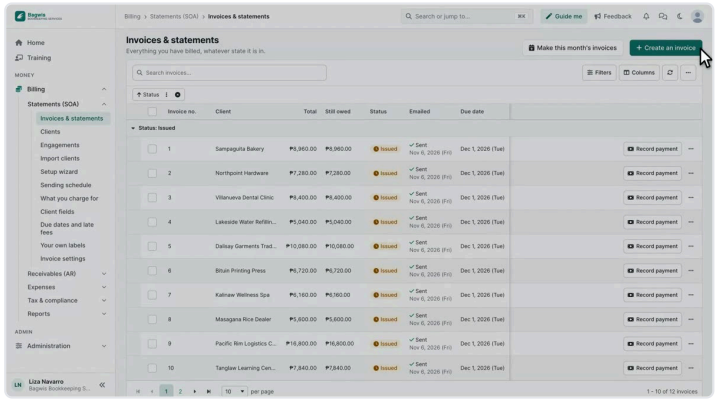
8 **Now a one-off job. Click Invoices & statements.**



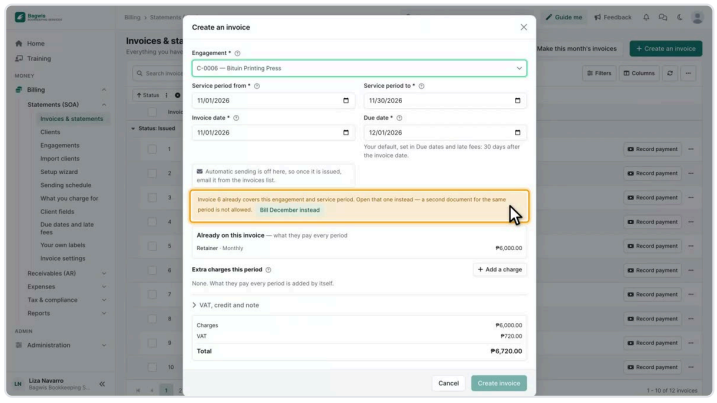
Here is every invoice.

9 Bagwis did catch-up bookkeeping for Bituin Printing Press, for January to October.

Click Create an invoice.

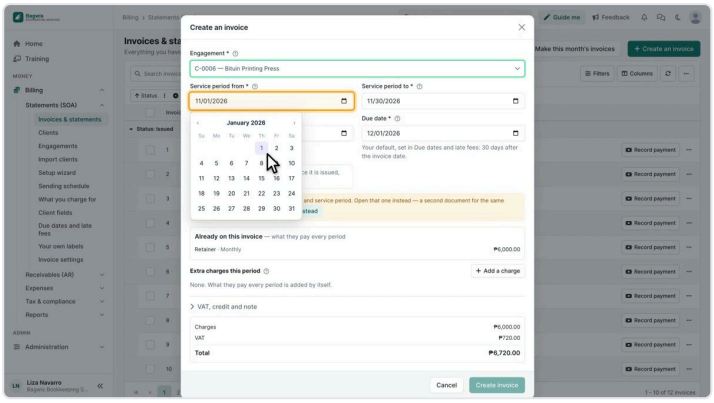


10 **Choose Bituin Printing Press in Engagement.**

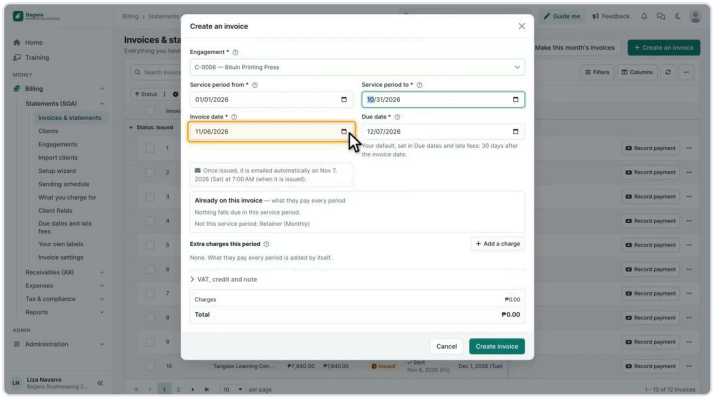


The yellow note says another invoice already covers November. This one is for January to October.

11 **Pick 1 January in Service period from.**

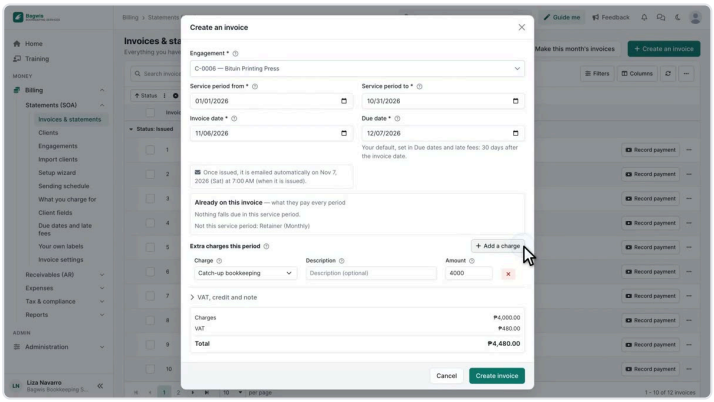


12 **Pick 31 October in Service period to.**

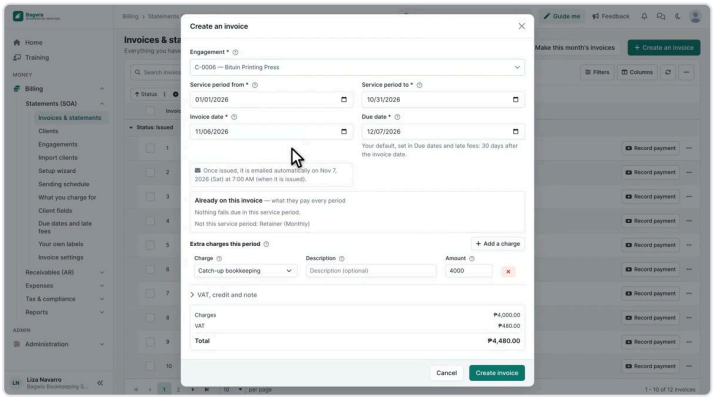


The yellow note is gone. **Invoice date** shows today. An invoice for months already past is dated the day you make it.

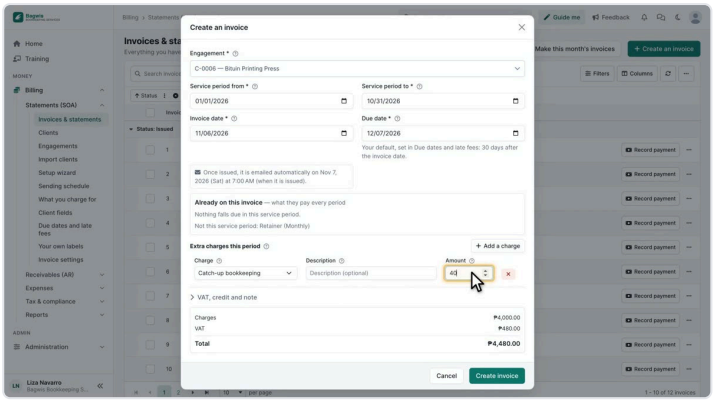
13 **Click Add a charge.**



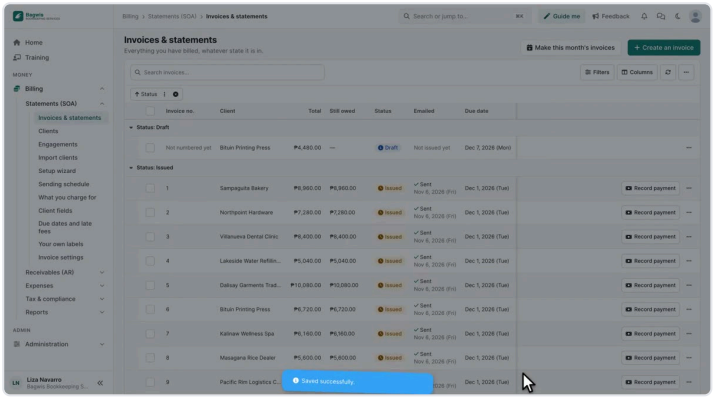
14 **Choose Catch-up bookkeeping in Charge.**



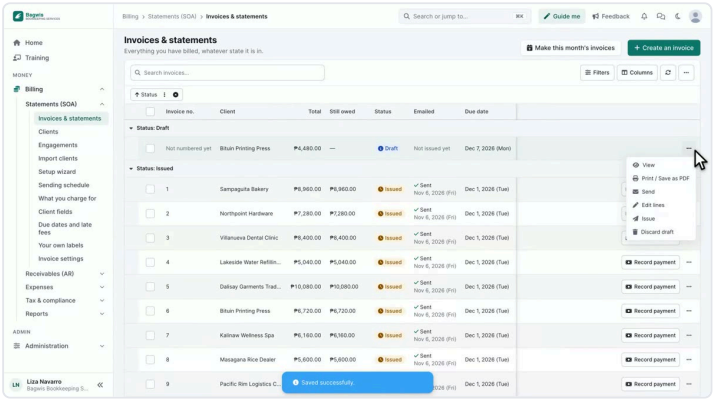
15 Type 4000 in **Amount**.



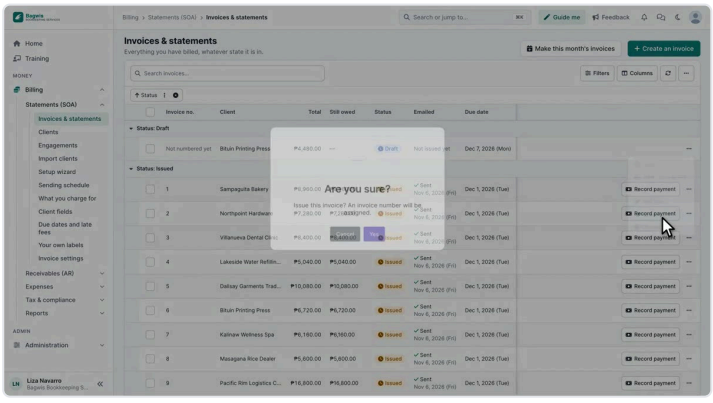
16 Click **Create invoice**.



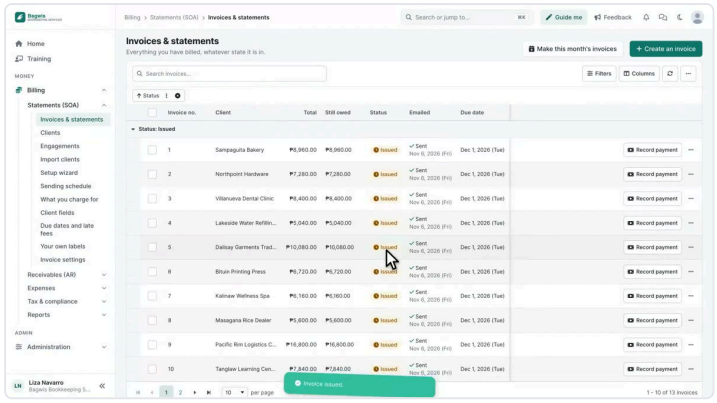
17 Click the row's menu.



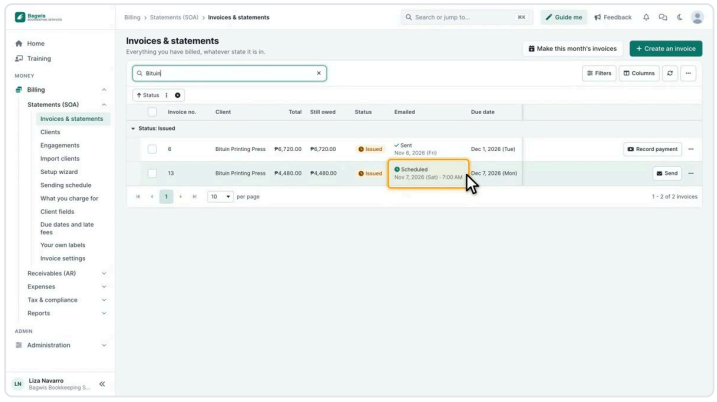
18 Click **Issue**.



19 **Click Yes.**



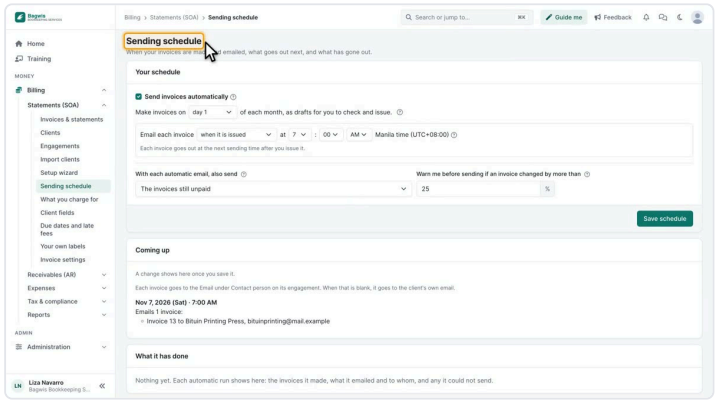
20 **The issued invoice may be further down the list. Find "Bituin" in the search box.**



Emailed shows **Scheduled**, with the day and seven in the morning. Nobody has to click **Send**.

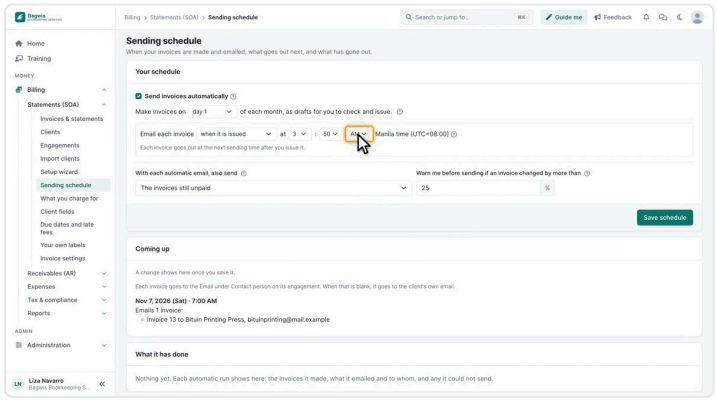
21 To see it go out now, move the time to a few minutes from now. You set it back afterwards.

Click Sending schedule.

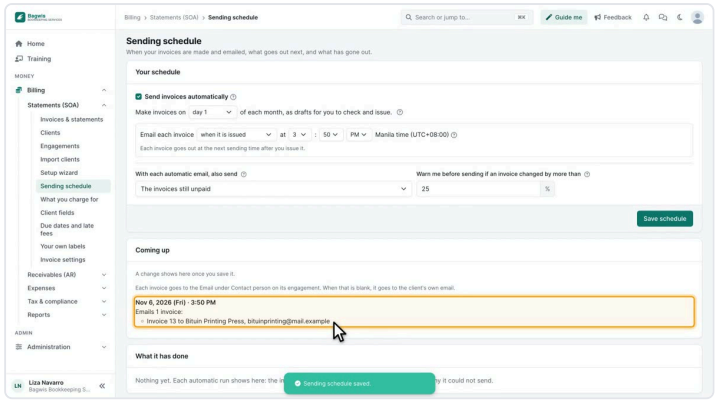


Here is your schedule.

22 **Choose a time a few minutes from now.**



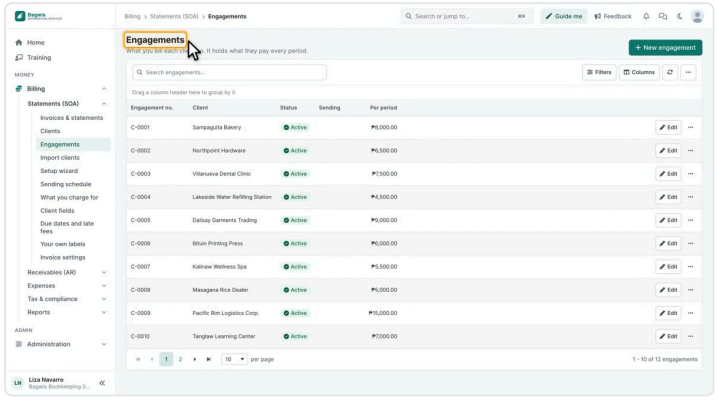
23 **Click Save schedule.**



Coming up lists the catch-up invoice for Bituin Printing Press, and the address it goes to.

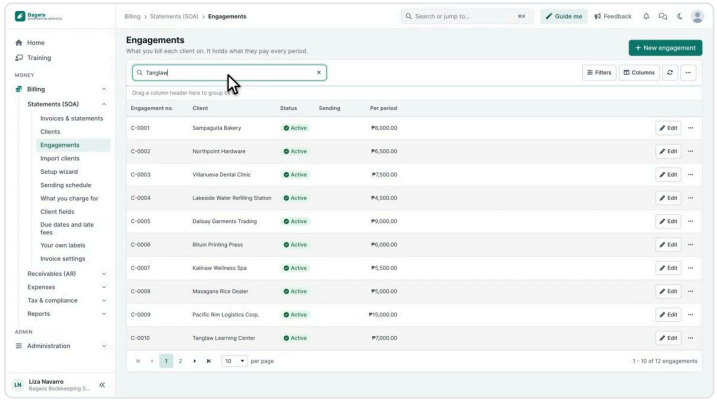
24 While it waits: Tanglaw Learning Center asked to get its invoices on the fifteenth. An engagement can have its own schedule.

Click Engagements.

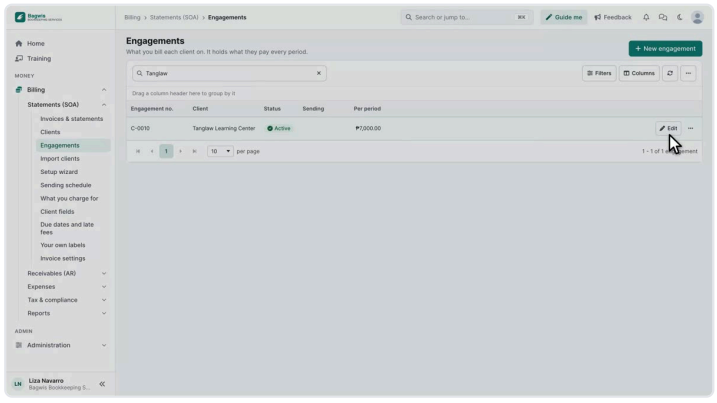


Here is every engagement, and the client on it.

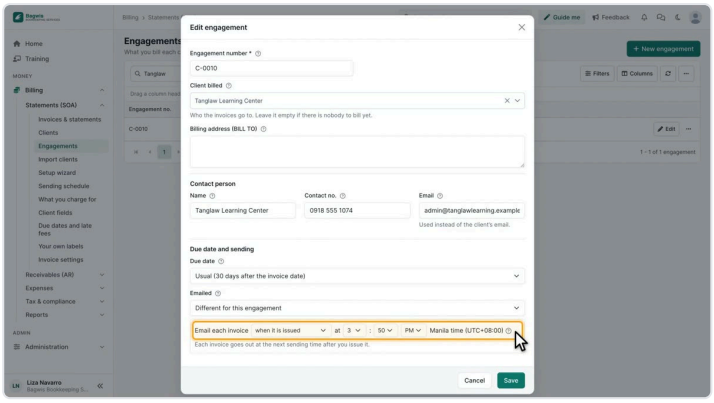
25 **Find "Tanglaw" in the search box.**



26 **Click Edit on its row.**

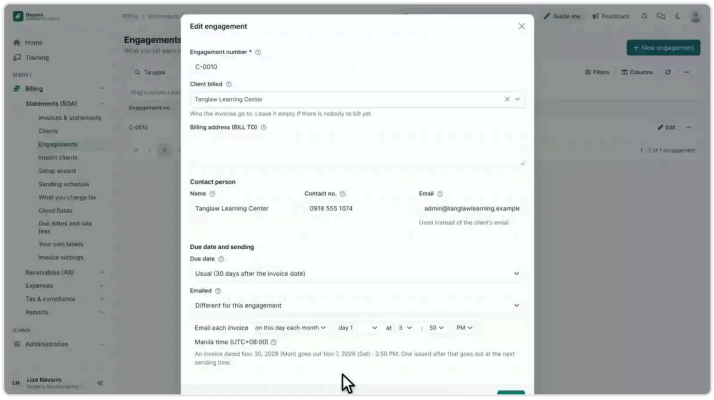


27 Choose **Different for this engagement** in **Emailed**.

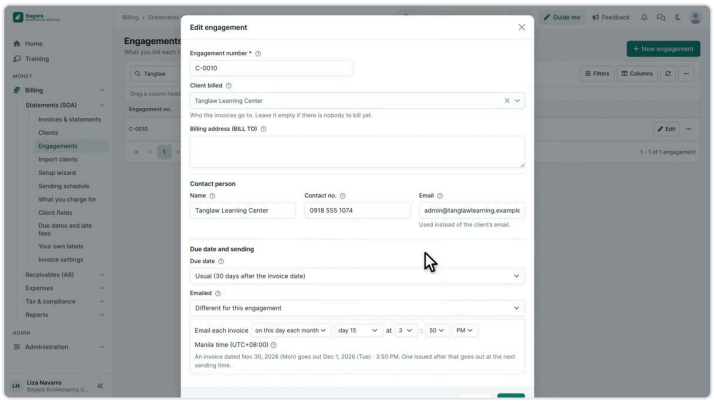


The same sentence opens, for this engagement only.

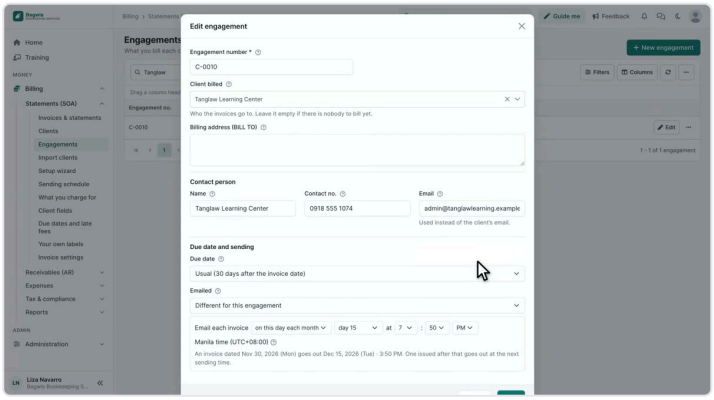
28 Choose **on this day each month**.



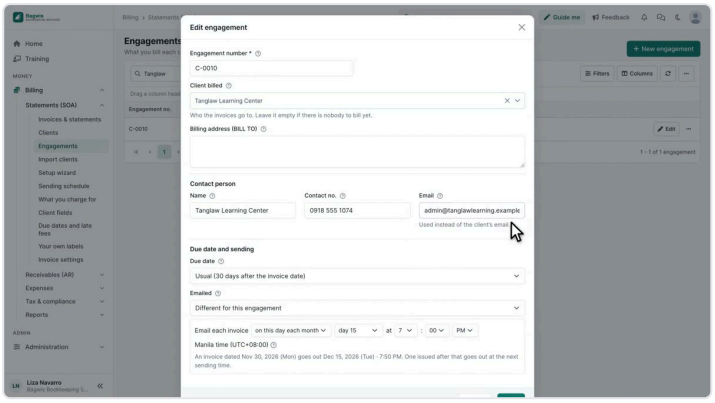
29 Choose **day 15**.



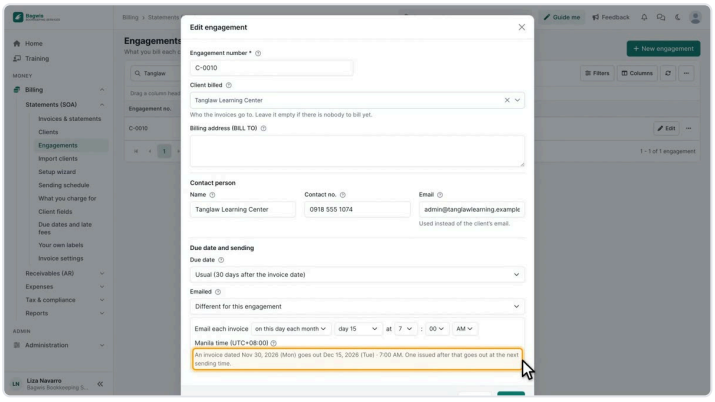
30 Choose **7** for the hour.



31 **Choose 00 for the minutes.**

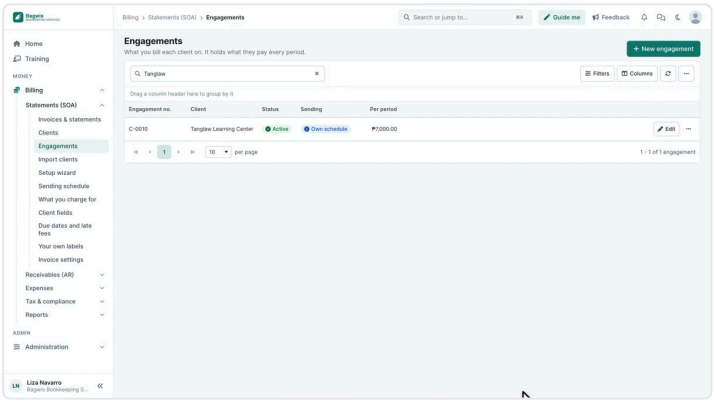


32 **Choose AM.**



The line under the sentence is an example: an invoice goes out on the fifteenth.

33 **Click Save.**

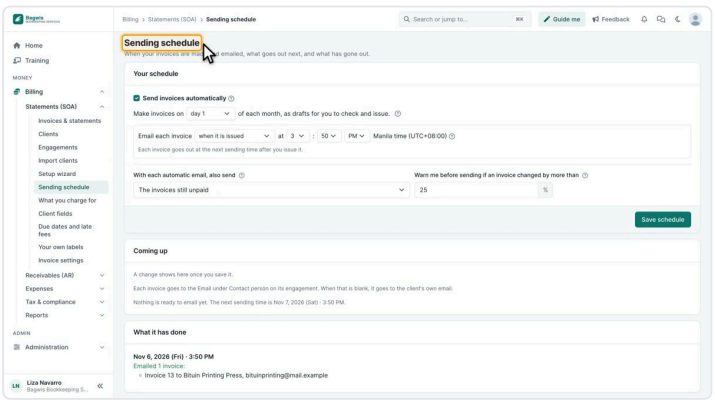


Tanglaw now follows its own schedule while sending is on. Every other engagement follows the usual one.

34 **Click Sending schedule.**

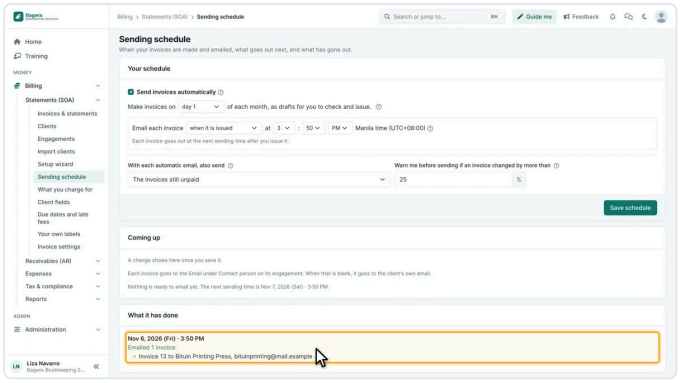
Coming up shows what goes out next, to whom, and any invoice that will not go out, with the reason.

What it has done shows each run: what it made, what it emailed, and anything it could not send.



Here is the schedule again.

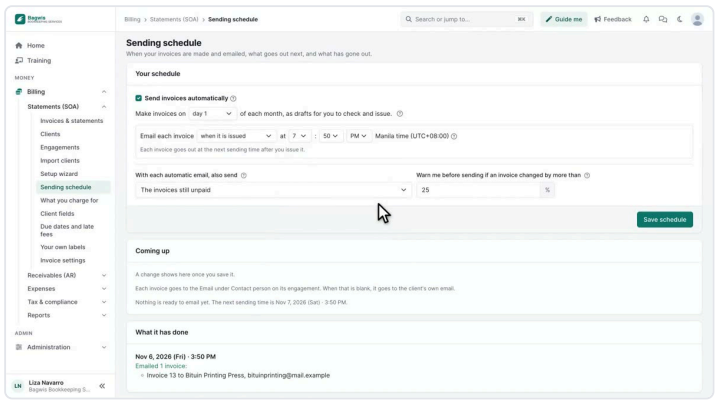
What changed



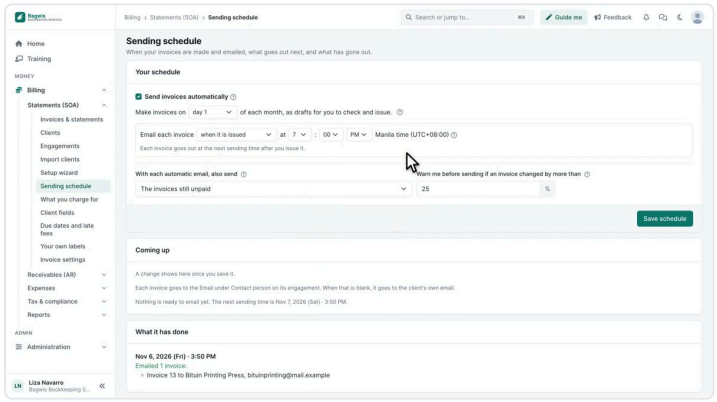
What it has done lists the catch-up invoice for Bituin Printing Press, emailed, with the address it went to.

35 Set the time back to the morning, so invoices go out at the start of the day.

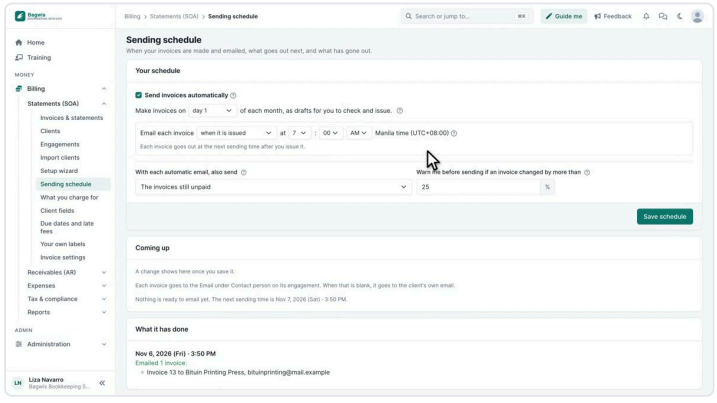
Choose `7` for the hour.



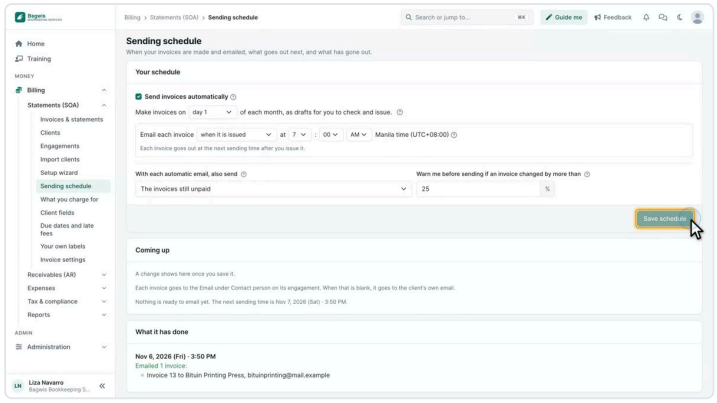
36 **Choose `00` for the minutes.**



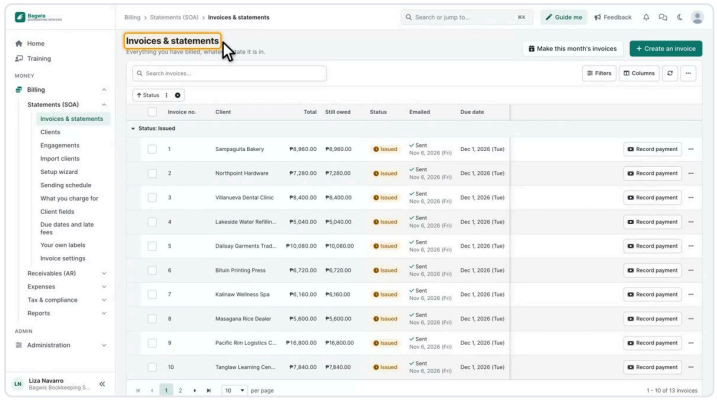
37 **Choose `AM`.**



38 Click **Save schedule**.

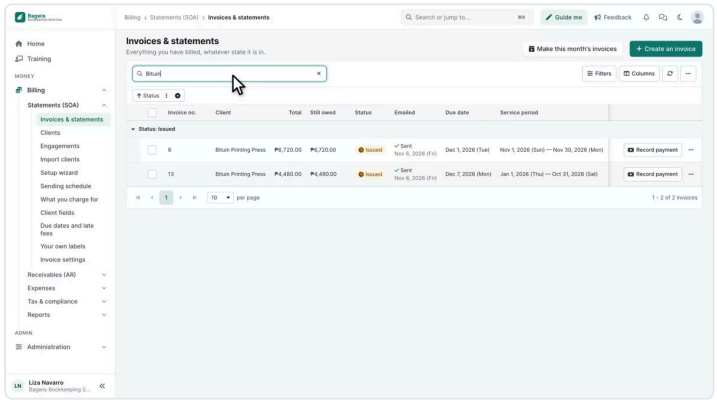


39 Click **Invoices & statements**.



Here is every invoice.

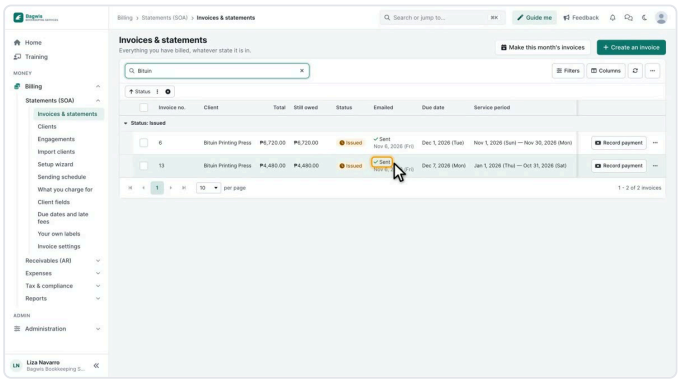
40 **Find "Bituin" in the search box.**



Check

With each automatic email, it can also send the invoices still unpaid. Your client then sees everything they owe.

Choose **The invoices still unpaid** in **With each automatic email, also send**.



The catch-up invoice for Bituin Printing Press shows **Sent**. Nobody clicked **Send**.

AutoSOA now emails each issued invoice at seven in the morning. Tanglaw gets its invoices on the fifteenth. Next, you invite a client to the portal, where they see their invoices.

Check yourself

Where do you set AutoSOA to email issued invoices by itself?

How do you see what goes out next, and what went out?

A client wants its invoices on another day. What do you do?

Common mistakes

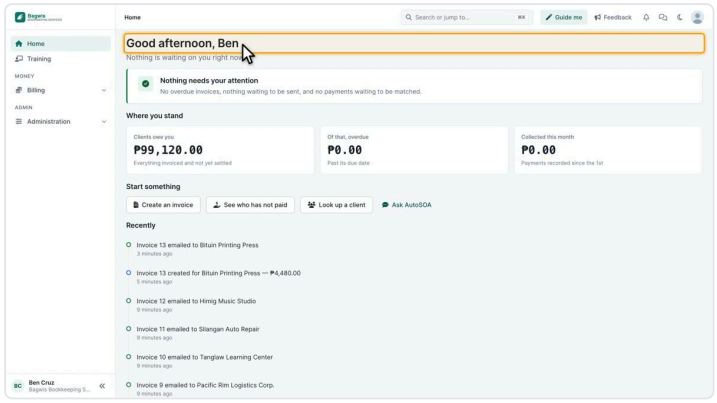
The screen says	What to do
"… will not go out: No email address on file"	Add the client's email address on **Clients**. The next run emails it.

Lesson 15 · staff · 1 min · `soa-onboard-15.webm`

Invite a client to the portal

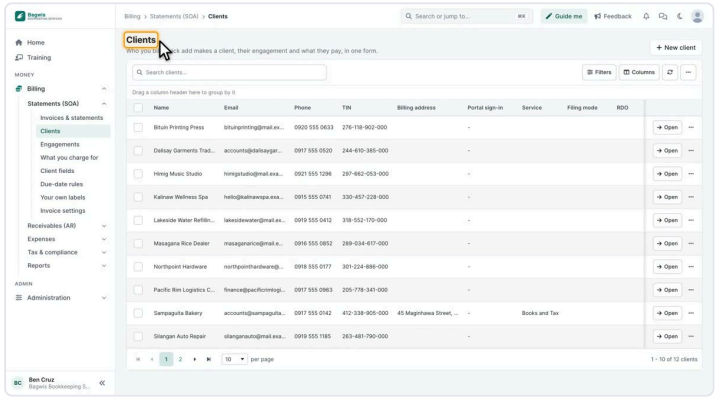
At the end you will have: Sampaguita's portal sign-in and invitation

Before you start: You need Sampaguita Bakery from lesson nine, with their email address.



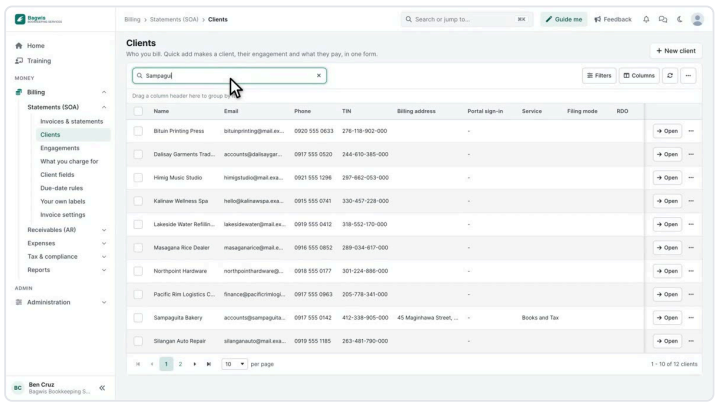
Ben is signed in for this lesson.

1. **Open Billing, then Statements (SOA), then Clients.**



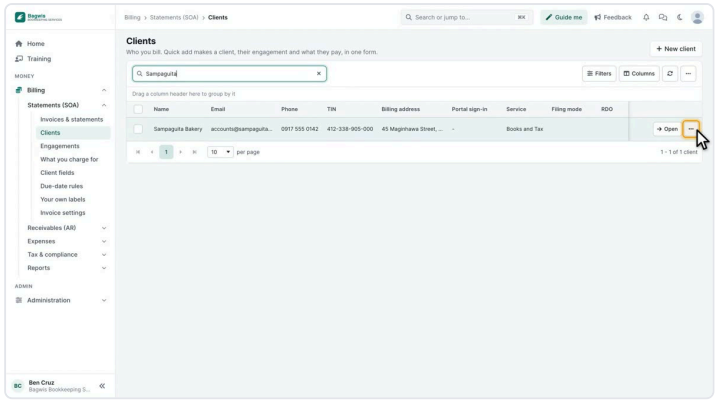
Here are all your clients.

2. **Find "Sampaguita" in the search box.**

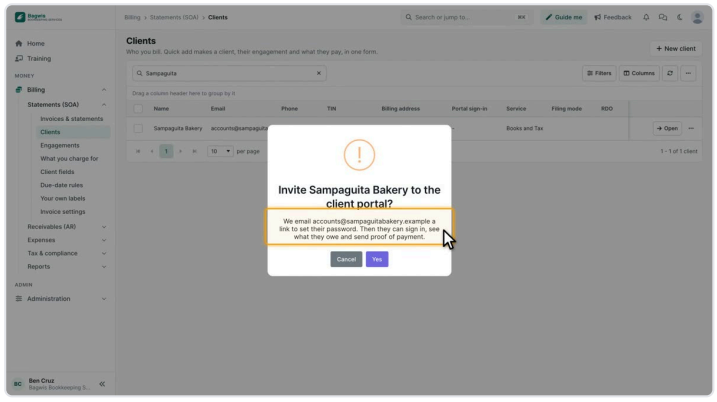


3 The client portal is where a client sees their invoices. The invitation gives them their own sign-in.

Click the row's menu.

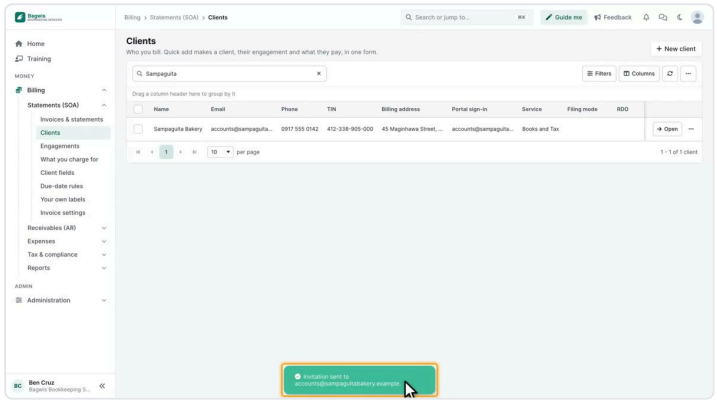


4 **Click Invite to the portal.**



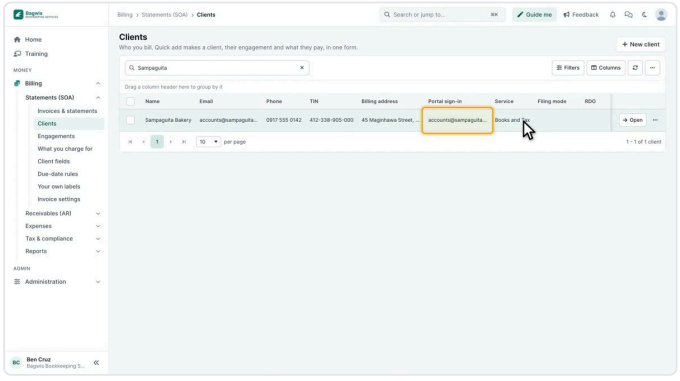
The email goes to the client's email address, with a link to set a password.

5 **Click Yes.**



A message says the invitation is sent.

Check



Portal sign-in now shows their sign-in: their email address.

Sampaguita Bakery has a portal sign-in, and an email to set the password. In the next lesson, you see what Sampaguita Bakery sees.

Check yourself

How do you give a client their own sign-in to the portal?

Where do you see which clients can sign in to the portal?

Common mistakes

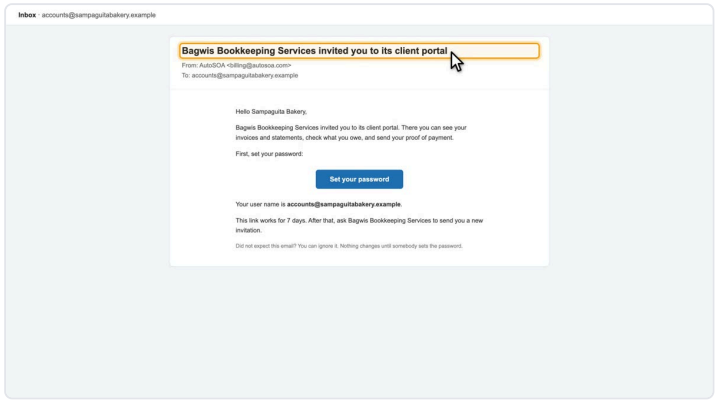
The screen says	What to do
The client cannot find the invitation, or its link is more than seven days old.	Invite them again: click the row's menu, then **Invite to the portal**. A new link goes out, and the old one stops working.

Lesson 16 · client · 1 min · `soa-onboard-16.webm`

Your client's first sign-in

At the end you will have: Sampaguita sees its invoice

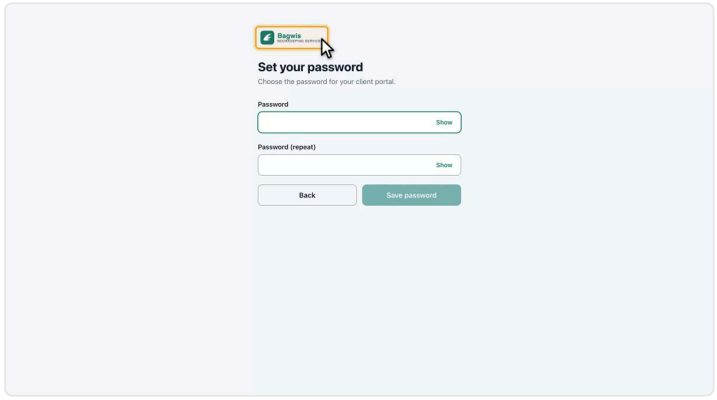
Before you start: You need the invitation from lesson fifteen.



This is Sampaguita Bakery's email. Here is the invitation.

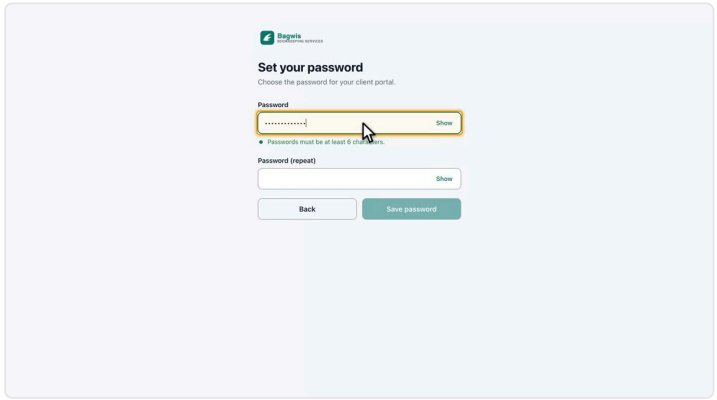
1 The link opens your portal, where the client sets their own password. Nobody at Bagwis knows it.

The client clicks `Set your password`.

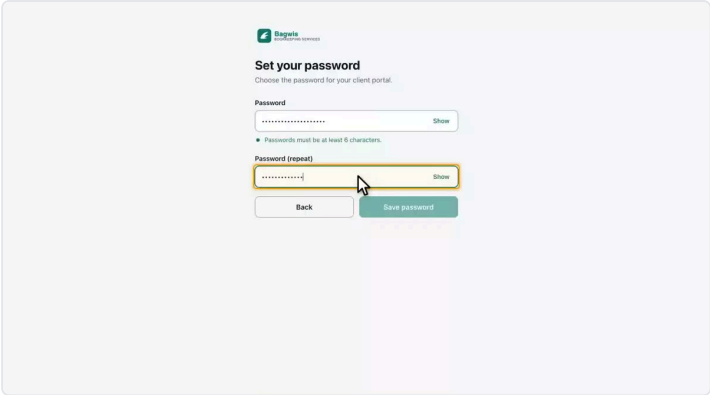


The page shows Bagwis's logo and color. Your client knows whose portal it is.

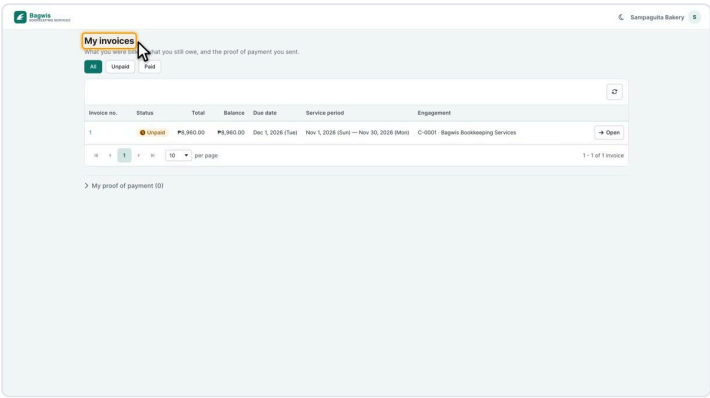
2 **They type a new password in `Password`.**



3 **They type it again in Password (repeat).**

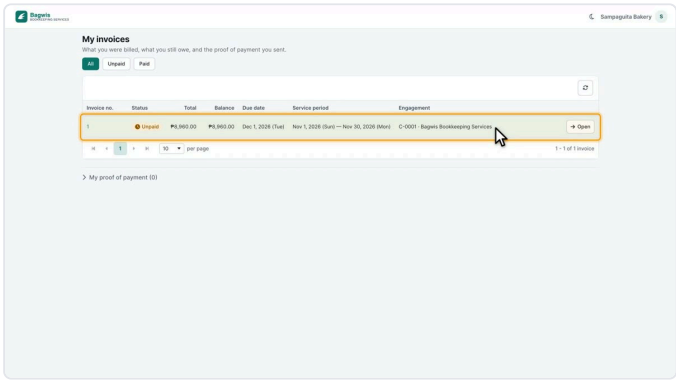


4 **They click Save password.**



The password is saved, and they are signed in. This is **My invoices**.

Check



The portal shows their November invoice: eight thousand nine hundred sixty pesos, **Unpaid**.

Sampaguita Bakery can now sign in and see their invoices. In the next lesson, they send proof of their payment.

Check yourself

Where does the client set their own password?

What does the client see after they sign in?

Common mistakes

The screen says	What to do
The client forgot the password, or the link in the invitation no longer works.	Invite them again from **Clients**: click the row's menu, then **Invite to the portal**. The portal has no way to change a password, and only the newest link works.

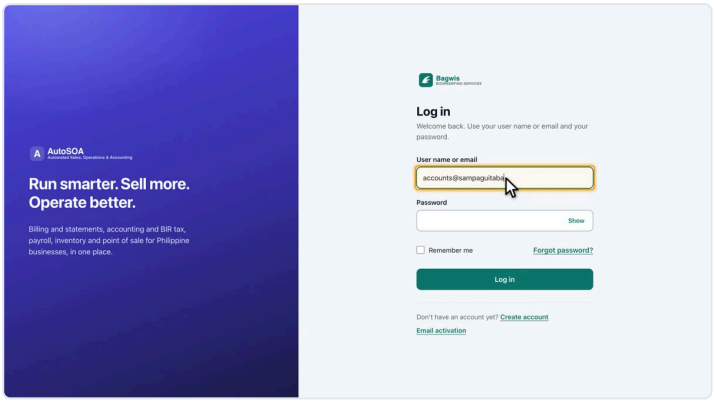
Lesson 17 · client · 2 min · `soa-onboard-17.webm`

Your client sends proof of payment

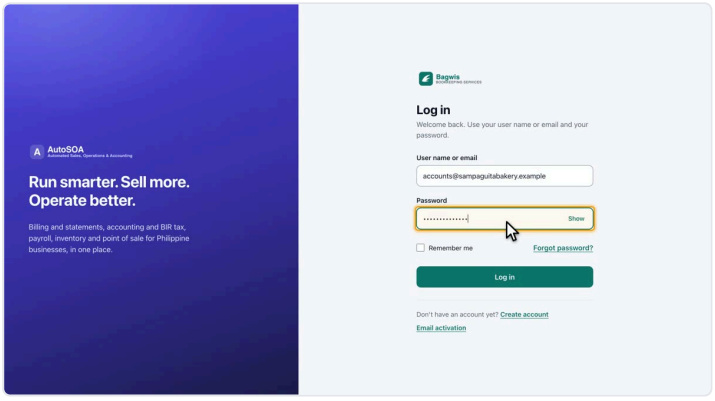
At the end you will have: proof sent

Before you start: You need Sampaguita Bakery's sign-in from lesson sixteen.

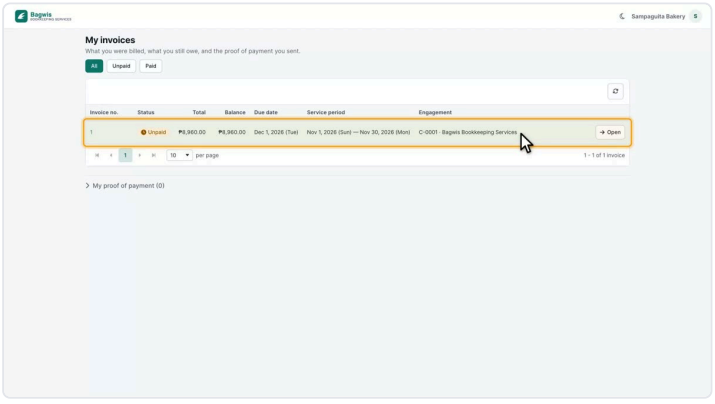
1. **On the portal, they type their email address in User name or email.**



2. **They type their password in Password.**

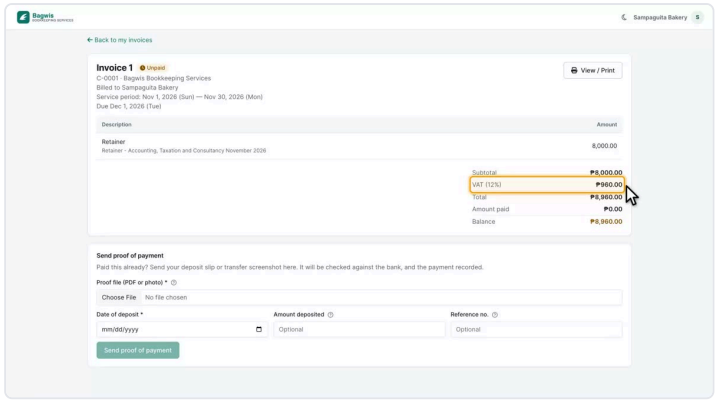


3. **They click Log in.**

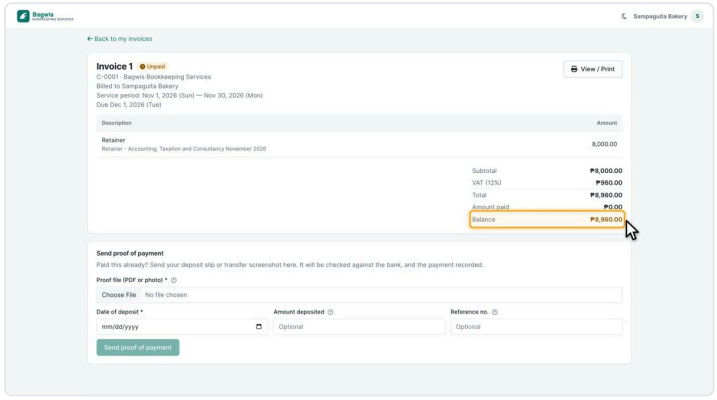


My invoices lists their November invoice.

4 **They click the November invoice number.**



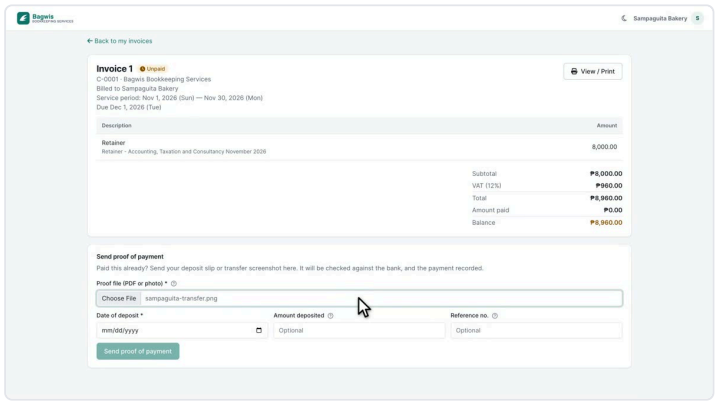
The invoice shows its VAT: **VAT (12%)**, nine hundred sixty pesos.



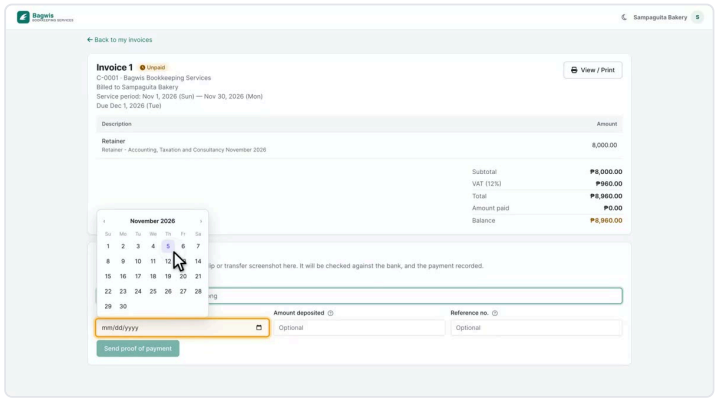
Balance shows eight thousand nine hundred sixty pesos.

5 The proof tells Bagwis who paid, how much, and when.

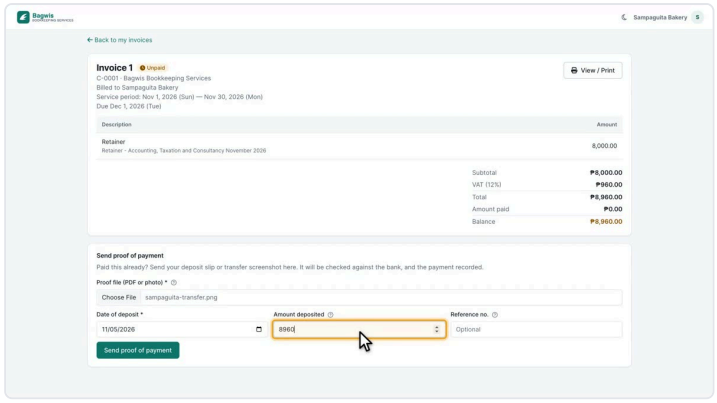
They click Choose File in Proof file, and choose their bank's transfer confirmation.



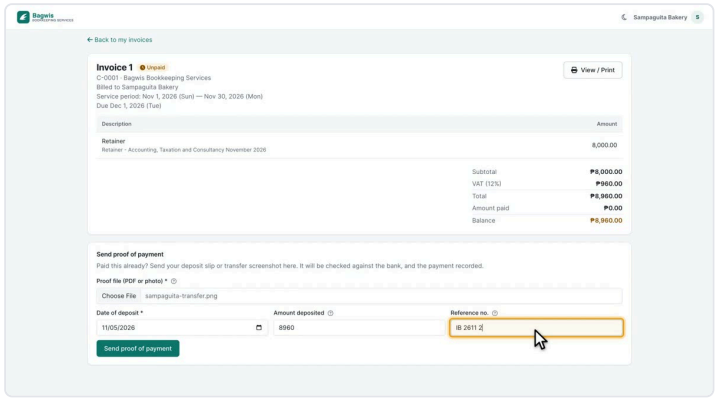
6 **They pick the date on their transfer in Date of deposit.**



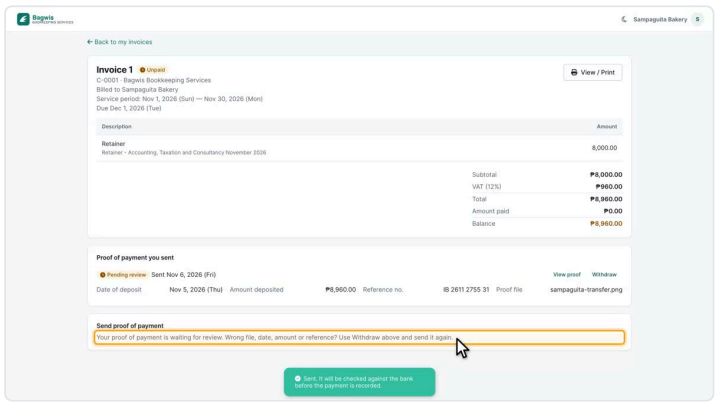
7 They type 8960 in **Amount deposited**.



8 They type the bank's reference in **Reference no.**

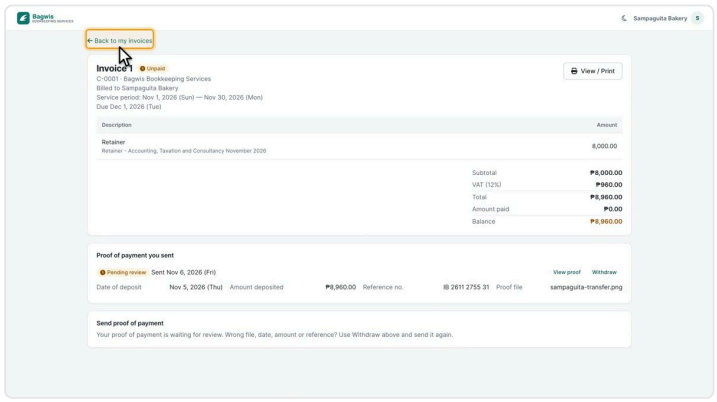


9 They click **Send proof of payment**.

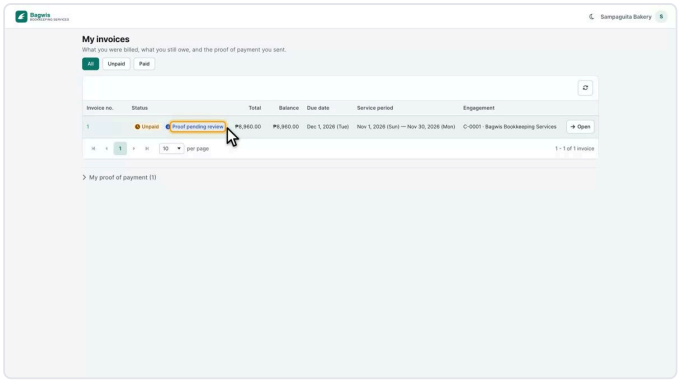


It says the proof is waiting for review.

10 They click **Back to my invoices**.



Check



The invoice now shows **Proof pending review**.

Sampaguita Bakery sent their proof of payment without an email or a phone call. In the next lesson, Bagwis checks the proof and enters the payment.

Check yourself

How does a client send proof of payment?

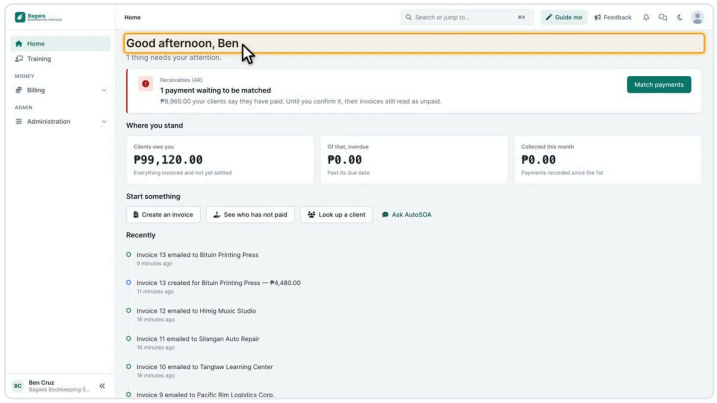
What does the invoice show after the proof is sent?

Lesson 18 · staff · 2 min · `soa-onboard-18.webm`

Record the month's first payments

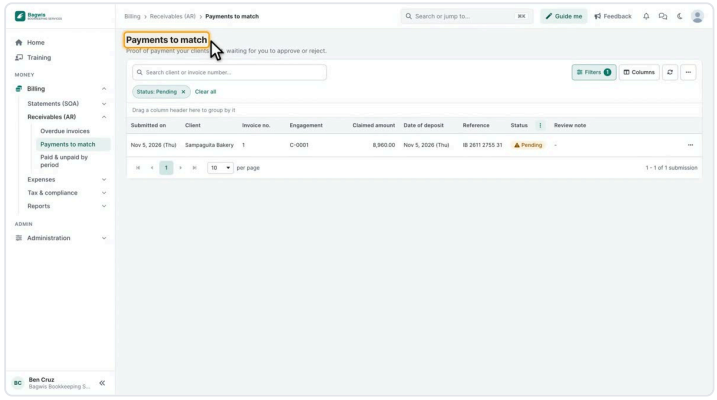
> **At the end you will have:** Sampaguita and Northpoint Paid

> **Before you start:** You need the proof Sampaguita Bakery sent in lesson seventeen.



Ben is signed in for this lesson.

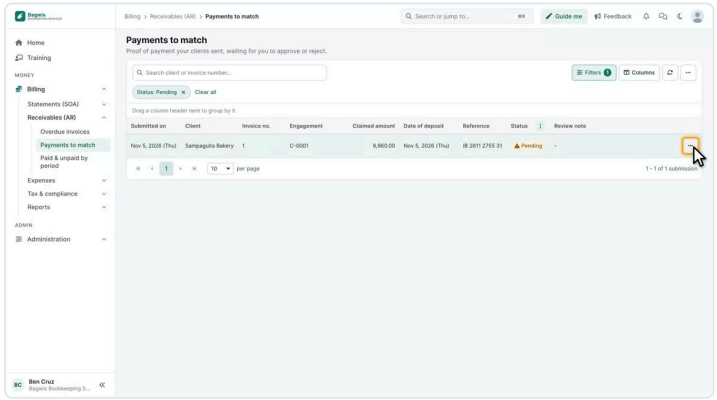
1 **Open Billing, then Receivables (AR), then Payments to match.**



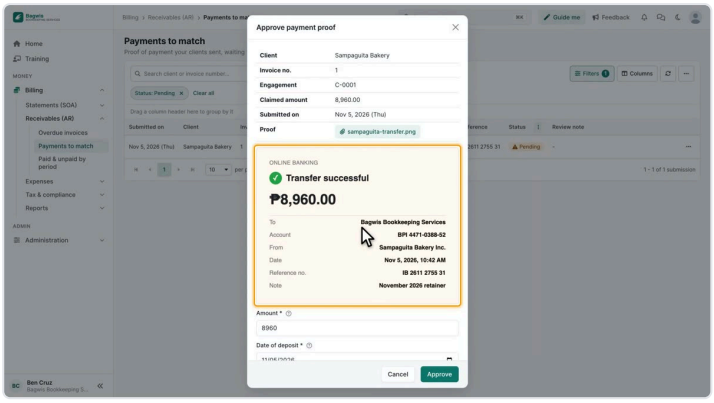
This is **Payments to match**: every proof of payment your clients sent from the portal.

2 Check each proof against your bank before you accept it.

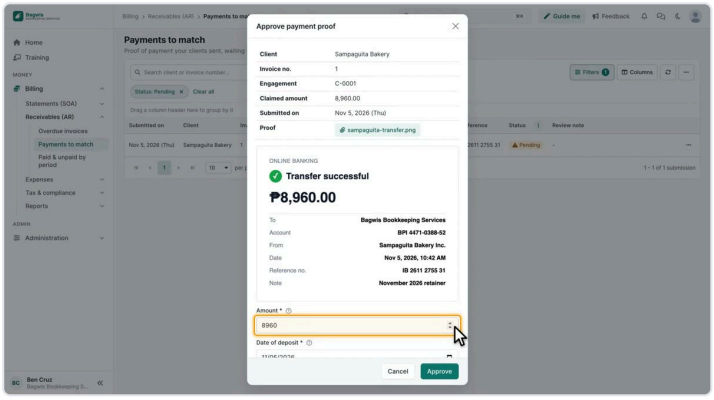
Click the row's menu.



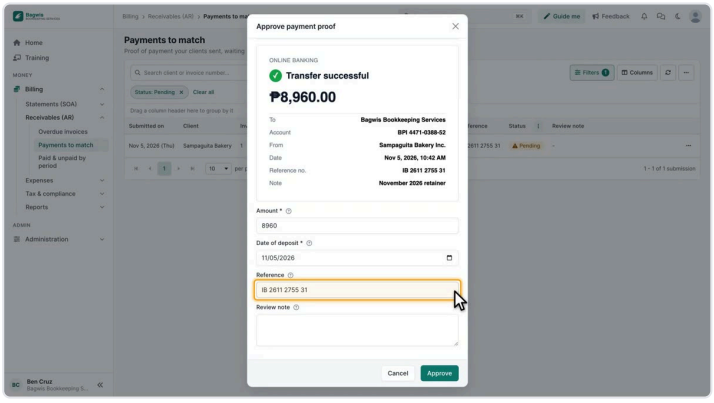
3 **Click Approve.**



Here is the transfer confirmation the client sent.

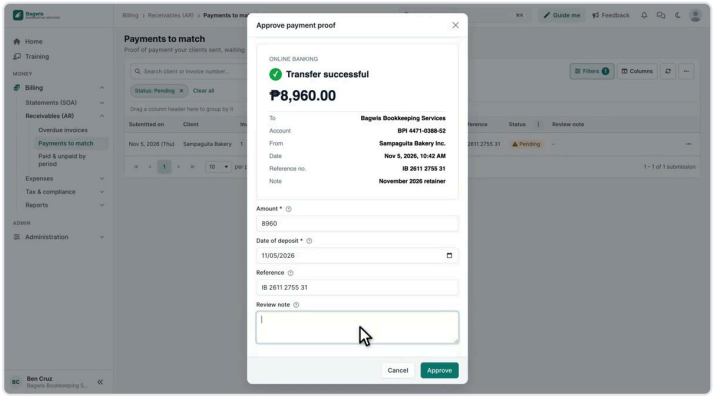


Amount shows what the client sent: eight thousand nine hundred sixty pesos.

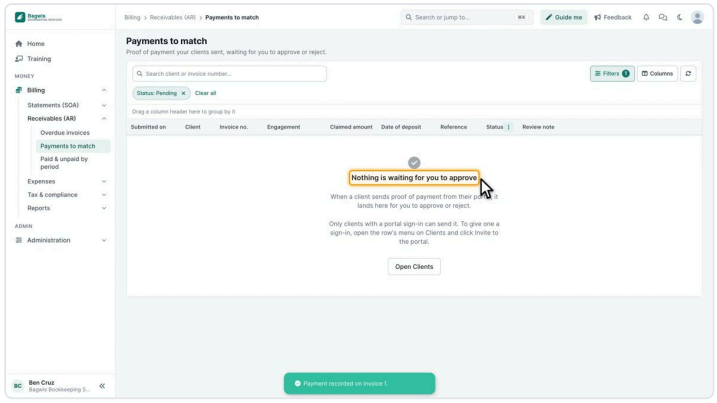


Reference shows the bank's reference the client typed. Change either one if your bank shows something different.

4 **Type what you checked in Review note.**

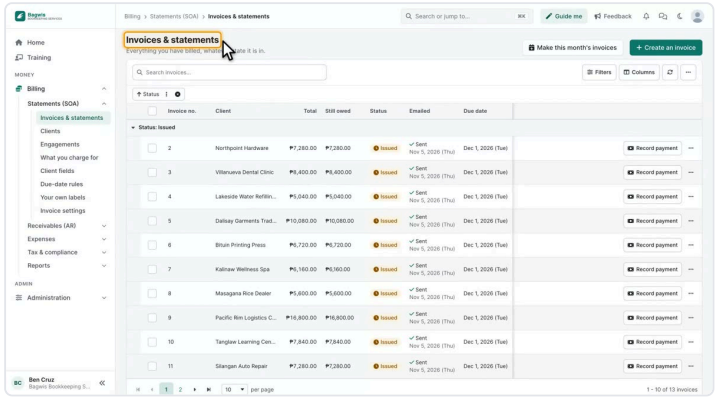


5 **Click Approve.**

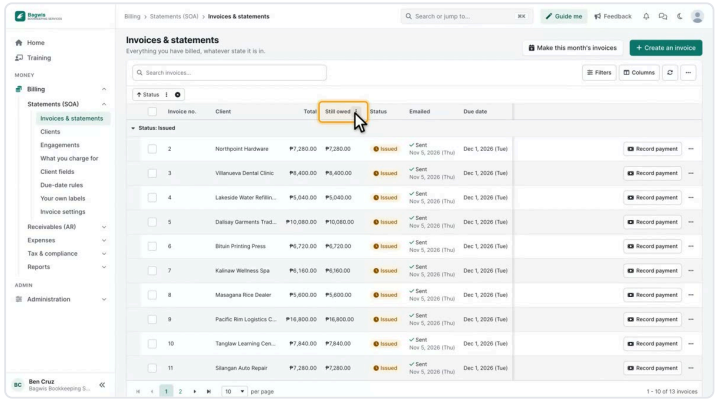


Nothing is waiting for you to approve now. The payment is on the invoice.

6 **Some clients pay without the portal. Open Statements (SOA), then Invoices & statements.**

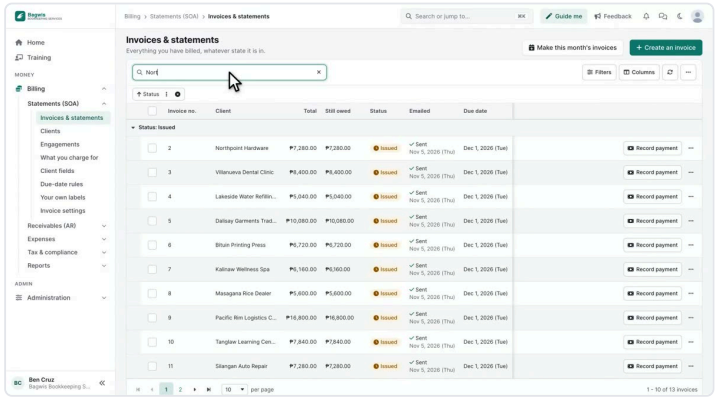


Here is every invoice.



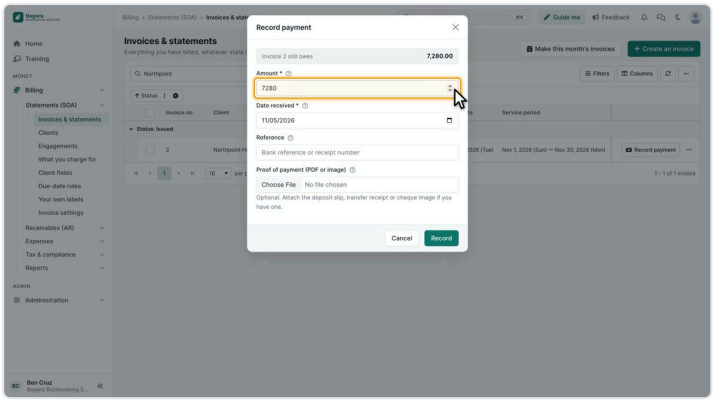
Still owed shows what each one still owes.

7 **Find "Northpoint" in the search box.**



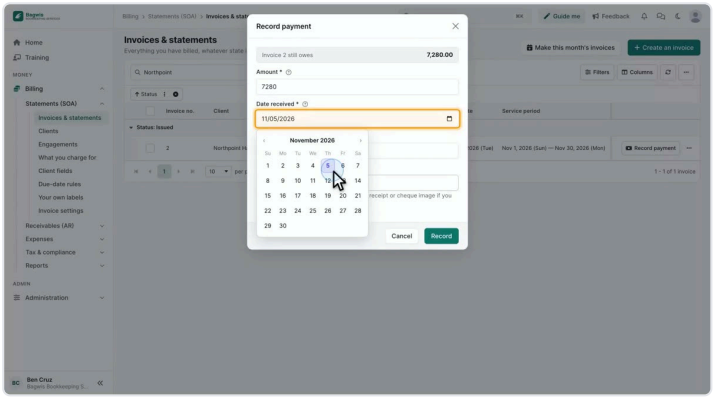
8 Northpoint Hardware paid by bank transfer, and emailed the confirmation.

Click Record payment on its row.

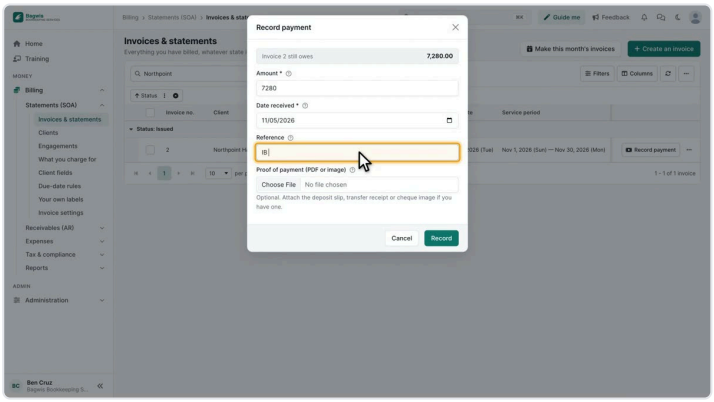


Amount shows what the invoice owes: seven thousand two hundred eighty pesos.

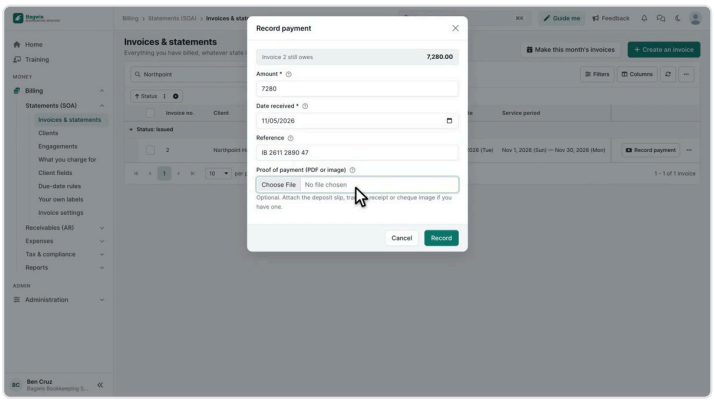
9 **Pick the date on Northpoint's transfer in Date received.**



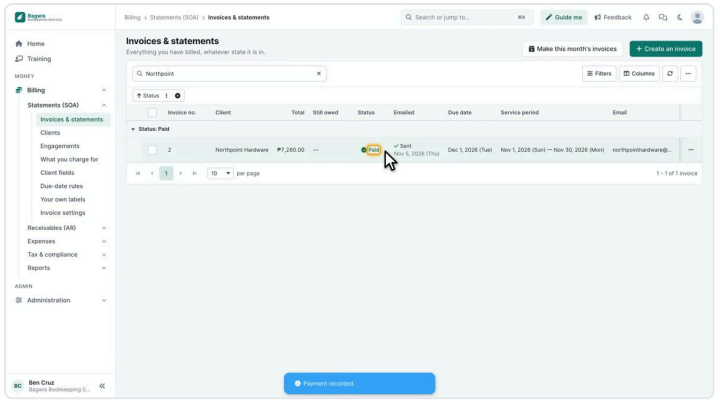
10 **Type the bank's reference in Reference.**



11 **Click Choose File in Proof of payment, and choose the transfer confirmation.**

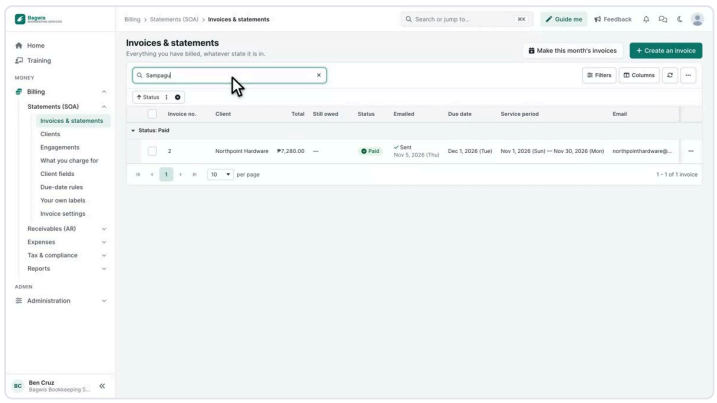


12 **Click Record.**

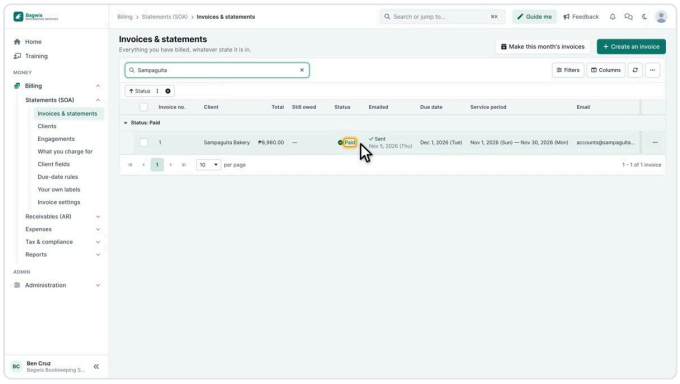


The invoice shows **Paid**.

13 **Find "Sampaguita" in the search box.**



Check



Sampaguita Bakery's invoice shows **Paid** too.

Both payments are recorded, each with its proof. In the next lesson, Ben enters what Bagwis spends.

Check yourself

Where do you check the proofs that clients send from the portal?

How do you enter a payment that came without the portal?

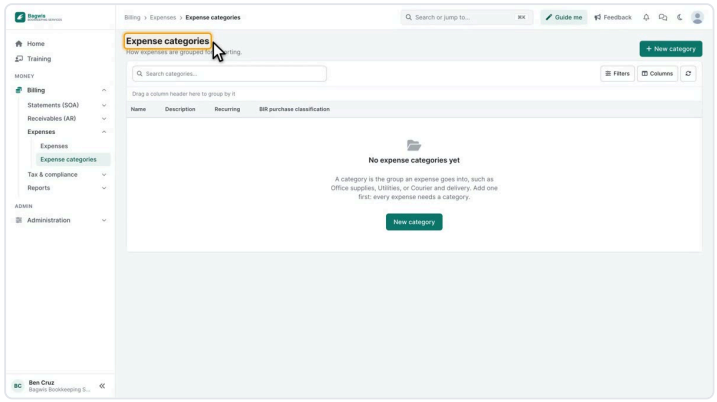
Lesson 19 · staff · 3 min · `soa-onboard-19.webm`

Expenses

> **At the end you will have:** two categories; Lungsod's internet bill, VATable chosen before its line items

> **Before you start:** You need Ben's sign-in from lesson eleven, and the BIR registration from lesson four.

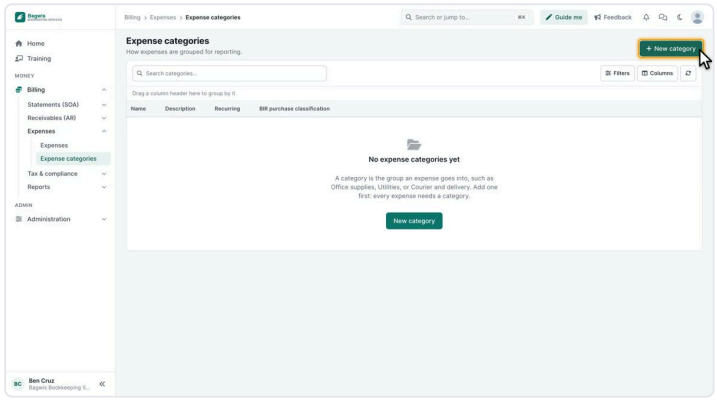
1. **Open Billing, then Expenses, then Expense categories.**



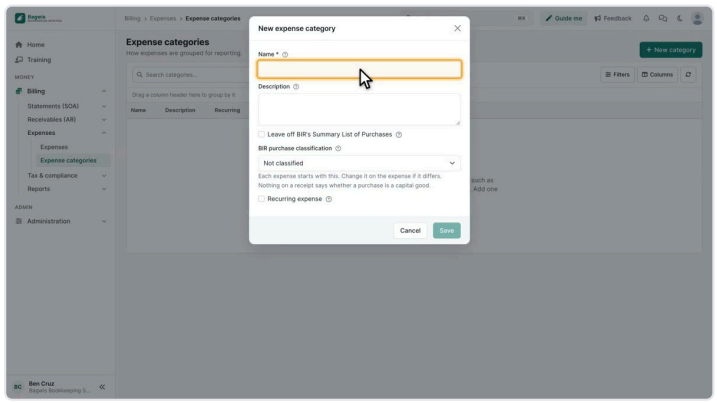
This is **Expense categories**. Every expense you enter goes into one. The list is empty for now.

2. Start with the supplies you buy for the office.

   Click New category.

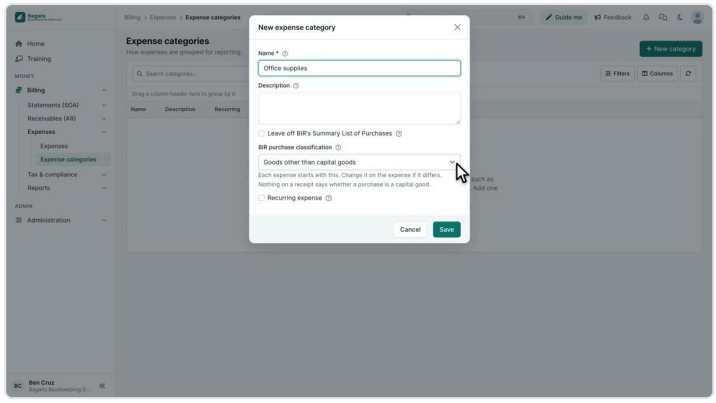


3. **Type Office supplies in Name.**

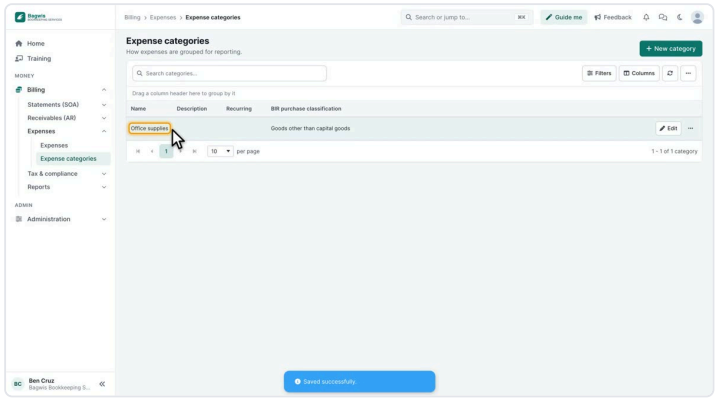


4 **BIR purchase classification** is how the BIR lists these purchases.

Choose Goods other than capital goods in BIR purchase classification.



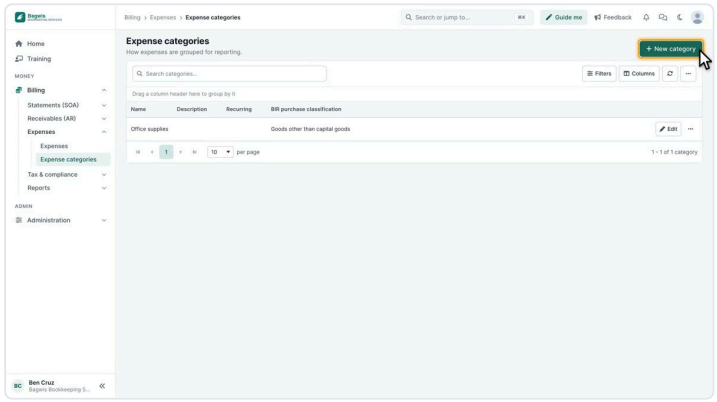
5 **Click Save.**



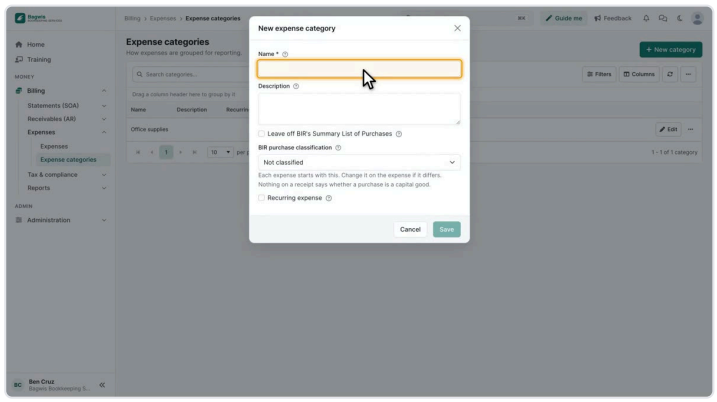
Office supplies is in the list now.

6 Now one for your electricity, water and internet bills.

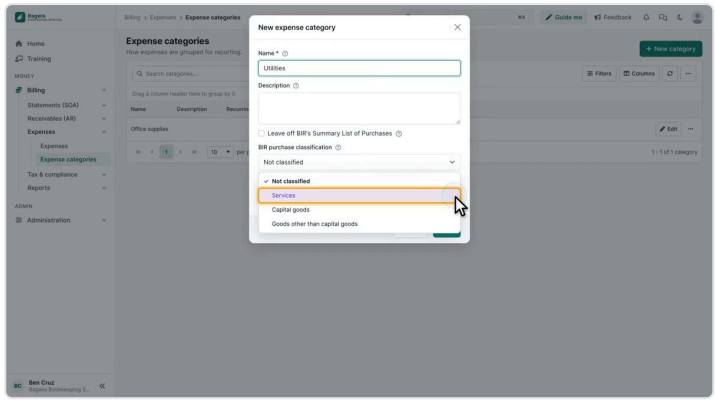
Click New category.



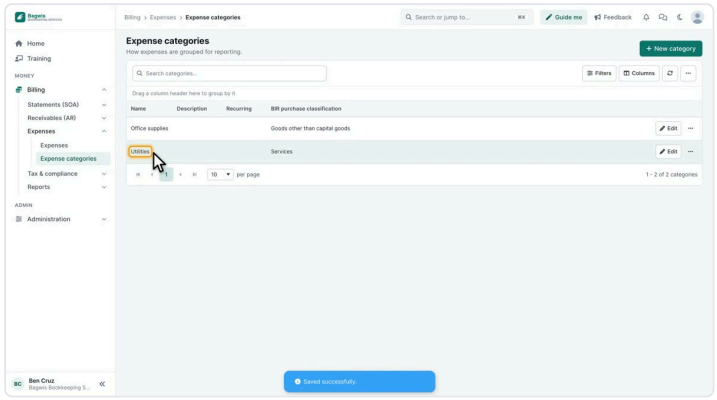
7 **Type Utilities in Name.**



8 **Choose Services in BIR purchase classification.**

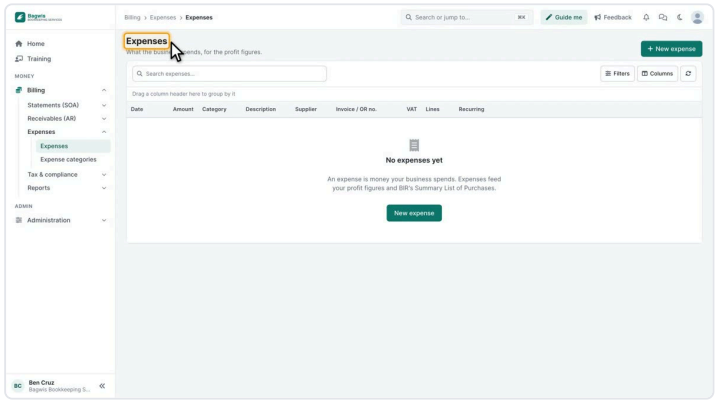


9 **Click Save.**



You have two categories now. Add more whenever you need one.

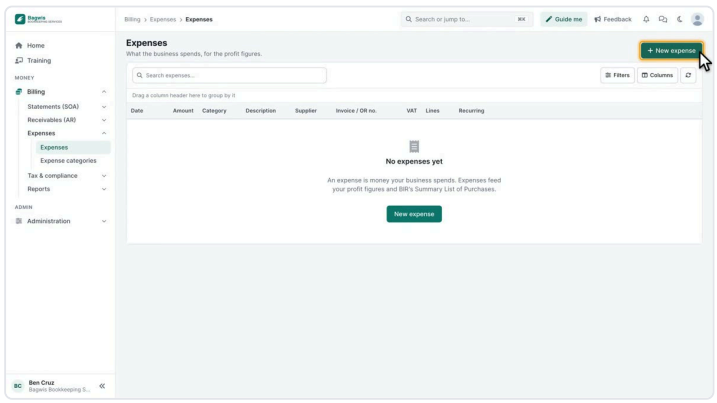
10 **Now click Expenses, above Expense categories.**



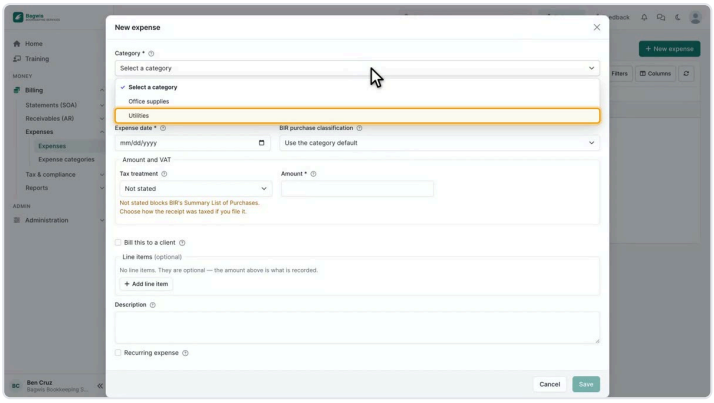
This is **Expenses**: every expense Bagwis has entered. It is empty for now.

11 The internet bill came by email.

Click New expense.

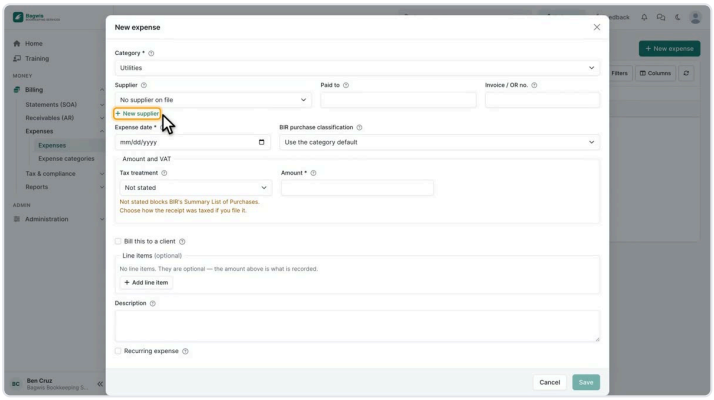


12 **Choose Utilities in Category.**

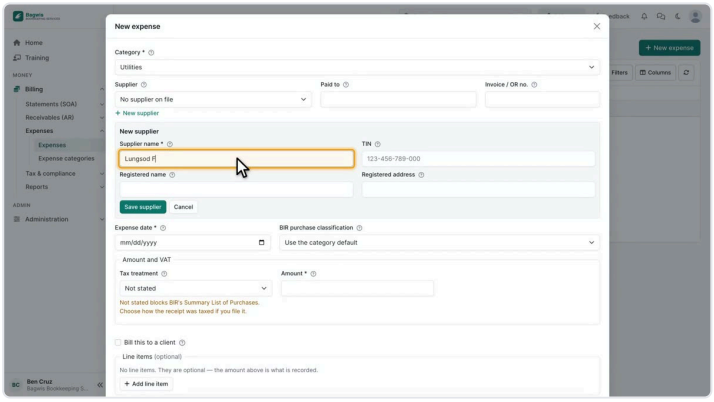


13 The bill is from Lungsod Fiber Internet. It is not in the **Supplier** list yet.

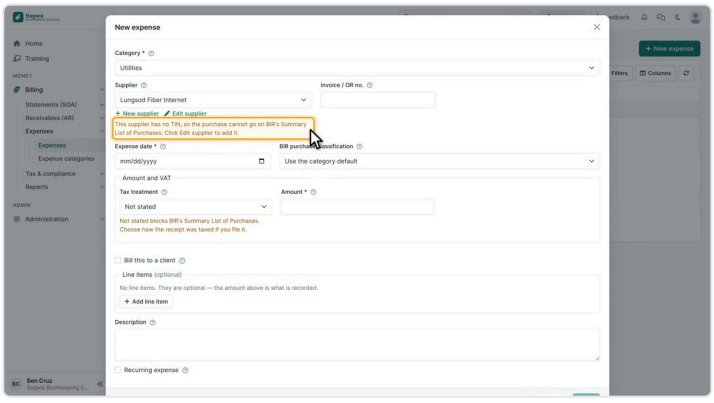
Click New supplier.



14 **Type Lungsod Fiber Internet in Supplier name.**

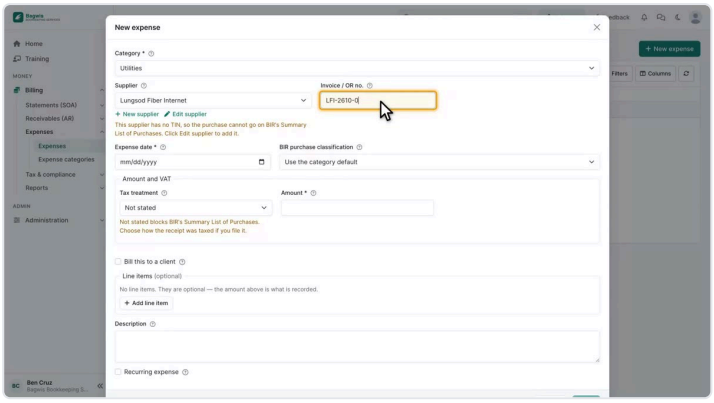


15 **Click Save supplier.**

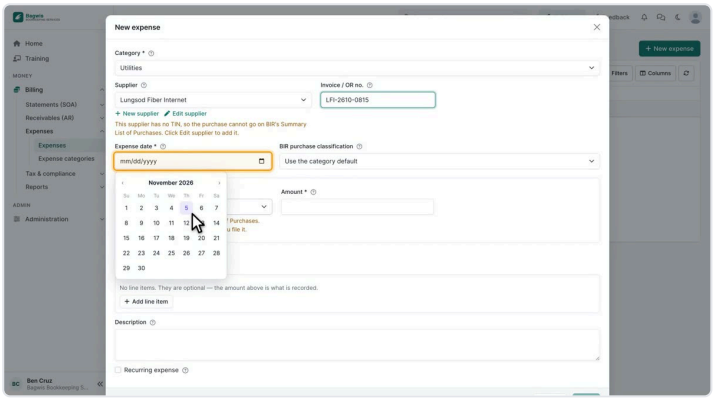


The form warns that this supplier has no TIN. The emailed bill does not show it, so leave it for now. Lesson twenty-three adds it.

16 **Type the bill's number in Invoice / OR no.**

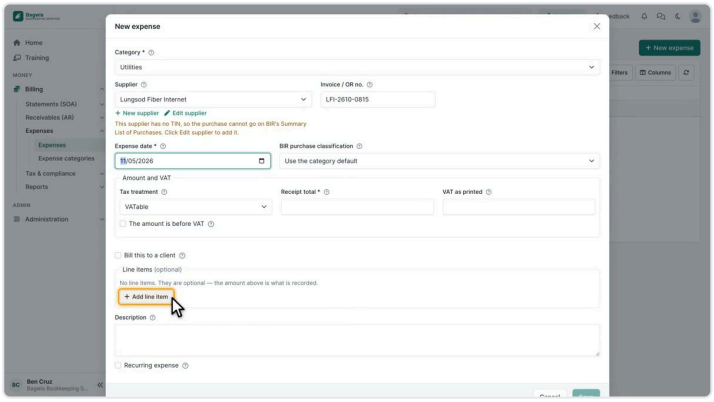


17 **Pick the date on the bill in Expense date.**

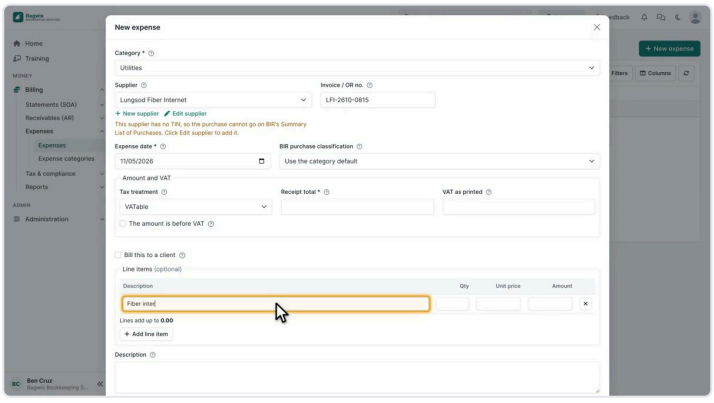


18 **Line items** are optional. They show what the bill was for, line by line.

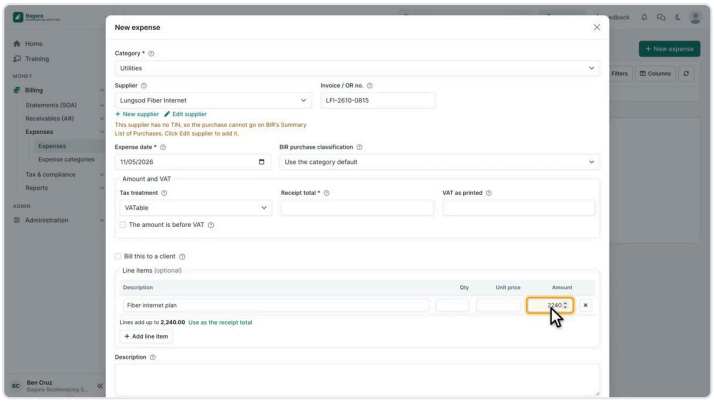
Click Add line item.



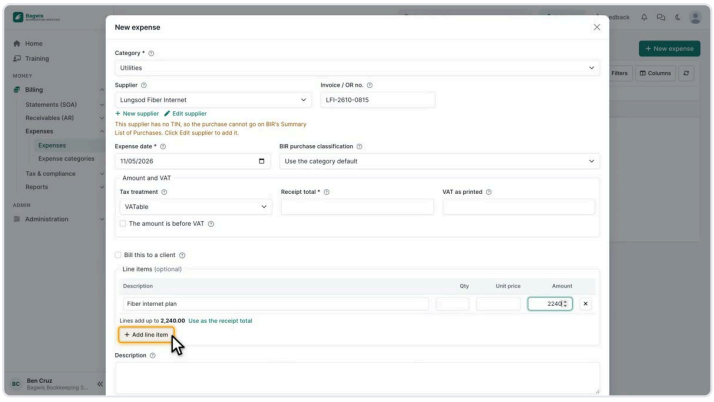
19 **Type Fiber internet plan in the line's Description.**



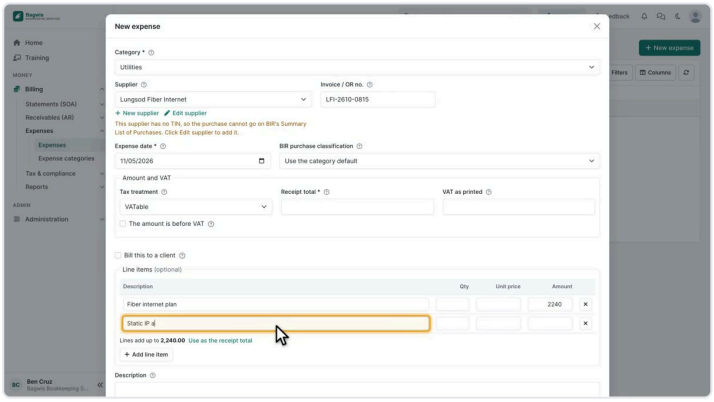
20 Type 2240 in the line's **Amount**.



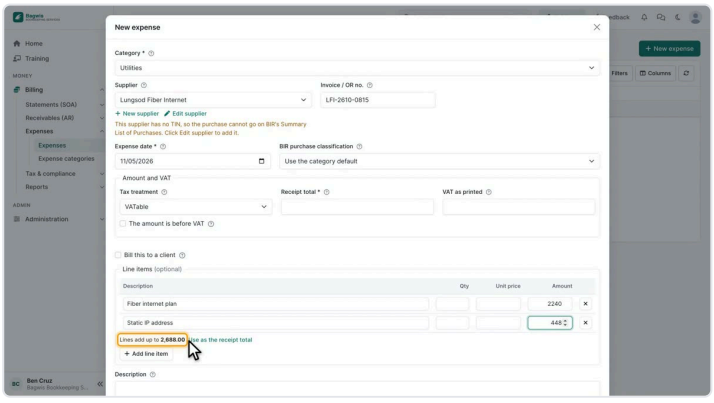
21 Click **Add line item** again.



22 Type Static IP address in the new line's **Description**.

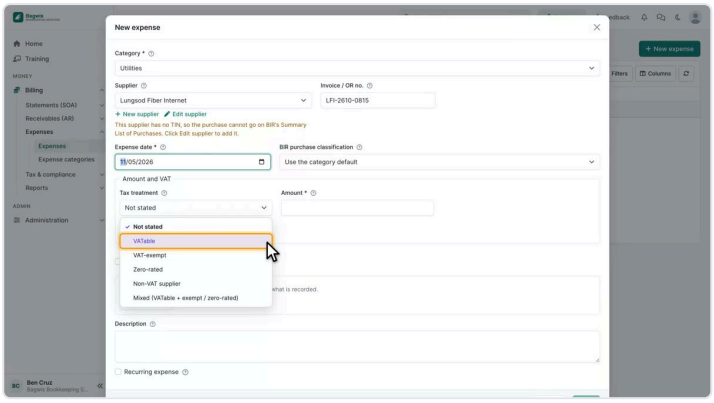


23 Type 448 in its **Amount**.

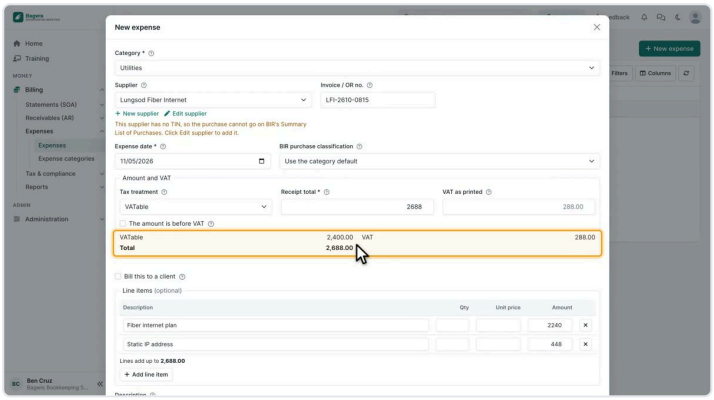


Lines add up to two thousand six hundred eighty-eight pesos.

24 Choose **VATable** in **Tax treatment**.

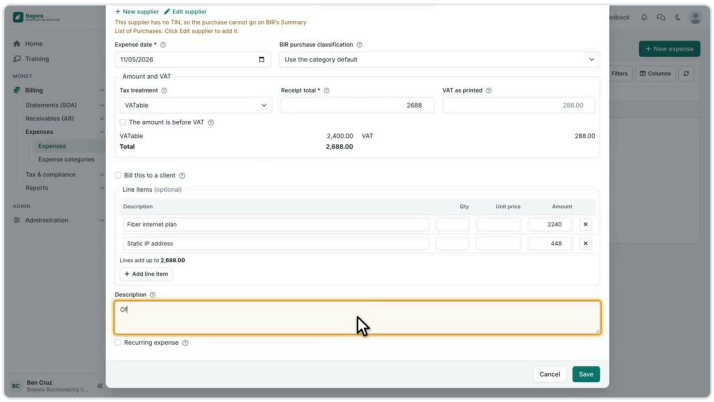


25 Click **Use as the receipt total**.

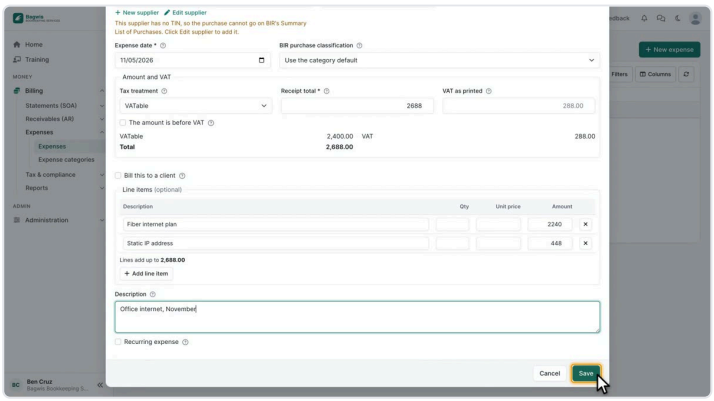


AutoSOA works out the VAT in the total: two hundred eighty-eight pesos.

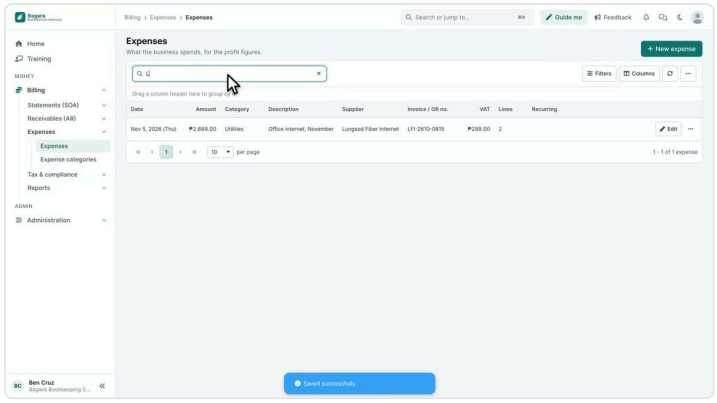
26 Type what it was for in **Description**.



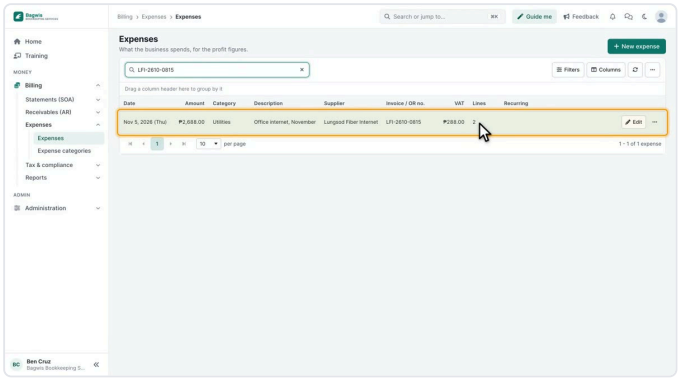
27 Click **Save**.



28 **Find the bill's number in the search box.**



Check



Here is the internet bill. **Supplier** shows Lungsod Fiber Internet. The bill is two thousand six hundred eighty-eight pesos, with its VAT.

You have two expense categories. The internet bill is in, line by line, with its supplier and its VAT. Next, Ben bills a client for a cost Bagwis paid for them.

Check yourself

Where do you add an expense category?

Where do you type in a bill that came by email?

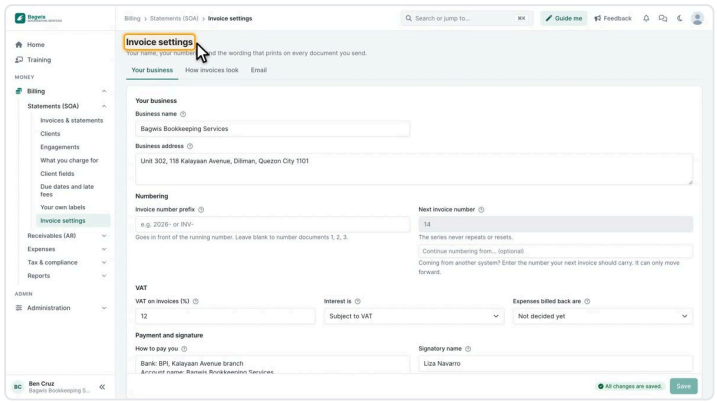
Lesson 20 · staff · 4 min · `soa-onboard-20.webm`

Bill a client for a cost you paid

> **At the end you will have:** re-billed costs Subject to VAT (Liza's accountant's answer, set by Ben); a Courier and delivery category; the Lakbay Express Couriers receipt (₱350.00, VATable, supplier TIN typed from it) ticked "Bill this to a client" for Tanglaw, its Description typed after Bill to; Tanglaw's December draft carries it as a Reimbursable expense, due Mon 4 Jan 2027

> **Before you start:** You need Ben's expense categories from lesson nineteen, and Tanglaw Learning Center's November invoice from lesson thirteen.

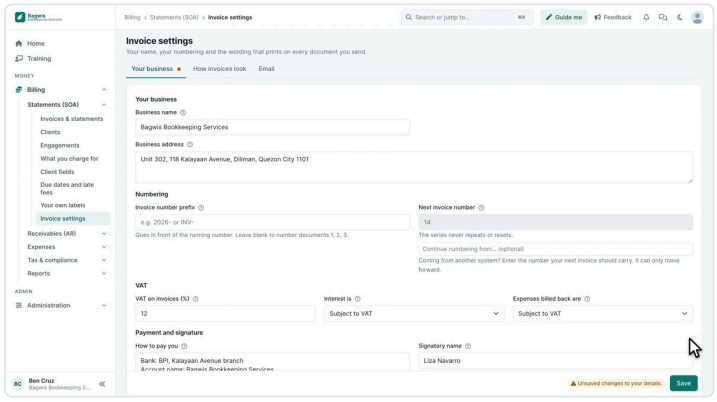
1 **First, how such a cost is taxed. Open Billing, then Statements (SOA), then Invoice settings.**



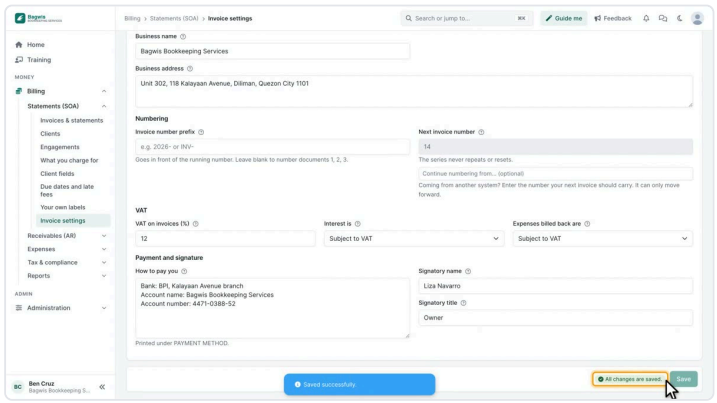
This is **Invoice settings**, from lesson five.

2 A cost you pass on to a client may carry VAT, or not. That is for your accountant. Bagwis's says it does.

Choose Subject to VAT in Expenses billed back are.

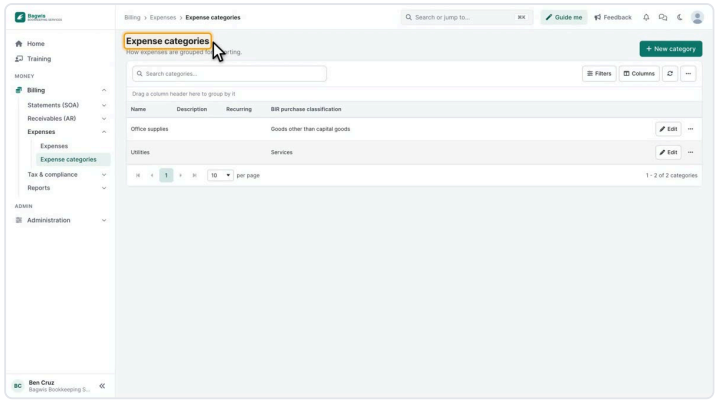


3 **Click Save.**



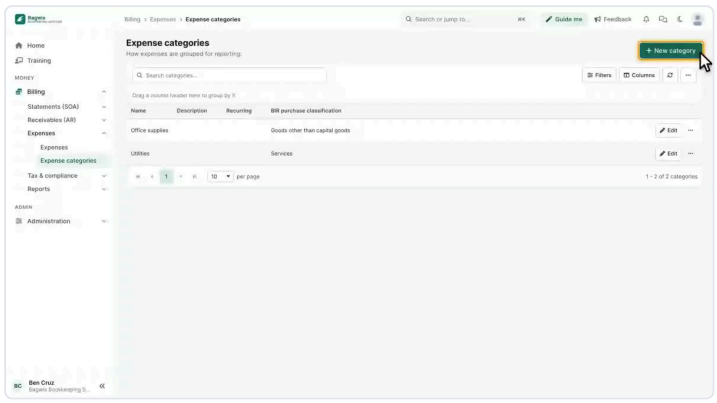
The bar reads **All changes are saved.**

4 **A courier is a new kind of cost. Open Expenses, then Expense categories.**

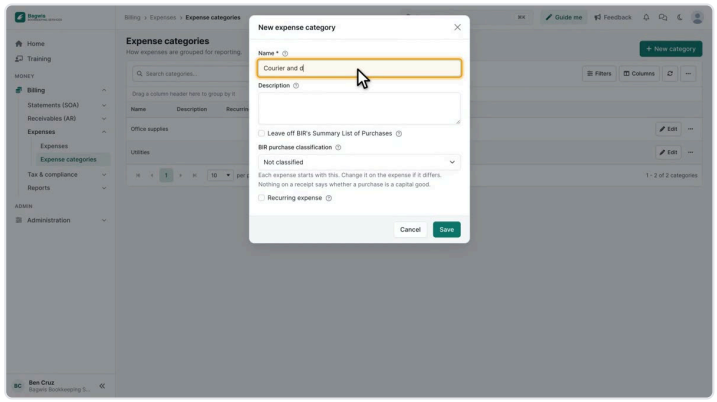


These are the expense categories from lesson nineteen.

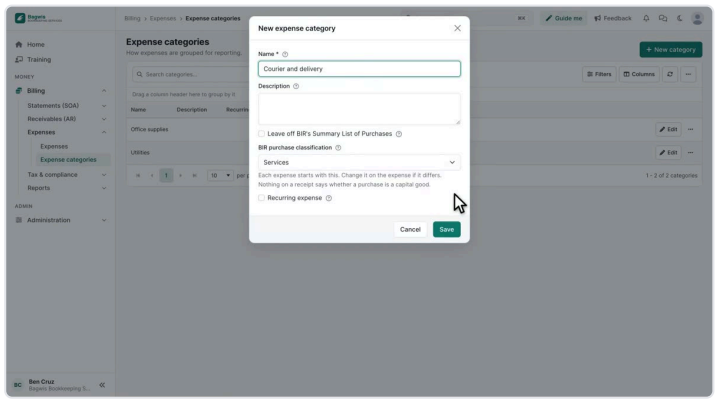
5 **Click New category.**



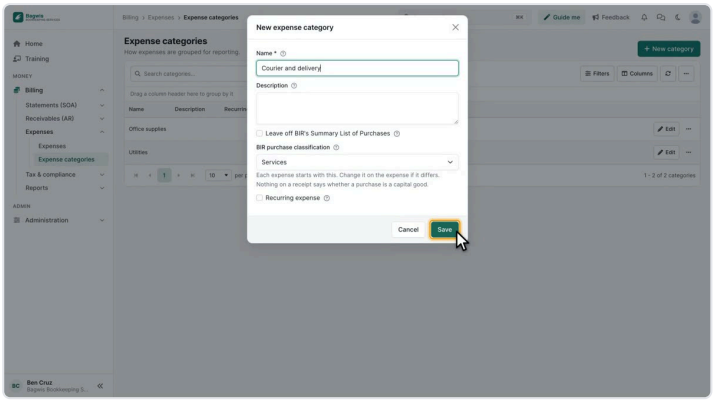
6 **Type Courier and delivery in Name.**



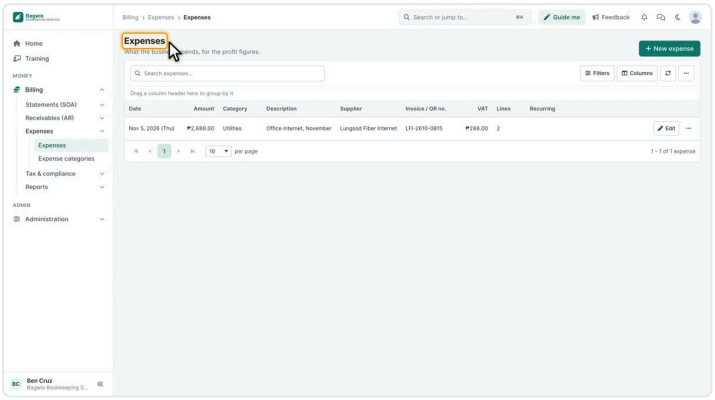
7 **Choose Services in BIR purchase classification.**



8 Click **Save**.

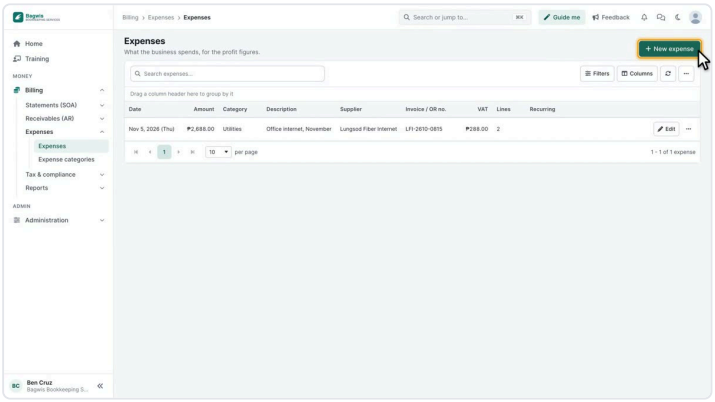


9 Now click **Expenses**, above Expense categories.

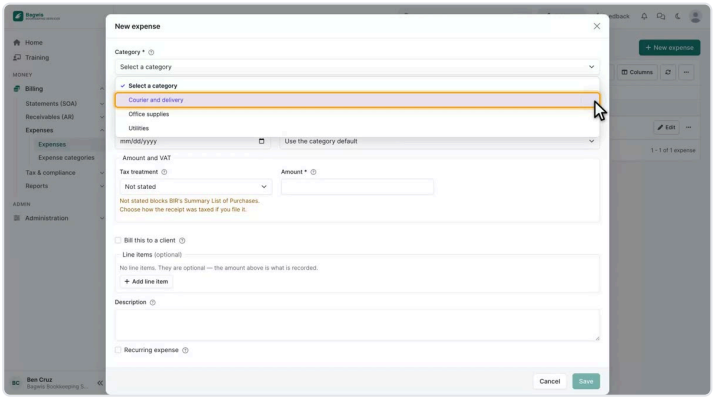


This is **Expenses**, where Ben typed the internet bill.

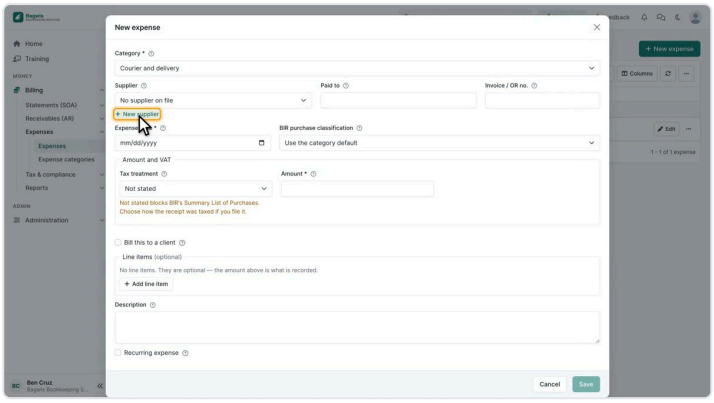
10 Click **New expense**.



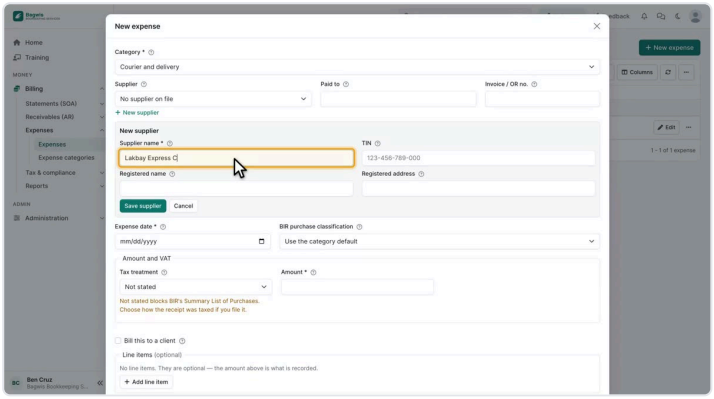
11 Choose **Courier and delivery** in **Category**.



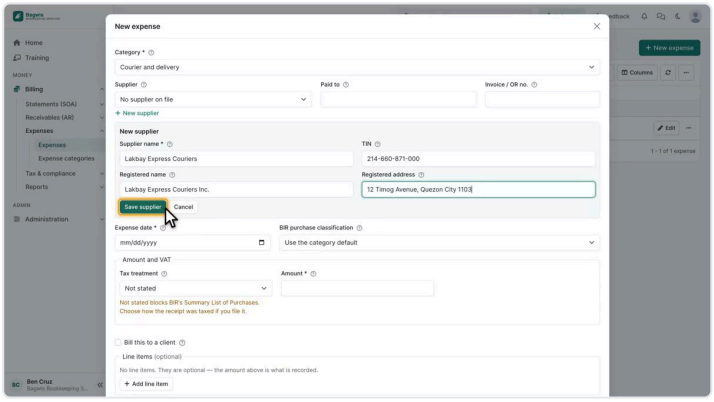
12 Click **New supplier**.



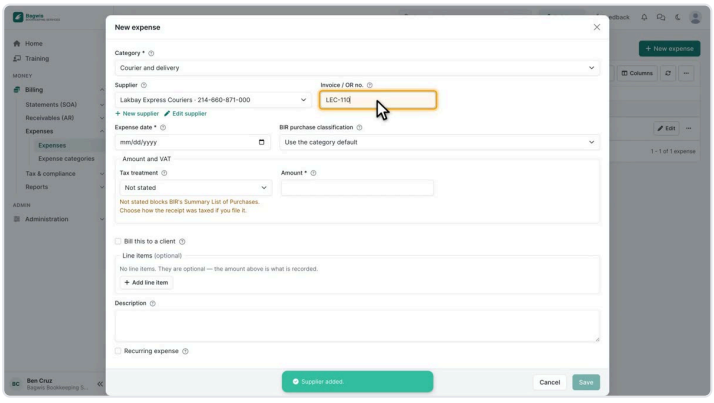
13 Type Lakbay Express Couriers in **Supplier name**.



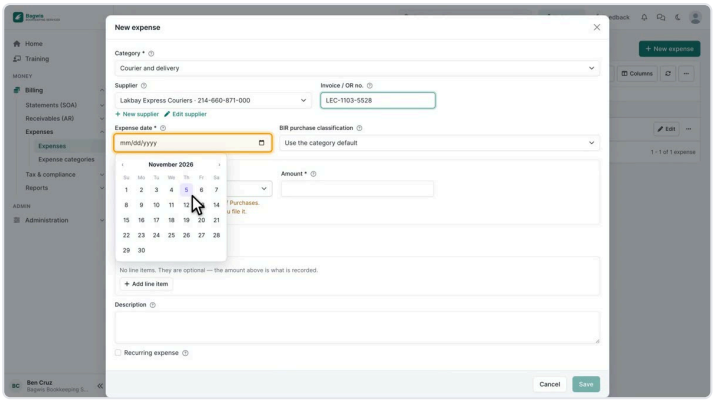
14 Click **Save supplier**.



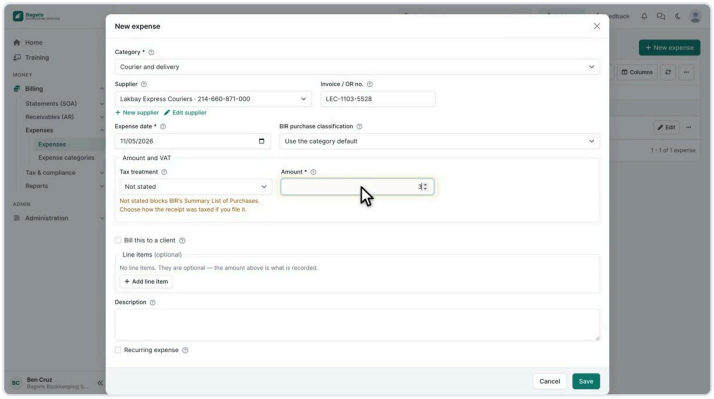
15 Type the receipt's number in **Invoice / OR no.**



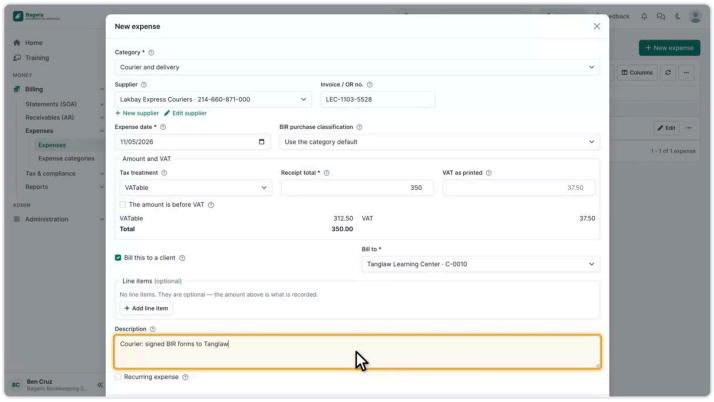
16 **Pick the date on the receipt in Expense date.**



17 **Type 350 in Amount.**

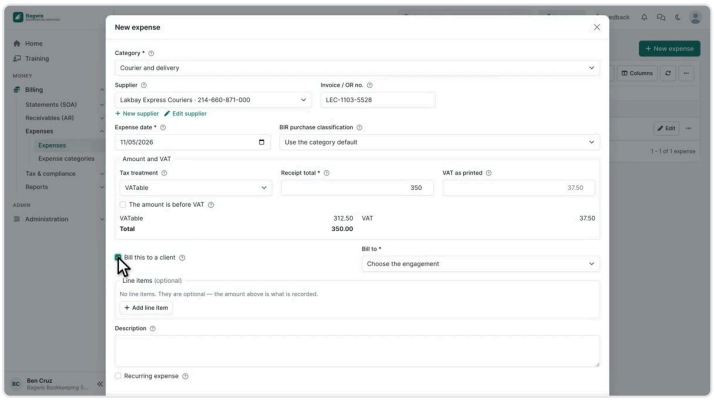


18 **Type what it was for in Description.**

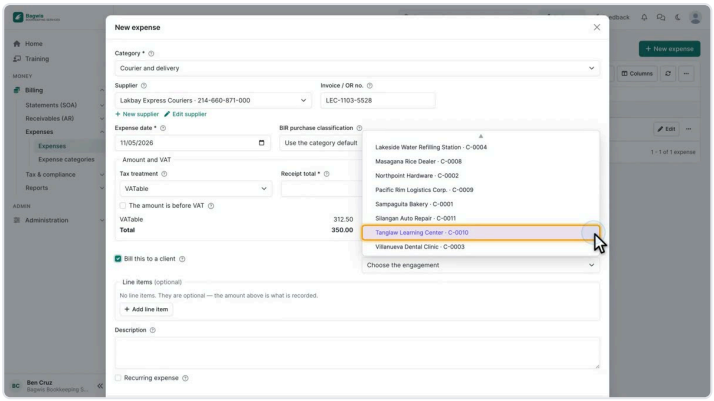


19 **Bill this to a client** puts this cost on the client's next invoice, once, with this receipt.

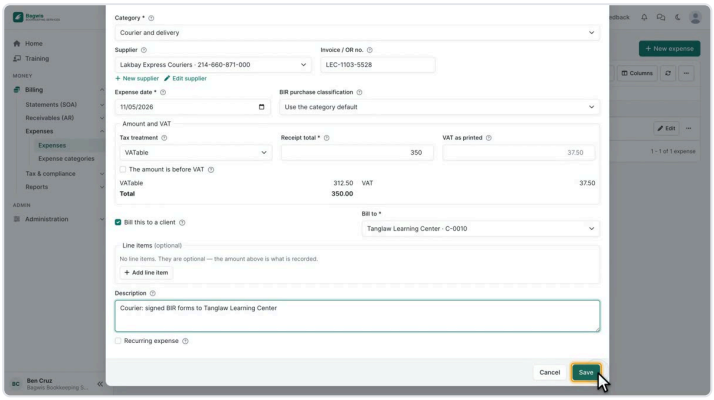
Turn on Bill this to a client.



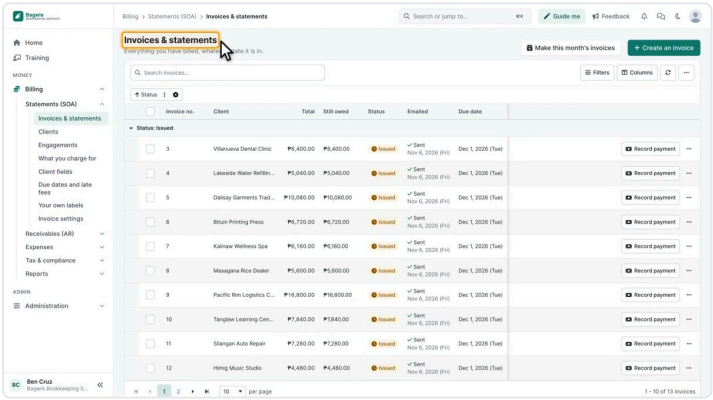
20 Choose **Tanglaw Learning Center** in **Bill to**.



21 Click **Save**.

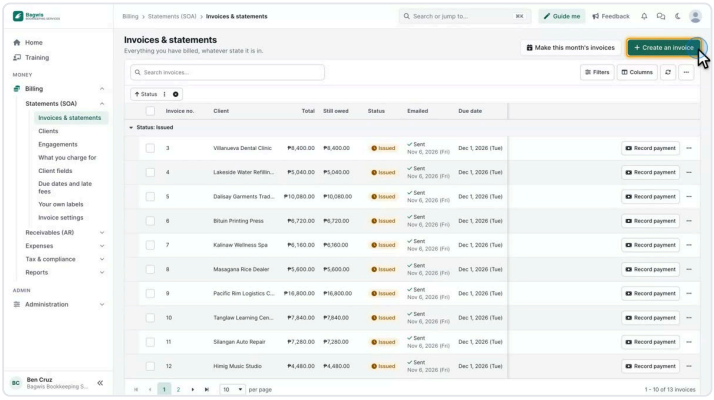


22 Now Tanglaw's next invoice. Open **Statements (SOA)**, then **Invoices & statements**.

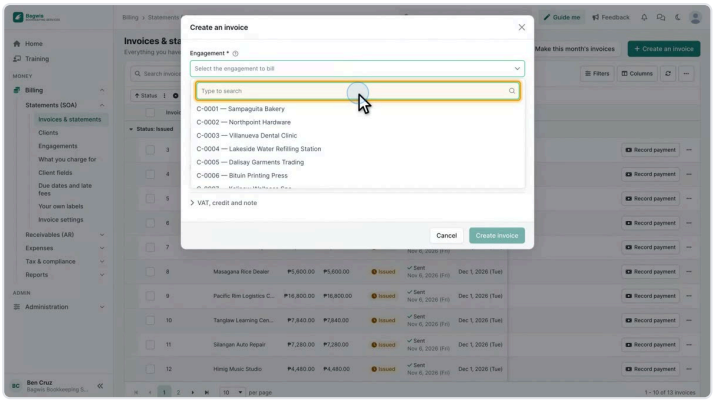


This is **Invoices & statements**.

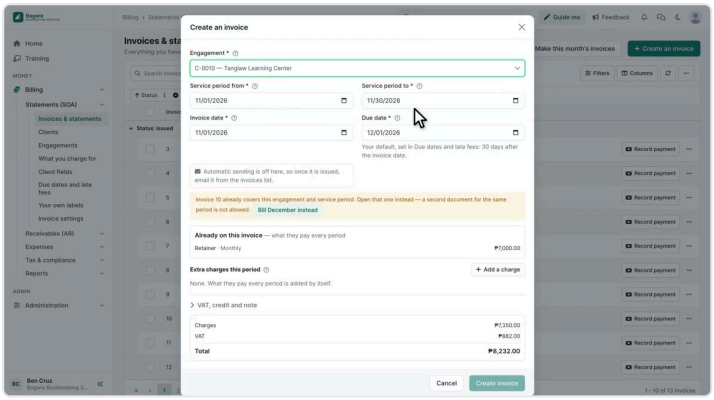
23 Click **Create an invoice**.



24 **Type Tanglaw in Engagement.**

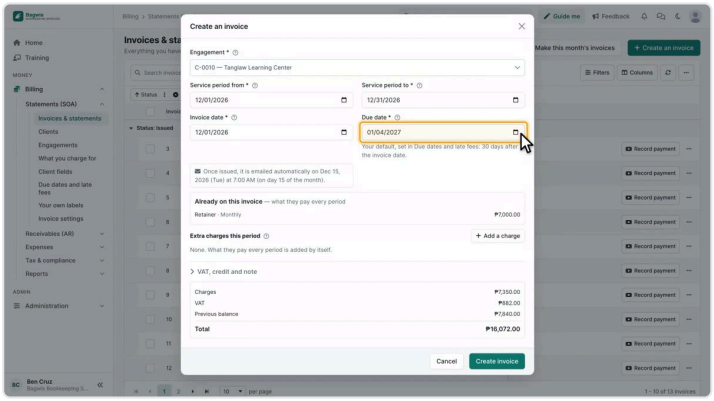


25 **Choose Tanglaw Learning Center.**



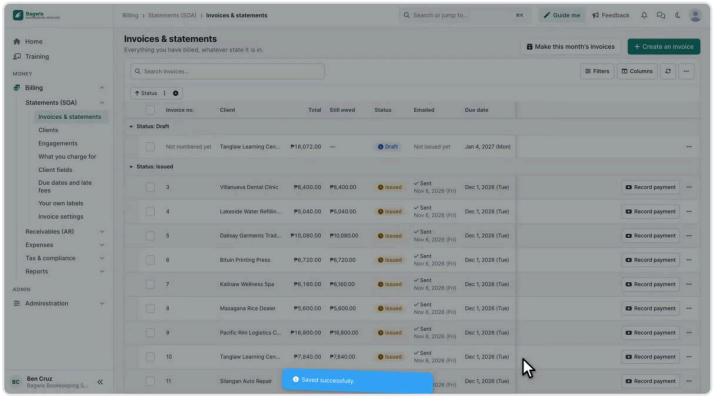
26 November is billed already.

Click Bill December instead.

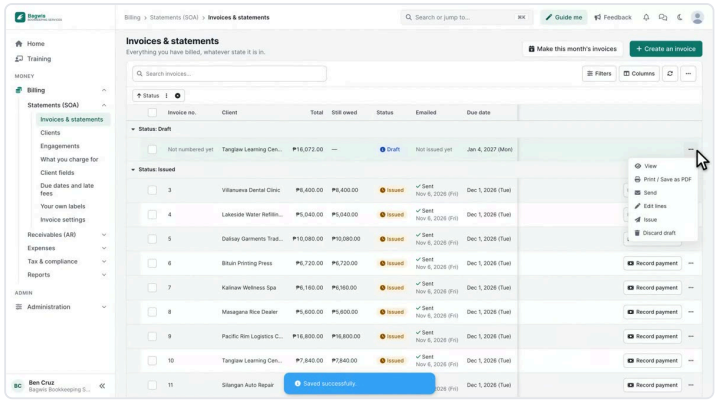


It falls due on Monday, the fourth of January. The last day of the year and New Year's Day are holidays, then comes a weekend.

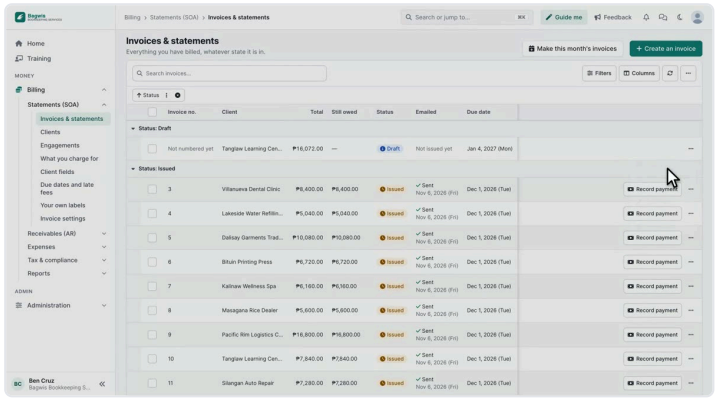
27 **Click Create invoice.**



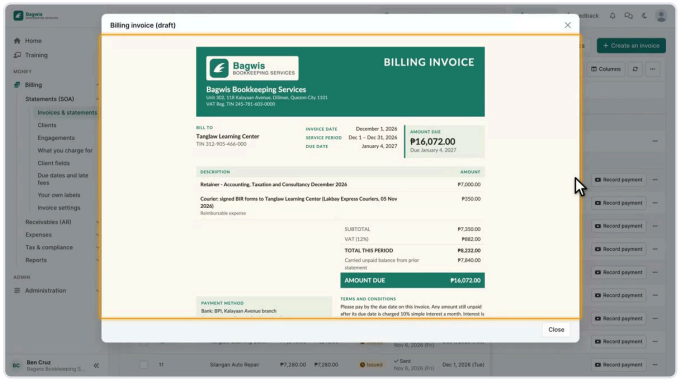
28 **Click the row's menu.**



29 **Click View.**

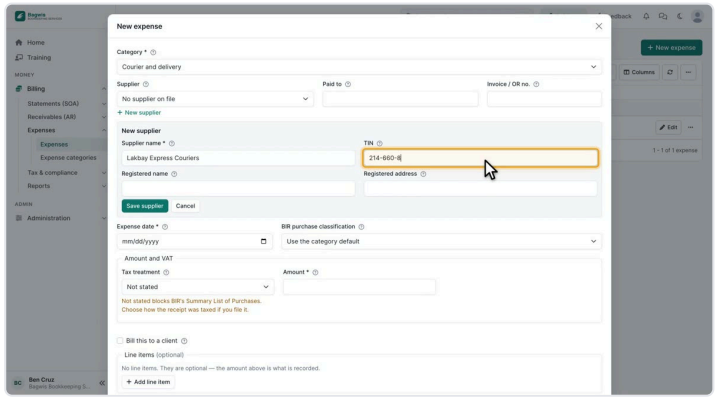


Check

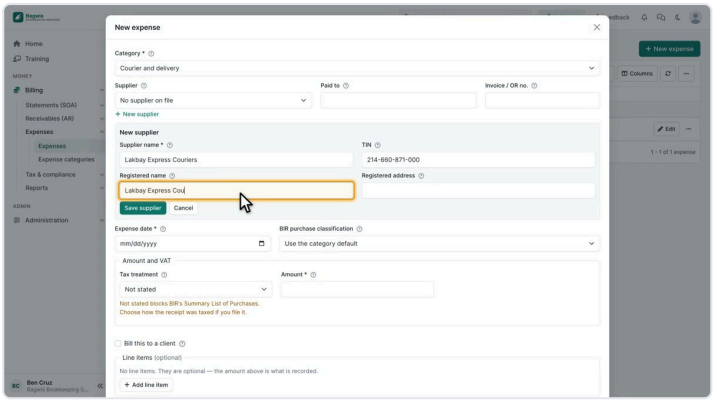


Tanglaw's December draft carries the courier as a **Reimbursable expense**: three hundred and fifty pesos.

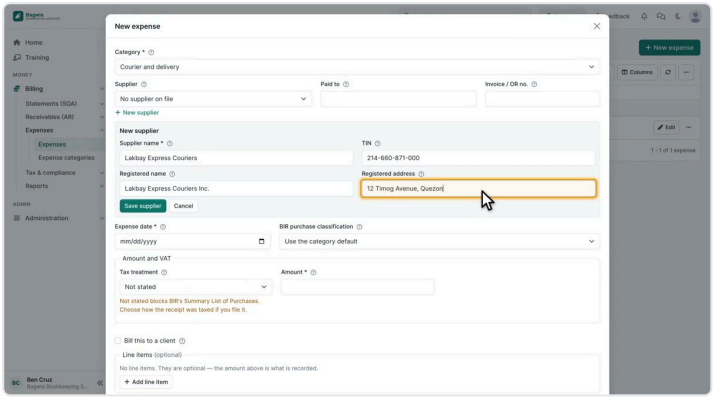
30 **Type the TIN on the receipt in TIN.**



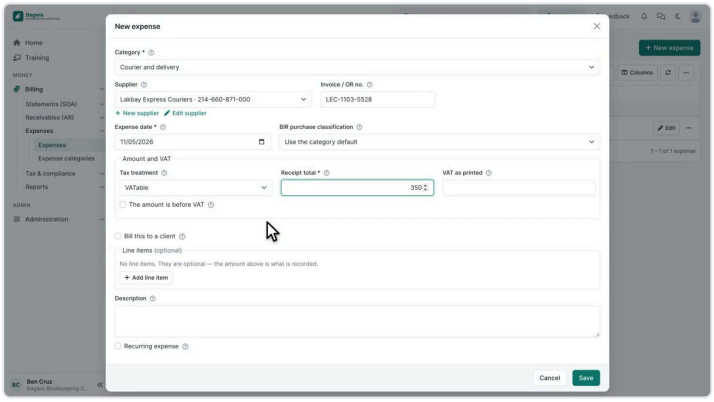
31 **Type the registered name on the receipt in Registered name.**



32 **Type the address on the receipt in Registered address.**



33 **Choose VATable in Tax treatment.**



Ben recorded the courier receipt and turned on Bill this to a client. Tanglaw's next invoice carries it, once. Next, Ben sends a client a summary of their account.

Check yourself

How do you bill a client for a cost you paid for them?

Where do you say if a billed-back cost carries VAT?

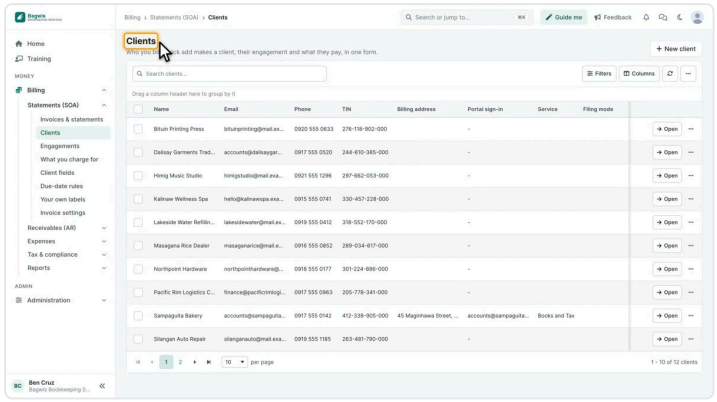
Lesson 21 · staff · 1 min · `soa-onboard-21.webm`

Send a client their account summary

> **At the end you will have:** Northpoint's account summary for the year emailed as a PDF; its unpaid-bills view read

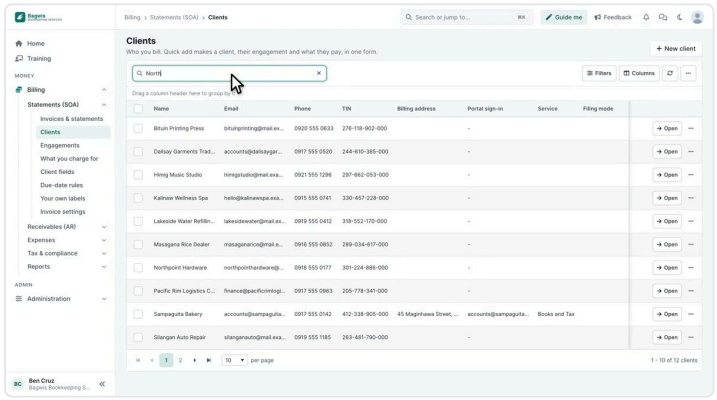
> **Before you start:** You need Northpoint Hardware's November invoice from lesson thirteen, and its payment from lesson eighteen.

1. **Open Billing, then Statements (SOA), then Clients.**

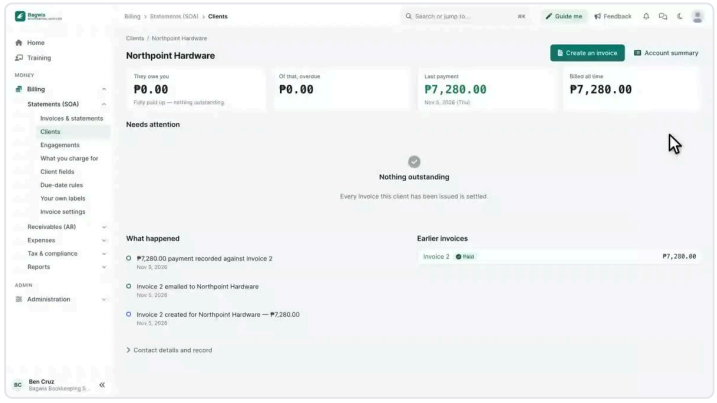


This is **Clients**.

2. **Find "Northpoint" in the search box.**



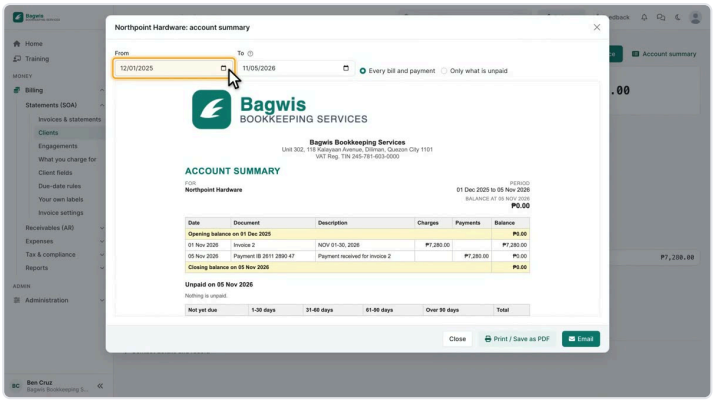
3. **Click Open on Northpoint Hardware's row.**



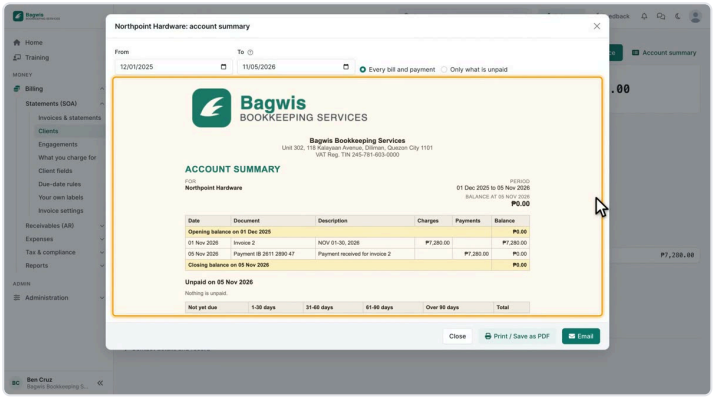
4

Account summary lists every invoice and payment with this client, for any dates you choose.

Click Account summary.



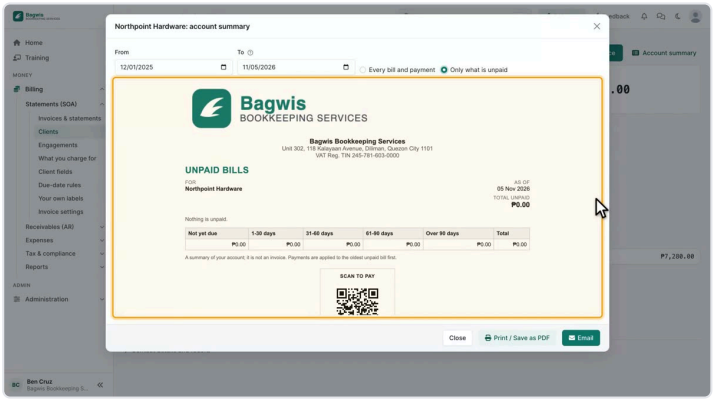
It opens on the last twelve months, up to today.



Each invoice and payment is a line, with the balance after it. Northpoint owes nothing now.

5

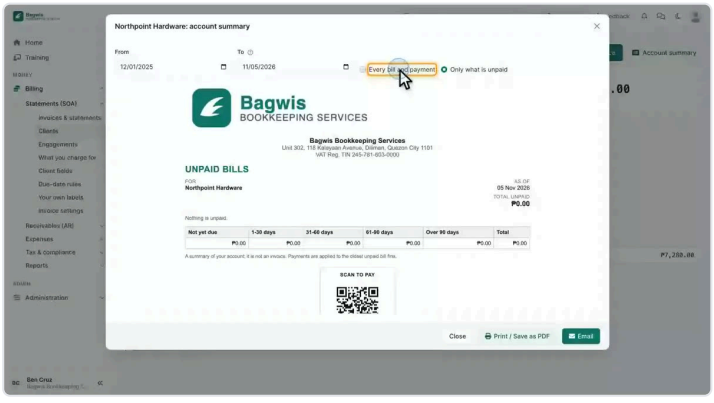
Click Only what is unpaid.



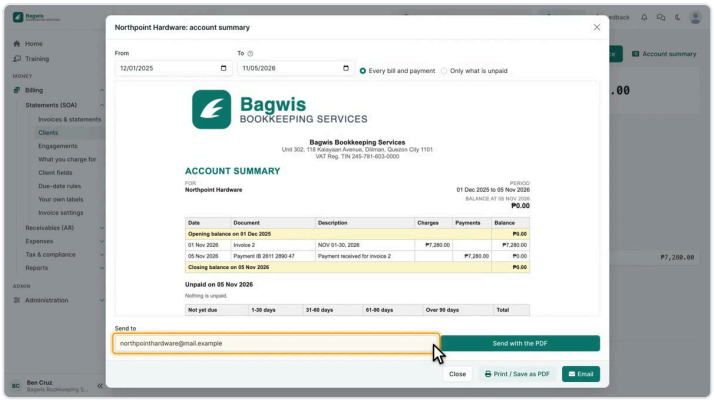
Now it lists only the bills still unpaid. Northpoint has none.

6

Click Every bill and payment.

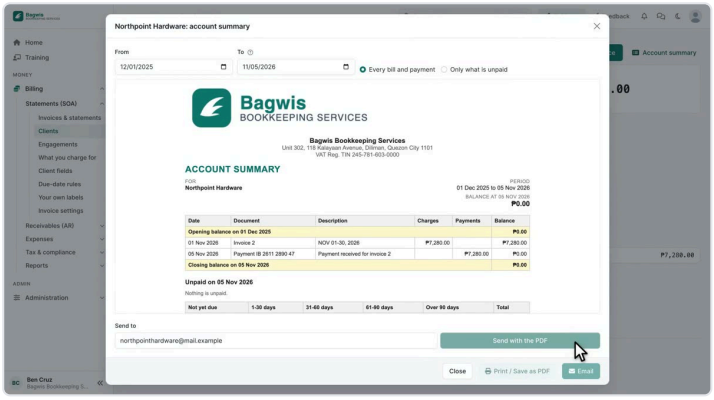


7 Click **Email**.

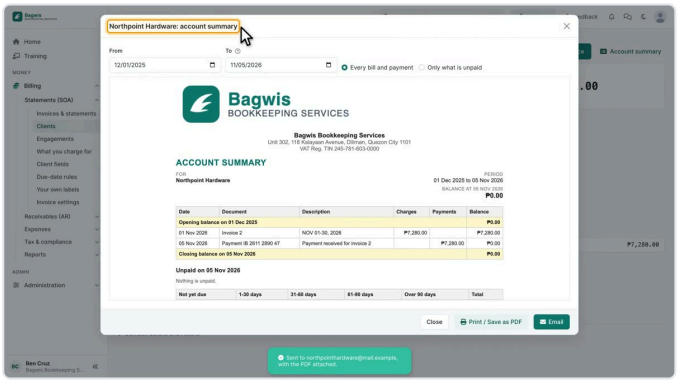


Send to has Northpoint's email address already.

8 Click **Send with the PDF**.



Check



The account summary is on its way to Northpoint, as a PDF.

Ben opened Northpoint's account summary, checked what is unpaid, and emailed it. Next, Liza looks over the month.

Check yourself

Where is a client's account summary?

How do you show a client only what they still owe?

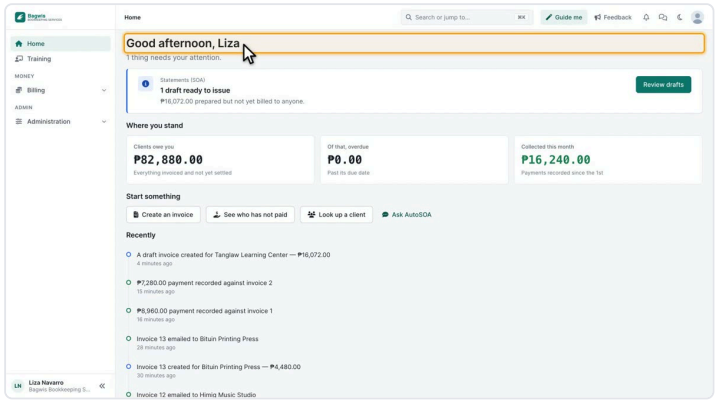
How do you send it?

Lesson 22 · owner · 1 min · `soa-onboard-22.webm`

Month-end

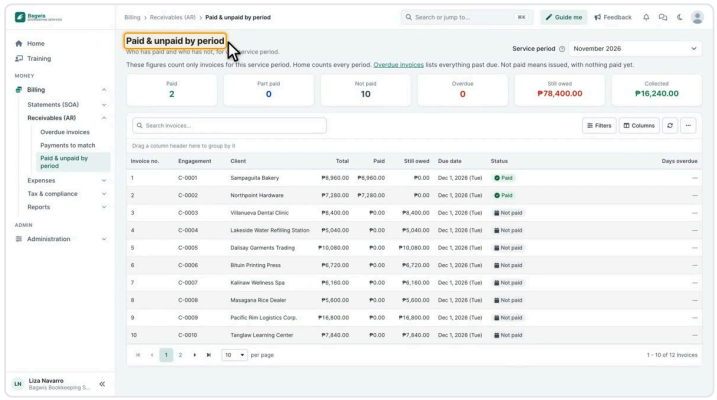
At the end you will have: November looked over: income ₱14,500.00, expenses ₱2,712.50 (internet ₱2,400.00 + courier ₱312.50, both before VAT), net ₱11,787.50

Before you start: You need November's invoices, payments and expenses from the lessons before.



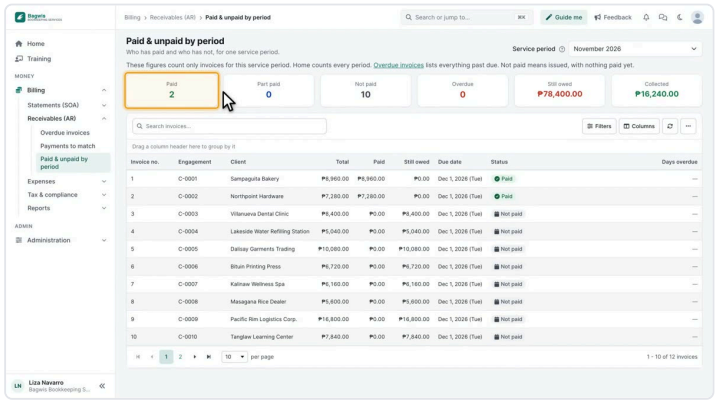
Liza is signed in for this lesson.

1 **Open Billing, then Receivables (AR), then Paid & unpaid by period.**

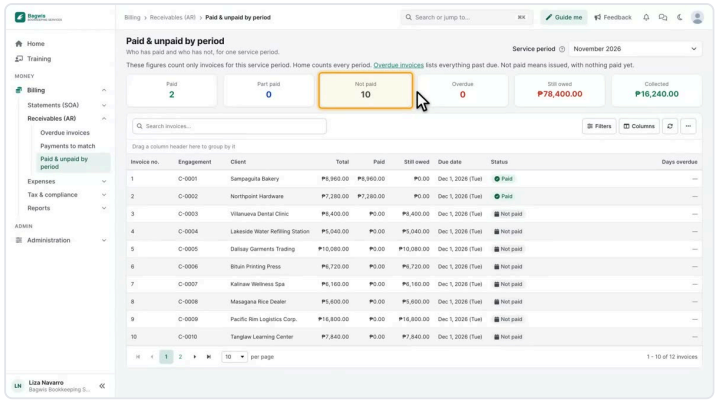


This is **Paid & unpaid by period**. It shows who has paid and who has not, for one service period.

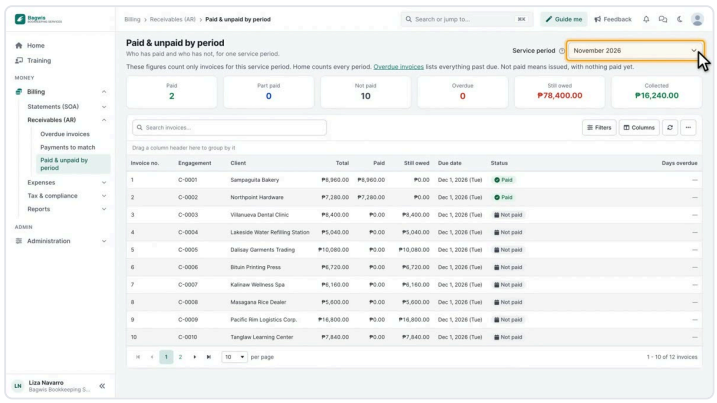
2 **Choose November 2026 in Service period.**



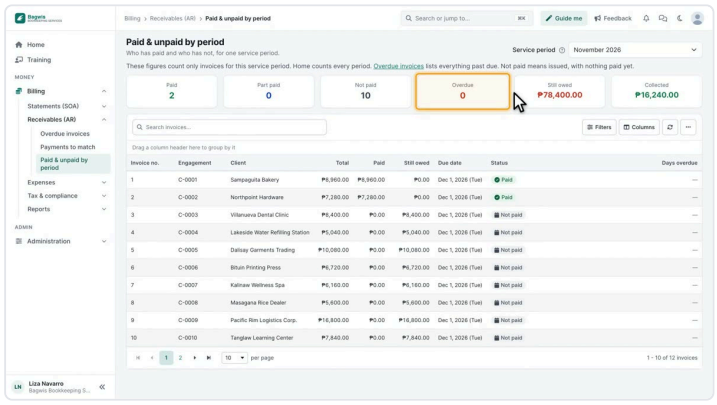
Paid shows two of November's invoices.



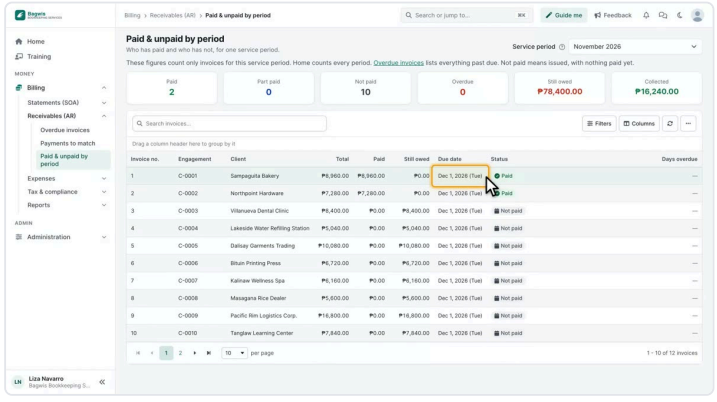
Not paid shows ten of November's invoices.



This page counts only the service period you choose. The catch-up invoice for Bituin Printing Press is for January to October, so it is not here.

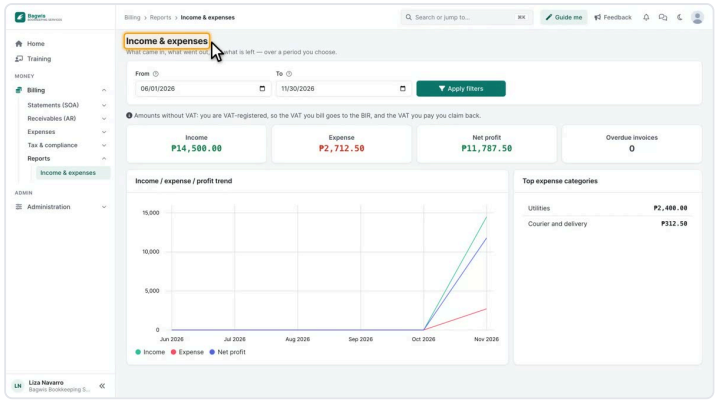


Overdue shows zero. None is past its due date yet.



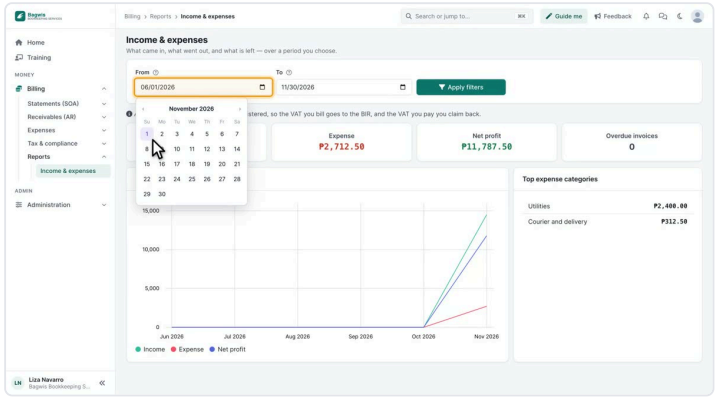
November's invoices fall due on December first: **Due date** shows Dec 1, 2026 (Tue).

3 **Now open Reports, then Income & expenses.**

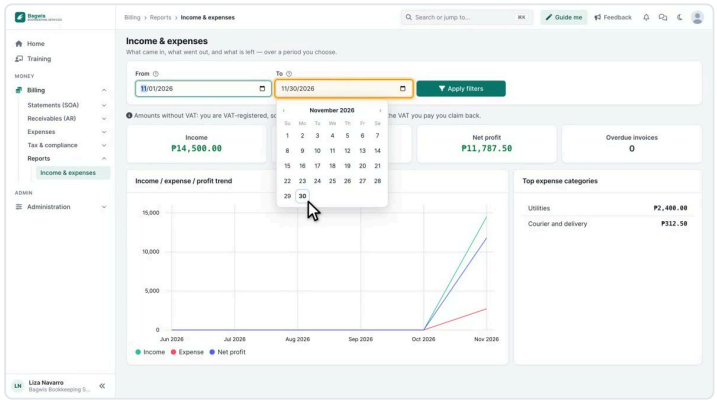


This is **Income & expenses**: what came in and what went out, over the dates you choose.

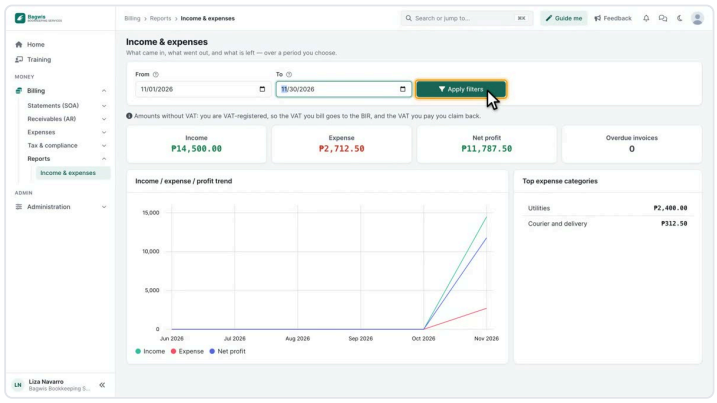
4 **Pick November first in From.**



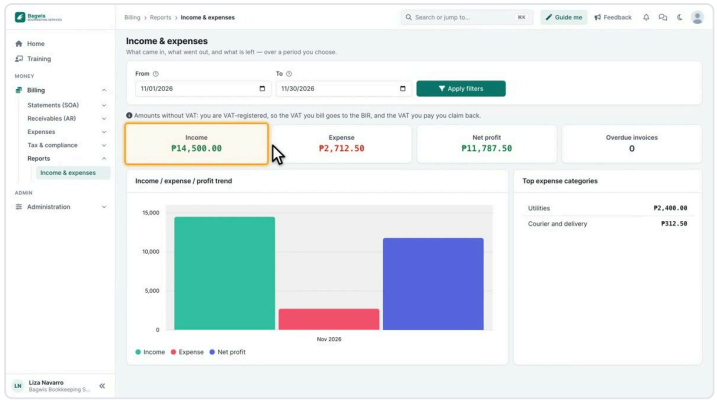
5 **Pick November thirtieth in To.**



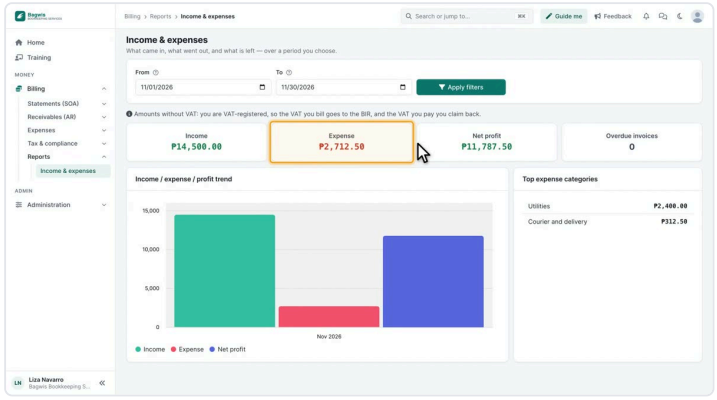
6 **Click Apply filters.**



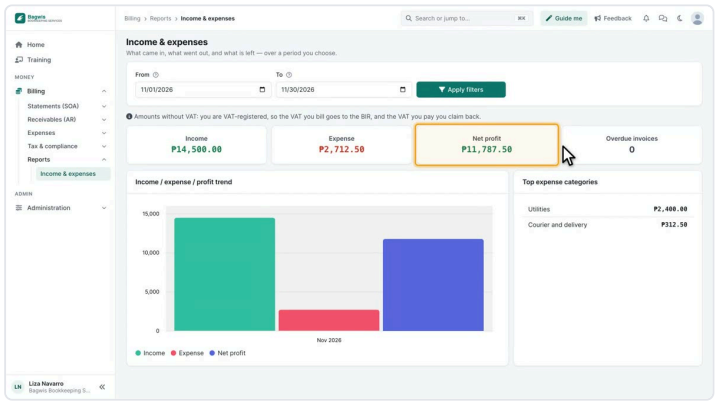
Bagwis is VAT-registered, so the amounts leave out VAT. The VAT it bills goes to the BIR.



Income shows fourteen thousand five hundred pesos, from the two clients who paid.

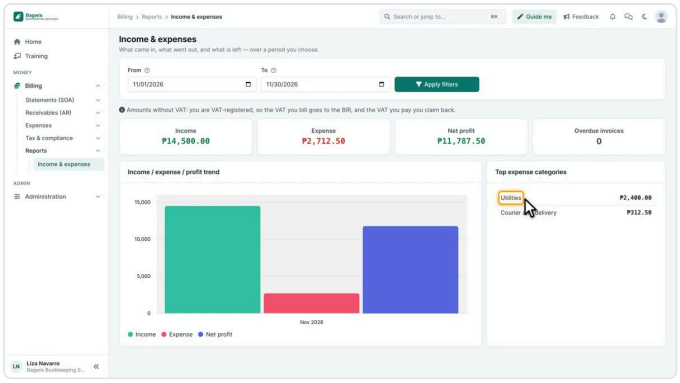


Expense shows the internet bill and the courier, without their VAT: two thousand seven hundred and twelve pesos and fifty centavos.



Net profit is eleven thousand seven hundred and eighty-seven pesos and fifty centavos so far. An invoice counts here once it is paid.

Check



Utilities is November's biggest expense: the internet bill.

You saw what is paid, and what came in and went out, without VAT. In the next lesson, Liza makes the quarter's Summary Lists for the BIR.

Check yourself

Where do you see how many of a month's invoices are paid?

Where do you see what came in and what went out?

Common mistakes

The screen says	What to do
Income is less than the payments you recorded.	That is correct for a VAT-registered business. The amounts leave out VAT, because the VAT you bill goes to the BIR.

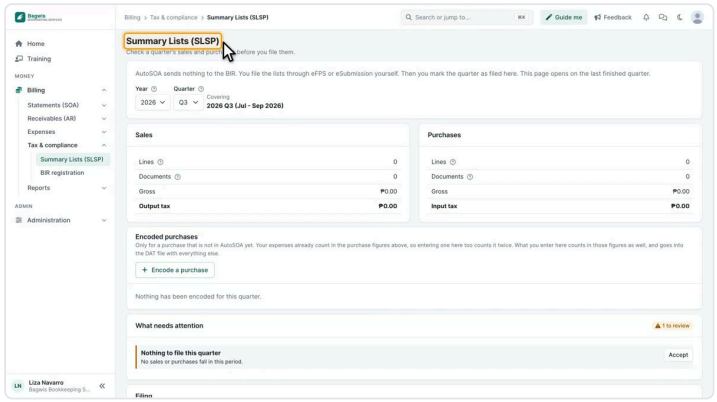
Lesson 23 · owner · 3 min · `soa-onboard-23.webm`

The quarter's Summary Lists

> **At the end you will have:** Q4's blocker cleared (Lungsod's TIN); purchases ₱3,038.00, input tax ₱325.50; DAT chosen in Format, in the Filing card; DAT files made

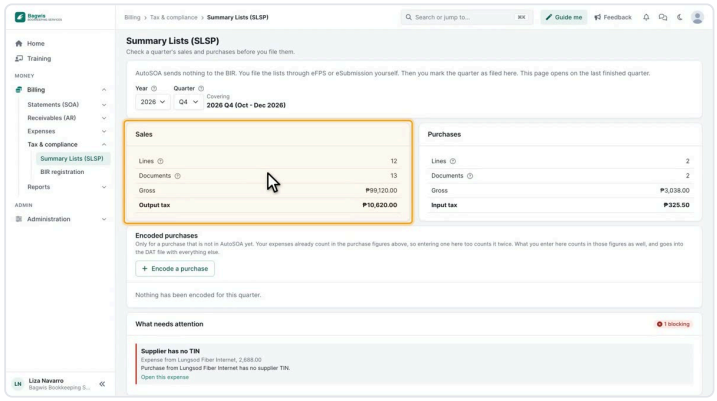
> **Before you start:** You need the BIR registration from lesson four, and the quarter's invoices and expenses.

1 **Open Billing, then Tax & compliance, then Summary Lists (SLSP).**



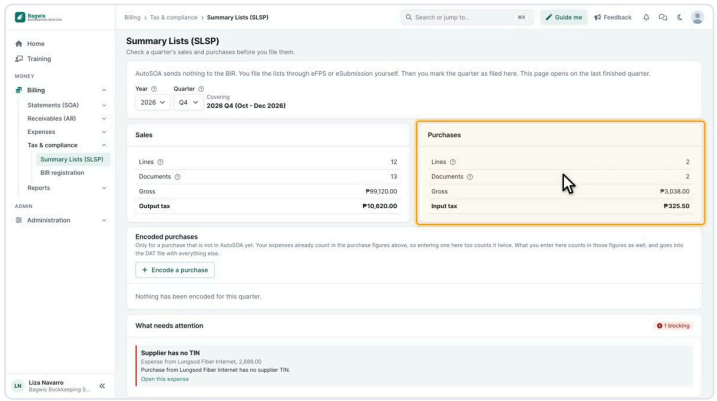
This is **Summary Lists**. It shows what a quarter files: the Summary List of Sales, and of Purchases.

2 **Choose Q4 in Quarter: October to December.**

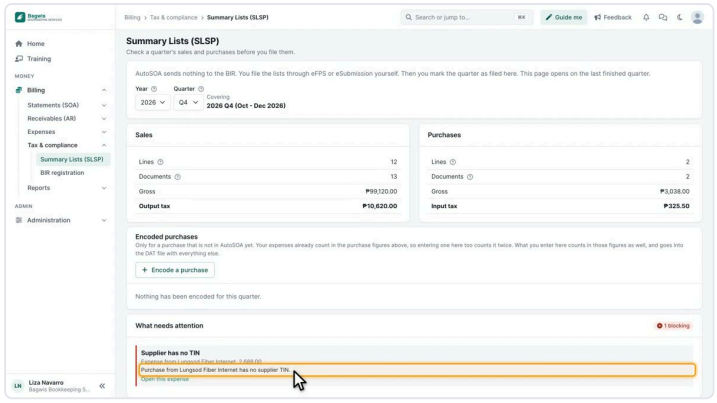


Sales shows November's thirteen invoices, with their VAT.

3



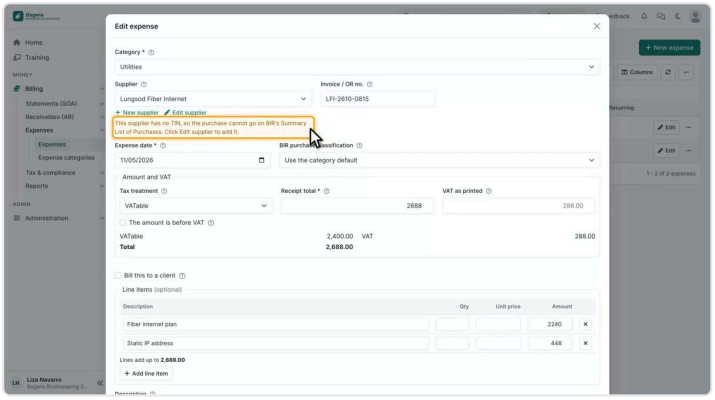
Purchases shows the internet bill and the courier receipt, with the VAT Bagwis claims.



One thing must be fixed first: the purchase from Lungsod Fiber Internet has no supplier TIN.

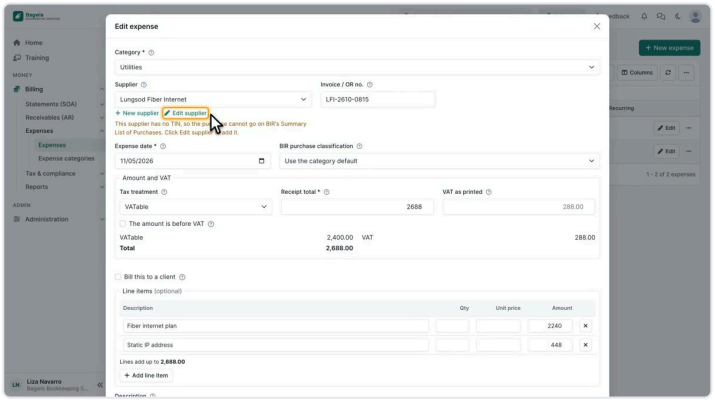
3 Ben added Lungsod Fiber Internet in lesson nineteen, with its name only. Lungsod has sent its TIN since.

Click Open this expense, under the finding.

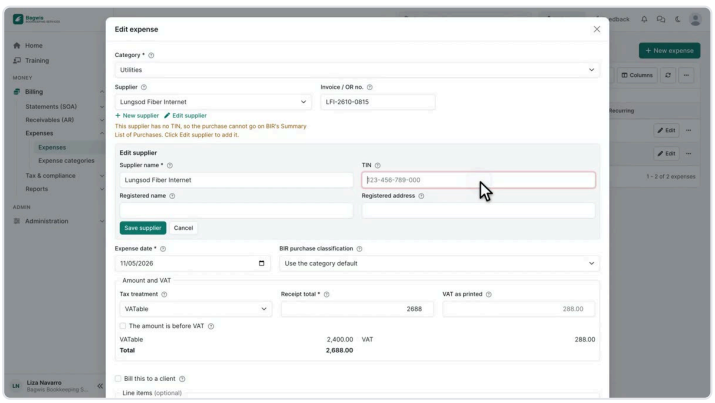


The internet bill opens, with the warning that its supplier has no TIN.

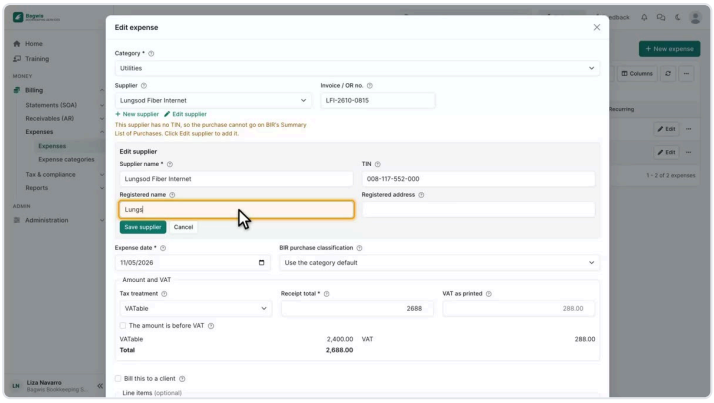
4 **Click Edit supplier.**



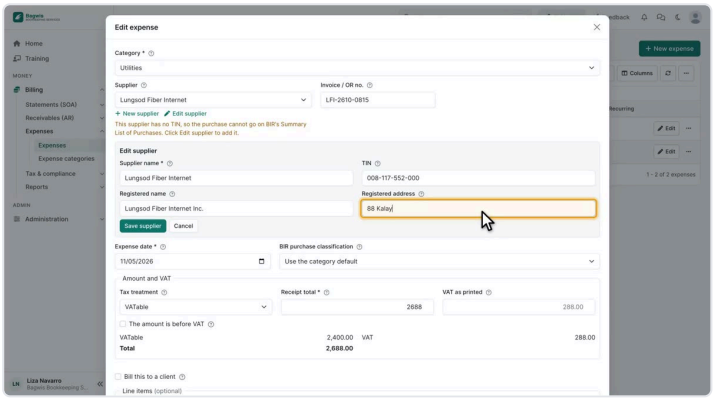
5 **Type the TIN in TIN.**



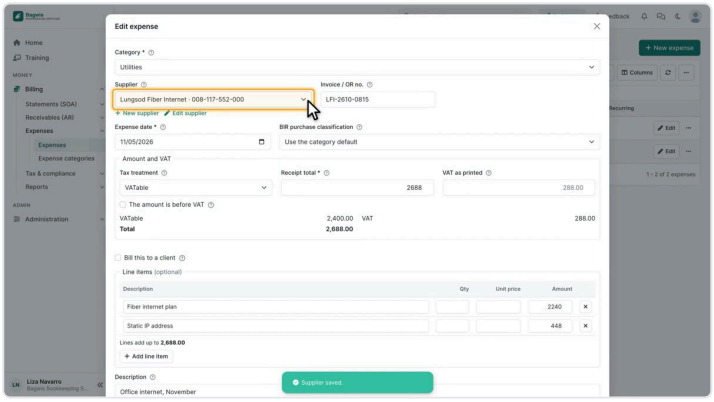
6 **Type the registered name in Registered name.**



7 **Type the registered address in Registered address.**

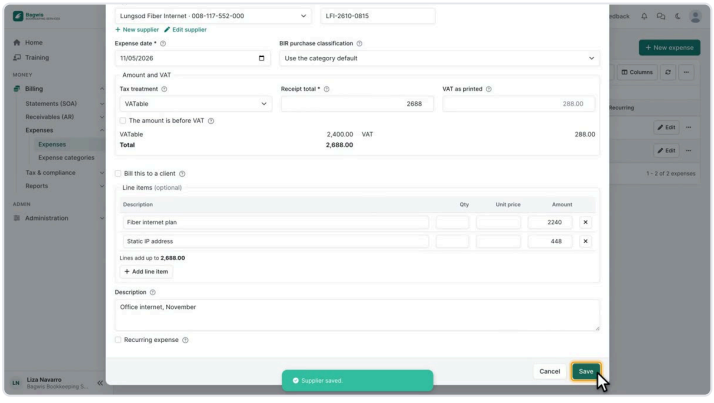


8 **Click Save supplier.**

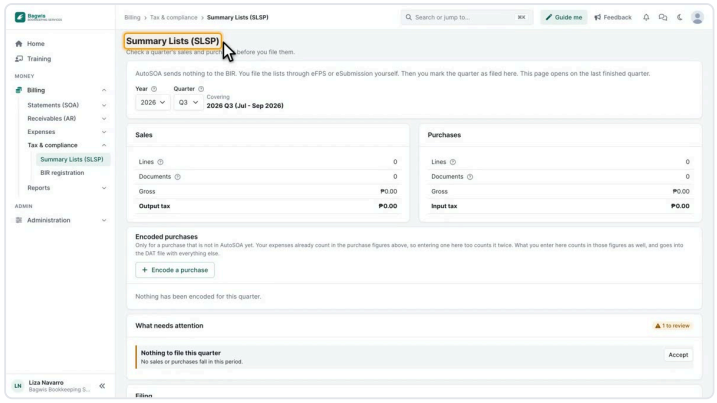


The warning is gone.

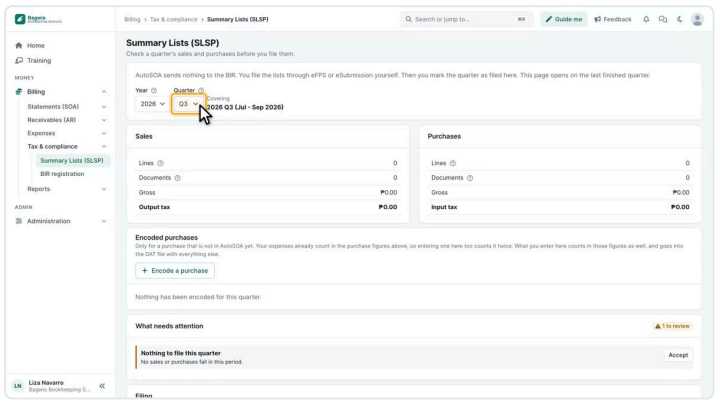
9 **Click Save.**



10 **Open Tax & compliance, then Summary Lists (SLSP).**

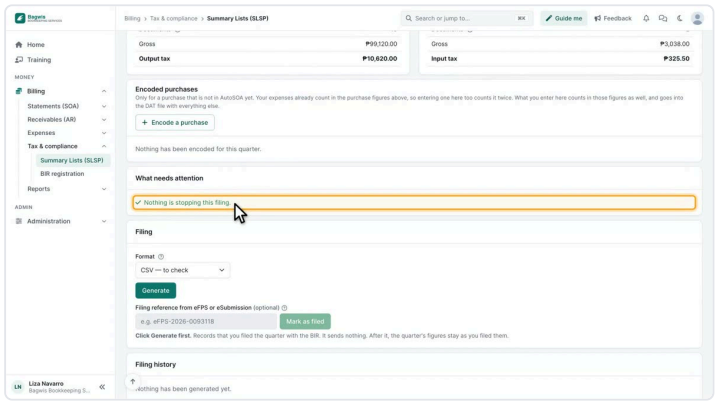


This is **Summary Lists** again.



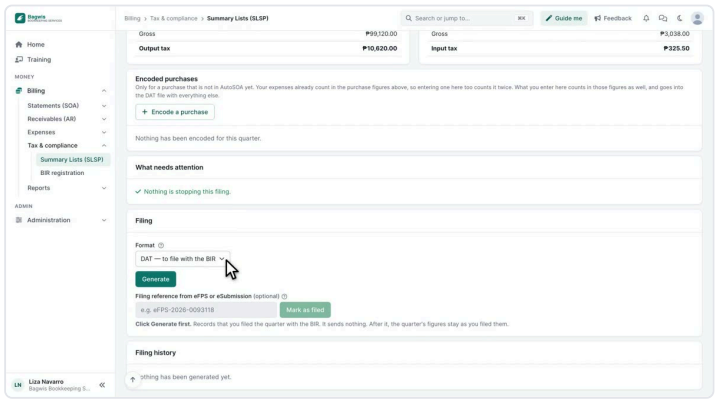
It opens on **Q3**, the quarter just finished.

11 **Choose Q4 in Quarter.**

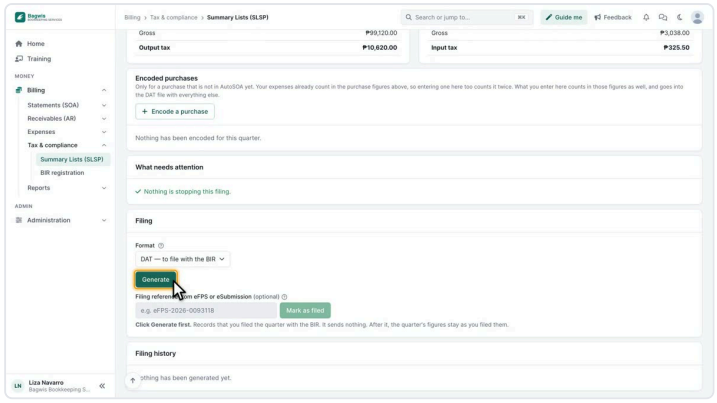


It says nothing is stopping this filing now.

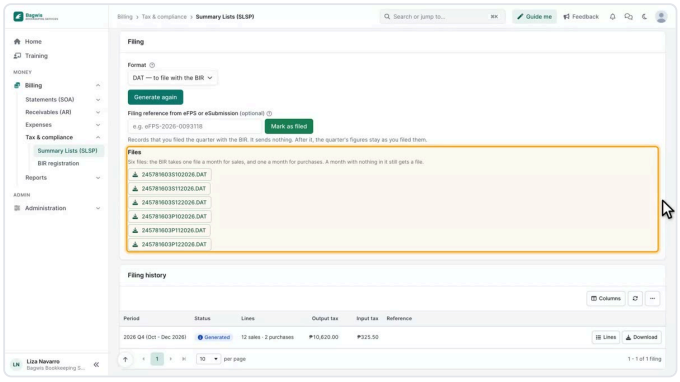
12 **Choose DAT in Format. These are the files the BIR takes.**



13 **Click Generate.**



Check After December, you file these with the BIR. Then you click **Mark as filed** on **Summary Lists**.



Here are the quarter's **Files** so far: one a month for sales, and one a month for purchases.

The quarter is clear. Its files are ready to make again at the end of December. Next, Ben enters a payment with Guide me.

Check yourself

Where do you check the quarter's Summary Lists?

How do you clear a purchase that has no supplier TIN?

How do you make the files the BIR takes?

Common mistakes

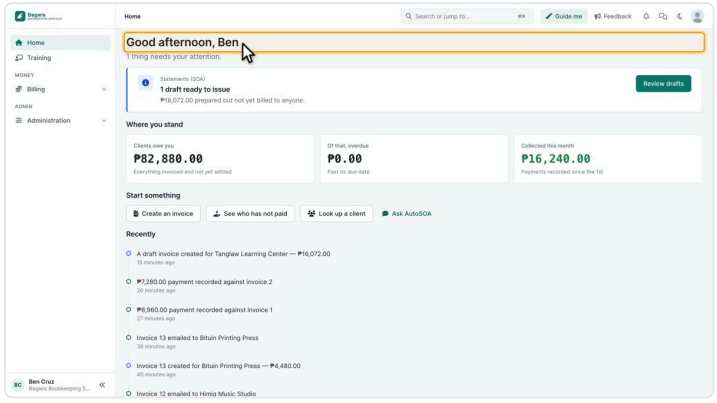
The screen says	What to do
"Purchase from … has no supplier TIN.", on **Summary Lists (SLSP)**.	Click **Open this expense** under it, then **Edit supplier**, and type the supplier's TIN. Click **Save supplier**, then **Save**.

Lesson 24 · staff · 3 min · `soa-onboard-24.webm`

Record a payment with Guide me

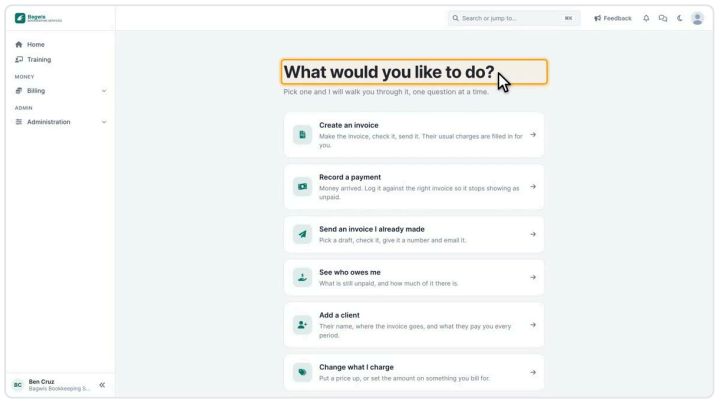
> **At the end you will have:** Pacific Rim Paid through Guide me

> **Before you start:** You need the November invoices from lesson thirteen. Lesson eighteen showed the same task without Guide me.



Ben is signed in for this lesson.

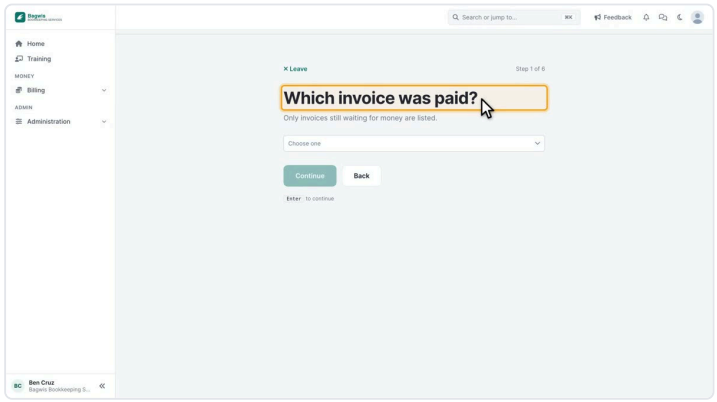
1 **Click Guide me, at the top of the page.**



Guide me asks **What would you like to do?** Each card is one task.

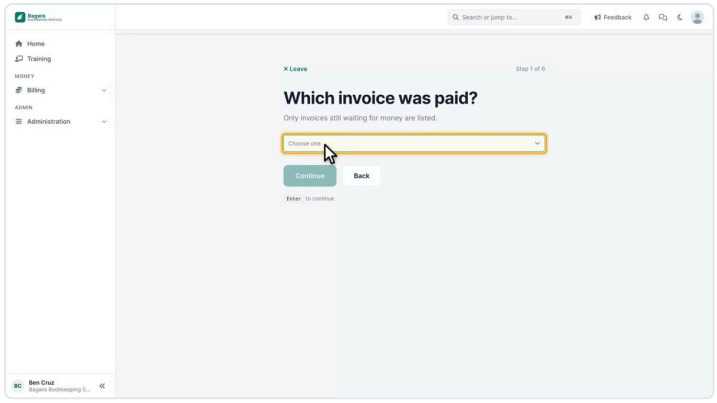
2 Pacific Rim Logistics paid its November invoice by bank transfer.

Click Record a payment.

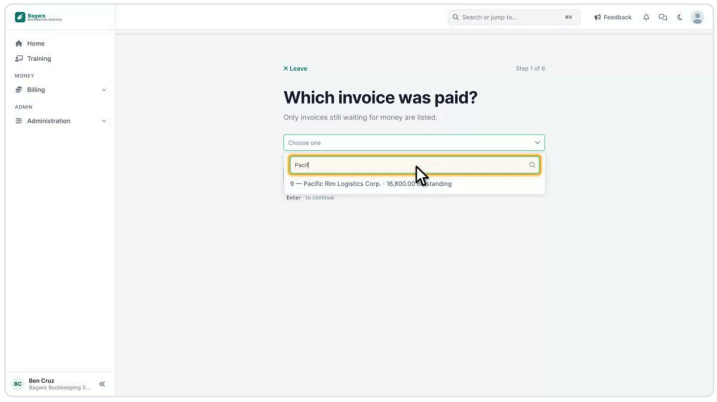


It asks one question at a time. First: **Which invoice was paid?**

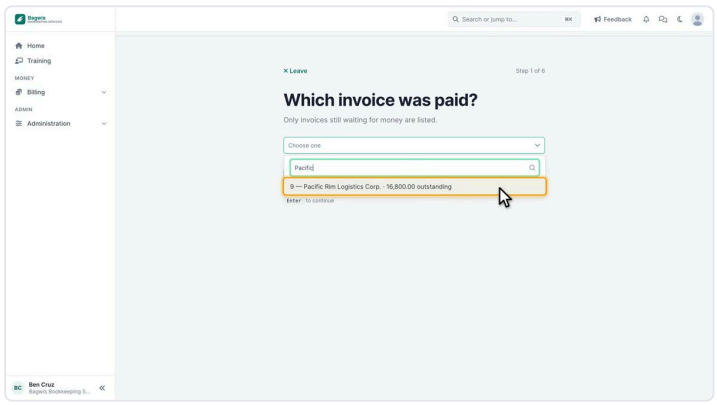
3 Click **Choose one**, under the question.



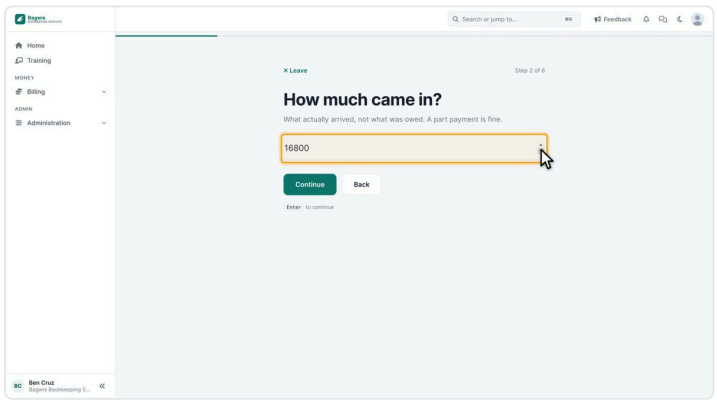
4 Find "Pacific" in the search box.



5 Click **9 — Pacific Rim Logistics**.

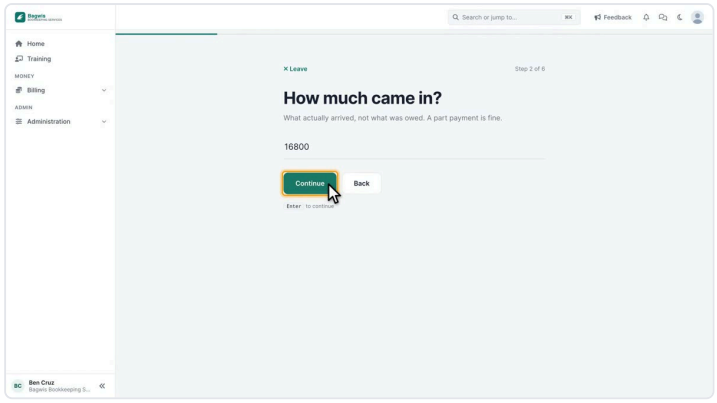


6 Click **Continue**.

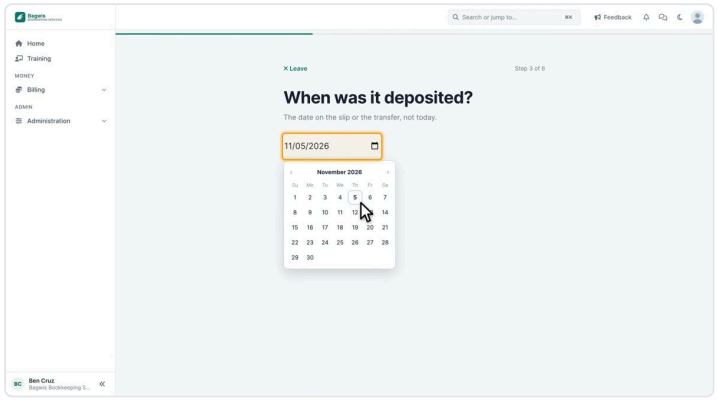


How much came in? It shows what the invoice still owes: sixteen thousand eight hundred pesos.

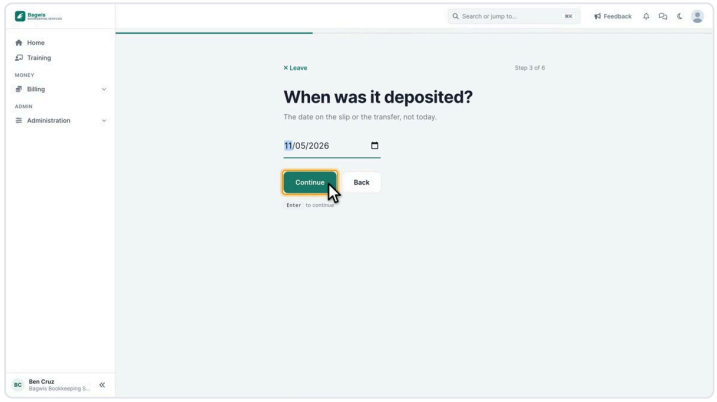
7 That is what arrived. Click **Continue**.



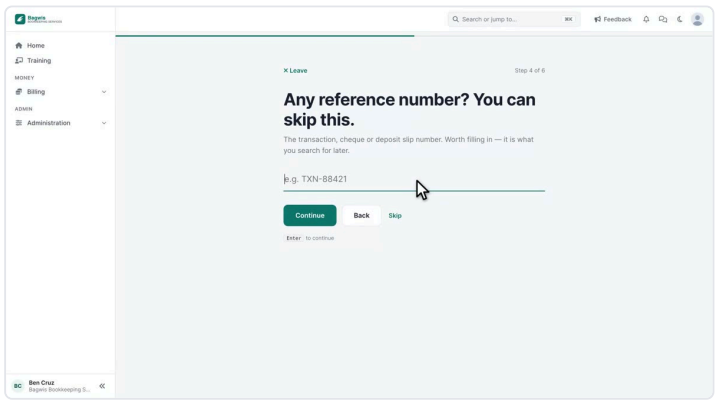
8 Pick the date of the transfer.



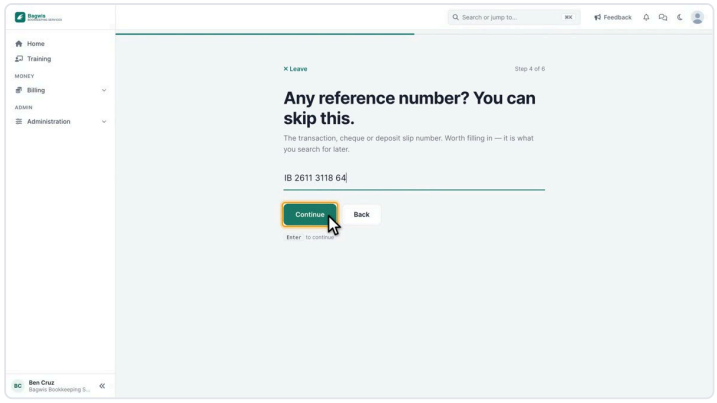
9 Click **Continue**.



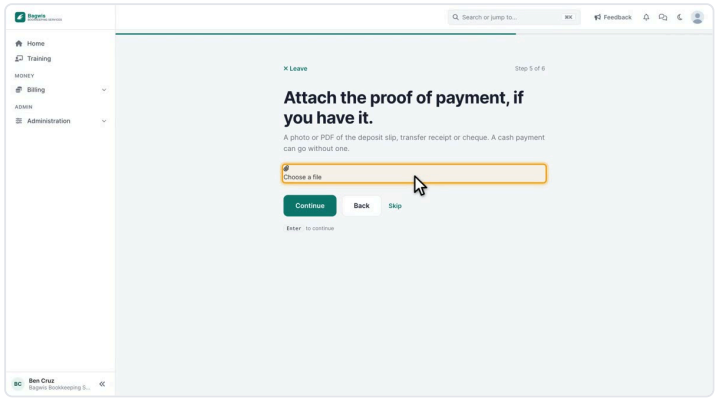
10 Type the bank's reference.



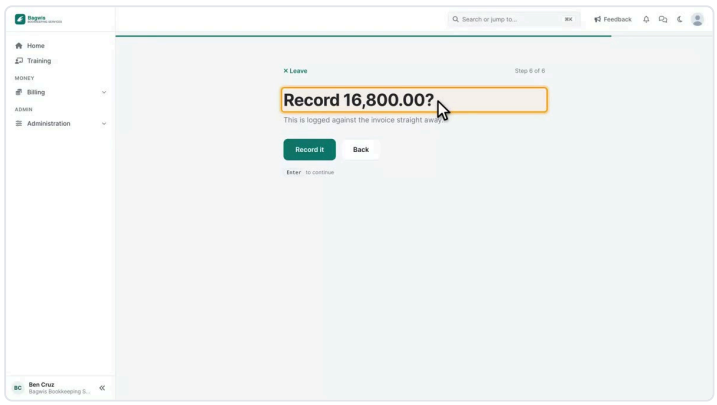
11 Click **Continue**.



12 Click **Choose a file**, and choose the transfer confirmation.

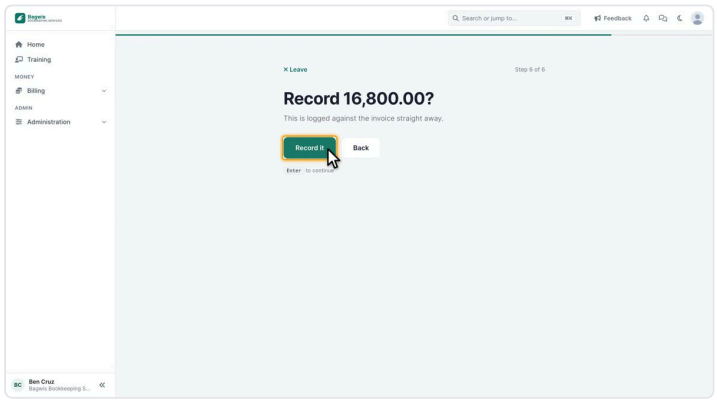


13 Click **Continue**.

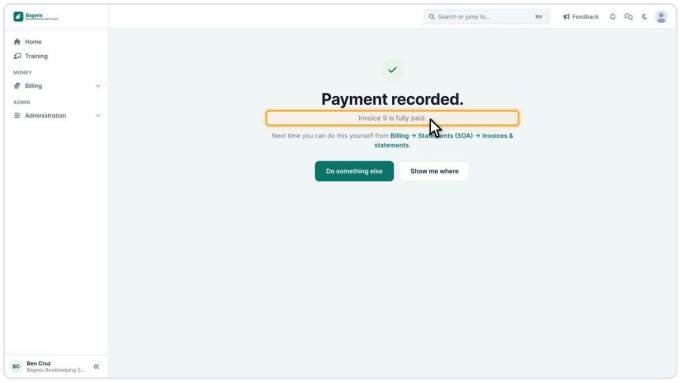


It asks you to confirm: **Record 16,800.00?**

14 Click **Record it**.

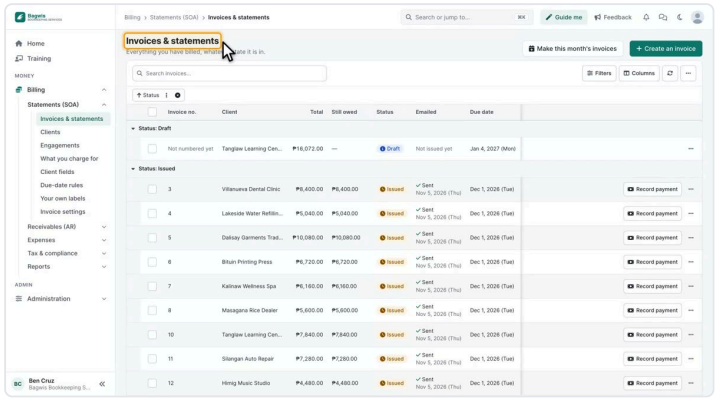


What changed



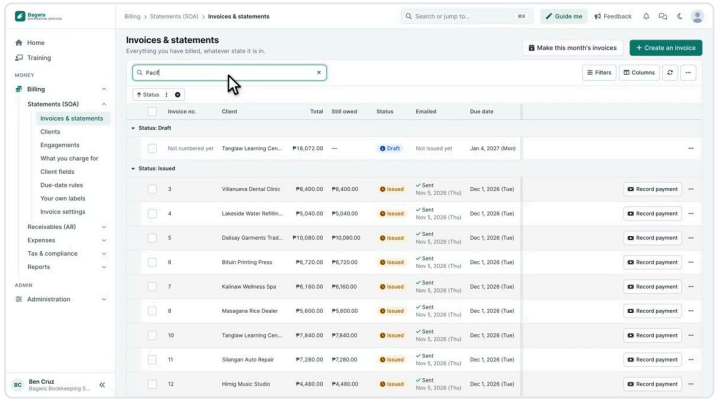
Payment recorded. Invoice 9 is fully paid.

15 **Click Show me where.**

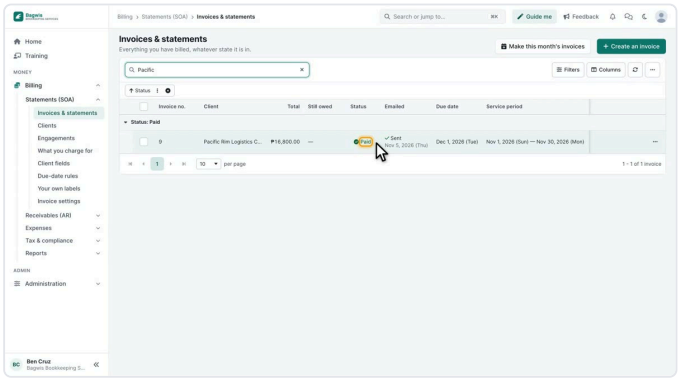


Guide me opens **Invoices & statements**, the page for this task.

16 **Find "Pacific" in the search box.**



Check



The invoice for Pacific Rim Logistics shows **Paid**.

Guide me took Ben through the payment, one question at a time. The next lessons show what to do when something goes differently.

Check yourself

Where is Guide me?

What does Guide me ask before it records a payment?

Common mistakes

The screen says	What to do
A card is greyed out, with "Set up your billing first."	Run the setup wizard first (lesson three). The card works after that.

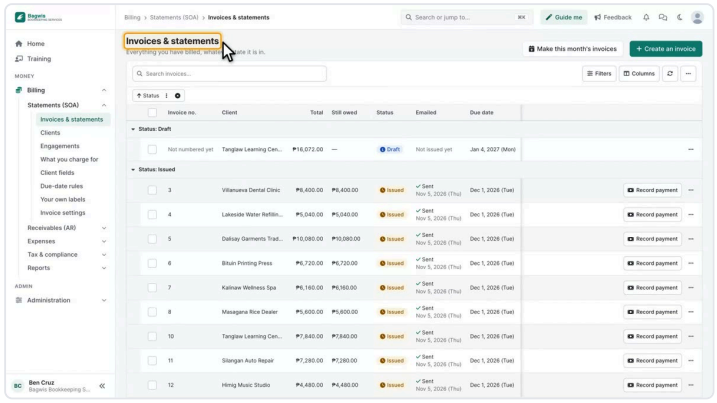
Lesson 25 · staff · 2 min · `soa-onboard-25.webm`

S1 · A client pays only part

> **At the end you will have:** Villanueva Part paid, then Paid

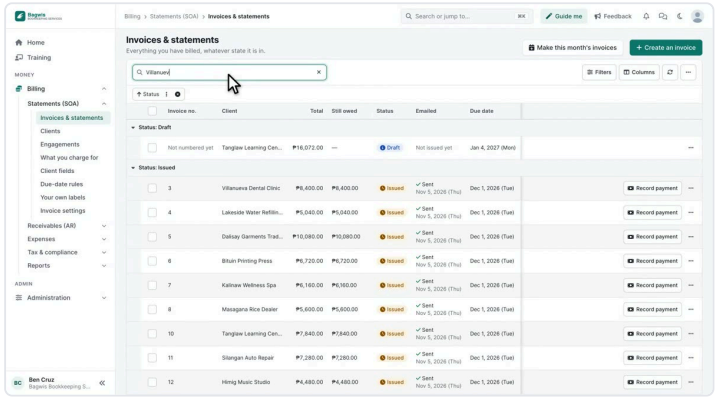
> **Before you start:** You need November's invoices from lesson thirteen.

1 **Open Billing, then Statements (SOA), then Invoices & statements.**



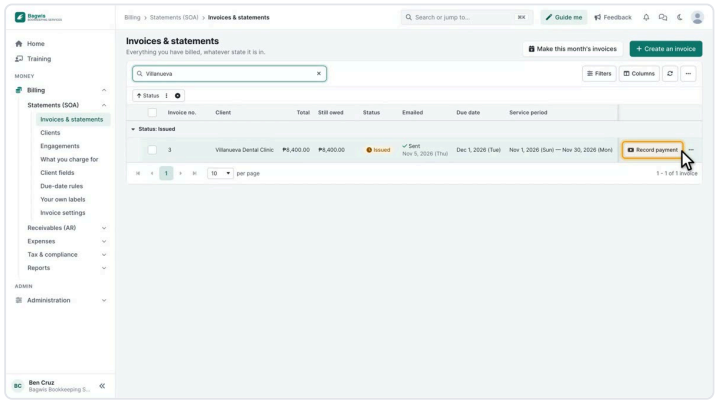
Here is every invoice.

2 **Find "Villanueva" in the search box.**

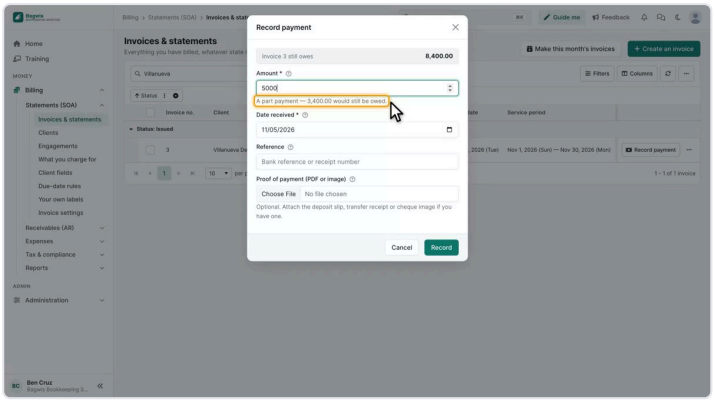


3 Villanueva sent five thousand pesos by transfer.

Click Record payment on the row.

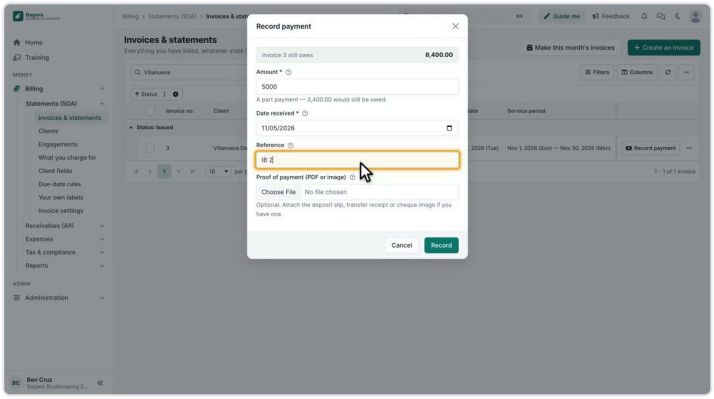


4 **Type 5000 in Amount: what arrived.**

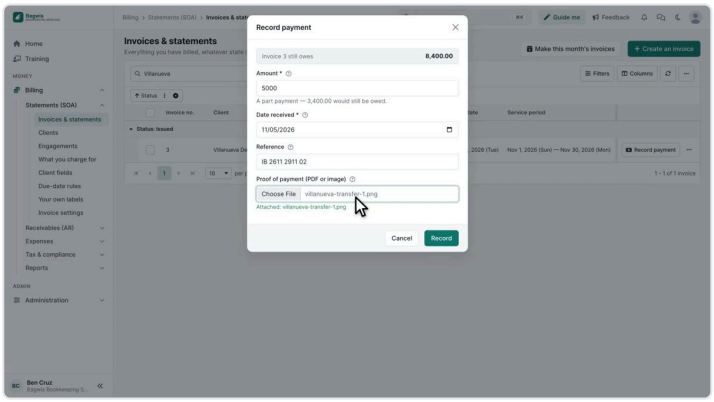


It says a part payment: three thousand four hundred pesos would still be owed.

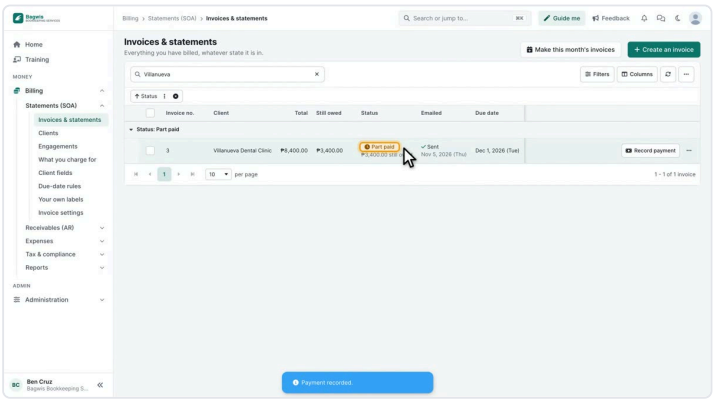
5 **Type the bank's reference in Reference.**



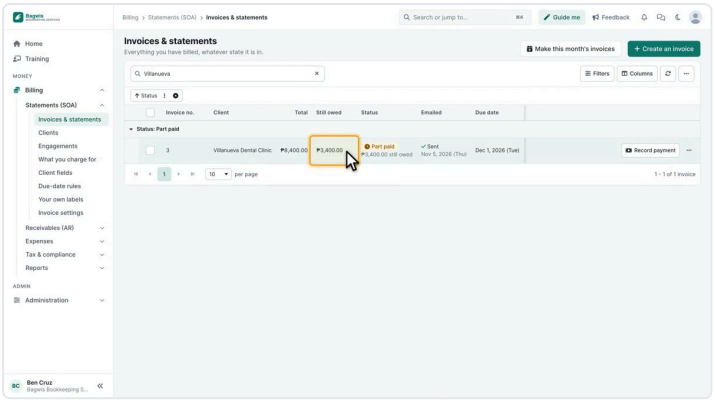
6 **Click Choose File in Proof of payment, and choose the transfer confirmation.**



7 **Click Record.**



The invoice shows **Part paid**. It moves under **Status: Part paid**.

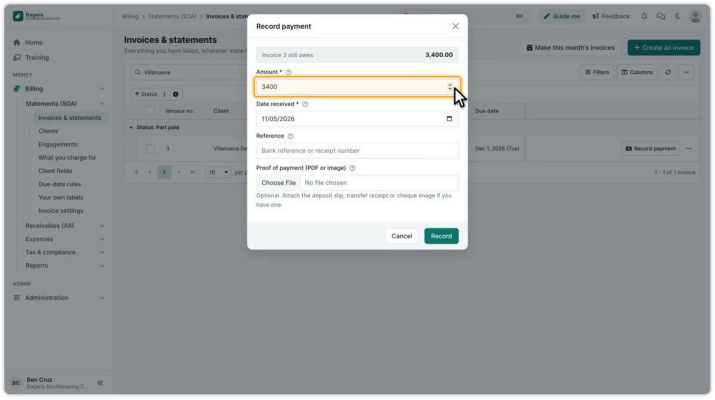


Still owed shows three thousand four hundred pesos.

8

Then Villanueva sends the rest.

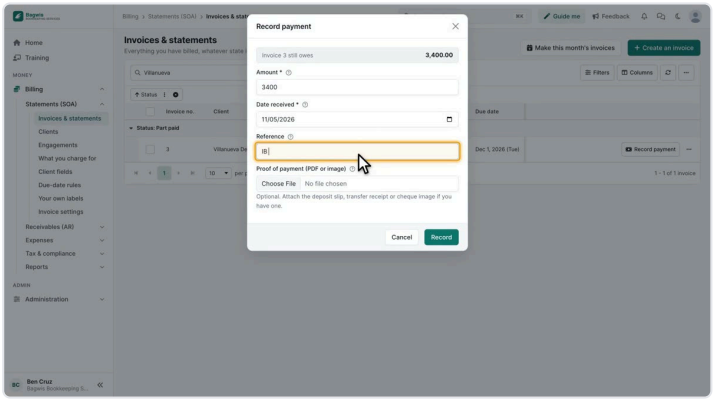
Click Record payment on the row.



Amount shows what is still owed: three thousand four hundred pesos.

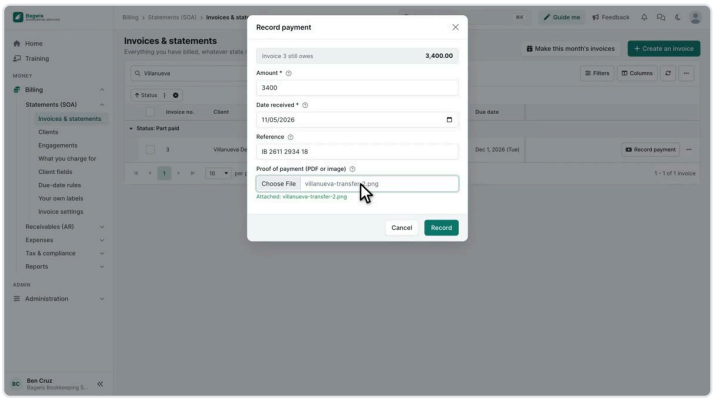
9

Type the bank's reference in Reference.

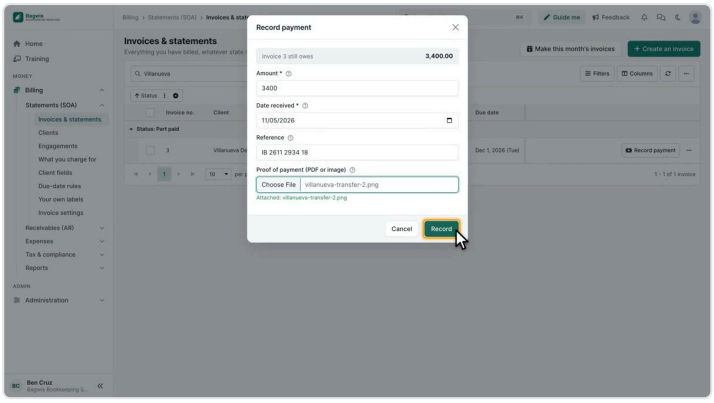


10

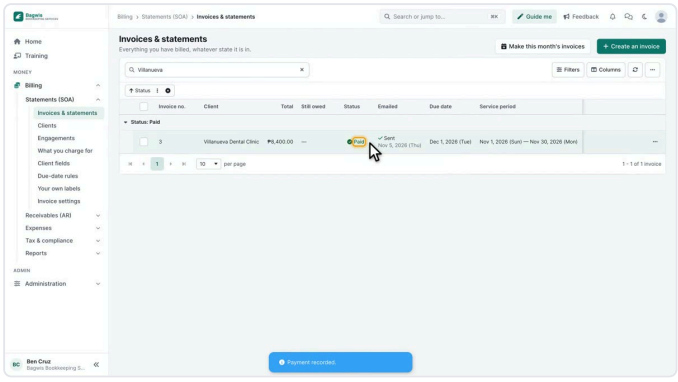
Click Choose File in Proof of payment, and choose the second transfer confirmation.



11 **Click Record.**



Check



The invoice shows **Paid**.

> **The rule to remember:** The rule: enter what arrived. The rest stays owed until it comes.

Two payments settled one invoice. Each was entered when it arrived. In the next lesson: what if an issued invoice is wrong?

Check yourself

What do you type in Amount when a client pays only part?

What does Amount show when the rest arrives?

Common mistakes

The screen says	What to do
"A part payment — … would still be owed."	Check **Amount** against your bank. If it is what arrived, click **Record**. The rest stays owed until it comes.

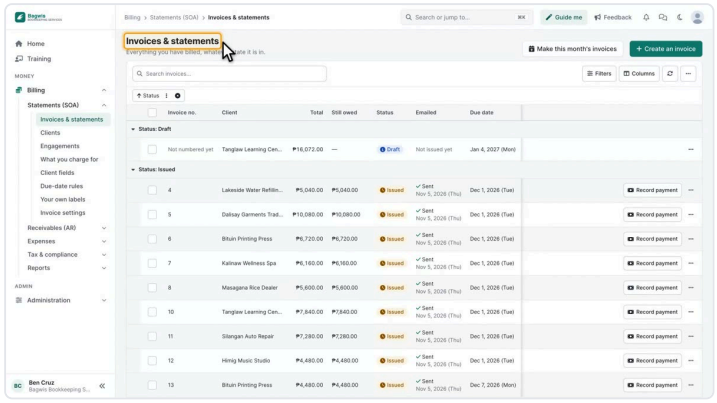
Lesson 26 · staff · 2 min · `soa-onboard-26.webm`

S2 · An issued invoice is wrong

> **At the end you will have:** Lakeside voided and reissued

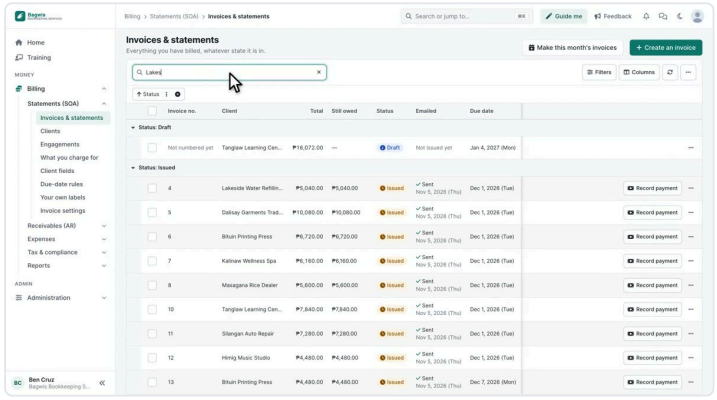
> **Before you start:** You need November's invoices from lesson thirteen.

1 **Open Billing, then Statements (SOA), then Invoices & statements.**



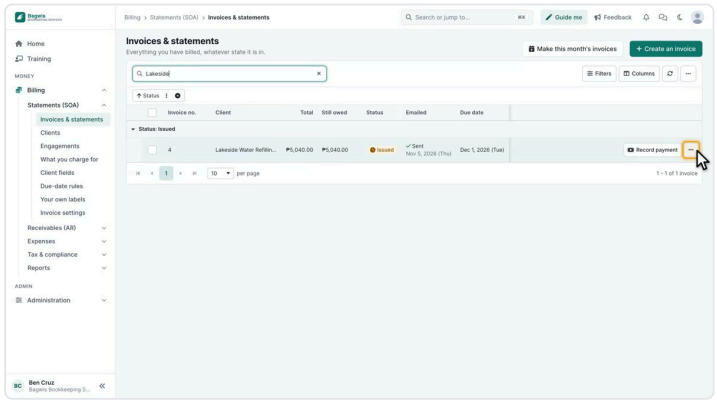
Here is every invoice.

2 **Find "Lakeside" in the search box.**

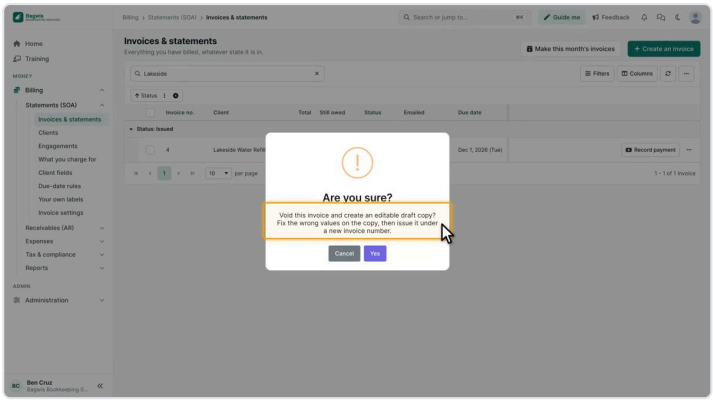


3 Here is that invoice: five thousand forty pesos with VAT. It should be four thousand four hundred eighty.

Click the row's menu.

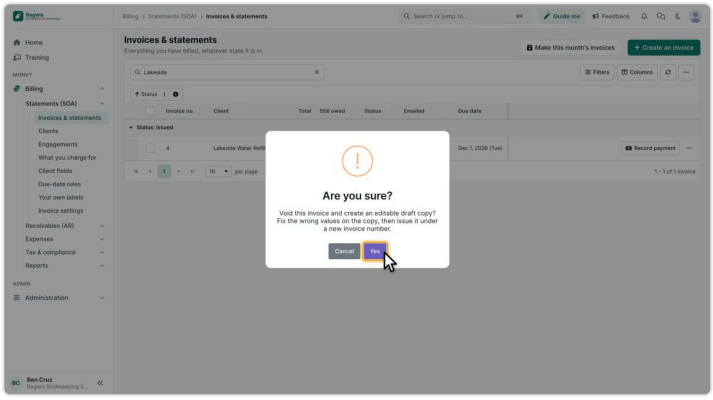


4 **Click Correct & reissue.**

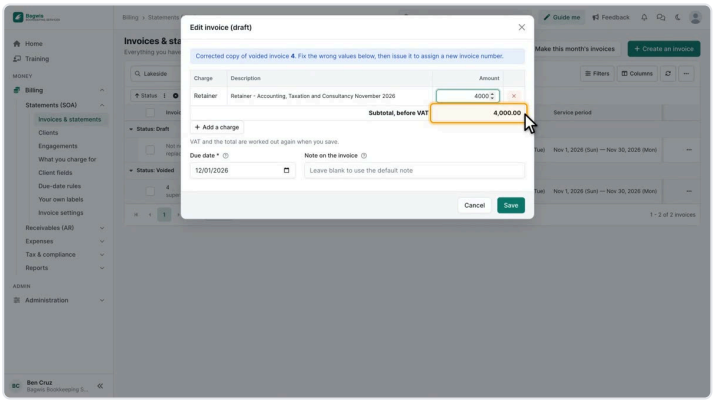


It asks to void this invoice, and make a draft copy you can change.

5 **Click Yes.**

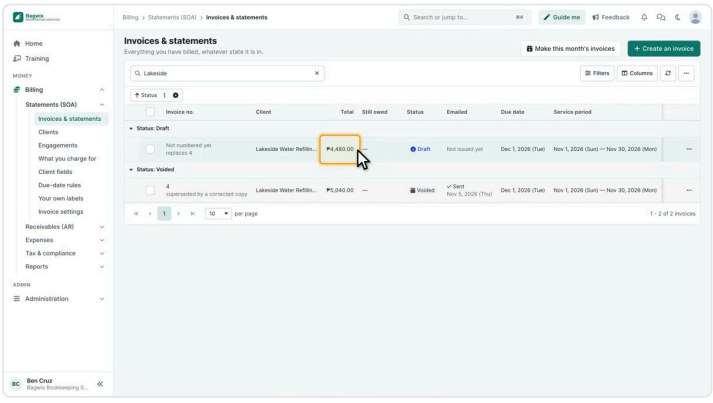


6 **Type 4000 in the Retainer line.**



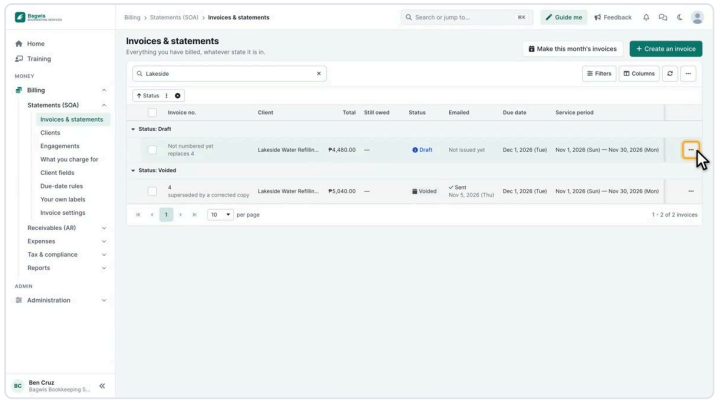
Subtotal, before VAT shows four thousand pesos. VAT is worked out again when you save.

7 **Click Save.**

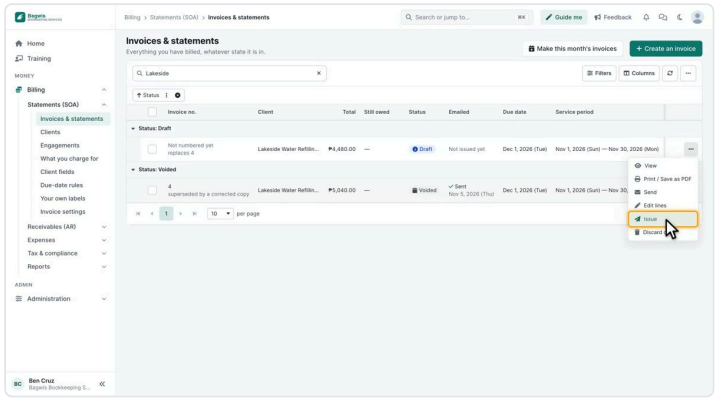


The corrected invoice shows **Draft**: four thousand four hundred eighty pesos with VAT.

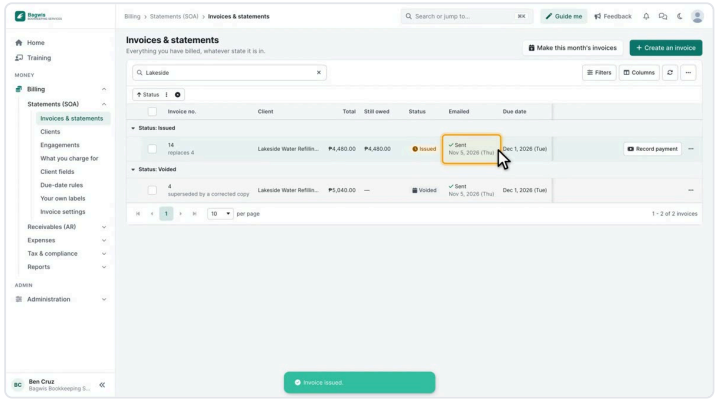
8 **Click the row's menu.**



9 **Click Issue.**

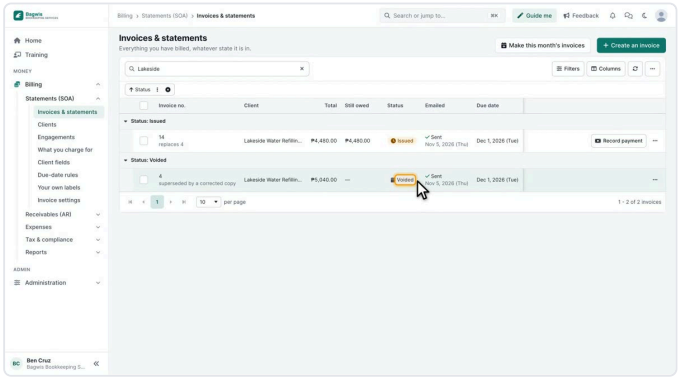


10 **Click Yes.**



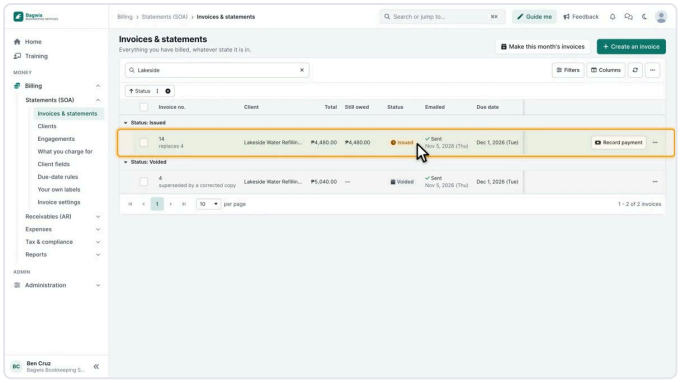
It went to Lakeside by itself when you clicked **Yes**. **Emailed** says **Sent**.

Check



The wrong invoice shows **Voided**. It is kept as a record.

Check



The corrected one shows **Issued**, with a new number.

> **The rule to remember:** The rule: never change an issued invoice. Void it, or correct and reissue it.

The wrong invoice is never changed. It is voided, and a corrected one takes its place. In the next lesson: what if a client pays late?

Check yourself

How do you correct an invoice that is already issued?

What does the wrong invoice show afterwards?

Common mistakes

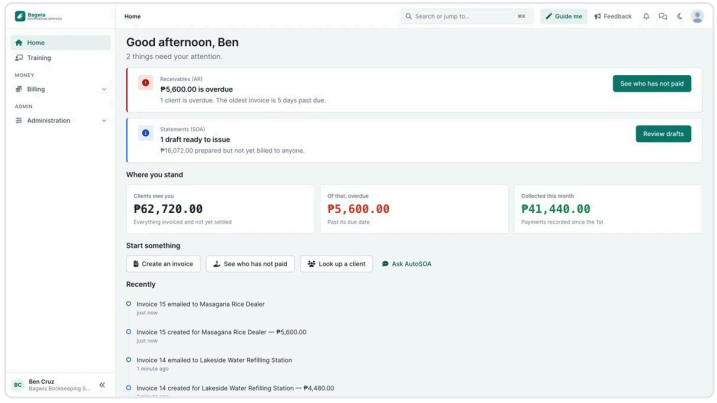
The screen says	What to do
A message asks to void this invoice and make a draft copy you can change.	Click **Yes**. The wrong invoice is kept, and shows **Voided**. You change the copy, then issue it.
The VAT still shows the old amount after you change a line.	Click **Save**. VAT is worked out again when you save.

Lesson 27 · staff · 1 min · `soa-onboard-27.webm`

S3 · A client pays late

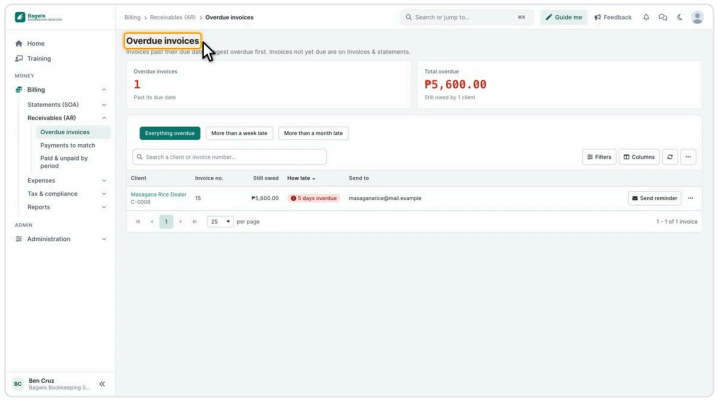
> **At the end you will have:** Masagana reminded (staged October invoice 15, its own row at ₱5,600); interest counted from after the grace days

> **Before you start:**

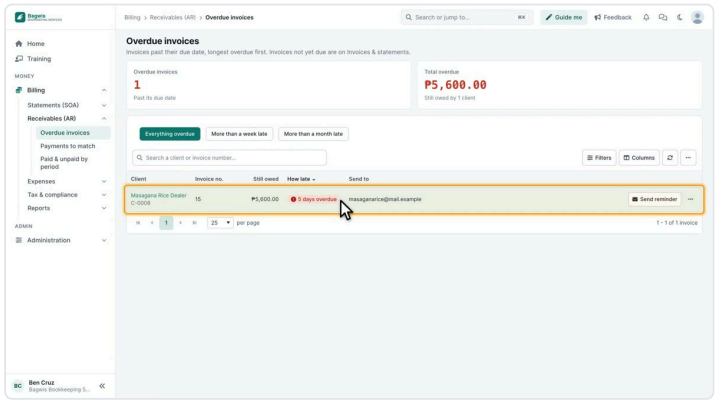


For this lesson, the course added an October invoice for Masagana, and emailed it to them. It was due October thirty-first, and is not paid.

1 **Open Billing, then Receivables (AR), then Overdue invoices.**



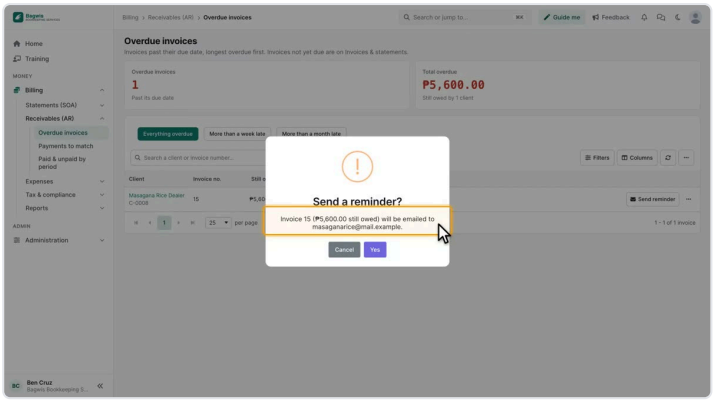
This is **Overdue invoices**: every invoice past its due date.



Masagana's invoice is here: five thousand six hundred pesos, and how many days late it is.

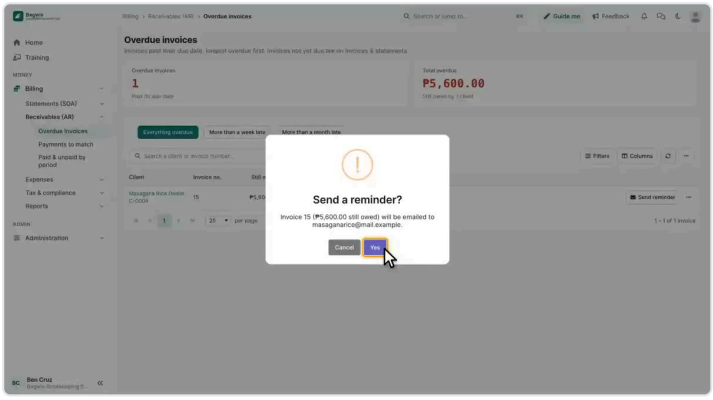
2 A reminder emails the invoice again, with what is still owed.

Click Send reminder.

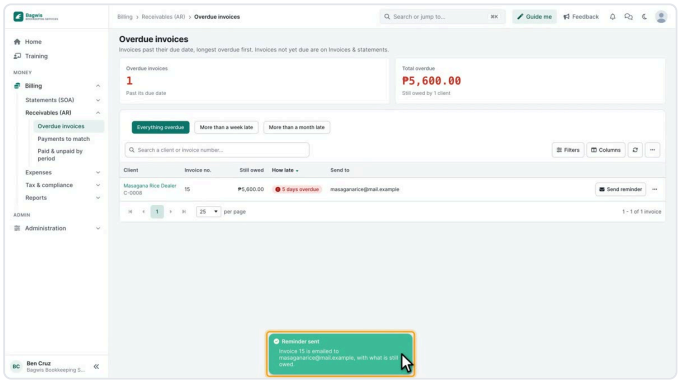


It shows the five thousand six hundred pesos owed, and the email address it goes to.

3 **Click Yes.**

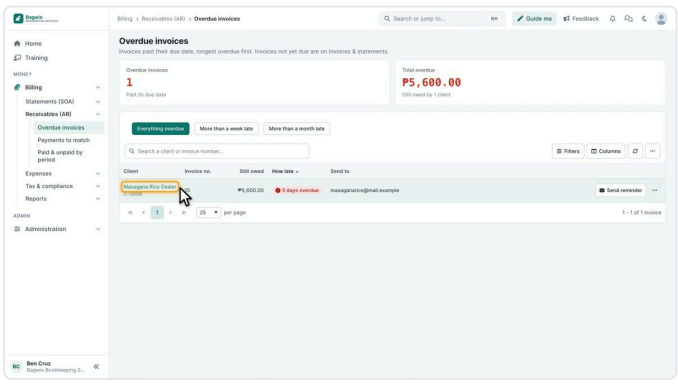


Check



A message says **Reminder sent**, to Masagana's email address.

Check The grace days are the three you set in lesson seven.



When Masagana pays, enter the payment as in lesson eighteen.

> **The rule to remember:** The rule: interest is charged only on what is still unpaid after its due date and the grace days. It goes on the client's next invoice, with that balance.

You found a late invoice, and sent a reminder in two clicks. In the next lesson: what if a client's proof of payment does not match?

Check yourself

Where do you find every invoice that is past its due date?

How do you remind a late client?

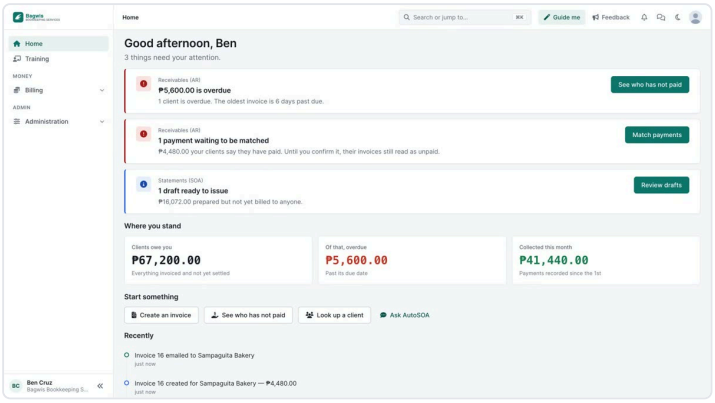
Where is the interest rate on late invoices set?

Lesson 28 · staff + client · 2 min · `soa-onboard-28.webm`

S4 · The proof does not match

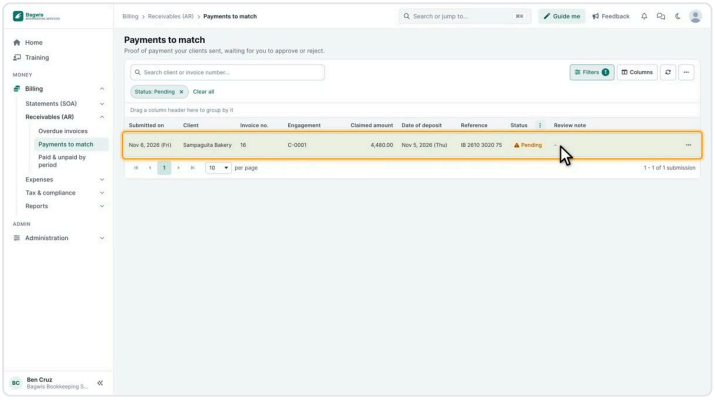
> **At the end you will have:** short proof rejected with a reason

> **Before you start:**



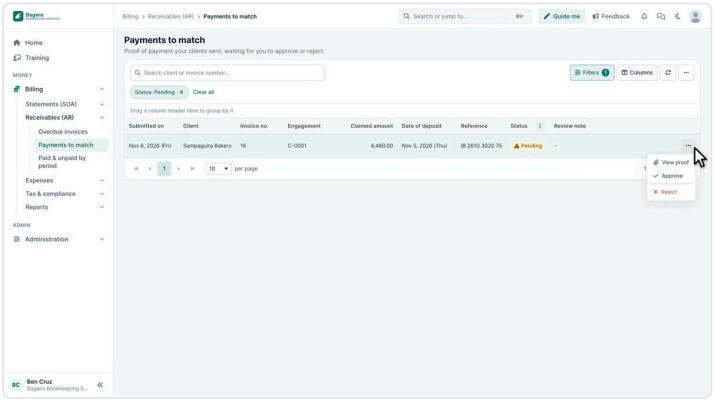
For this lesson, the course added a catch-up invoice for Sampaguita Bakery, for January to October: four thousand four hundred eighty pesos. It also added the proof they sent for it.

1 **Open Billing, then Receivables (AR), then Payments to match.**

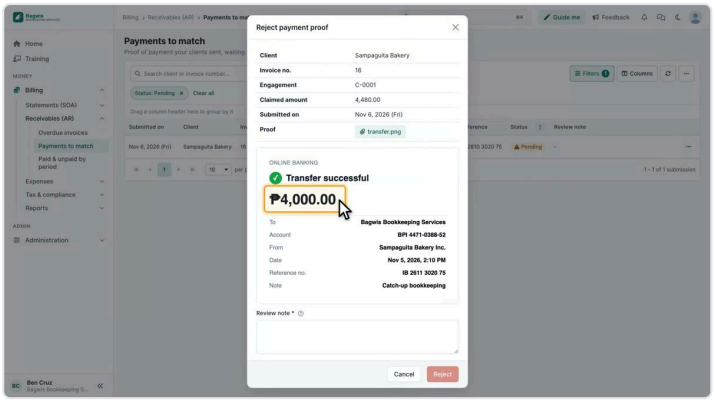


Here is Sampaguita's proof, waiting.

2 **Click the row's menu.**



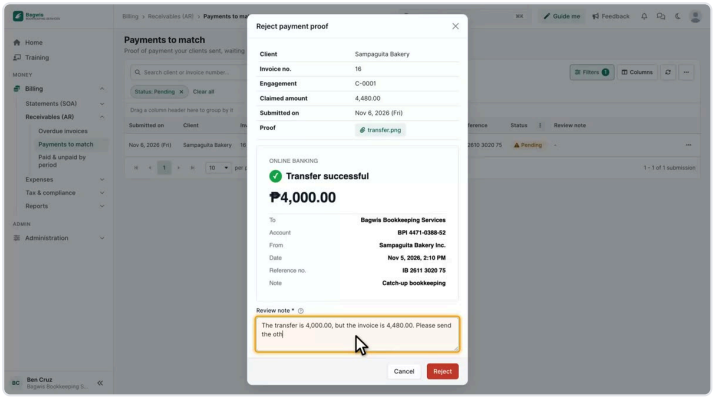
3 **Click Reject.**



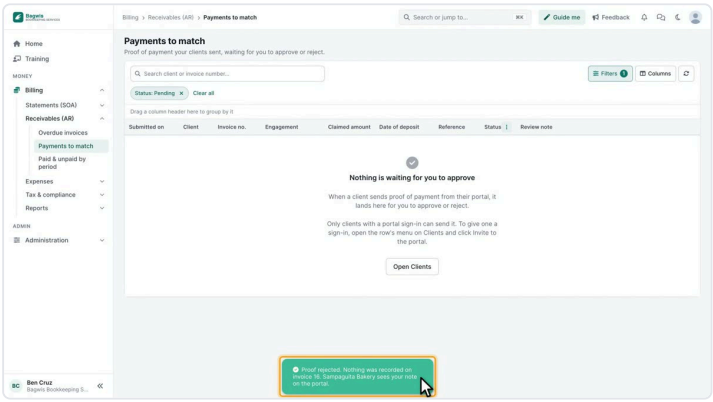
The transfer is only four thousand pesos.

4 Say what is wrong, and what the client should do.

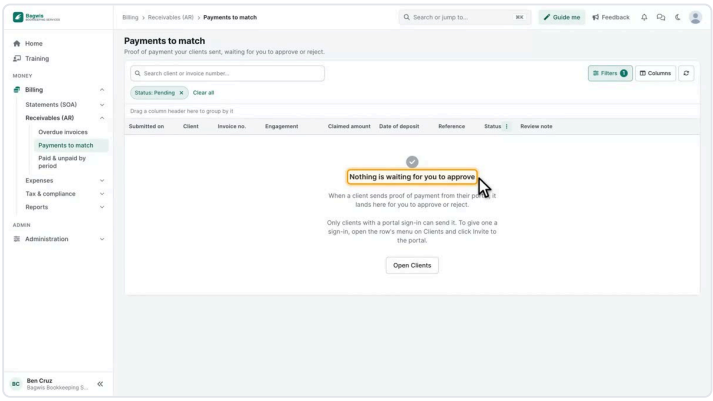
Type the reason in Review note.



5 **Click Reject.**

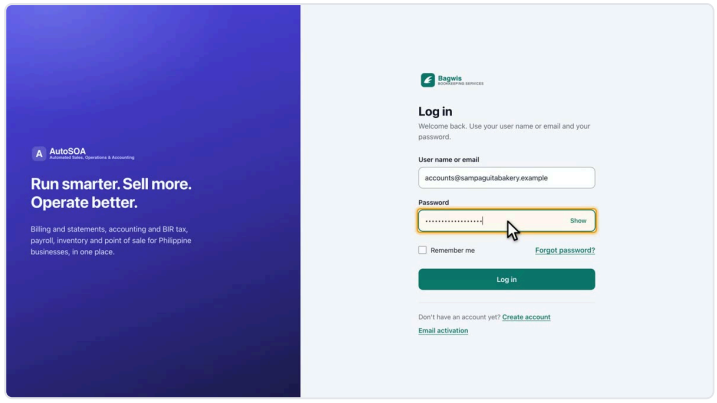


A message says **Proof rejected**. Nothing is recorded on the invoice.

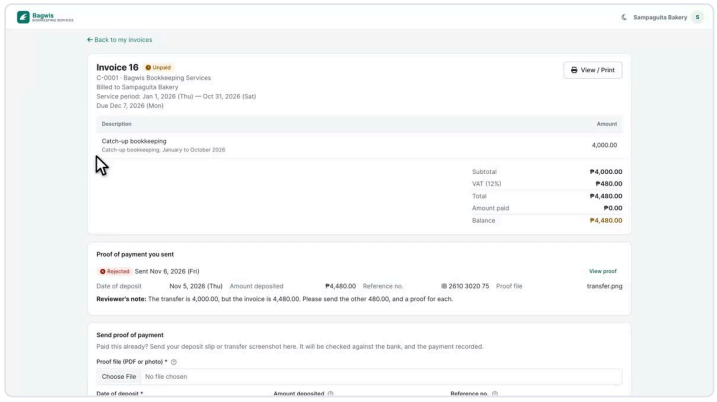


Nothing is waiting for you to approve now. The invoice stays unpaid.

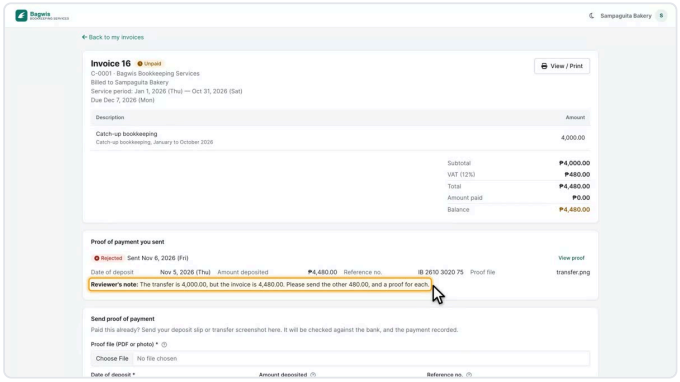
6 **On the portal, the client logs in.**



7 **They click the catch-up invoice number.**



Check



Their proof shows **Rejected**, with your reason under **Reviewer's note**.

> **The rule to remember:** The rule: reject it with a reason. The client sees the reason, and can send the right proof.

The client knows what was wrong, and can send the right proof from here. In the next lesson: what if a client pays too much?

Check yourself

How do you turn back a proof that does not match?

Where does the client read your reason?

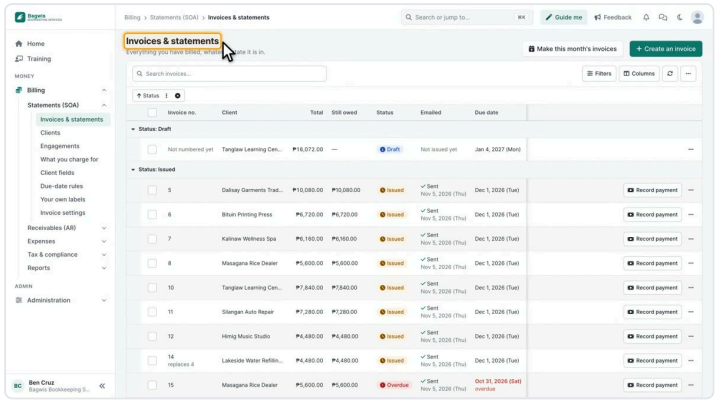
Lesson 29 · staff · 2 min · `soa-onboard-29.webm`

S5 · A client pays too much

> **At the end you will have:** Dalisay's ₱920 credit; Kalinaw's ₱40 tip

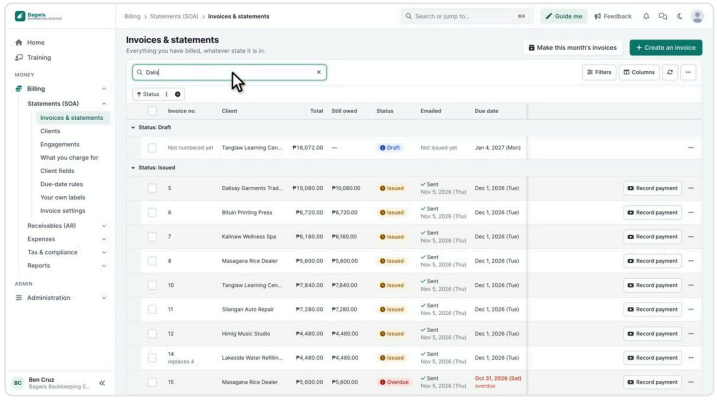
> **Before you start:** You need November's invoices from lesson thirteen.

1 Open **Billing**, then **Statements (SOA)**, then **Invoices & statements**.

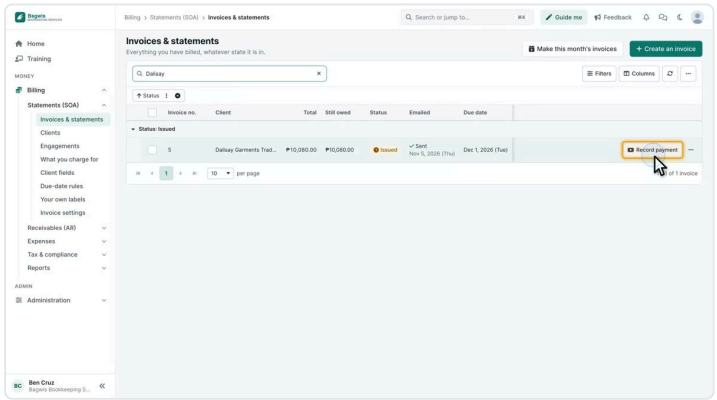


Here is every invoice.

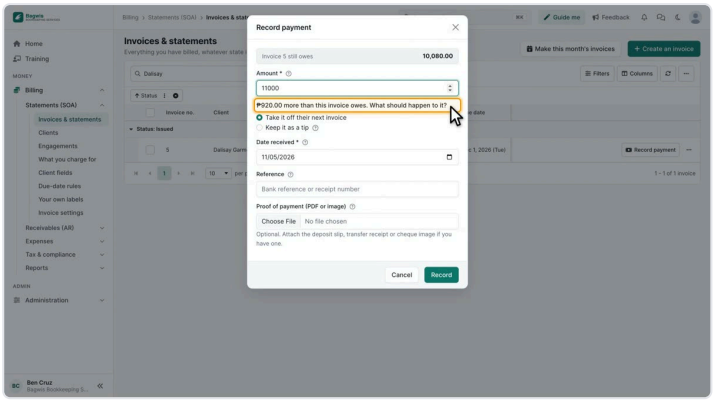
2 Find "Dalisay" in the search box.



3 Click **Record payment** on the row.



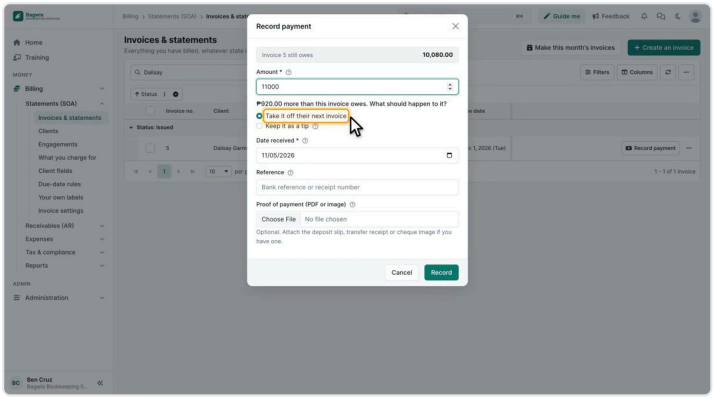
4 **Type 11000 in Amount: what arrived.**



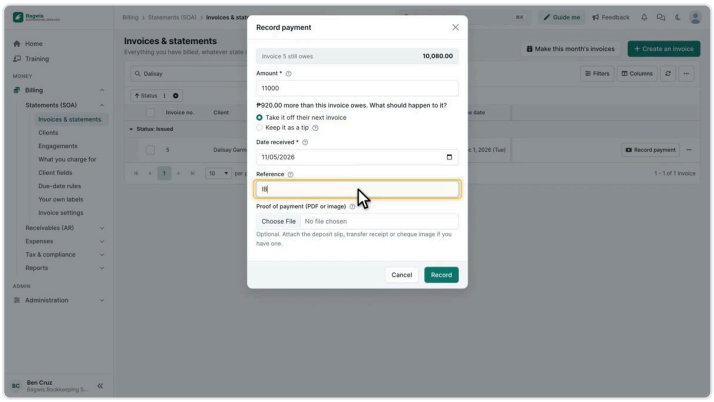
It asks what should happen to the nine hundred twenty pesos more than the invoice owes.

5 Dalisay wants the extra taken off its next invoice. That is the usual choice.

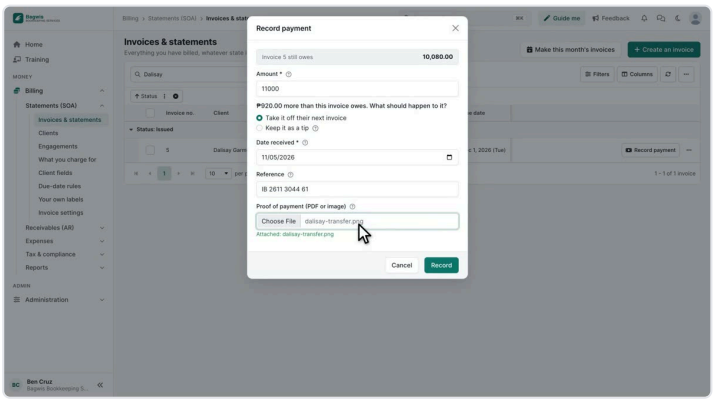
Take it off their next invoice is already chosen. Leave that as it is.



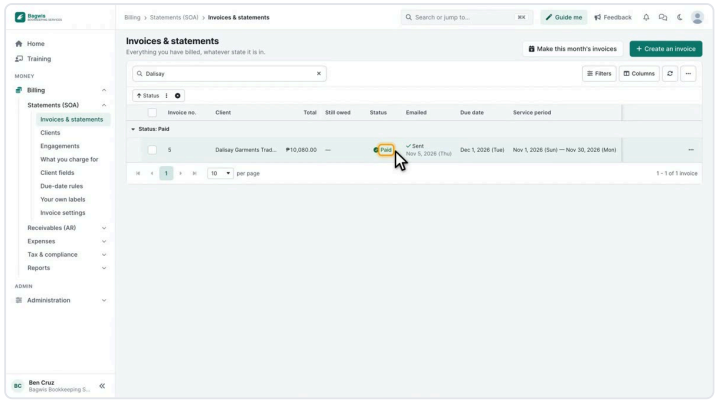
6 **Type the reference in Reference.**



7 **Click Choose File in Proof of payment, and choose the transfer confirmation.**



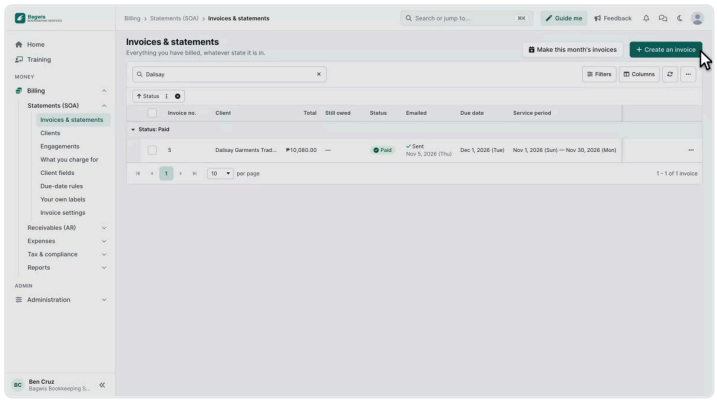
8 **Click Record.**



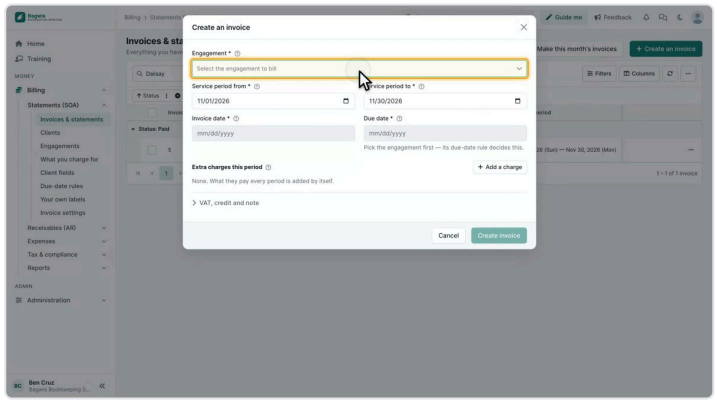
The invoice shows **Paid**. The ₱920.00 extra is kept as Dalisay's credit.

9 Here is where the credit goes: Dalisay's next invoice.

Click Create an invoice.

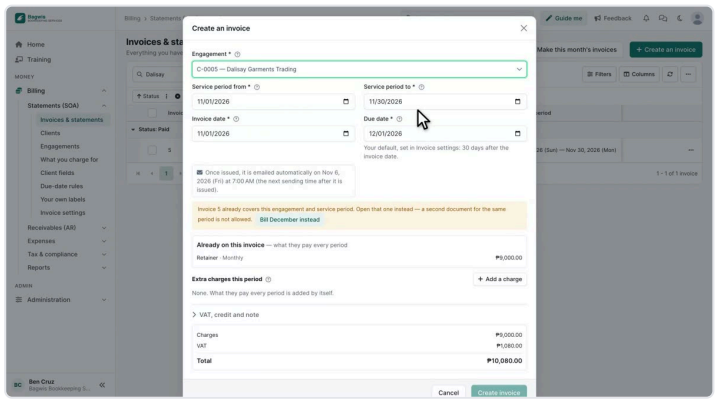


10 **Type Dalisay in Engagement.**

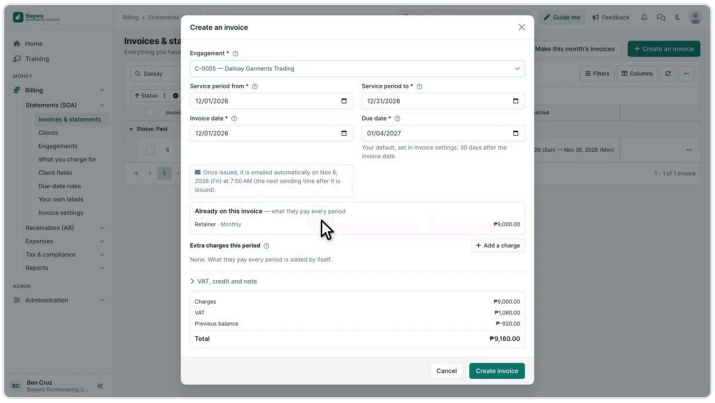


11 **Choose Dalisay Garments Trading.**

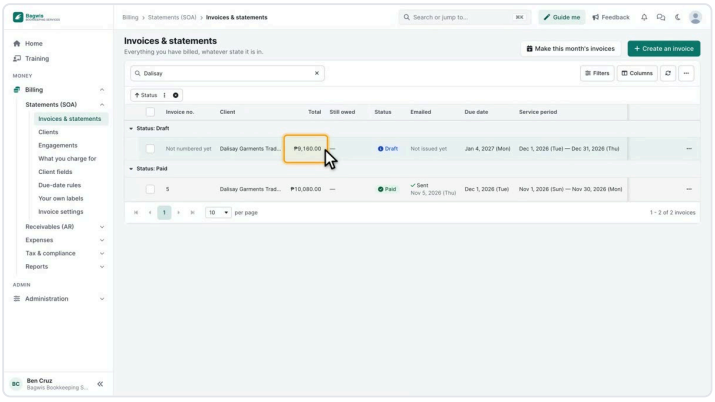
It says an invoice already covers this month, and offers the next one.



12 **Click Bill December instead.**

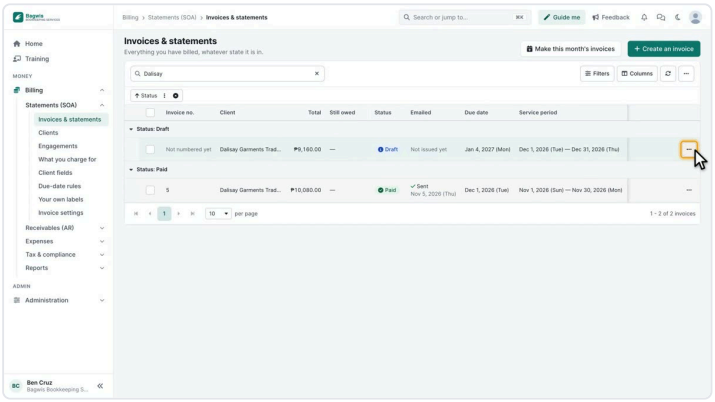


13 **Click Create invoice.**

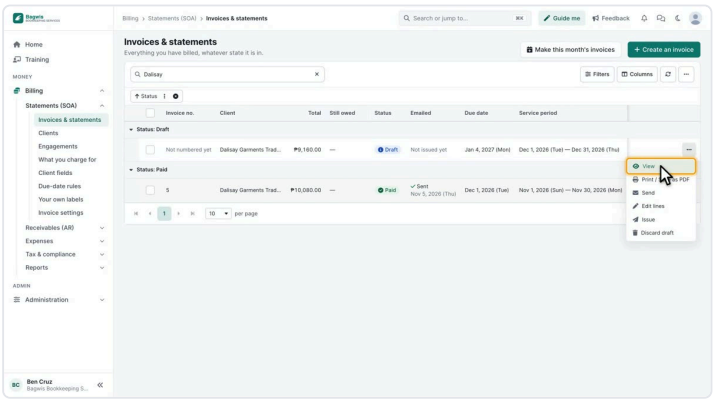


December's invoice is nine thousand one hundred sixty pesos: the credit is taken off.

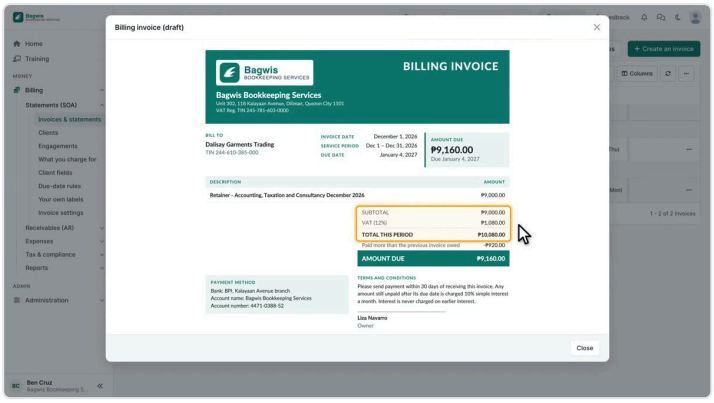
14 **Click the row's menu.**



15 **Click View.**

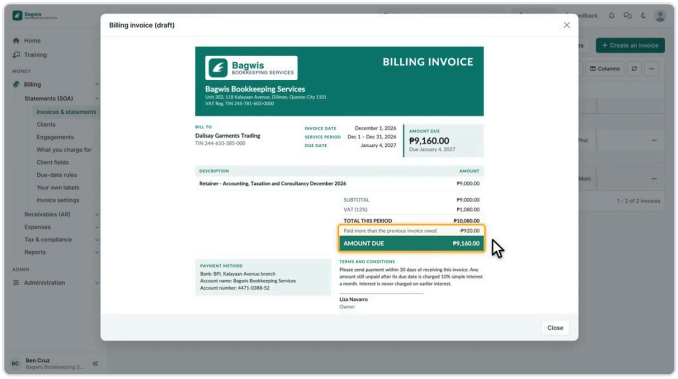


The invoice shows the credit under this month's total.



SUBTOTAL is nine thousand pesos. With **VAT (12%)**, **TOTAL THIS PERIOD** is ten thousand eighty pesos.

Check

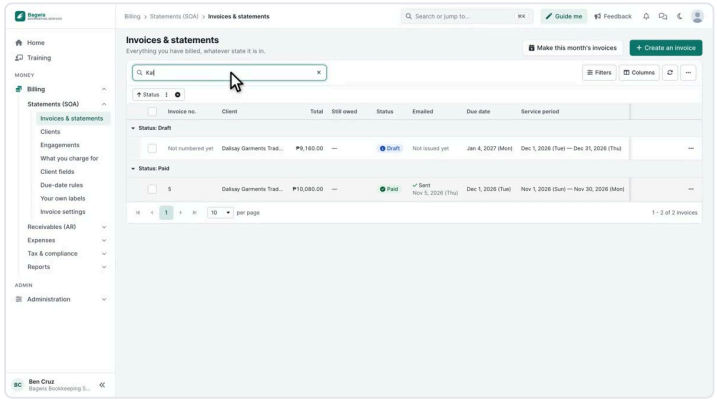


Under it, **Paid more than the previous invoice owed** takes off nine hundred twenty pesos. **AMOUNT DUE** is nine thousand one hundred sixty pesos.

16

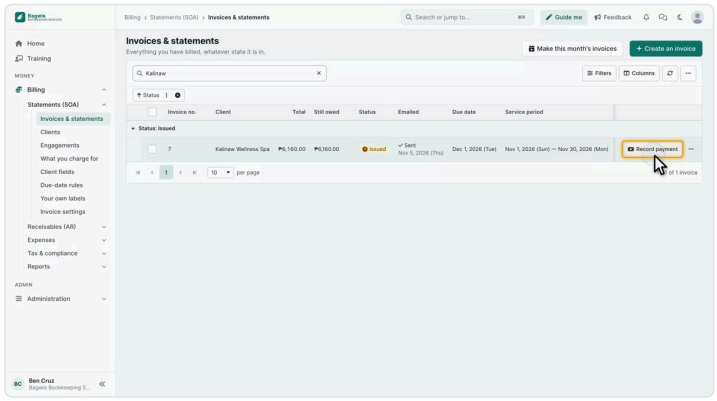
Another client rounds up. Kalinaw Wellness Spa sends six thousand two hundred pesos for six thousand one hundred sixty, and says to keep the change.

Find "Kalinaw" in the search box.

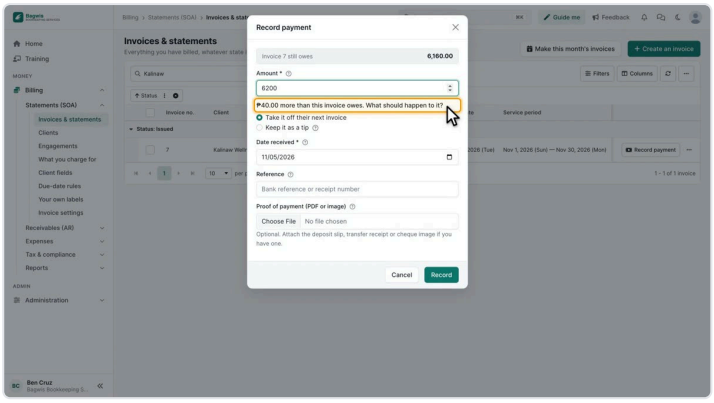


17

Click Record payment on the row.

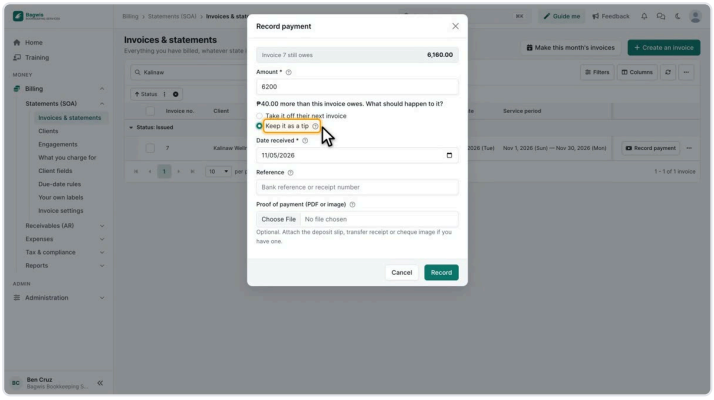


18 **Type 6200 in Amount.**



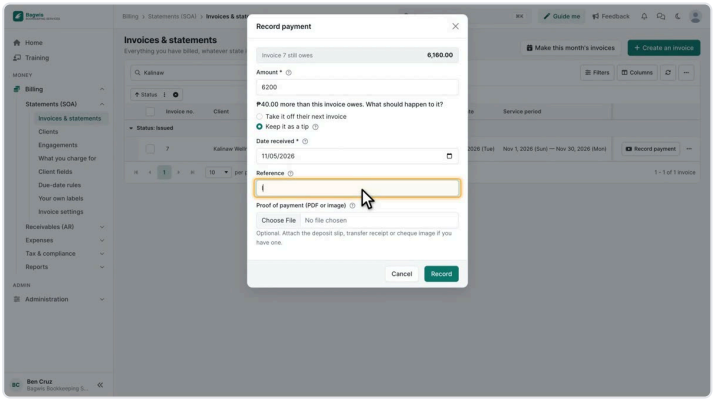
It asks what should happen to the forty pesos more.

19 **Click Keep it as a tip.**

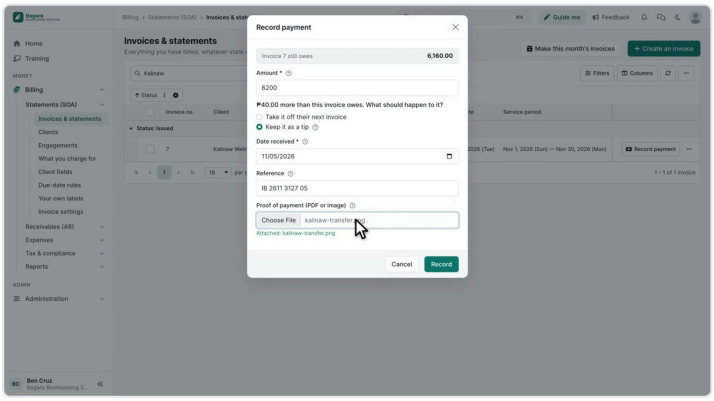


A tip counts as income. It is not owed back, and comes off no invoice.

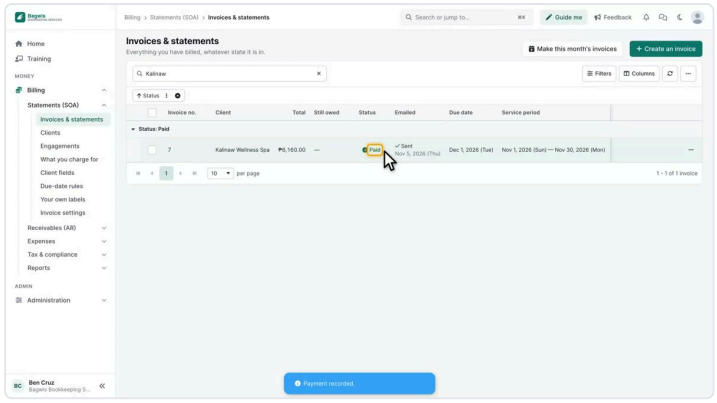
20 **Type the reference in Reference.**



21 **Click Choose File in Proof of payment, and choose the transfer confirmation.**



22 **Click Record.**



The invoice shows **Paid**. Nothing comes off its next invoice.

> **The rule to remember:** The rule: the extra is the client's credit, taken off their next invoice, unless they say to keep it.

The extra money was not lost. Dalisay's nine hundred twenty pesos came off its next invoice. Kalinaw's forty pesos was kept as a tip. In the next lesson: what if a client stops being a client?

Check yourself

What do you type in Amount when a client pays too much?

Where does the extra money go?

A client rounds up and says to keep the change. What do you choose?

Common mistakes

The screen says	What to do
"… more than this invoice owes. What should happen to it?"	Check **Amount** against your bank. Leave **Take it off their next invoice** chosen, unless the client said to keep the change: then click **Keep it as a tip**.

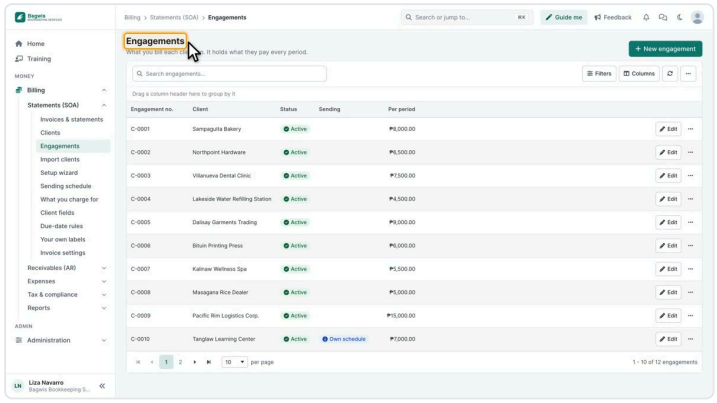
Lesson 30 · admin · 1 min · `soa-onboard-30.webm`

S6 · A client leaves

At the end you will have: Himig's engagement ended

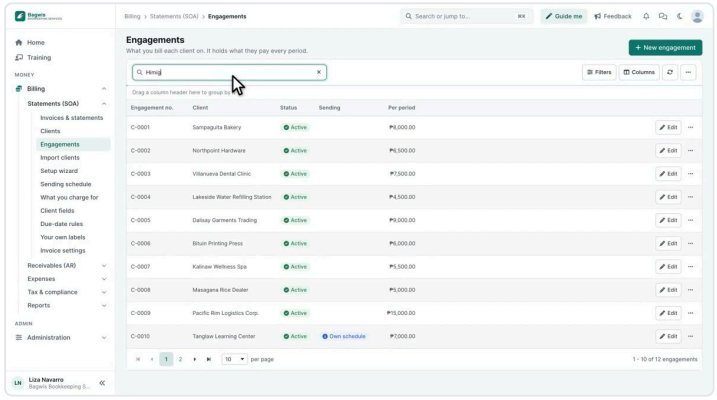
Before you start: You need the engagements from lesson ten.

1 **Open Billing, then Statements (SOA), then Engagements.**



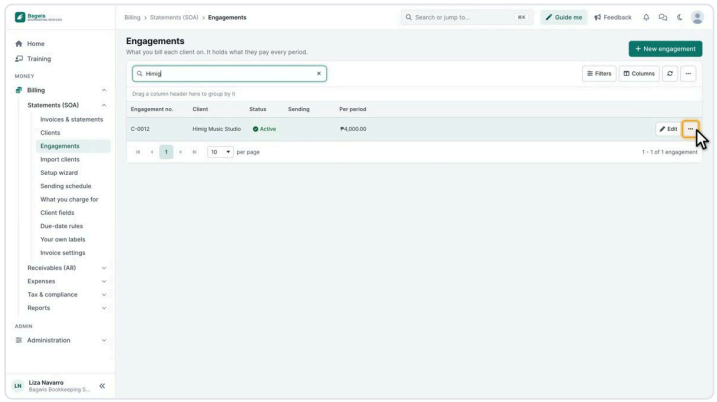
Here is every engagement, and the client on it.

2 **Find "Himig" in the search box.**

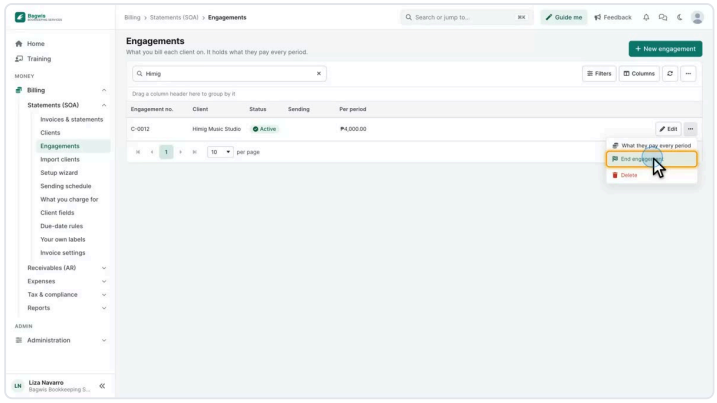


3 **Active** means the engagement is open. The client is billed every month.

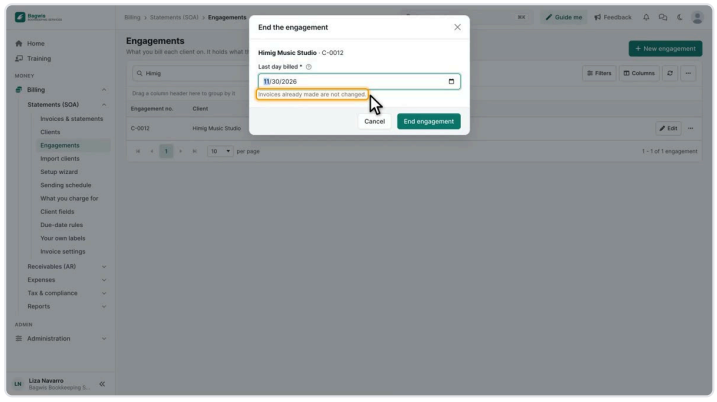
Click the row's menu.



4 Click **End engagement**.

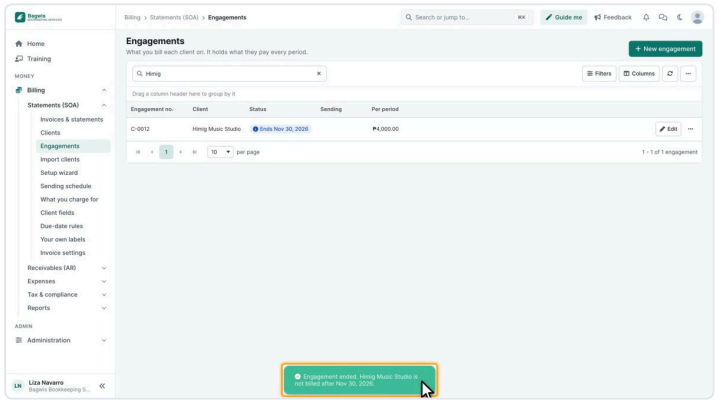


5 Pick November thirtieth in **Last day billed**.



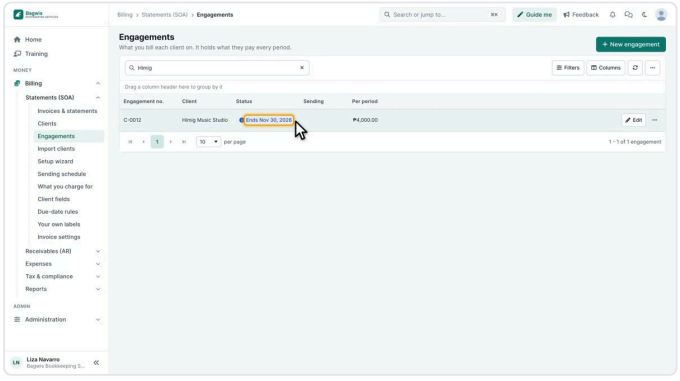
It says invoices already made are not changed.

6 Click **End engagement**.



A message says Himig Music Studio is not billed after November thirtieth.

Check



Status shows **Ends** November thirtieth. The engagement stays on the list.

> **The rule to remember:** The rule: end the engagement, and keep the client and their history.

Himig is not billed after November, and its history stays. In the next lesson: what if a client's email bounces?

Check yourself

How do you stop billing a client who leaves?

What happens to the client and their history?

Common mistakes

The screen says	What to do
"Invoices already made are not changed."	End the engagement before you make the next month's invoices. Then **Make this month's invoices** leaves the client out.

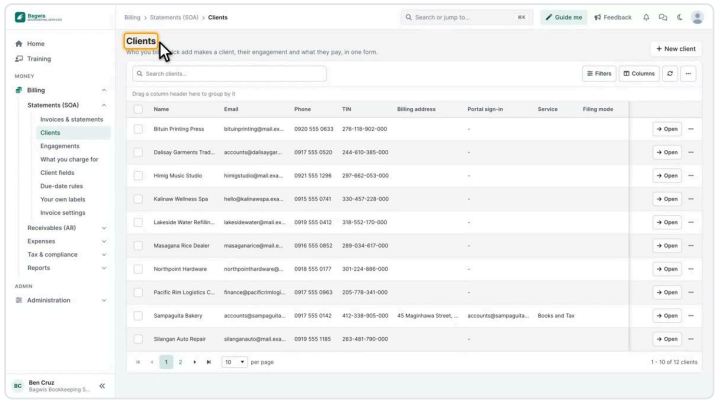
Lesson 31 · staff · 2 min · `soa-onboard-31.webm`

S7 · A client's email bounces

> **At the end you will have:** Masagana's address marked as bouncing; the next review flags it; the right address saved

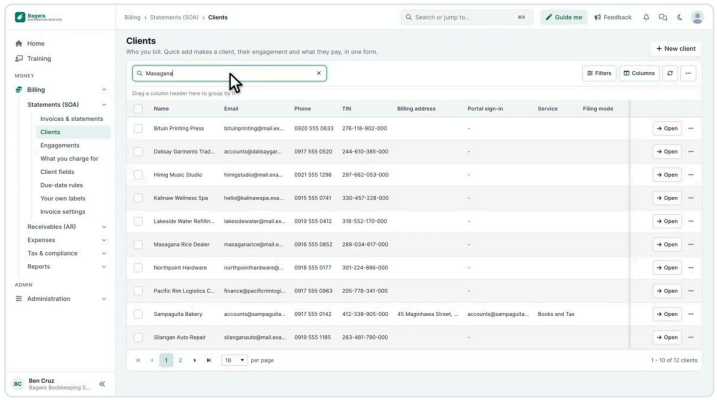
> **Before you start:** You need Masagana Rice Dealer from lesson ten, and its unpaid October invoice from lesson twenty-seven. Mail to its address is returned, undelivered.

1 **Open Billing, then Statements (SOA), then Clients.**

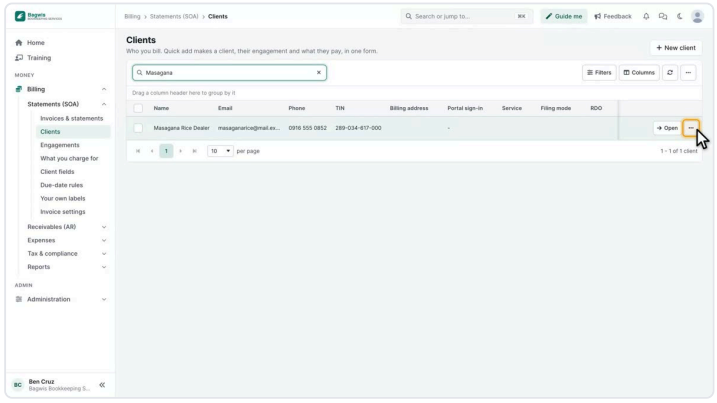


This is **Clients**.

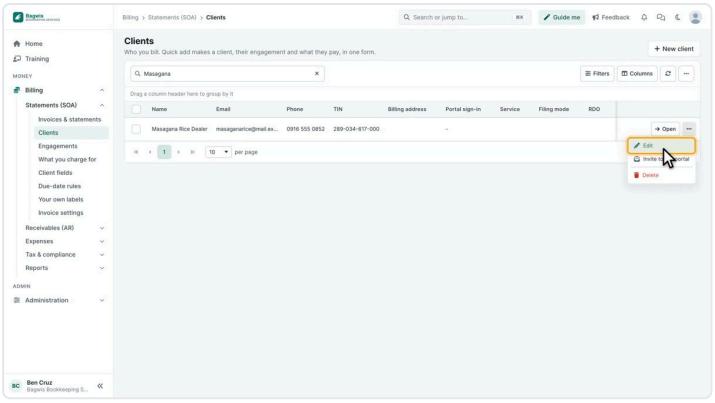
2 **Find "Masagana" in the search box.**



3 **Click the row's menu.**

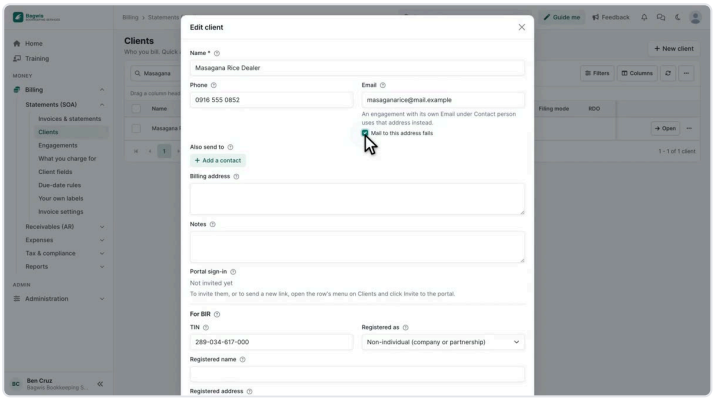


4 **Click Edit.**

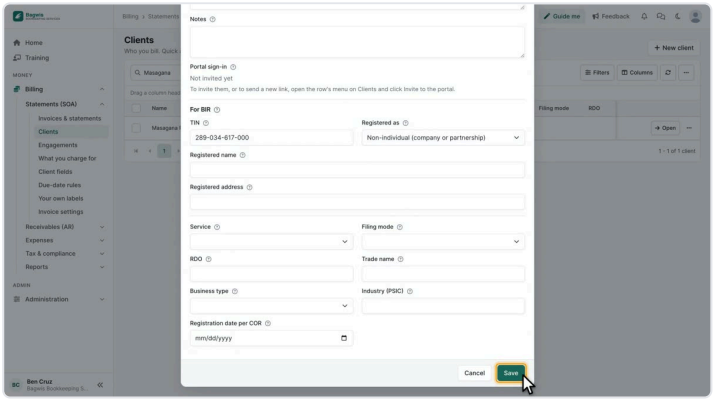


5 Mark the address, so the review warns anyone who sends to it.

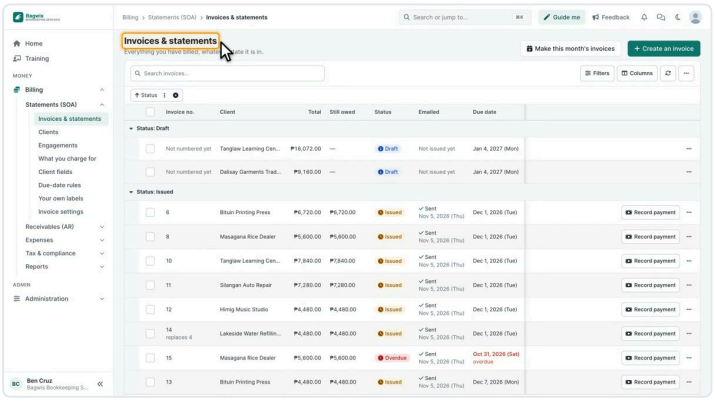
Turn on Mail to this address fails.



6 **Click Save.**

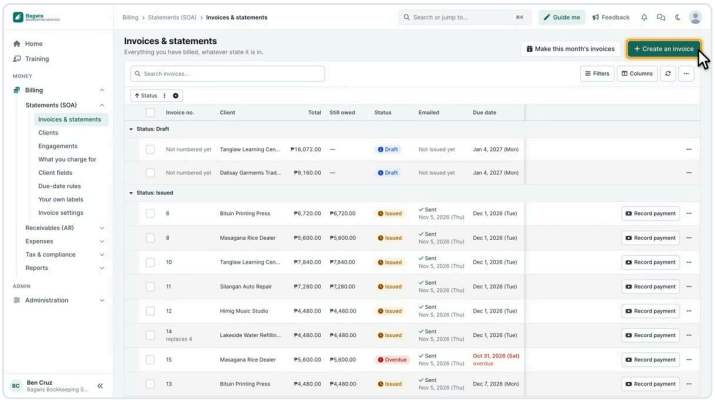


7 **Now Masagana's December invoice. Click Invoices & statements.**

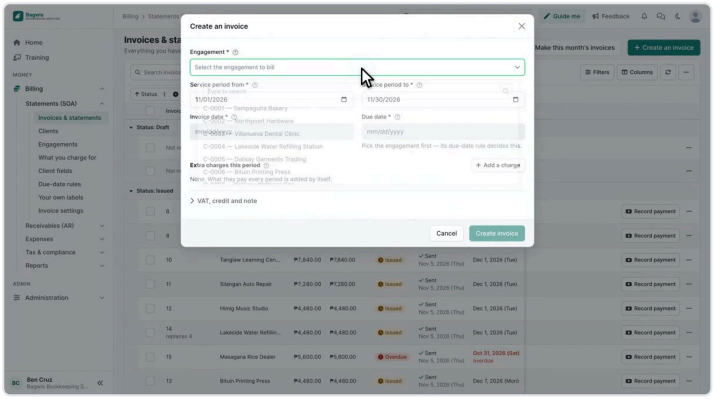


This is **Invoices & statements**.

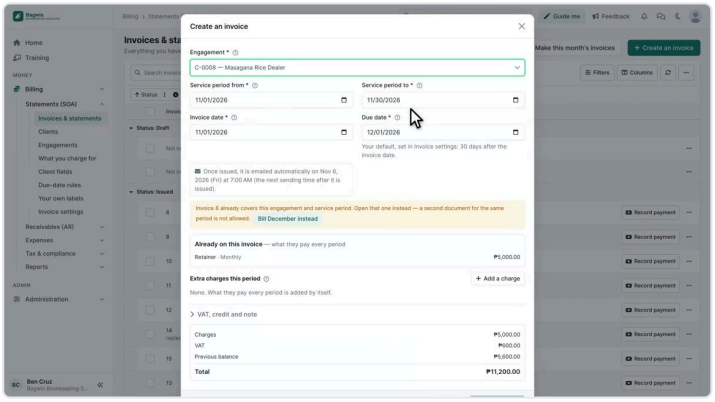
8 Click **Create an invoice**.



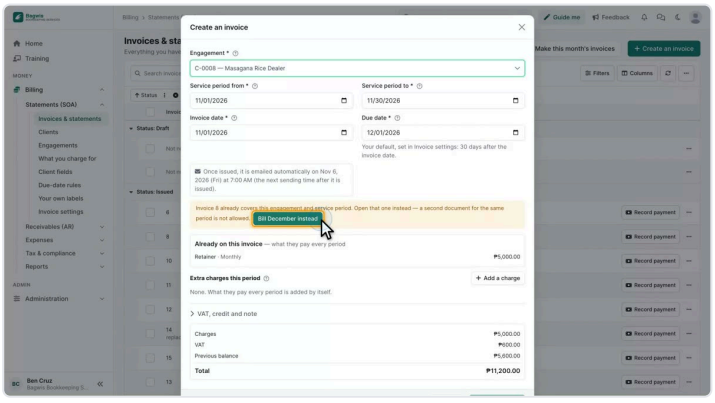
9 Type Masagana in **Engagement**.



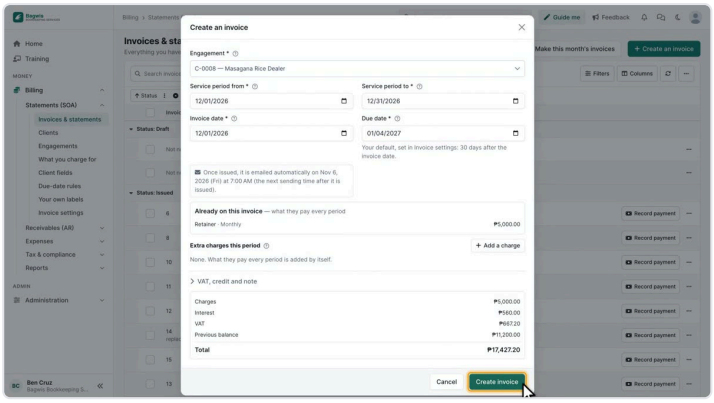
10 Choose **Masagana Rice Dealer**.



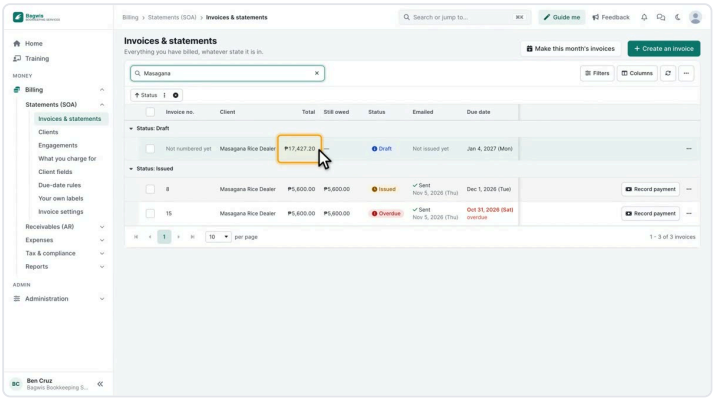
11 Click **Bill December instead**.



12 **Click Create invoice.**

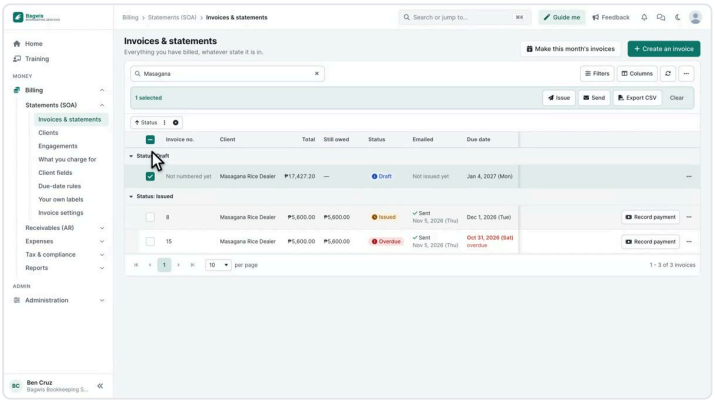


13 **Find "Masagana" in the search box.**

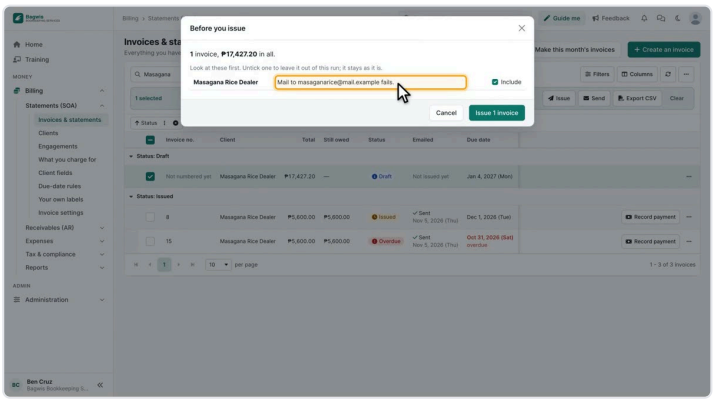


The draft carries what October and November still owe, with interest on October.

14 **Turn on the box on the draft's row.**

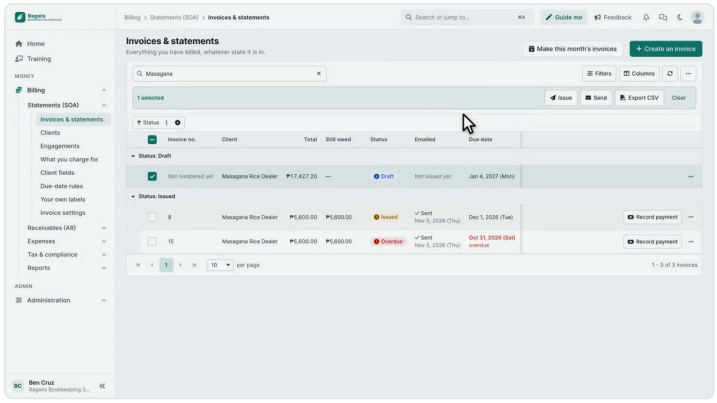


15 **Click Issue on the bar.**

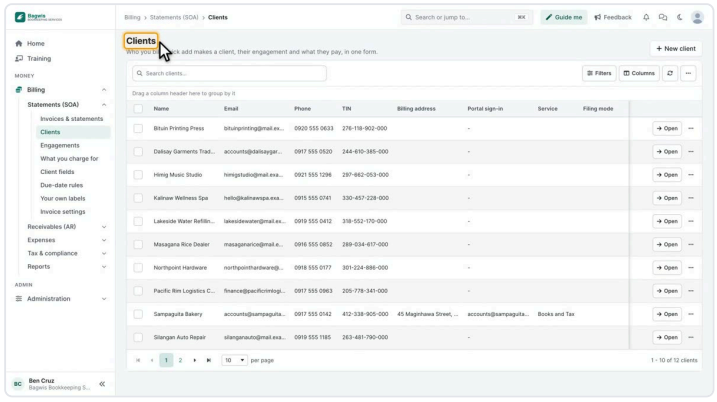


Before you issue says mail to Masagana's address fails.

16 **Click Cancel. The invoice stays a draft.**

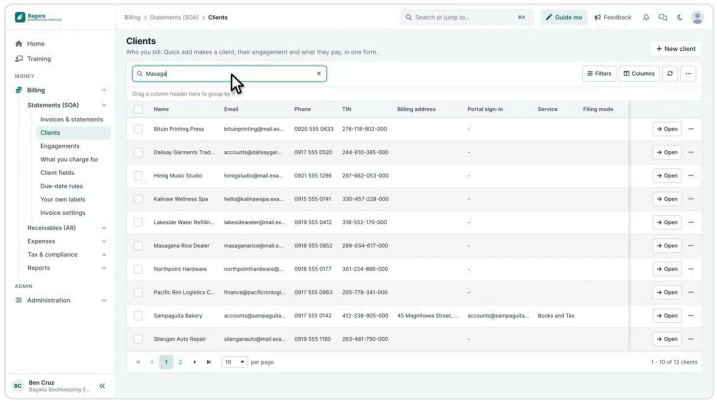


17 **Masagana gave Ben the right address on the phone. Click Clients.**

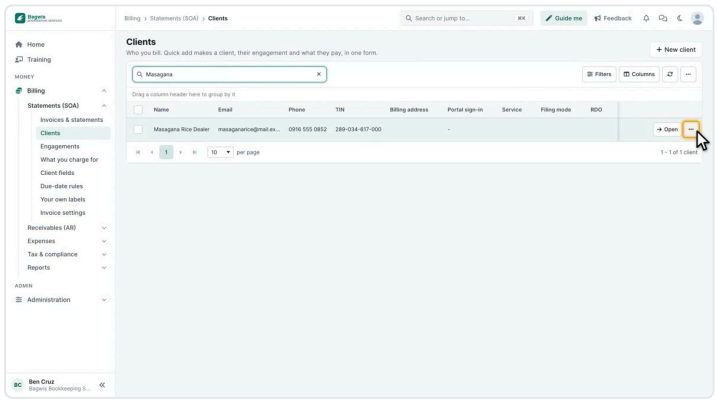


This is **Clients** again.

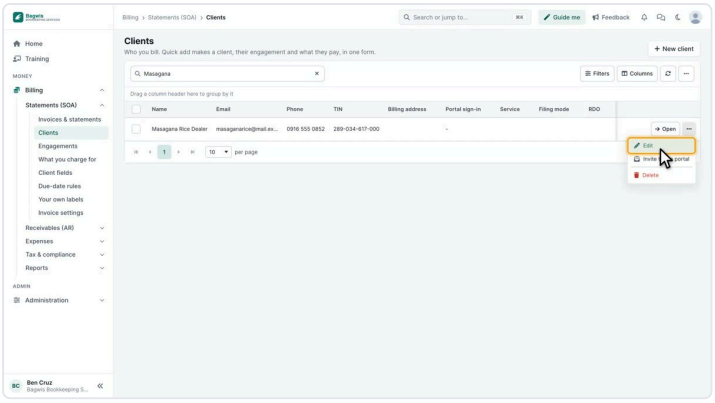
18 **Find "Masagana" in the search box.**



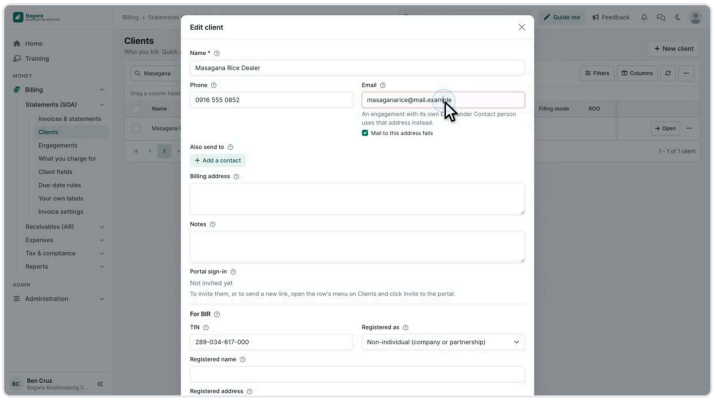
19 **Click the row's menu.**



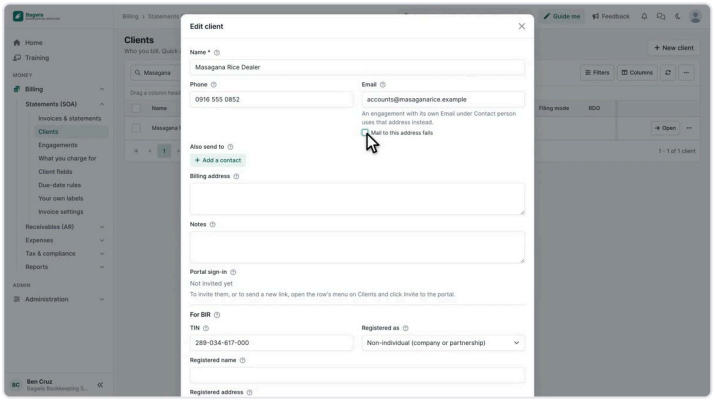
20 Click **Edit**.



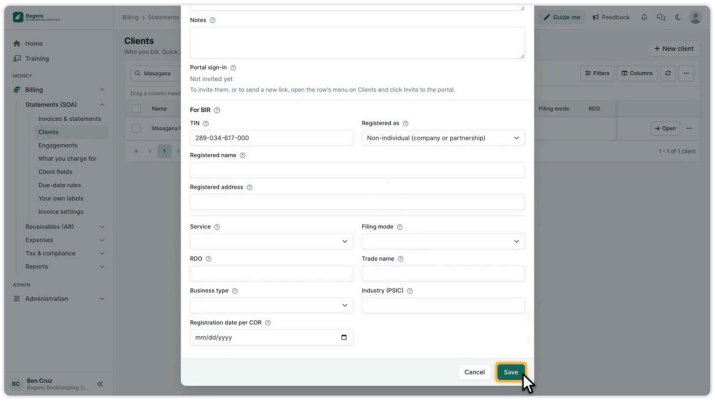
21 Type the right address in **Email**.



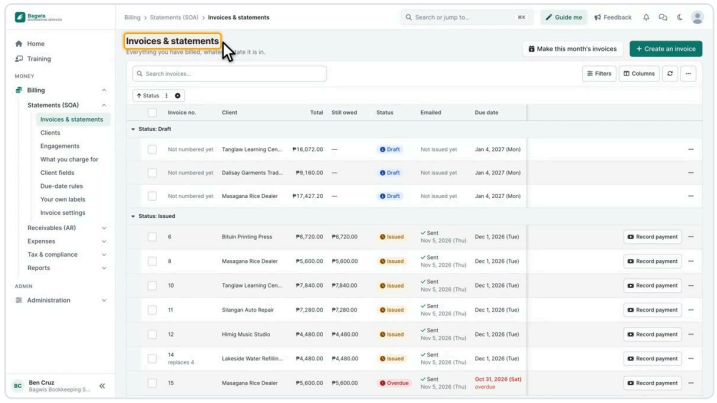
22 Turn off **Mail to this address fails**.



23 Click **Save**.

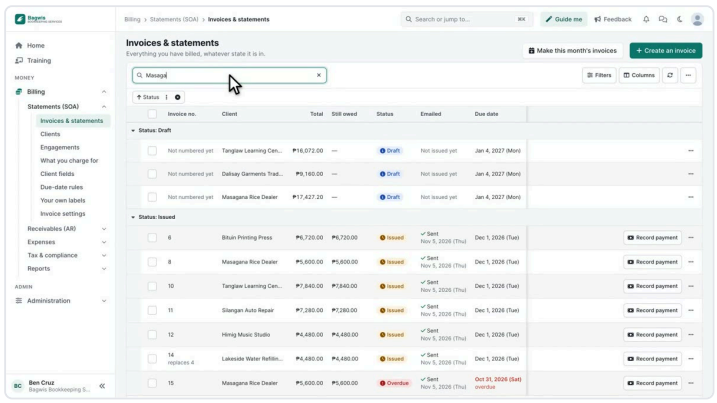


24 **Click Invoices & statements.**

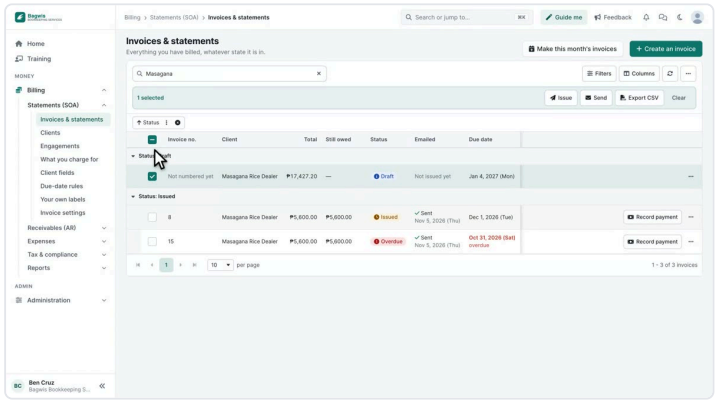


Masagana's draft is still here.

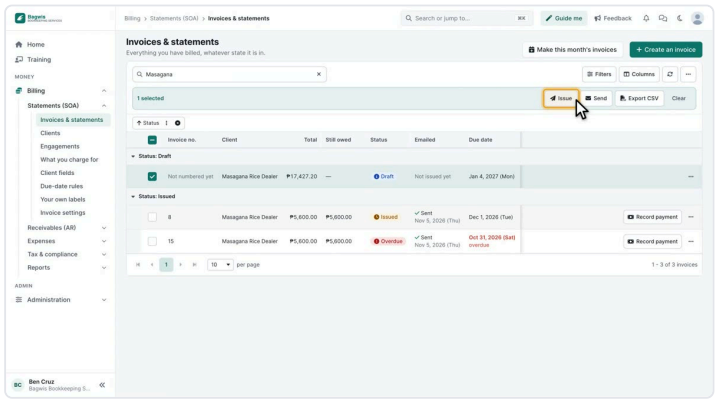
25 **Find "Masagana" in the search box.**



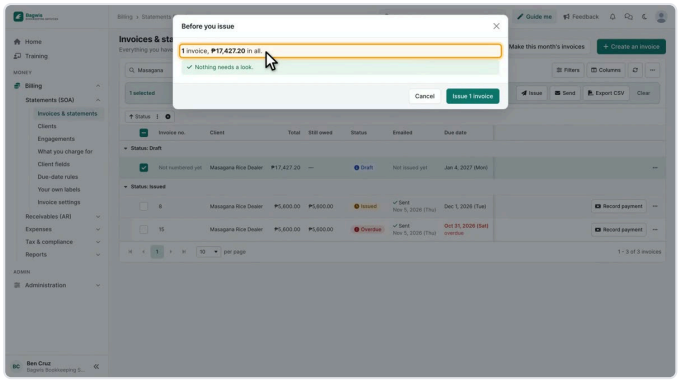
26 **Turn on the box on the draft's row.**



27 **Click Issue on the bar.**



Check

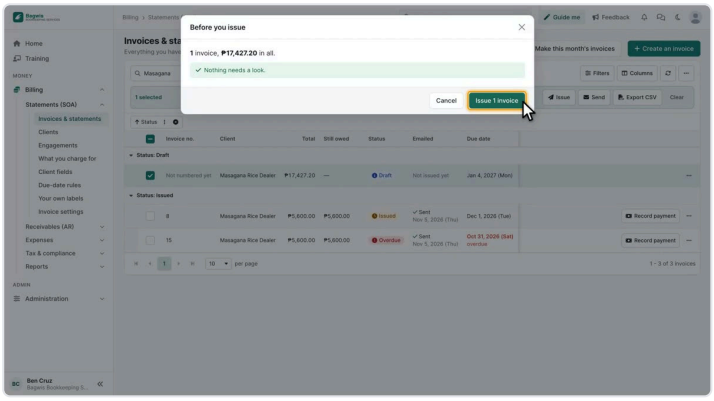


The review says nothing about a bounce now.

28

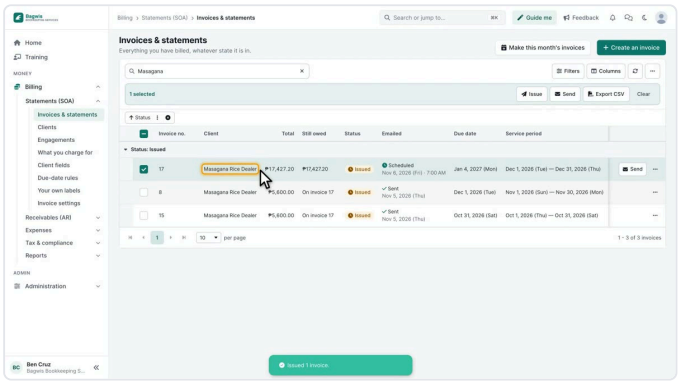
Click **Issue 1 invoice**.

When Bagwis adds Accounts Payable or Receipt Scanning, their courses start here.



What changed

Invoices 8 and 15 now say **On invoice 17**. Their money is on December's invoice, so a payment goes there.



Masagana's December invoice is issued, and goes to the right address.

> **The rule to remember:** The rule: mark a bouncing address on the client. Every review flags it until you save the right one.

Ben marked a bouncing address, saw the review flag it, and saved the right one. That is the end of the course. You set Bagwis up, billed a month, and saw what to do when things go differently.

Check yourself

What do you do when a client's email bounces?

Where does a bouncing address show?

Scenario playbook

S1 · A client pays only part

What if a client pays only part of an invoice? Villanueva Dental Clinic pays five thousand pesos of eight thousand four hundred.

1. Open **Billing**, then **Statements (SOA)**, then **Invoices & statements**.
2. Find "Villanueva" in the search box.
3. Click **Record payment** on the row.
4. Type 5000 in **Amount**: what arrived.
5. Type the bank's reference in **Reference**.
6. … the rest in the lesson.

The rule to remember: enter what arrived. The rest stays owed until it comes.

Watch lesson 25.

S2 · An issued invoice is wrong

What if an issued invoice is wrong? Bagwis agreed to bill Lakeside Water Refilling Station a retainer of four thousand pesos for November only. Its November invoice has the usual retainer of four thousand five hundred, so it shows five thousand forty pesos with VAT.

1. Open **Billing**, then **Statements (SOA)**, then **Invoices & statements**.
2. Find "Lakeside" in the search box.
3. Click the row's menu.
4. Click **Correct & reissue**.
5. Click **Yes**.
6. … the rest in the lesson.

The rule to remember: never change an issued invoice. Void it, or correct and reissue it.

Watch lesson 26.

S3 · A client pays late

What if a client pays late? In this lesson, Ben reminds Masagana Rice Dealer about an invoice that is past due.

1. Open **Billing**, then **Receivables (AR)**, then **Overdue invoices**.
2. Click **Send reminder**.
3. Click **Yes**.

The rule to remember: interest is charged only on what is still unpaid after its due date and the grace days. It goes on the client's next invoice, with that balance.

Watch lesson 27.

S4 · The proof does not match

What if a client's proof of payment does not match? In this lesson, Ben turns one back, with the reason.

1. Open **Billing**, then **Receivables (AR)**, then **Payments to match**.
2. Click the row's menu.
3. Click **Reject**.
4. Type the reason in **Review note**.
5. Click **Reject**.
6. … the rest in the lesson.

The rule to remember: reject it with a reason. The client sees the reason, and can send the right proof.

Watch lesson 28.

S5 · A client pays too much

What if a client pays too much? Dalisay Garments Trading sends eleven thousand pesos for an invoice of ten thousand eighty.

1. Open **Billing**, then **Statements (SOA)**, then **Invoices & statements**.
2. Find "Dalisay" in the search box.
3. Click **Record payment** on the row.
4. Type 11000 in **Amount**: what arrived.
5. **Take it off their next invoice** is already chosen. Leave that as it is.
6. … the rest in the lesson.

The rule to remember: the extra is the client's credit, taken off their next invoice, unless they say to keep it.

Watch lesson 29.

S6 · A client leaves

What if a client stops being a client? Himig Music Studio leaves after November. Liza is signed in, and ends its engagement.

1. Open **Billing**, then **Statements (SOA)**, then **Engagements**.
2. Find "Himig" in the search box.
3. Click the row's menu.
4. Click **End engagement**.
5. Pick November thirtieth in **Last day billed**.
6. … the rest in the lesson.

The rule to remember: end the engagement, and keep the client and their history.

Watch lesson 30.

S7 · A client's email bounces

What if a client's email bounces? In this lesson, Ben stops the invoices going to an address that does not work.

1. Open **Billing**, then **Statements (SOA)**, then **Clients**.
2. Find "Masagana" in the search box.
3. Click the row's menu.
4. Click **Edit**.
5. Turn on **Mail to this address fails**.
6. … the rest in the lesson.

The rule to remember: mark a bouncing address on the client. Every review flags it until you save the right one.

Watch lesson 31.

Cheat sheet

When	Task	Where	Lesson
Every day	Match a client's proof of payment	Billing › Receivables (AR) › **Payments to match**	18
Every day	Record a payment that came without the portal	Statements (SOA) › **Invoices & statements** › **Record payment** on the row, or **Guide me** › **Record a payment**	18, 24
Every day	Type in a bill or receipt you paid	Expenses › **Expenses** › **New expense**	19
When you pay a cost for a client	Put it on their next invoice	**New expense** › **Bill this to a client**	20
Every month, on billing day	Make, issue and send everyone's invoices	Statements (SOA) › **Invoices & statements** › **Make this month's invoices**	13
Once, then when your billing day changes	Let AutoSOA email issued invoices at a set time	Statements (SOA) › **Sending schedule**	14
Once, then when your rules change	Move due dates off weekends and holidays, set grace days, read the holiday list	Statements (SOA) › **Due dates and late fees**	07
When a client asks where they stand	Send their account summary	Statements (SOA) › **Clients** › **Open** › **Account summary**	21
Every month, at the end	Look over what is paid, and what came in and went out	Receivables (AR) › **Paid & unpaid by period**; Reports › **Income & expenses**	22
Every quarter	Clear what blocks the Summary Lists, make the DAT files, mark the quarter filed	Tax & compliance › **Summary Lists (SLSP)**	23
A new client	Add them, then invite them to the portal	Statements (SOA) › **Clients** › **Quick add**; row menu › **Invite to the portal**	09, 15
Not sure of the steps	Let AutoSOA walk you through it	**Guide me**, at the top of every page	24
A client pays only part	Record what arrived; the rest stays owed	**Record payment** on the row	25
An issued invoice is wrong	Correct and reissue it	row menu › **Correct & reissue**	26
A client is late	Send a reminder	Receivables (AR) › **Overdue invoices** › **Send reminder**	27
A proof does not match	Reject it, with the reason	**Payments to match** › row menu › **Reject**	28
A client pays too much	Record what arrived; the extra comes off the next invoice, or keep it as a tip if they say so	**Record payment** on the row	29

When	Task	Where	Lesson
A client leaves	End the engagement	Statements (SOA) › **Engagements** › row menu › **End engagement**	30
A client's email bounces	Mark it on the client; every review flags it until the right address is saved	**Clients** › row menu › **Edit** › **Mail to this address fails**	31

Glossary

Term	What it means for your business	Where you see it
Sign in (Log in)	Open your account with your user name and password. The button says Log in.	The sign-in page: User name or email, Password, Log in (01, 11)
Home	The first page after you sign in. Its cards say what needs your attention.	Home: "Set up billing first" (01)
Notice, the bell	A message from AutoSOA to you. The bell at the top shows a yellow number while one is new; Set as read clears it.	The bell, top right (01, 11)
Guide me	Walks you through a task, one question at a time.	Guide me, at the top of every page (01, 24)
Settings	The settings for your whole business.	Administration › Settings (01)
Timezone	The time zone every date and time in AutoSOA uses: Asia/Manila.	Administration › Settings › Timezone (01)
Time format	How a time shows: 12-hour (5:30 PM) or 24-hour (17:30).	Administration › Settings › Time format (01)
Logo, icon	Your logo shows at the top of every page and on the sign-in page; the icon shows when the menu is folded.	Administration › Settings › Appearance: Application Light Logo, Application Light Icon, Login Page Light Logo (01)
Primary color	Your business's color on buttons, links and highlighted text. Save for everyone in this business keeps it.	Administration › Visual Settings › Primary color (01)
User	A person who can sign in to your business.	Administration › Users (02)
Role	A list of things a person can do.	Administration › Roles (02)
Permission	One thing a role can do.	Roles › Create new role › Permissions (02)
Billing clerk	The role of the person who does the billing work: all of Billing except Setup wizard.	Administration › Roles (02)
Setup wizard	Three steps that set billing up: your name and address, your kind of business, your amounts.	Billing › Statements (SOA) › Setup wizard, or Home's "Set up billing first" card (03)
Kind of business (the pack)	What you tell the setup wizard you are: Accounting / bookkeeping firm. It decides what things are called and what you charge for.	Setup wizard, second step, Kind of business: "Pick the closest match." (03)
Client	A business or person you bill. Other kinds of business call them customers.	Billing › Statements (SOA) › Clients (03, 09)
Engagement	The account you bill a client on. It holds what they pay every period.	Billing › Statements (SOA) › Engagements; Engagement in Create an invoice (03, 09, 12, 30)

Term	What it means for your business	Where you see it
Retainer	The fixed fee a client pays every month.	Setup wizard; What you charge for (03, 08)
TIN	The tax identification number: yours, each client's and each supplier's. It prints on invoices and the Summary Lists.	BIR registration; a client's form; a supplier's form (04, 09, 19, 23)
Certificate of Registration (BIR Form 2303)	The BIR paper you copy your registration from.	Not on screen; have it beside you (04)
Branch code	The branch on your Certificate of Registration. The head office is 0000.	BIR registration › Branch code (04)
RDO code	The Revenue District Office you file with.	BIR registration › RDO code (04)
Registered as	How the BIR has you listed: Non-individual (company or partnership), or Individual (sole proprietor).	BIR registration › Registered as (04); a client's form (09)
VAT-registered	You add VAT to your invoices, and claim back the VAT you pay.	BIR registration › VAT-registered (04); the note on Income & expenses (22)
Registered name, registered address	The name and address as the BIR has them. The BIR lists sales and purchases under them.	BIR registration; a client's form; a supplier's (04, 09, 23)
Setup incomplete, Ready to file	Whether your BIR registration has every detail the Summary Lists need.	BIR registration, at the top (04)
VAT on invoices	The VAT rate added to your invoices: 12 for a VAT-registered business.	Invoice settings › VAT on invoices (%) (05)
Payment terms	The words printed on your invoices. They say by the due date, so they stay true when a due date changes.	Due dates and late fees › Payment terms (07)
Interest on late balances	Added to the next invoice: this percent of what is still unpaid after its due date and the grace days (07). Simple interest, never charged on earlier interest; billed every month, 10 means 10% a month. Interest is says whether it carries VAT.	Due dates and late fees › Interest on late balances (%), Interest is (05, 27)
How to pay you	Your bank details and the payee name for cheques. They print under PAYMENT METHOD on every invoice.	Invoice settings › How to pay you (05)
Save	One Save for Invoice settings, in the bar at the foot of the screen. Document images save when you pick them.	Invoice settings (05, 06, 20)
Signatory	The person whose name and title print on your invoices.	Invoice settings › Signatory name, Signatory title (05)
Always copy	The address that gets a copy of every invoice you email.	Invoice settings › Always copy (cc) on emailed documents (05)

Term	What it means for your business	Where you see it
Invoice design	How your invoice looks on the page: Current (as today), or Classic, Modern, Minimal, Elegant, Bold, Compact, with your Accent colour, Font, Logo position, Logo size and the parts Show on the document lists. Save design keeps it.	Invoice settings › Invoice design (06, 12)
Email template preview	The email your client gets; with invoices sent as a PDF, The email and The attached PDF tabs.	Invoice settings › Email template preview (05, 06)
Charge	Something you bill a client for: a retainer, a filing, a fee. The dialog calls it a charge item.	Billing › Statements (SOA) › What you charge for; New charge item (03, 08)
VATable	VAT is added to this line, or is in this purchase.	What you charge for › VAT on this charge (08); New expense › Tax treatment (19)
Suggest for new clients	The charge is offered on a new client. It bills nothing by itself. Turned off, you add it only when you do the work.	What you charge for › Suggest for new clients (08)
Quick add	Makes a client, their engagement and what they pay every period, in one form. The form is headed Quick add: client and engagement.	Billing › Statements (SOA) › Clients › Quick add (09)
What they pay every period	The charges on every invoice for an engagement. Each charge has its own Save.	Quick add (09); Engagements › the row's menu › What they pay every period, which also opens after Save on New engagement
Service, Business type	Your kind of business's own client fields: the work you do for the client (Books and Tax, Taxation, Payroll), and how the client is organised.	A client's form (09)
Import clients	Adds many clients at once from rows pasted from your spreadsheet. Preview shows How your columns were read.	Billing › Statements (SOA) › Import clients (10)
Invoice	What you send a client for one engagement and one period. Your client may call it an SOA.	Billing › Statements (SOA) › Invoices & statements (12)
Service period	The dates an invoice covers. Both invoice dialogs open on this month.	Create an invoice and Make this month's invoices › Service period from, to (12, 13, 29); Paid & unpaid by period › Service period from, to (22)
Draft	An invoice you can still change. It has no number yet.	Invoices & statements (12, 13)
Issue, Issued	Fixes the invoice and gives it its number. An issued invoice is never changed.	Invoices & statements › the row's menu › Issue; Issue on the selection bar (12, 13)
Due date	The day an invoice must be paid by.	Create an invoice (12)

Term	What it means for your business	Where you see it
Emailed, Scheduled	Whether the invoice went to the client: Sent, or Scheduled with the day and time the sending schedule will email it.	Invoices & statements › Emailed, right after Status (12, 13, 14)
Send, Send again	Send is on the row of an issued invoice not emailed yet. Once it is sent, Send again is in the row's menu.	Invoices & statements (12, 26)
Make this month's invoices	Makes a draft invoice for every engagement at once.	Invoices & statements (13)
Sending schedule	When AutoSOA makes your invoices (Make invoices on day …) and emails the issued ones: "Email each invoice [when it is issued / days before it is due / on this day each month] at [time] Manila time". Coming up shows what goes out next, or the next sending time when nothing is ready; What it has done, each run.	Billing › Statements (SOA) › Sending schedule (03, 14)
Different for this engagement	An engagement emailed on a schedule of its own, while the business sends automatically.	Engagements › Edit › Due date and sending (14)
Client portal	The website where a client sees their invoices and sends proof of payment.	Your client's browser (15, 16, 17, 28)
Portal sign-in	A client's own sign-in to the portal: their email address.	Clients › the row's menu › Invite to the portal; the Portal sign-in column (15)
Proof of payment	A photo or PDF of a transfer or deposit. It tells you who paid, how much and when.	Portal: Upload proof of payment (17); Billing › Receivables (AR) › Payments to match (18, 28)
Proof pending review	The client sent proof, and you have not checked it yet.	Portal: My invoices (17)
Payments to match	Every proof your clients sent, waiting for you to approve or reject it.	Billing › Receivables (AR) › Payments to match (18, 28)
Record payment	Enter a payment that arrived without the portal. Proof of payment is optional: attach it when you have it.	Invoices & statements › Record payment on the row (18, 25, 29); Guide me › Record a payment (24)
Still owed	What is left to pay on an issued invoice.	Invoices & statements › Still owed (18, 25); Paid & unpaid by period (22)
Part paid	An issued invoice with a payment against it and money still owed.	Invoices & statements › Status, and its group Status: Part paid (25); Paid & unpaid by period (22)
Paid	Nothing is owed on the invoice.	Invoices & statements; Paid & unpaid by period (18, 22)
Expense	Money your business spends.	Billing › Expenses › Expenses (19, 23)

Term	What it means for your business	Where you see it
Expense category	The group an expense goes into, such as Office supplies or Utilities.	Billing › Expenses › Expense categories (19)
BIR purchase classification	How the BIR lists a purchase: Goods other than capital goods, or Services.	An expense category's form; an expense's form (19)
Supplier	A business you buy from. Without Accounts Payable, you add one from an expense: New supplier, Edit supplier. Paid to shows only while no supplier is chosen.	New expense › Supplier (19, 23)
Line items	What a bill or receipt lists, line by line. Optional; Lines add up to shows their total.	New expense › Line items (19)
Tax treatment, Receipt total	Whether a purchase carries VAT; AutoSOA works out the VAT in the total.	New expense › Amount and VAT, above Bill this to a client and Line items (19, 20)
Income, Expense, Net profit	What came in, what went out and what is left; without VAT for a VAT-registered business.	Billing › Reports › Income & expenses (22)
Paid, Not paid, Overdue	How many of a period's invoices are paid, not paid, or past due.	Billing › Receivables (AR) › Paid & unpaid by period (22)
Summary List of Sales, Summary List of Purchases	The quarter's lists of your sales and purchases that you file with the BIR.	Billing › Tax & compliance › Summary Lists (SLSP) (23)
Supplier has no TIN, Open expense	A finding that stops a filing; Open expense opens the purchase so you can add the TIN.	Summary Lists (SLSP) (23)
DAT file	The file the BIR takes.	Summary Lists (SLSP) › Filing › Format, Generate (23)
Mark as filed	Tells AutoSOA you filed the quarter with the BIR.	Summary Lists (SLSP) › Filing (23)
Part payment	A payment smaller than the invoice. The rest stays owed.	Record payment: "A part payment — … would still be owed." (25)
Void, Voided, Correct & reissue	An issued invoice is never changed. Correct & reissue voids it, and it shows Voided; the corrected copy is issued with a new number.	Invoices & statements › the row's menu › Correct & reissue (26)
Subtotal, before VAT	The draft editor's total before VAT is added.	Edit invoice (draft) (26)
Overdue invoices	Invoices past their due date, longest overdue first, with Total overdue above them. Invoices not yet due are on Invoices & statements.	Billing › Receivables (AR) › Overdue invoices (27)
Send reminder, Reminder sent	Emails the invoice again, with what is still owed.	Overdue invoices (27)
Reject (a proof), Review note	Turns back a proof that does not match, with a reason. The client reads it on the portal as Reviewer's note.	Payments to match › the row's menu › Reject; Portal (28)

Term	What it means for your business	Where you see it
Credit	Money a client paid over an invoice. It comes off their next invoice.	Record payment: "… more than this invoice owes. What should happen to it?" › Take it off their next invoice; the next invoice's line Paid more than the previous invoice owed (29)
Tip	Money a client paid over an invoice and meant you to keep. It counts as income, is not owed back, and comes off no invoice.	Record payment › Keep it as a tip (29)
End engagement	Stops billing a client after a last day. The client and their history stay.	Engagements › the row's menu › End engagement › Last day billed; the status Ends (30)
Payment QR code	The QR your bank or e-wallet gives you. It prints as **Scan to pay** on every invoice and in the email.	Invoice settings › Payment QR code (06)
Business day, holiday	A day your client's bank is open; the national holidays are on your list, with room for your own.	Due dates and late fees › Weekends, holidays and grace days › Holidays (07)
Move a due date on a weekend or holiday to the next business day	When on, an invoice due on a Saturday, Sunday or holiday falls due on the next business day.	Due dates and late fees (07, 20)
Grace days	Days after the due date before interest on a late balance, or a late penalty, starts. Bagwis gives 3.	Due dates and late fees › Grace days before late charges (07, 27)
Also send to, contact	Other people at a client who get its bills: a CC contact is copied.	A client's form › Also send to › Add a contact, Gets it as (09); the Email dialog: "Also goes to" (12)
Review (Before you issue, Before you send)	A last look before a run of invoices goes: how many, how much, and anything to check first. Turn off Include to leave one out.	Opens after Make this month's invoices, and on Issue and Send on the selection bar (13, 31)
The invoices still unpaid	Sent with each automatic email, so the client sees everything they owe.	Sending schedule › With each automatic email, also send (14)
Bill this to a client, Reimbursable expense	A cost you paid for a client, put on their next invoice once, with its receipt, as a Reimbursable expense line.	New expense › Bill this to a client, Bill to (20); the invoice (20)
Expenses billed back are	Whether a cost you pass on to a client carries VAT: a question for your accountant.	Invoice settings (20)
Account summary, Only what is unpaid	Every invoice and payment with a client for the dates chosen, with the balance after each; or only the bills still unpaid. Emailed as a PDF.	A client's page › Account summary (21)
Mail to this address bounces	Marks a client's email address that does not work: every review flags it until the right one is saved.	A client's form (31)

Go-live checklist

Step	Who	Done
Create the client's account on the server with the modules they bought (Billing & SOA; Accounts Payable and Receipt Scanning have their own checklists)	AutoSOA (implementer)	☐
Run the production grants the release notes list for the fixes in this course (none are database grants unless the release says so)	AutoSOA (the owner runs these)	☐
Check the server's email sending address and file storage are set (host settings, not the client's)	AutoSOA (implementer)	☐
Check Training lists these lessons	AutoSOA (implementer)	☐
Check the first sign-in: Home shows "Set up billing first", and the bell one new notice	AutoSOA (implementer)	☐
Return the questionnaire, with the client file	Client (owner)	☐
Set up the company profile, the team, the BIR registration and the invoices' look, design and due dates (lessons 01–07)	Client (owner)	☐
Set up charges and clients (lessons 08–10); the clerk signs in (11)	Client (owner, with the clerk)	☐
Run the first month with the implementer watching: bill, schedule sending, invite, match, enter expenses (lessons 12–20)	Client (clerk and owner)	☐
Sign-off: the first month's invoices are out and its first payments matched	Client and AutoSOA	☐

Getting help

- Email **admin@autosoa.com** with your business name, the screen you were on and what it said.
- Guide me, at the top of every page, walks you through the everyday tasks.