

## Faktura Webapp Extension Manual

### Prerequisites

Magento 1.9.x

### Installation

1. Upload the extension files to your store's root directory using FTP/SSH.
2. Login to the backend of your Magento Store.
3. Clear the cache in System → Cache Management.
4. Log out of the backend, and log back in again.

### Configuration

After login to Magento Admin Panel, Select Configuration under System. From the left Menu under Configuration, click on WebApp option will open up Web App Configuration page. Refer Fig:1 and Fig:2

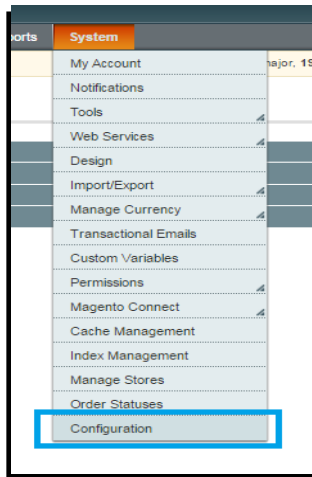


Fig: 1

Current Configuration Scope:  
Default Config ⌵ 🔗  
[Manage Stores](#)

**Configuration**

- ▶ GENERAL
  - General
  - Web
  - Design
  - Currency Setup
  - Store Email Addresses
  - Contacts
  - Reports
  - Content Management
- ▶ PITS EXTENSIONS
  - Fast Checkin
  - Webapp**
    - Advanced Webapp
    - ISR System
- ▶ CATALOG
  - Catalog

[Save Config](#)

**Webapp**

**General** ⌵

Enable Extension  [STORE VIEW]

**Webapp Extension Options** ⌵

Webapp user id:  [STORE VIEW]  
▲ Webapp user email-id for login

**Webapp General Configuration** ⌵

Shop Name  [STORE VIEW]

Shop Mail Id  [STORE VIEW]

No of records per page in table grid  [WEBSITE]

**Sales Configuration** ⌵

Show latest orders first  [GLOBAL]

**Webapp Reminder Settings** ⌵

Enable Reminder  [GLOBAL]

Fig: 2

**1. Enable Extension :** Choose ‘yes’ to enable the extension

**2. Webapp user Id:-** Need to provide email-id of WebApp user to login. Before that, create the same user in ‘Customers’ section and associate the same user with WebApp. For accessing WebApp, user has to use the same password entered in ‘Customers’ section while creation.

**3. Customer Association to website:-** For associating customer to a website, user has to create a website with code ‘webapp’ and name ‘WebApp\_themes’. For Customer creation, user needs to select ‘Manage Customers’ under Customers, then click on ‘Add New Customer’ and create new customer.

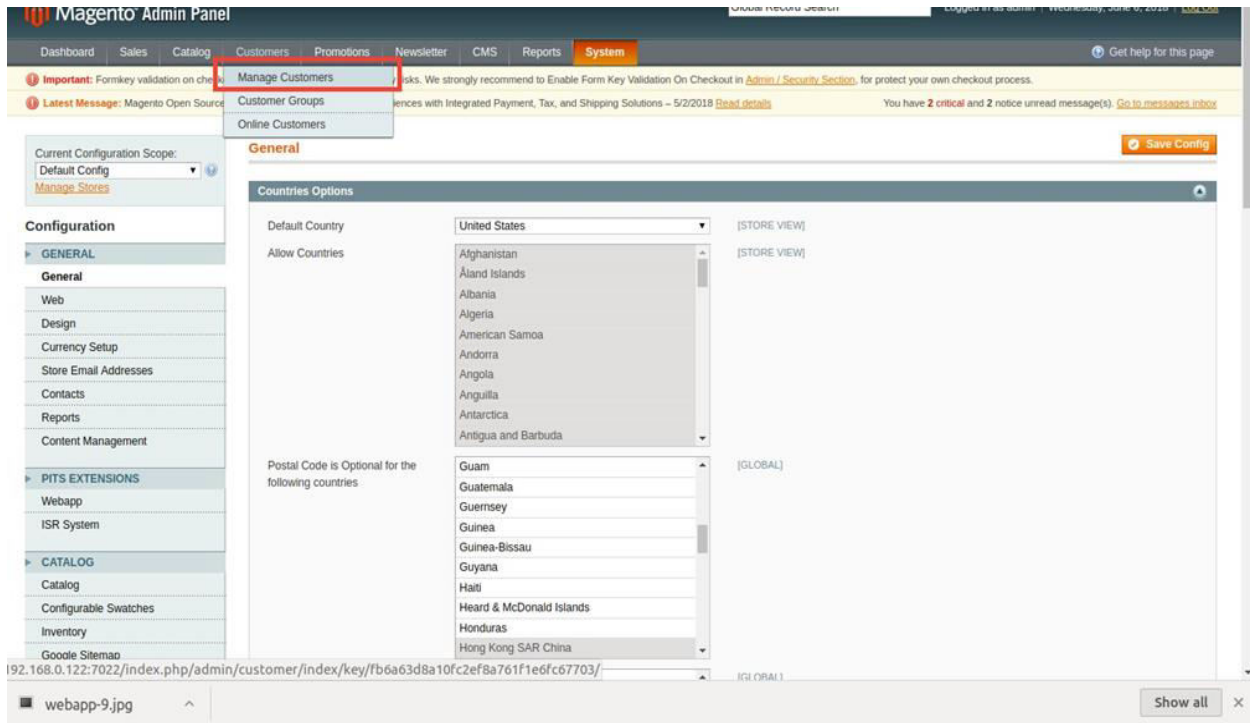


Fig: 3

In 'Account Information' from the left menu, select 'Associate to Website' option for this user as 'WebApp'.

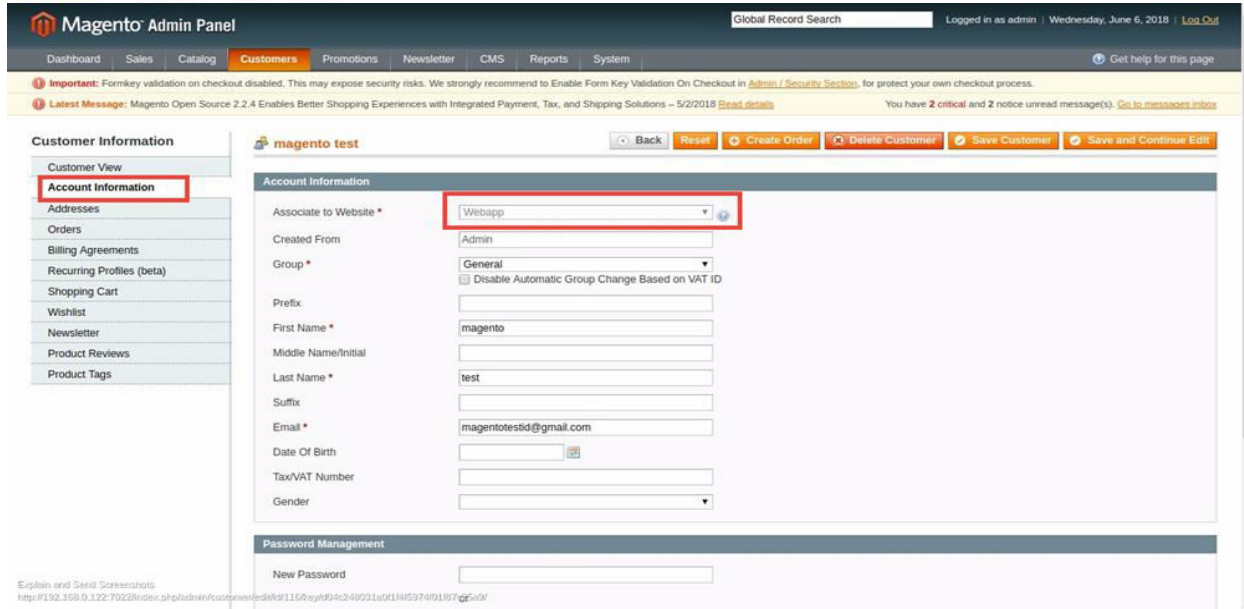


Fig: 4

3. Apply webapp Theme
4. Apply 'webapp/default' theme to 'Webapp' website

## Using the Extension

### WebApp – Login

User need to enter the password which is entered in customer creation.

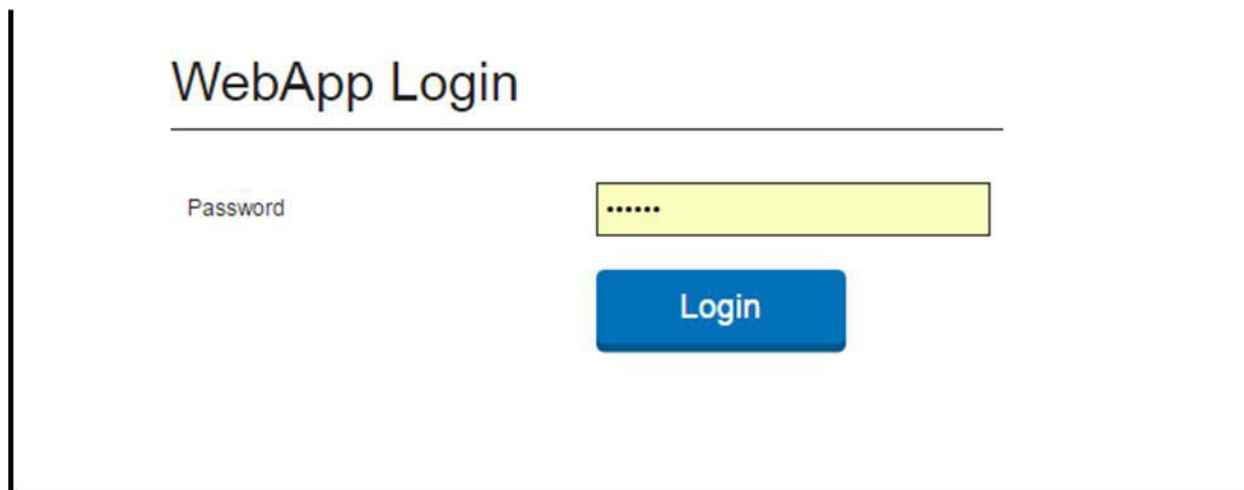


Fig: 5

**Note : Use webapp as website code and store code.  
Set Share Customer Accounts as Global in Customer configuration section**

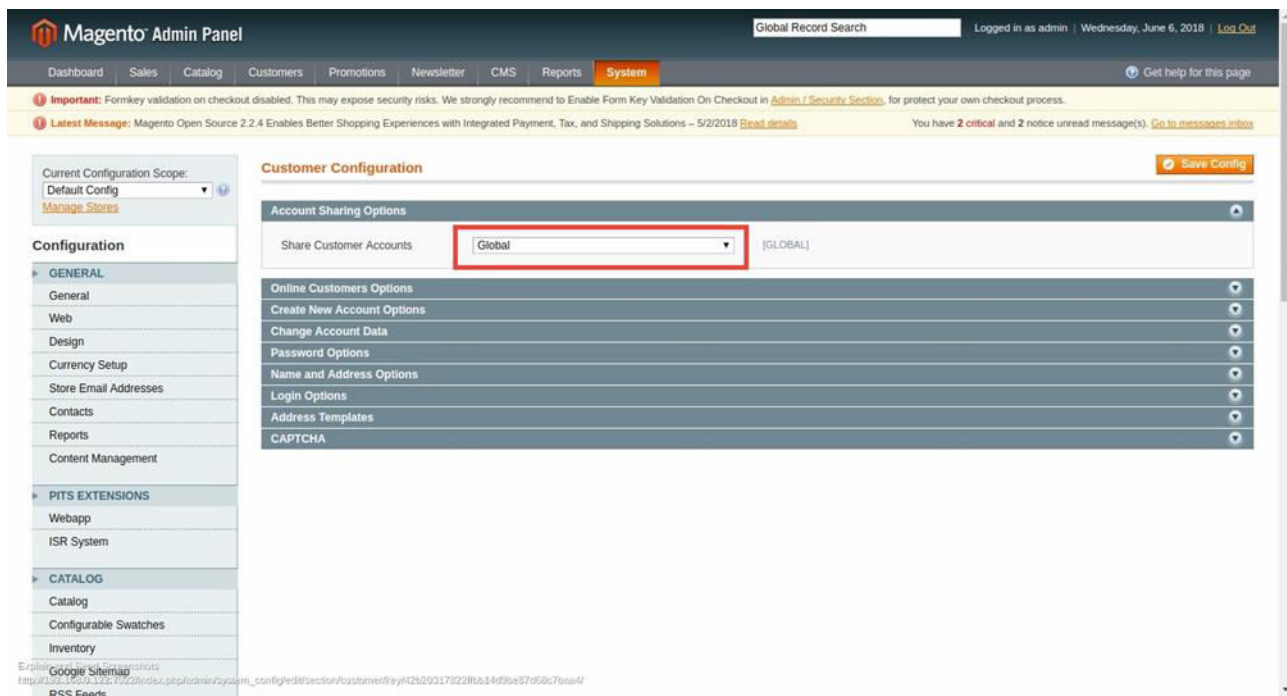
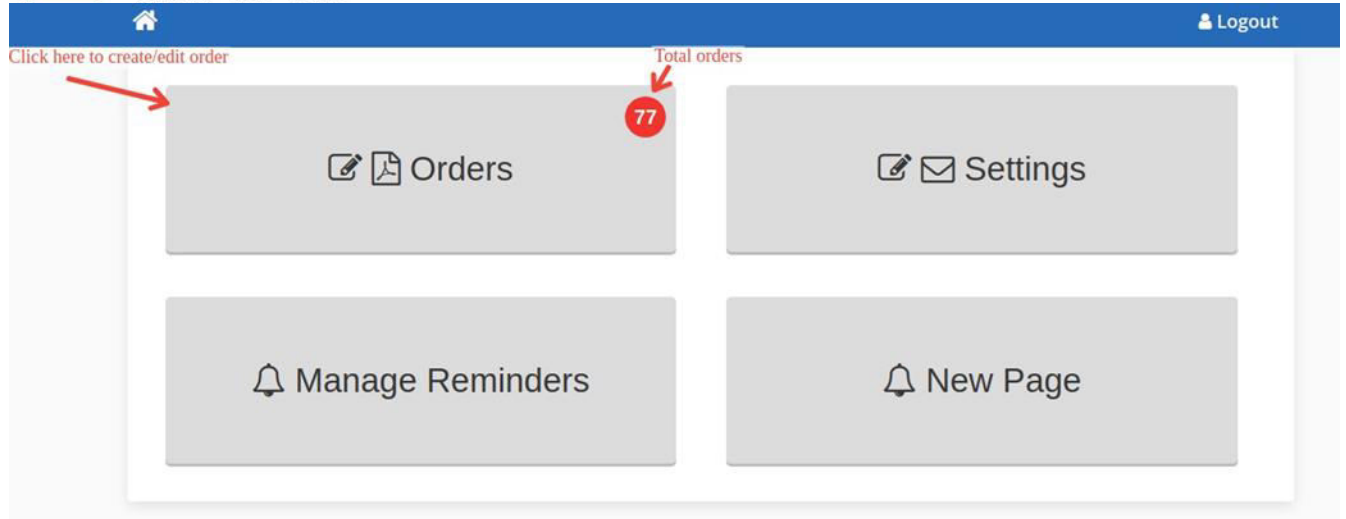


Fig:6

## Order Management

On assumption that all webapp configurations are done properly and reached webapp home page.  
Refer Fig:7.



**Fig:7**

**Step 1 :-** Click Orders to create new order or edit previous orders.

All orders are listed in the landing page. Here you can search orders with its order number , invoice number and customer name. Refer Fig: 8

Fig:8

Fig 8 : shows order listing page of webapp. Orders are listed under three categories like **New Order, Processed Order and Deleted Order**

**1. New Order**

Newly created orders are listed under this category. It may or may not possess an invoice number.

**2. Processed Order**

All orders under this category having an invoice. It may or may not possess an ISR invoice number.

**3. Deleted Order**

If the further processing of the order is not needed, we can move the order to this category by clicking the soft delete button on the listing page. There is no option to edit the deleted orders. The orders under this category is not actually a deleted order, it is just moved to this category for listing purpose.

**4.Create order**

**Step 2 :-** Click Create Order Button to create a new order from webapp. Refer Fig:8

**Step 2.1 :-** Select store from dropdown.

**Step 2.2 :-** Set Order date

**Step 2.3 :-** Click invoice generate button to get invoice number.

**Step 2.4 :-** Webapp comments can be enter into the remarks section.

**Step 2.5 :-** Select a customer from customer dropdown , all other fields will be prefilled on choosing customer.

**Step 2.6 :-** To add products , please select an item from the dropdown and click blue button to add listed product. You can enter required quantity in the box under title Qty and set discount percentage to each products by entering percentage to the textbox below the title factor. Then total price will be displayed in the total text box.

**Step 2.7 :-** Select shipping method from the dropdown. Default payment method check/moneyorder is used.

**Step 2.8 :-** Click the save button to create order.

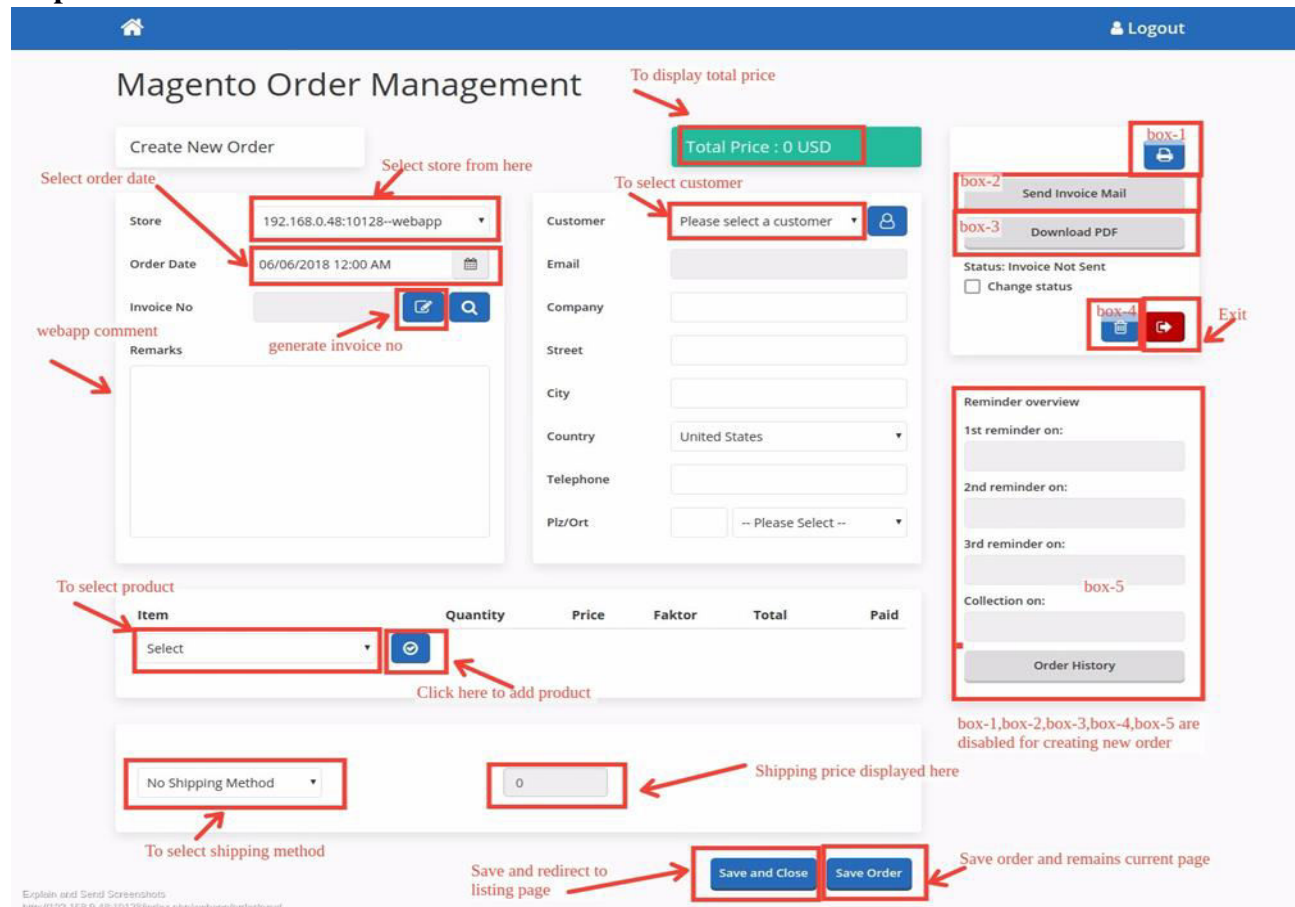


Fig:9

**Step 3 :** Edit an order by clicking edit button on order listing page. Refer Fig:9

You can edit order by changing any of its properties.

#### 4.1. Print preview button

This is to see the print preview of invoice pdf.

#### 4.2. Send invoice mail button

This is used to send invoice email.

#### 4.3. Download PDF button

This is to download invoice pdf and status changed to invoice sent.



**4.4. Change status checkbox:-** To generate invoice and change status to invoice sent.

**4.5. Remainder Status checkbox:-** To disable reminder and its status changed to disabled.

The screenshot displays the Magento Order Management interface. At the top, there is a navigation bar with a home icon and a 'Logout' button. The main header reads 'Magento Order Management'. Below this, the 'Order Id' is highlighted as '# 200000189'. A green box indicates the 'Total Price : 1470 USD'. The interface is divided into several sections: 'Store' information, 'Customer' details, and a table of items. The 'Customer' section shows 'testi namel-testshop9178€' and 'testshop9178@yopmail.com'. The 'Items' table has columns for 'Item', 'Quantity', 'Price', 'Faktor', 'Total', and 'Paid'. Annotations include: 'To remove product' pointing to a trash icon, 'To enter product qty' pointing to the quantity field '1.0000', and 'To enter percentage of discount' pointing to the 'Faktor' field '100'. On the right side, a 'Print preview button' is shown above a 'Send Invoice Mail' button (annotated 'To send invoice mail'), a 'Download PDF' button (annotated 'To download invoice pdf'), a 'Status: Invoice Not Sent' section with a 'Change status' checkbox (annotated 'To create invoice'), and a 'Reminder Status: Enabled' section with a 'Disable Reminder' checkbox (annotated 'To enable remainder'). A 'Soft delete button' is also present. At the bottom right, an 'Order History' button is highlighted with the annotation 'To display all orders of current customer'. The interface concludes with 'Save and Close' and 'Save Order' buttons.

Fig:10

**4.6. Soft delete button:-** To move order to deleted category.

**4.7. Order history button:-** To display all orders of the current customer.

**4.8. Paid Button (Mark as Paid button):-** This button label will be **Mark As Paid** if invoice is not paid and for paid order, it's label will be **Paid** . It is used to capture invoice. Once the invoice is captured, the order can't be edited and the save button will be disappeared. There is a check box corresponding to each item and shipment to mark as paid. If all items and shipment are checked, it will automatically capture invoice while saving the order. Refer Fig: 11

**4.9. Currency switcher: -** We can change the currency for creating new order. Once order is created, the currency cannot be changed and all prices will be displayed in that currency. Refer Fig:11

Order Management

Home Orders Reminders Reports Settings Process Payment Logout

Order Id : # 200000359 Currency switcher US Dollar - USD Total Price : \$127.50 This button is used to make invoice as paid Paid

Store: 192.168.0.48:10128--webapp

Order Date: 06/20/2018 10:19 AM

Invoice No: 1168

Remarks

Customer: Divya Muralidharan-divya

Email: divya.mn@pitsolutions.com

Company

Street: test street

City: test city

Country: United Kingdom

Telephone: 9988777

Plz/Ort: 4455 region

Item	Quantity	Price	Faktor	Total	Paid
Select					<input type="checkbox"/>
Test Product 1	1.0000	122.4	100	122.4	<input checked="" type="checkbox"/>

Shipping Rate, Tax, Discount will be varried based on Magento settings.

Select Shipping Method: Flatrate Price: 5.1

Apply Discount: Amount: 0

Reminder overview

1st reminder on:

2nd reminder on:

3rd reminder on:

Collection on:

Order History

Order Totals

Subtotal:	\$122.40
Shipping & handling:	\$5.10
Discount:	\$0.00
Webapp Discount:	\$0.00
Tax:	\$0.00
<b>Grand Total:</b>	<b>\$127.50</b>

Explain and Send Screenshots  
[http://192.168.0.48:10128/index.php/webapp/order/edit/order\\_id/200000359/](http://192.168.0.48:10128/index.php/webapp/order/edit/order_id/200000359/)

Fig:11

## 5. Create Customer

We can create new customer in order edit/create page. Refer Fig:12and Fig:13

You can enter all details in the customer create form and click the save changes button to create new customer. This customer will be selected in the customer select field and all fields will be prefilled.

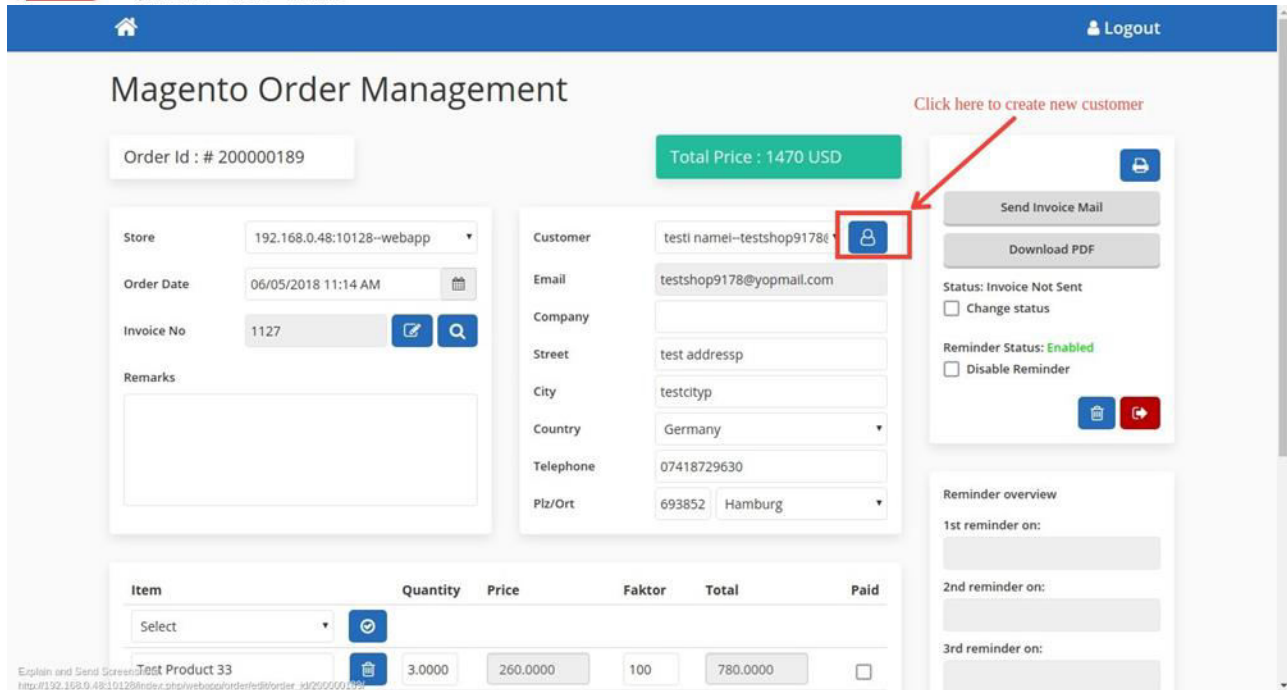


Fig:12

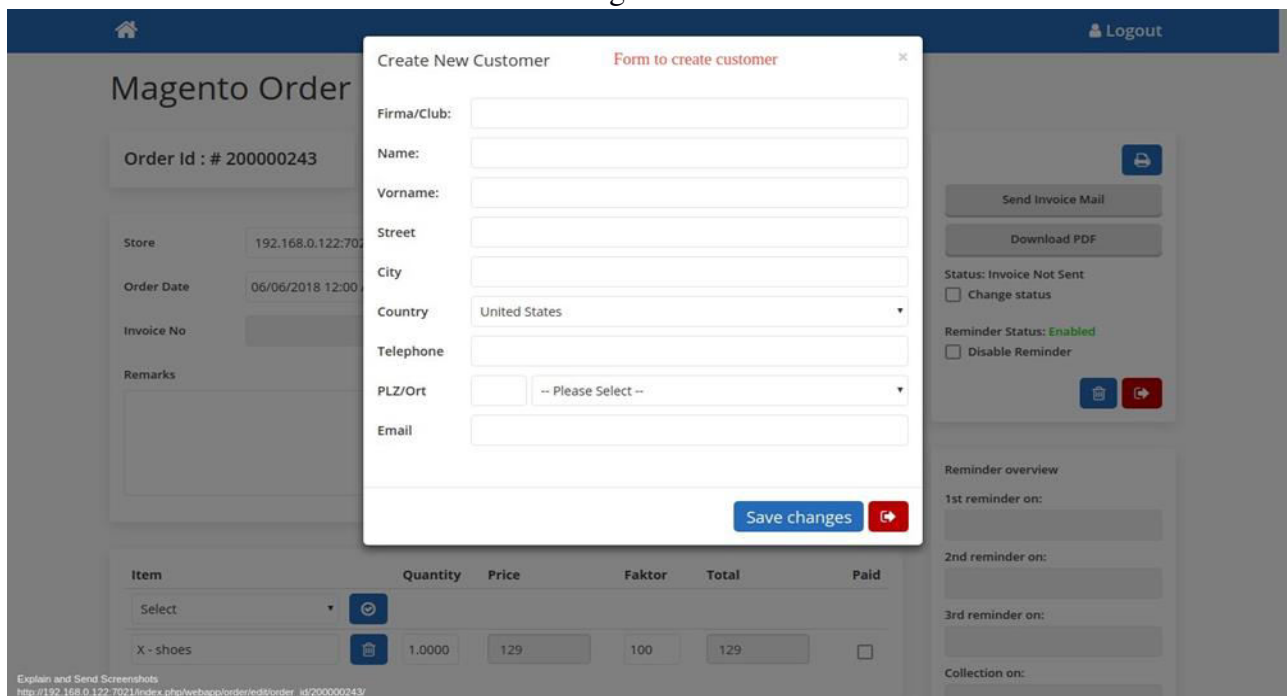


Fig:13

## 6. Invoice List

Last generated 10 invoice numbers are listed here. Refer Fig :14 and Fig :15

Order Id : # 200000189 Click here to see last 10 invoice Total Price : 1470 USD

Store: 192.168.0.48:10128--webapp

Order Date: 06/05/2018 11:14 AM

Invoice No: 1127

Customer: testi name--testshop9178@

Email: testshop9178@yopmail.com

Company:

Street: test addressp

City: testcityp

Country: Germany

Telephone: 07418729630

Plz/Ort: 693852 Hamburg

Item	Quantity	Price	Faktor	Total	Paid
Select					
Test Product 33	3.0000	260.0000	100	780.0000	<input type="checkbox"/>

Send Invoice Mail

Download PDF

Status: Invoice Not Sent

Change status

Reminder Status: Enabled

Disable Reminder

Reminder overview

1st reminder on:

2nd reminder on:

3rd reminder on:

Fig:14

Assigned invoice numbers Invoice list

Invoice No	Order Date
1130	2018-06-06 00:00:00
1129	2018-06-05 15:00:00
1128	2018-06-05 11:17:00
1127	2018-06-05 11:14:00
1126	2018-06-05 10:29:00
1125	2018-06-05 11:06:02
1124	2018-06-05 11:17:00
1123	2018-06-05 00:00:00
1122	2018-06-05 10:01:00
1120	2018-06-05 10:27:25

Fig:15

## 7. Discount Management

We can add custom discount in webapp. This discount rule and magento discount rules does not have any relation. Webapp discount will be displayed in order invoice shipment and email as Webapp Discount Amount. This amount is applied to the whole cart including shipping amount. You can only apply a fixed amount discount to the order total. Refer Fig:16 and Fig:17

## Order Management

Order Id : # 200000359

US Dollar - USD

Total Price : 116.50

Paid

Store: 192.168.0.48:10128--webapp

Order Date: 06/20/2018 10:19 AM

Invoice No: 1168

Remarks

Customer: Divya Muralidharan-divya

Email: divya.mn@pitsolutions.com

Company:

Street: test street

City: test city

Country: United Kingdom

Telephone: 9988777

Plz/Ort: 4455 region

Send Invoice Mail

Download PDF

Processed Status: Invoice Not Sent

Change status

Reminder Status: Enabled

Disable Reminder

Item	Quantity	Price	Faktor	Total	Paid
Select					
Test Product 1	1.0000	122.4	100	122.4	<input checked="" type="checkbox"/>

Shipping Rate, Tax, Discount will be varried based on Magento settings.

Select Shipping Method	Price
Flatrate	5.1

Select a discount from the dropdown

Apply Discount	Amount
test1	11.0000

Create discount rule from here

Reminder overview

1st reminder on:

2nd reminder on:

3rd reminder on:

Collection on:

Order History

Order totals

Order Totals	
Subtotal:	\$122.40
Shipping & handling:	\$5.10
Discount:	\$0.00
Webapp Discount:	\$0.00
Tax:	\$0.00
<b>Grand Total:</b>	<b>\$127.50</b>

Explain and Send Screenshots  
[http://192.168.0.48:10128/index.php/webapp/order/edit/order\\_id/200000359/](http://192.168.0.48:10128/index.php/webapp/order/edit/order_id/200000359/)

Fig:16

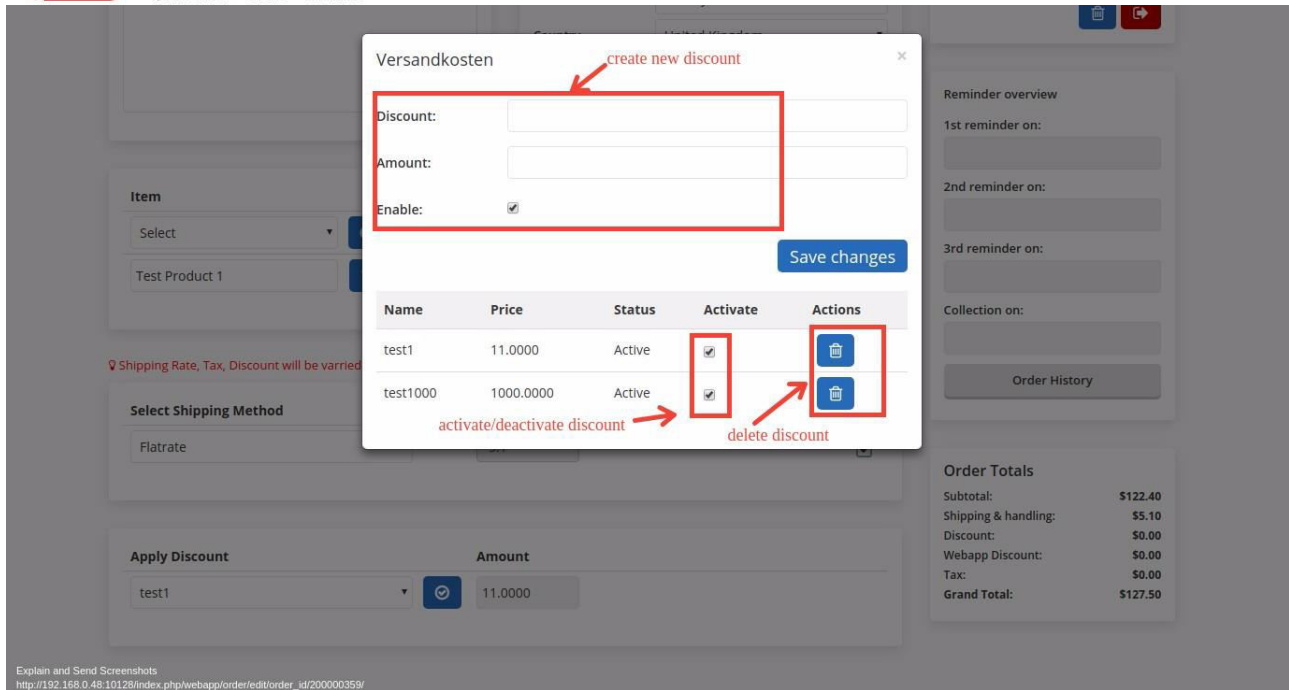
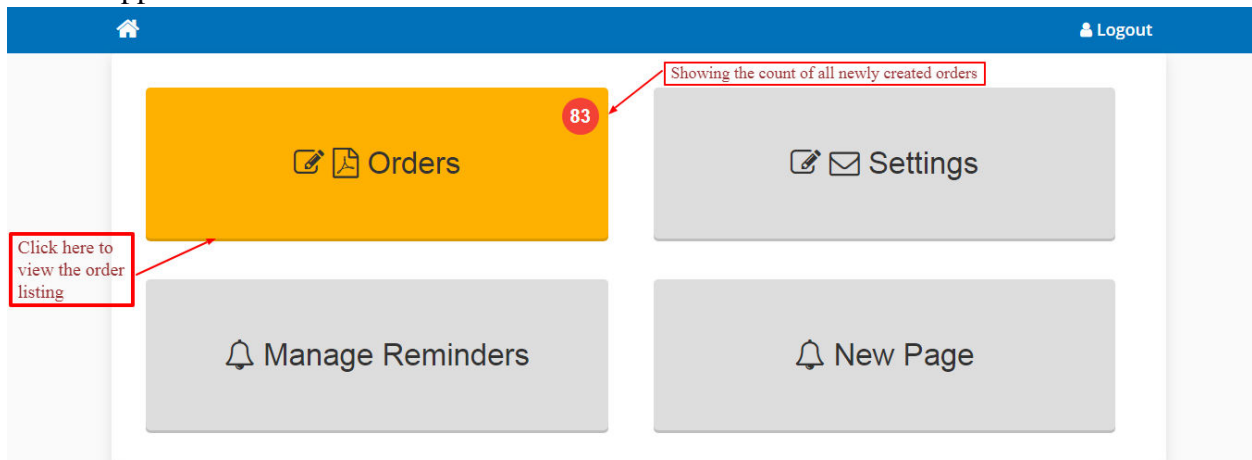


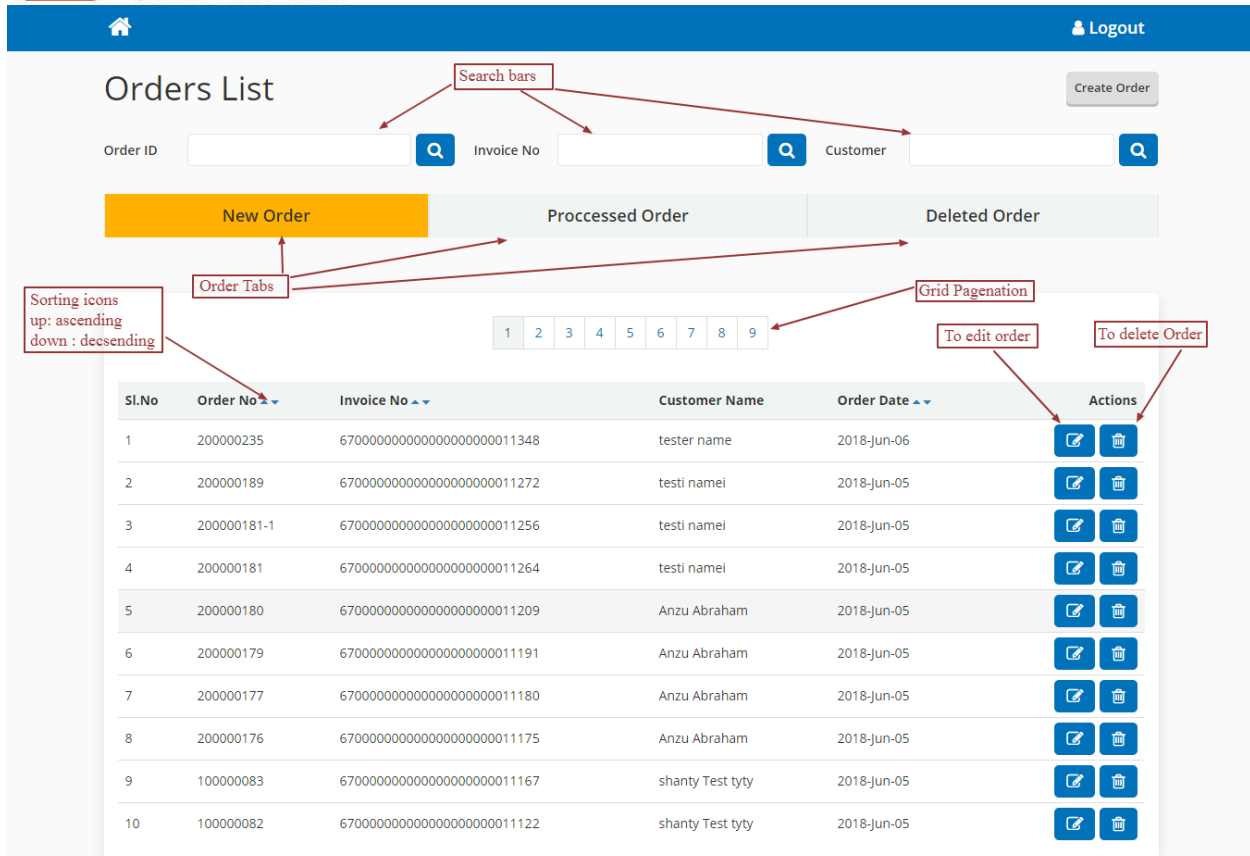
Fig:17

## 8. Order Listing

From webapp home window click on the “Orders” tile and navigate to the order listing page of the webapp.



In this page, all the newly created orders are listed in grid table view. See the screenshot below.



The order listing page contains three tabs **New Order**, **Processed Order** and **Deleted Order**. In **New Order** tab, all newly created orders are listed. And by default newly created orders are shown. In **Processed Order** sections all the processed orders are that means the invoice mail of the corresponding order is sent out to the customer. **Deleted Order**, under this tab all deleted orders are listed or the orders which no further processing is required are listed.

**Edit Button:-** Clicking this button will navigate to the order edit page of the corresponding order. Where we can make the further changes in the order.

**Delete Button:-** Click on the icon to delete the order, then the order will moved to the **Deleted Order** section.

**Revert Button:-** Click on this button to revert the deleted order back to its initial state, Reverting the order will move to the new order tab.

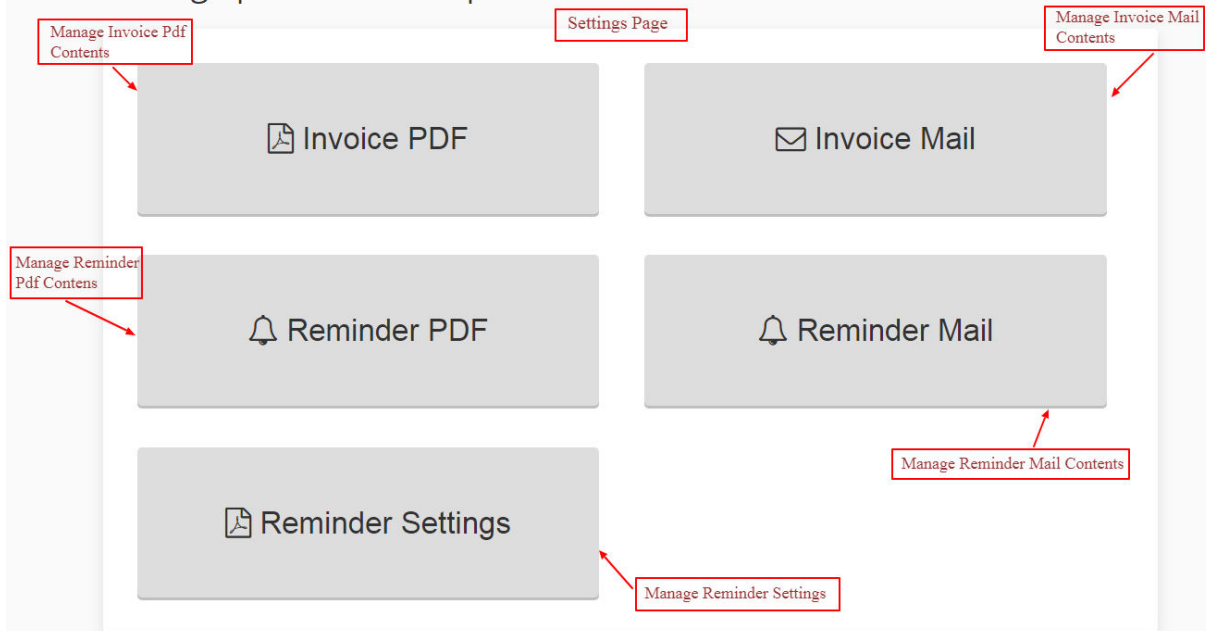
**Search Orders:-** Search order with its increment id, invoice reference no or customer name.

### Manage Reminders

Reminders are generated when there is a due in pay amount exists in the order. Reminders are send out to the customers to indicate the remaining or pending payments in the order. Here we have four levels of reminders and we have an option to add reminder fee for each reminder when they are generated or send out to the customers. Each reminder generated under certain duration from the date of the invoice of the corresponding order is generated. Each reminder is send out to the customers when a particular duration is reached, containing reminder fee or dunning fee is also charged along with the invoice total. After fourth level is reached, the invoice of the corresponding order will be derecognized.



## Manage pdf & mail templates



### Reminder Settings

From the webapp home page, click on the “**Settings**” tile, in the settings page click on the “**Reminder Settings**” tile and it will direct to the reminder settings form.

**Enable Reminder:-** To enable reminders for the orders.

**Reminder Levels:-** We can set the duration of each reminders has to be send out to the customers. Each levels are set in no of days.

**Reminder Fees:-** Fee to be added to the invoice total when each reminder is send out.

**Add reminder mail Cc:-** We can add reminder mail cc to the admin or and sales mail id. See the screenshot below.





## Manage Reminders

### Enable Reminders

Enable

### Reminder Levels

Reminder Level 1

Reminder Level 2

Reminder Level 3

Reminder Level 4

Reminder Disable Level

### Reminder Fees

Level 1 Fee

Level 2 Fee

Level 3 Fee

Level 4 Fee

### Add reminder mail Cc

Reminder Mail Cc

### Reminder Mail Settings

The content of the reminder mail can be managed via the webapp. From the Settings page click on the “**Reminder Mail**” tile and navigate to the reminder mail settings form. After entering the contents click on the “**Save**” button.

**Store View**:- Select the store view, which we can manage contents of each stores.

**Store Address**:- Shop store address is entered here.

**Reminder Mail Contents**:- Reminder mail contents of each levels are entered here. See the screenshot below.

## Reminder Mail

**Store View\***  
Main Website Default Store View ▼

**Store Address\***  
Webapp1  
Call Us: Test  
Store Hours  
Store Email  
www.webapp.com

**Reminder mail 1\***

Font Size... ▼ B I U

Unfortunately, we did not receive any payments yet. Maybe you haven't received the invoice or forgot to pay in the hectic daily routine. Please find all open invoice items attached to this e-mail. We kindly ask you to settle the outstanding amount within one week.1 - 1s

If you have already sent your payment in the meantime, please disregard this notice.

**Reminder mail 2\***

Font Size... ▼ B I U

Unfortunately, we did not receive any payments yet. Maybe you haven't received the invoice or forgot to pay in the hectic daily routine. Please find all open invoice items attached to this e-mail. We kindly ask you to settle the outstanding amount within one week.2 -1s

If you have already sent your payment in the meantime, please disregard this notice.

**Reminder mail 3\***

Font Size... ▼ B I U

Unfortunately, we did not receive any payments yet. Maybe you haven't received the invoice or forgot to pay in the hectic daily routine. Please find all open invoice items attached to this e-mail. We kindly ask you to settle the outstanding amount within one week.3-1s

If you have already sent your payment in the meantime, please disregard this notice.

\* Required Fields

### Reminder Pdf Settings

A reminder pdf is attached to each reminder mail, indicating the invoice details along with reminder fee and total due amount to be paid by the customer. Please note that we do not send out fourth reminder as mail, only pdf of the corresponding order is generated. The contents of the reminder. From the Setting page click on the “**Reminder Pdf**” tile and it will navigate to the reminder pdf settings form.

**Store View:-** Select the store view, which we can manage contents of each stores.

**Header Block Contents:-** Header block address of the reminder pdf are managed under here. It is split into two :

- a. **Header block1: Address:-** Shop address entered here.
- b. **Header block2: Opening hours:-** Shop working hours are entered here.

**Store Label:-** shop url is mentioned here.

**Store Contact Details:-** Shop contact details are mentioned here.

**Store Address:-** Shop address is mentioned here.



**Reminder Pdf Content:-** The quotation for each reminder level is entered here.

**Footer Content:-** Footer content of reminder pdf. See screenshot below.



### Reminder Pdf

**Store view \***  
Main Website Default Store View

**Header block1: Address \***  
Webapp  
Call Us:  
Store Hours  
Store Email  
www.webapp.com

**Header block2: Opening hours \***  
Öffnungszeiten  
Mo, Di: 12-18 Uhr  
Mi: 12-17 Uhr  
Do: 12-19 Uhr  
Fr: 12-17 Uhr

**Store Label \***  
Unsere Shops: www.webappstore.com

**Store Contact Details \***  
Telefon + 49 (0) 371 - 6513 78 78  
Fax 086 079 407 85 30  
info@webapp.com

**Store address \***  
PC Konto Nr. 80-151-4  
Clearing Nr. 700  
Bankkonto: 1130-0111.957  
Swift: ZKBKCHZZ80A  
IBAN: CH38 0070 0113 0001 1195 7  
Mwst. Nr: CHE-375.132.549

**Reminder Pdf content for level1 \***  
Re: First Reminder for Late Payment

**Reminder Pdf content for level2 \***  
Re: Second Reminder for Late Payment

**Reminder Pdf content for level3 \***  
Re: Third Reminder for Late Payment

**Reminder Pdf content for level4 \***  
Re: Final Reminder for Late Payment

**Footer content \***  
Thank you for your purchase from webapp store. We hope that you are satisfied with our services and thank you for your timely payment within 10 days.  
If you return an item, please deduct the amount from the total price and pay with the enclosed payment slip.

\* Required Fields

General layout of the reminder pdf.

**Shop Logo** → Magento Faktura

**Shop Label** → Unsere Shops: www.webapprealstore.com

**Store contact details** → Telefon + 49 (0) 371 - 6513 78 78  
Fax 086 079 407 85 30  
Info@webapp.com

**Store address** → Zürcher Kantonalbank  
Postfach  
8010 Zürich  
PC Konto Nr. 80-151-4  
Clearing Nr. 700  
Bankkonto: 1130-0111.957  
Swift: ZKBKCH2280A  
IBAN: CH38 0070 0113 0001 1195 7  
MwSt. Nr. CHE-375.132.549

**Reminder pdf content** → Re: First Reminder for Late Payment

**Reminder footer content** → Thank you for your purchase from webapp real store. We hope that you are satisfied with our services and thank you for your timely payment within 10 days. If you return an item, please deduct the amount from the total price and pay with the enclosed payment slip.

**Header Block 2** → Webapp  
Call Us: Test  
Store Hours  
Store Email  
www.webapp.com

**Header Block 1** → Öffnungszeiten  
Mo, Di: 12-18 Uhr  
Mi: 12-17 Uhr  
Do: 12-19 Uhr  
Fr: 12-17 Uhr  
Test

**Reminder fee** → Annie Mathew  
Test address Test city,  
Florida, 3456  
United States  
T: 4545467

Qty	Item	Price	Subtotal
1	Test Product 1	\$120.00	\$120.00
1	Test Product 33	\$268.00	\$268.00
		<b>Subtotal:</b>	<b>\$388.00</b>
		<b>Dunning Fee:</b>	<b>\$5.00</b>
		<b>Grand Total:</b>	<b>\$393.00</b>

Datum: 07-Jun-2018

## ISR Slip attached to the reminder pdf

**Bank Details** → Zürcher Kantonalbank  
8010 Zürich

**Invoice Total** → 385 . 00

**Isr Reference No** → 67 00000 00000 00000 00000 11377

Empfangsschein / Récépissé / Ricevuta | Einzahlung Giro | Versement Virement | Versamento Girata

Zürcher Kantonalbank  
8010 Zürich

Argentum Sport AG  
Bubikerstr. 43  
8635 Dürnten

609

0100000385005>670000000000000000000000000011377\* 010245149>

## Reminders Listing

From the home page click on the “**Manage Reminder**” tile, it will direct to the reminders listing page. As in the order listing page, here there are two tabs

### 1. Active



## ISR Settings

Store view \*  
Real store

Print ISR slip \*  
Yes

Deposit For \*  
Zürcher Kantonalbank  
8010 Zürich

In Favour Of \*  
Argentum Sport AG  
Bubikonstr. 43  
8635 Dürnten

Participant Number \*  
01-24514-9

Reference # Prefix

Slip Type Number \*  
01

Slip Position \*  
On a separate page

\* Required Fields

[Back](#) [Save](#)

Fig: General layout of ISR settings page.

**Print ISR Slip:-** Specifies whether to enable printing of ISR slips.

**Deposit For:-** Enter the address to which the money is sent to. If the money is transfer first to a bank, then enter here the address of the bank.

**In Favor of:-** In case the money is transferred to a bank, you need to enter here your address. In case you have a Post account, you can leave this field empty.

**ISR Participant Number:-** Enter here the post account number. (Schema: xx-xxxxx-x; e.g. 01-24514-9)

**Reference # Prefix:-** Enter here the prefix of the reference number. Normally a number of the bank.

**Slip Type Number:-** Enter here the slip type number. Normally it is 01.

**ISR Slip Position:-** Select where to print the isr slip.

The image shows a sample of an ISR slip with several callouts:

- Bank Details:** Points to the bank information for Zürcher Kantonalbank 8010 Zürich.
- Deposit For:** Points to the account number 01-24514-9.
- In Favour of:** Points to the beneficiary name Argentum Sport AG, Bubikerstr. 43, 8635 Dürnten.
- ISR reference No:** Points to the reference number 67 00000 00000 00000 00000 11818.

Fig: General layout of ISR slip.

The image shows a detailed layout of an ISR slip with numbered callouts (1-10) highlighting specific fields:

- Bank name: Zürcher Kantonalbank 8010 Zürich
- Beneficiary name: Argentum Sport AG, Bubikerstr. 43, 8635 Dürnten
- Account number: 01-24514-9
- Currency: CHF
- Reference number: 67 00000 00000 00000 00000 11658
- Beneficiary address: Munna Dileep, Street 1, Zurich, Schaffhausen 5380, Schweiz
- Office of deposit: Die Annahmestelle / L'office de dépôt / L'ufficio d'accettazione
- Amount: 609
- Reference number: 67 00000 00000 00000 00000 11658
- Account number: 01-24514-9

1. **Deposit for/Payment to:-** ESR participant UBS Switzerland AG should appear here as it is the ESR participant in the ESR process. UBS Switzerland AG will assign the exact designation.

2. **In favor of:-** Your address (payee), The description must make it possible to identify the recipient with no possibility of error. The description must therefore comply with the following rules:

- For natural persons: last name, first name and place of residence or business.
- For sole proprietorships, partnerships, legal entities and foundations entered in the Commercial Register: exact wording as published in the Commercial Register.
- For sole proprietorships and companies which are not entered in the Commercial Register: last name and first name of the owner of / partner in the business, and the



registered office. The first name and last name should be accompanied by any applicable title.

- For clubs, associations and foundations: must match their statutes, deed of foundation as well as their main business address.
- For administrative bodies, official agencies and governmental authorities: official designation and location.
- Please precede the main place of residence or business domicile with the applicable postcode.

Format

1st line: Name of beneficiary

2nd line: Address of beneficiary

3rd line: Address of beneficiary

4th line: Address of beneficiary

The last written line must contain the postcode and town.

This should be printed in one block, without empty lines.

**3. Account:-** ESR participant number

UBS's ESR participant number. Through the use of this number,

UBS Switzerland AG participates in the ESR process.

UBS Switzerland AG coordinates the process.

**4. Amount:-** The amounts in the code line and in the amount fields must match.

Format

- Maximum 10-digit amount in francs without spaces; right-aligned. Amounts over CHF 1,000 must be printed in one block. Entries of CHF 0.00 (zero), "blocking stars" and other filler characters are not permitted in the amount field.

- Amount of centimes: should always be entered with two digits, 00 when there are no centimes.

**5. Reference No.:-** The reference number is numeric with 27 digits and is also included in the code line. It is used to refer to payees and payers (the latter via an invoice number).

Format: 1x2 and 5x5 digits in blocks.

**6. Paid by:-** Payer (debtor), The payer's details can be pre-printed on the processing slip and on the receipt stub. A complete postal address is required.

Format

1st line: Name of payer

2nd line: Address of payer

3rd line: Address of payer

4th line: Address of payer (if required)

The last written line must contain the postcode and town.

This should be printed in one block, without empty lines.

**7. Place payment received:-** Payer's receipt.

**8. Processing slip (as opposed to receipt stub) :-** The processing slip is removed and goes into circulation as part of the payment process.

**9. Reference field:-** The reference field is mandatory. It contains the reference number.

Format 1x2 and 5x5 digits in blocks, right-aligned.



10. **Code line:**- The code line (in OCR-B font) contains all the information for the processing and reporting of payment slips with reference numbers:

- Amount (UBS BESR+ does not show the amount)
- UBS BESR client identification number In addition to the ESR participant number, you are also assigned a 6-digit client identification number which identifies you as the beneficiary in the reporting system. This BESR ID number is a component of reference number in the BESR code line.
- 20-digit client-specific reference / invoice number
- UBS Switzerland AG ESR participant number (9 digits)

*Note: The data described under numbers 1 to 4 and 6 for the receipt stub also apply to the processing slip. The same conditions apply.*

### **Manage Invoice Pdf and Mail**

The contents of invoice pdf and invoice mail can be managed from webapp settings page. It is available under the tabs “Invoice pdf ” and “Invoice Mail”

#### **Invoice Pdf settings**

## Invoice Pdf

**Store view \***  
Real store

**Header block1: Address \***  
Webapp  
Call Us :: Test  
Store Hours  
Store Email  
www.webapp.com

**Header block2: Opening hours \***  
Öffnungszeiten2 Test  
Mo, Di: 12-18 Uhr  
Mi: 12-17 Uhr  
Do: 12-19 Uhr  
Fr: 12-17 Uhr

**Store Label \***  
Unsere Shops: www.webapp.com

**Store Contact Details \***  
Telefon + 49 (0) 371 - 6513 78 78  
Fax 086 079 407 85 30  
info@webapp.com

**Store address \***  
Zürcher Kantonalbank  
Postfach Test  
8010 Zürich  
PC Konto Nr. 80-151-4  
Clearing Nr. 700  
Bankkonto: 1130-0111.957

**Footer content \***  
Thank you for your purchase. We hope that you are satisfied with our services and thank you for your timely payment within 10 days.If you return an Item, please deduct the amount from the total price and pay with the enclosed payment slip.(invoice -webappreal store) Test

\* Required Fields

Invoice pdf form contains the following fields,

**Store View:-** Select the required store view for which contents to be managed.

**Header block1:Address:-** Enter the shop address which is to be displayed in the header region

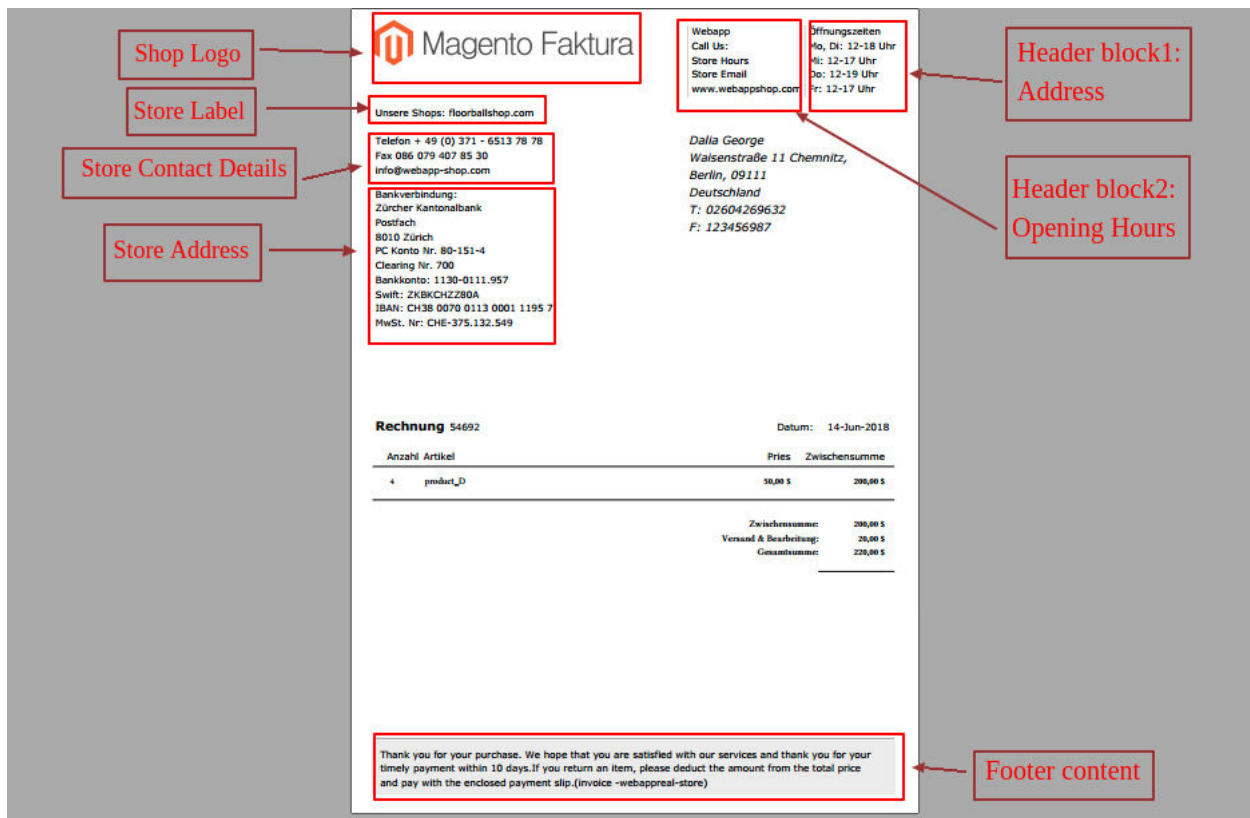
**Header block2: Opening Hours:-** Enter the shop opening hours

**Store Label:-** Specify your shop name here.

**Store Contact Details:-** Enter shop contact details such as Telephone, Fax, Mail Id in this region.

**Store Address:** Enter the store address here. This will be displayed in body region of invoice pdf

**Footer content:** Enter the contents which is to be displayed in footer region of Pdf.



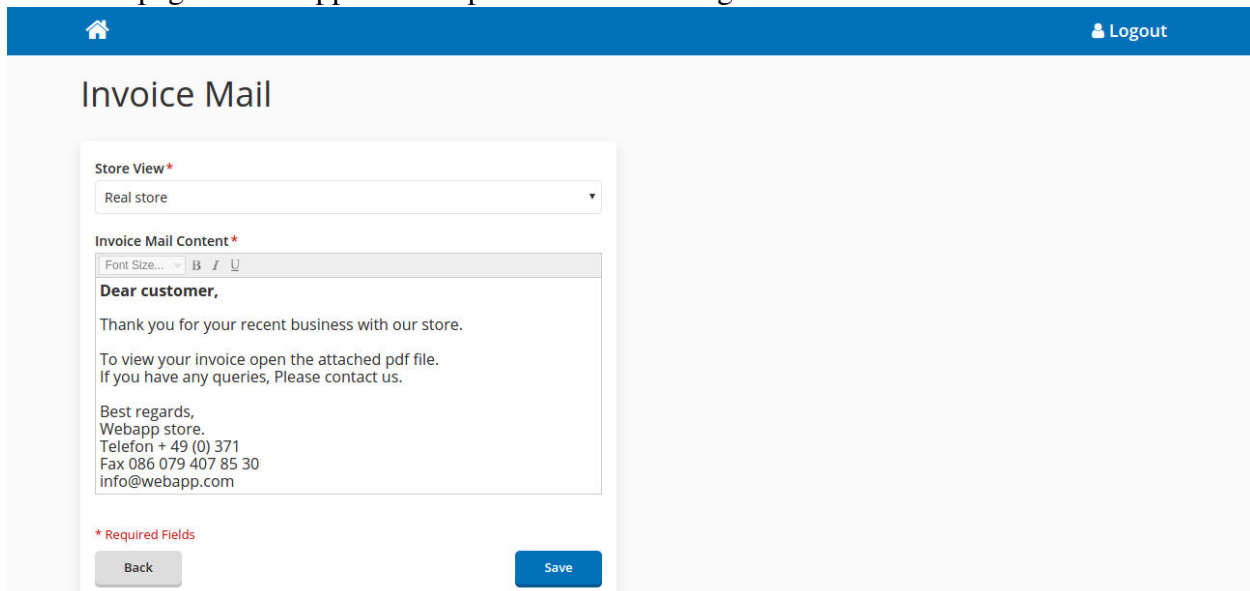
The screenshot shows a Magento Faktura invoice PDF. Red boxes and arrows highlight the following sections:

- Shop Logo:** The Magento Faktura logo at the top left.
- Store Label:** The text "Unsere Shops: floorballshop.com" below the logo.
- Store Contact Details:** Contact information including phone, fax, email, and bank details.
- Store Address:** The physical address of the store.
- Header block1: Address:** The address of the sender, Dalia George.
- Header block2: Opening Hours:** The store's operating hours for Monday through Friday.
- Footer content:** A thank-you message and payment instructions at the bottom.

General layout of invoice pdf

### Invoice Mail

Invoice mail settings form is used to manage the contents of invoice mail which is sent from the order edit page of Webapp. Invoice pdf is attached along with this mail.



The screenshot shows the 'Invoice Mail' settings form. It includes a 'Store View' dropdown menu set to 'Real store'. Below it is the 'Invoice Mail Content' section, which has a font size selector and a text area containing the following sample email content:

**Dear customer,**  
Thank you for your recent business with our store.  
To view your invoice open the attached pdf file.  
If you have any queries, Please contact us.  
  
Best regards,  
Webapp store.  
Telefon + 49 (0) 371  
Fax 086 079 407 85 30  
info@webapp.com

At the bottom of the form, there are 'Back' and 'Save' buttons, and a note indicating that the asterisk (\*) denotes required fields.

Invoice mail form contains the following fields,

**Store View :-** Select the required store view for which contents to be managed.

**Invoice Mail Content :-** This text area comprises of entire invoice mail. You can edit and manage the content using editor available here.

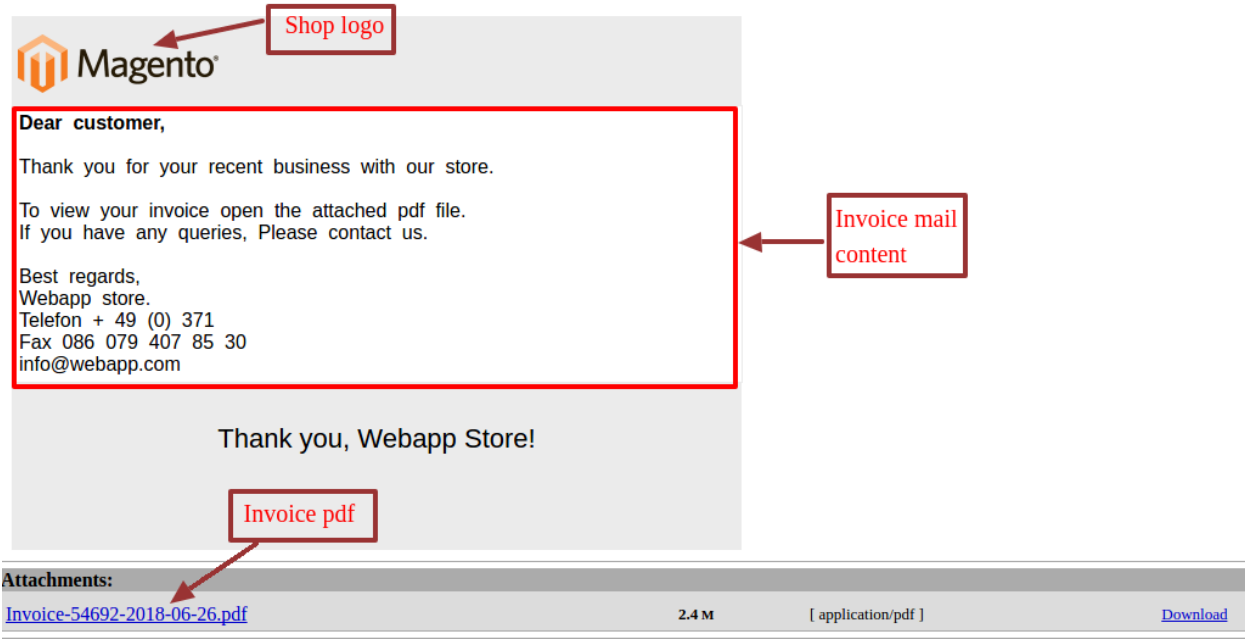
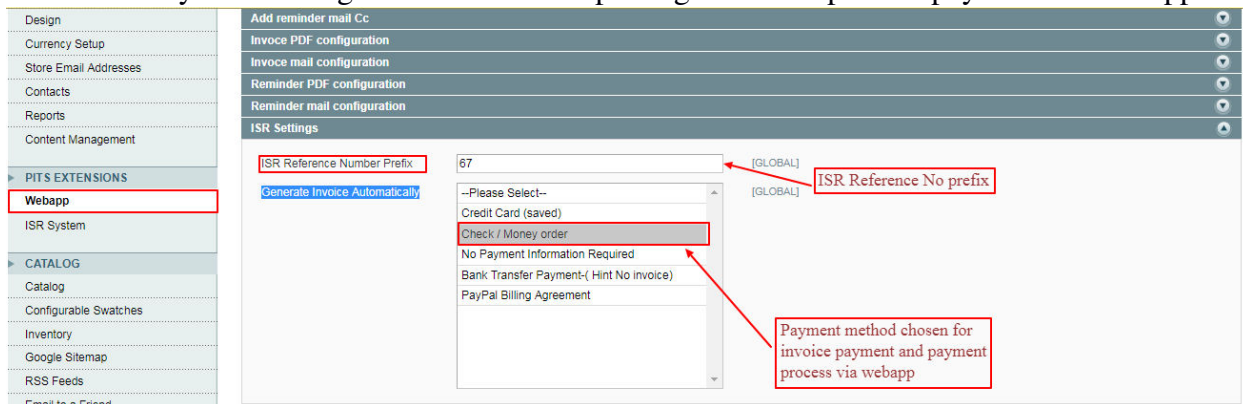


Fig:General layout of invoice mail

## Payment Process

This section describes the payment processing for ISR/invoice payment methods. For the orders that are placed using the payment that are configured in the “**ISR Settings** “ in the webapp configuration section. Go to **Admin->System->Configuration->Pits Extension->Webapp->ISR Settings**. In the multi select menu “**Generate Invoice Automatically**” select the payment methods that you want to generate invoice on placing order and process payment via webapp.



And to be noted that, for processing an invoice via webapp, it should have both **invoice no** and **isr reference no**. To process the payment of the invoices, From the home page click on the “**Process Payment**” tile. It will direct to the payment processing page. In that page you have to



Error payment listing consisting of two tabs.

- **Partial Payments**
- **Invalid Payments**

**Partial Payments :-** In this tab it will list out all the invoices which are partially paid, which mean sonly the fraction of the total payment is made. The listing includes a Slip Id, ISR Reference No, Invoice No, Total Amount, Paid Amount, Pending Payment, Payment Date, Payment History and Mark Paid.

**Slip Id :-** Which specifies the Slip Id of the processed ISR file.

**ISR Reference No :-** Isr reference no of the invoice that you have paid.

**Invoice No :-** Invoice no of the invoice that customer has paid.

**Total Amount :-** Invoice grand total.

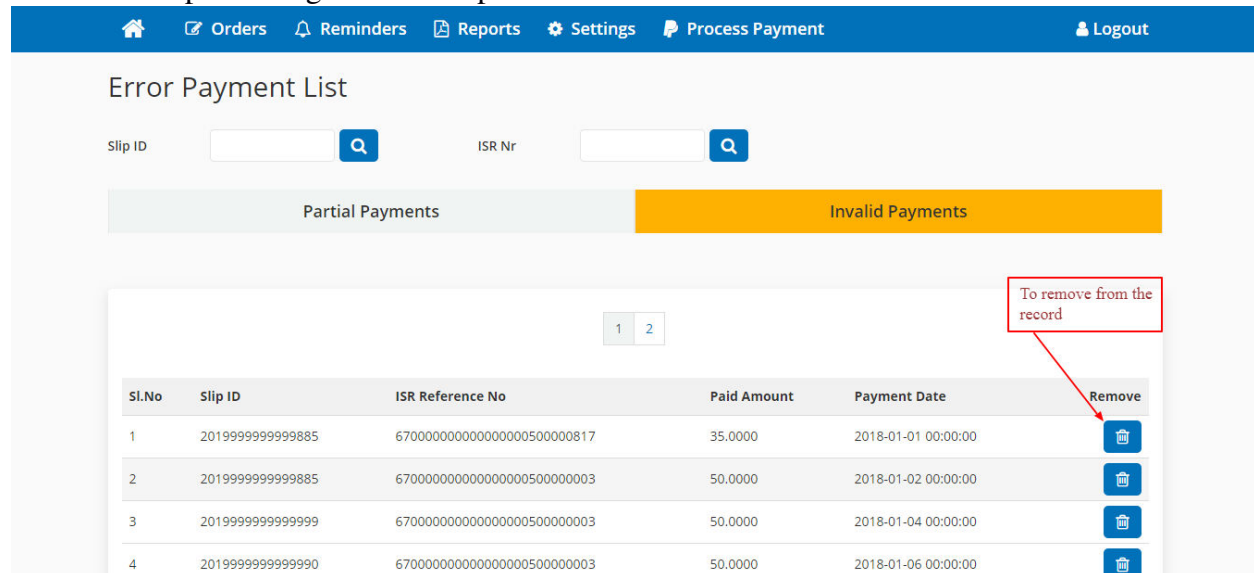
**Paid Amount :-** Total payment has been made by the customer.

**Pending Payment :-** Total Due payment if any.

**Payment History :-** If a customer maid payment via more than one time, this will list down all the payments that the customer has made. Which includes Slip Id of the processed file and the date of the payment.

**Mark Paid :-** This checkbox is used to forcibly make the invoice paid, from webapp. If you check the checkbox and accept the terms it will make the invoice to paid state, even though the invoice is partially paid.

**Invalid Payments :-** In this tab, list down all the invalid payment that are processed via webapp. Which means this will list down all the invalid isr reference no, which the invoices of the corresponding in isr no don't exist in our shop. Webapp will mark those isr reference no's as invalid when processing the bank slip.



The screenshot shows a navigation bar with icons for Home, Orders, Reminders, Reports, Settings, Process Payment, and Logout. Below the navigation bar is the 'Error Payment List' section. It features search filters for 'Slip ID' and 'ISR Nr'. There are two tabs: 'Partial Payments' and 'Invalid Payments', with 'Invalid Payments' being the active tab. A table displays the following data:

Sl.No	Slip ID	ISR Reference No	Paid Amount	Payment Date	Remove
1	201999999999885	670000000000000000500000817	35.0000	2018-01-01 00:00:00	
2	201999999999885	670000000000000000500000003	50.0000	2018-01-02 00:00:00	
3	201999999999999	670000000000000000500000003	50.0000	2018-01-04 00:00:00	
4	201999999999990	670000000000000000500000003	50.0000	2018-01-06 00:00:00	

A red box highlights the 'Remove' column with the text 'To remove from the record' and an arrow pointing to the first record's remove icon.

**Slip Id :-** Which specifies the Slip Id of the processed ISR file.

**ISR Reference No :-** Invalid isr reference no.

**Paid Amount :-** Paid amount made through the invalid isr reference no.

**Payment Date :-** Payment Processed date.

**Remove :-** To remove the record from webapp.

### Payment Indication in Reminder Pdf

If a customer has made payment after sending out any reminder. The reminder pdf will indicate the paid amount also among the reminder charges and others. Refer the screenshot below.

Re: Third Reminder for Late Payment

**Invoice** 1169

Date: 21-Jun-2018

Qty	Item	Price	Subtotal
1	Test Product 2	CHF30.00	CHF30.00
1	Test Product 2	CHF30.00	CHF30.00

Reminder Fee	Subtotal:	CHF60.00
	Shipping & Handling:	CHF5.00
Total Payment	Dunning Fee:	CHF30.00
	Grand Total (Excl. Tax):	CHF5.00
	Tax:	CHF4.62
Due Payment	Total Paid:	CHF90.00
	Grand Total (Incl. Tax):	CHF9.62

### REPORTS

Sales reports provides a complete overview of sale occurred within a shop. Faktura gives seven distinct sales reports. They are available under the “Reports” tab in home page.



Reports

Sales Reports

Bestseller products

Debitor list from an order date

List of debtors

Statistics Report

Statistics Graph

Open items per customer

Sales Reports

Product Name:

SKU:

From Date:

To Date:

click to select dates

1. Sales Report

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Sl.No	Order Date	ISR No	Customer Information	SKU	Product Name	Price	Qty	Total	is paid
1	14.06.2018	54683	Deepthi Joseph Pits deepthijoseph20@gmail.com	product-d	product_D	\$50.00	1.0000	\$50.00	no
2	14.06.2018	54683	Deepthi Joseph Pits deepthijoseph20@gmail.com	product_h	product_H	\$50.00	2.0000	\$100.00	no



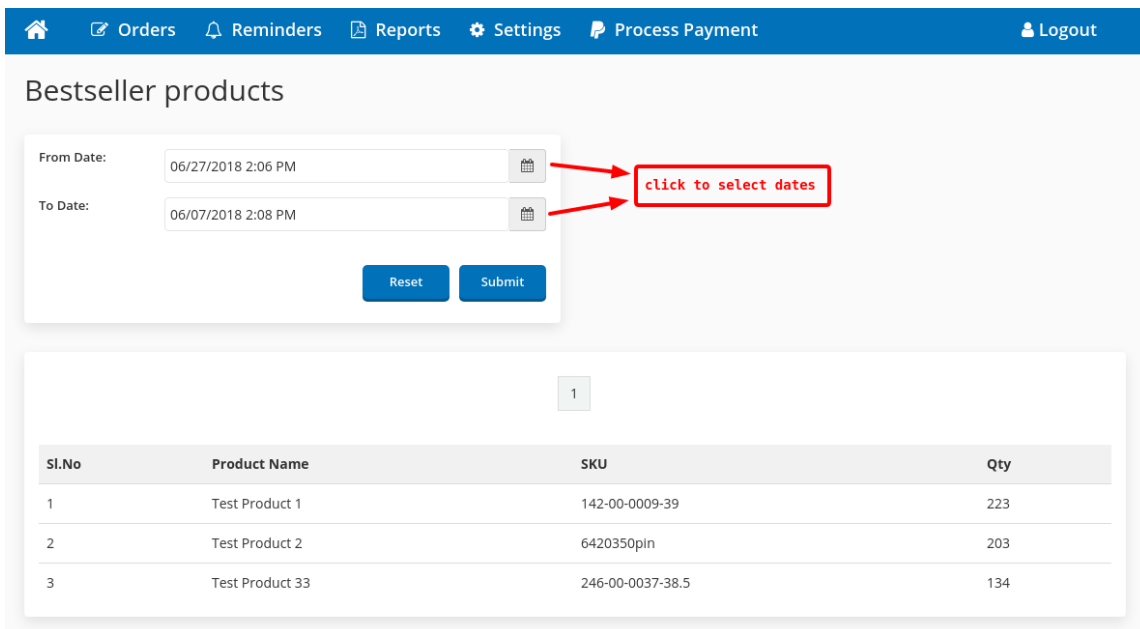
Sales report lists orders placed for a particular product in the time duration specified by ‘from date’ and ‘to date’. Either product name or SKU is required.

Product Name: enter full product name or starting letters of product name.

(example : product name of ‘test-product-’ lists all products starts with ‘test-product-’.)

SKU: enter product’s SKU. Order details of product with entered SKU will be listed.

## 2. Bestseller Product



Bestseller products

From Date: 06/27/2018 2:06 PM

To Date: 06/07/2018 2:08 PM

Reset Submit

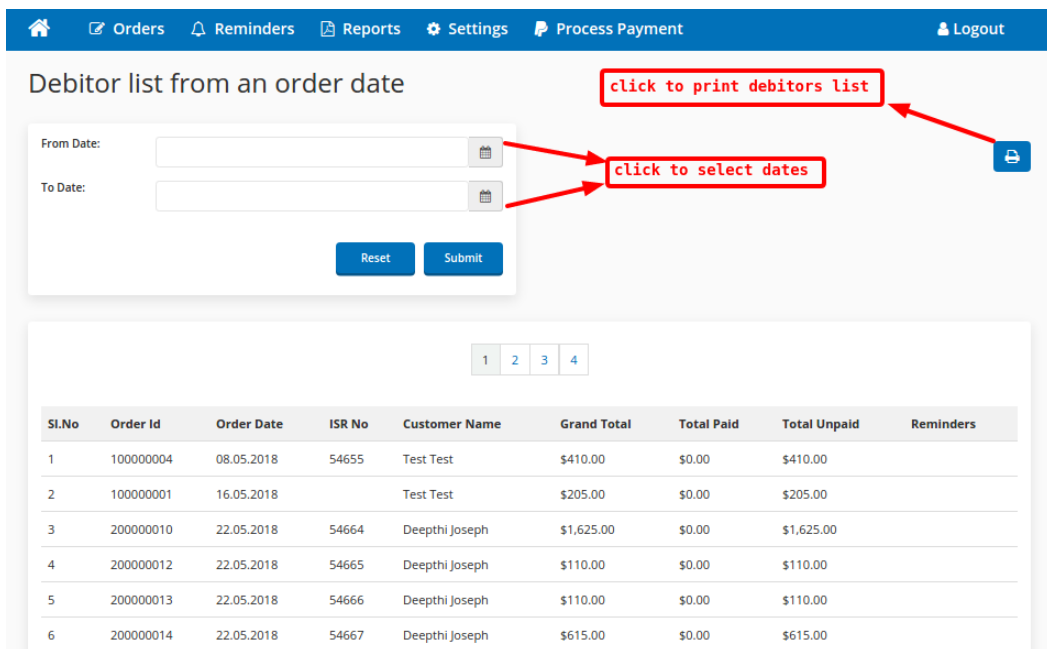
click to select dates

Sl.No	Product Name	SKU	Qty
1	Test Product 1	142-00-0009-39	223
2	Test Product 2	6420350pin	203
3	Test Product 33	246-00-0037-38.5	134


Best seller Product


displays the bestselling products in the time duration specified by ‘from date’ and ‘to date’. Click in the calendar icons to select from date and to date limits. Click on submit button to get list of products along with their SKU and quantity of ordered in the time limit.

### 3. Debtor list from an order date



Debtor list from an order date

From Date:  

To Date:  

[Reset](#) [Submit](#)

[click to print debtors list](#)

[click to select dates](#)

1 2 3 4

SI.No	Order Id	Order Date	ISR No	Customer Name	Grand Total	Total Paid	Total Unpaid	Reminders
1	100000004	08.05.2018	54655	Test Test	\$410.00	\$0.00	\$410.00	
2	100000001	16.05.2018		Test Test	\$205.00	\$0.00	\$205.00	
3	200000010	22.05.2018	54664	Deepthi Joseph	\$1,625.00	\$0.00	\$1,625.00	
4	200000012	22.05.2018	54665	Deepthi Joseph	\$110.00	\$0.00	\$110.00	
5	200000013	22.05.2018	54666	Deepthi Joseph	\$110.00	\$0.00	\$110.00	
6	200000014	22.05.2018	54667	Deepthi Joseph	\$615.00	\$0.00	\$615.00	

It shows unpaid orders list with in specified time

limit. Click on calendar icons to select 'from date' and 'to date'. Click Submit button to get list of orders. Click on printer icon to print the debtors list. Fig. below shows sample print preview of debtor list from order date.

**Magento Faktura**

Unsere Shops: floorballshop.com

Telefon + 49 (0) 371 - 6513 78 78  
Fax 086 079 407 85 30  
info@webapp-shop.com

Bankverbindung:  
Zürcher Kantonalbank  
Postfach  
8010 Zürich  
PC Konto Nr. 80-151-4  
Clearing Nr. 700  
Bankkonto: 1130-0111.957  
Swift: ZKBKCHZ280A  
IBAN: CH38 0070 0113 0001 1195 7  
MwSt. Nr: CHE-375.132.549

**Debitor list from an order date**

Sl.No	Order Id	Order Date	ISR No	Customer Name	Grand Total	Total Paid	Total Unpaid	Reminders
1	100000004	08.05.2018	54655	Test Test	\$410.00	\$0.00	\$410.00	
2	100000001	16.05.2018		Test Test	\$205.00	\$0.00	\$205.00	
3	200000010	22.05.2018	54664	Deepthi Joseph	\$1,625.00	\$0.00	\$1,625.00	
4	200000012	22.05.2018	54665	Deepthi Joseph	\$110.00	\$0.00	\$110.00	
5	200000013	22.05.2018	54666	Deepthi Joseph	\$110.00	\$0.00	\$110.00	
6	200000014	22.05.2018	54667	Deepthi Joseph	\$615.00	\$0.00	\$615.00	

since order date:

## List of debtors

Logout

Print debtors list



1 2 3 4

Sl.No	Order Id	Order Date	ISR No	Customer Name	Grand Total	Total Paid	Total Unpaid	Reminders
31	100000029	12.06.2018		adithyan das	\$615.00	\$0.00	\$615.00	
32	200000022	12.06.2018		Deepthi Joseph	\$550.00	\$0.00	\$550.00	
33	200000023	13.06.2018	54682	Deepthi Joseph	\$450.00	\$0.00	\$450.00	
34	200000024	14.06.2018	54683	Deepthi Joseph	\$150.00	\$0.00	\$150.00	

It shows unpaid orders list with in specified time limit if number of days since order date exceeds limit entered. Click Submit button to get list of orders. Click on printer icon to print the debtors list. Fig. below shows

## Magento Faktura

Unsere Shops: floorballshop.com

Telefon + 49 (0) 371 - 6513 78 78  
Fax 086 079 407 85 30  
info@webapp-shop.com

Bankverbindung:  
Zürcher Kantonalbank  
Postfach  
8010 Zürich  
PC Konto Nr. 80-151-4  
Clearing Nr. 700  
Bankkonto: 1130-0111.957  
Swift: ZKBKCHZ280A  
IBAN: CH38 0070 0113 0001 1195 7  
MwSt. Nr: CHE-375.132.549

### List of debtors

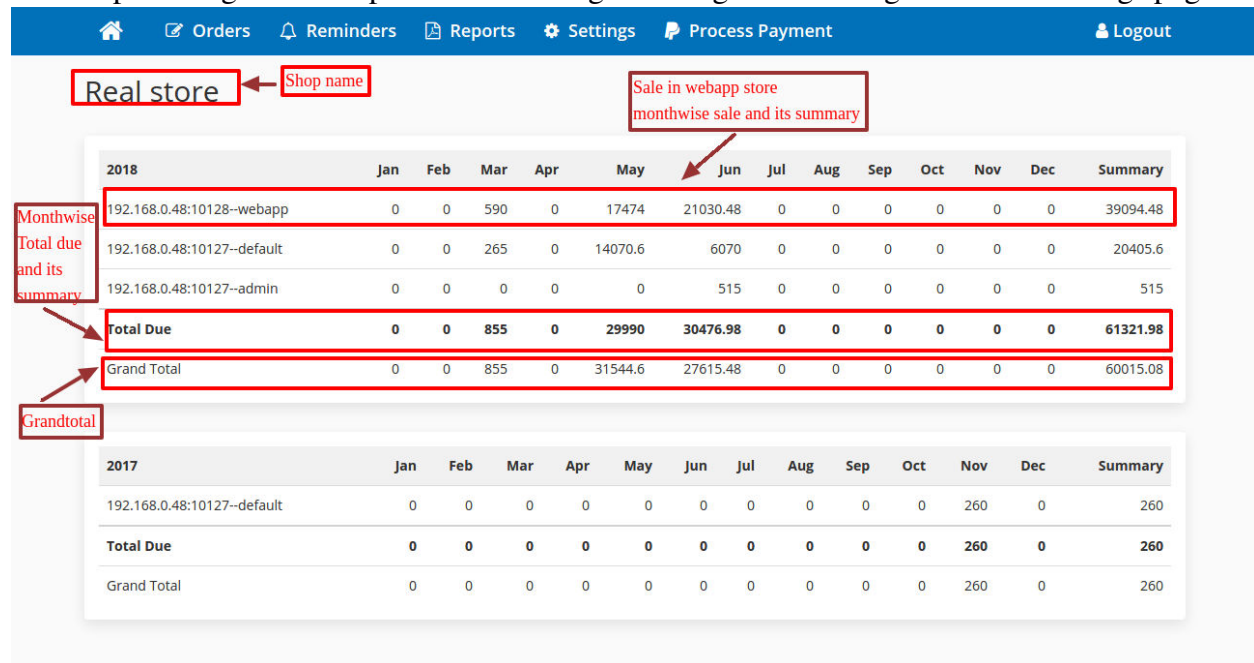
Sl.No	Order Id	Order Date	ISR No	Customer Name	Grand Total	Total Paid	Total Unpaid	Reminders
1	100000004	08.05.2018	54655	Test Test	\$410.00	\$0.00	\$410.00	
2	100000001	16.05.2018		Test Test	\$205.00	\$0.00	\$205.00	
3	200000010	22.05.2018	54664	Deepthi Joseph	\$1,625.00	\$0.00	\$1,625.00	
4	200000012	22.05.2018	54665	Deepthi Joseph	\$110.00	\$0.00	\$110.00	

sample print preview of debtor list.

## Statistics Report

Statistics report gives a complete overview of sale occurred in store during every year. It shows month wise report of sale, due amount ,grand total and its complete summary. The report is available under the Statistics Report tab.

The shop Name given in Report can be managed from general settings tab under settings page.

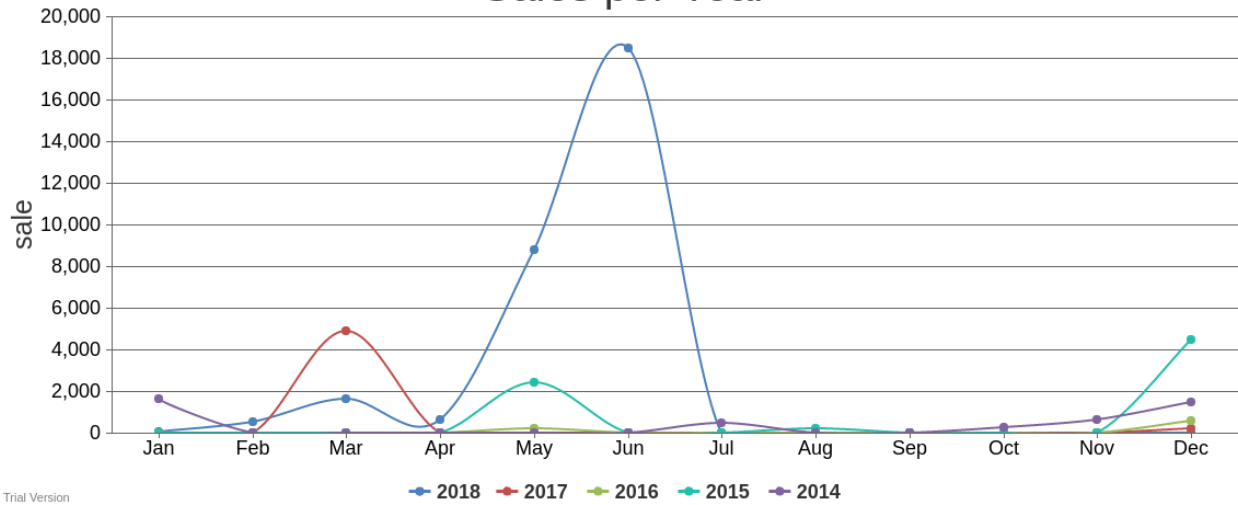


## Statistics Graph

It shows graphical representation of whole sale within a store over all the years. It can be generated by clicking the Statistics graph tab in reports page.



## Sales per Year



Trial Version

## Open Items per Customer

🏠
📄 Orders
🔔 Reminders
📊 Reports
⚙️ Settings
💳 Process Payment

### Open items per customer

Choose Customer: --Please select a customer--

- tes
- Test Test--magentotestid@gmail.com
- DEEPTHI asdas--magentotestid@gmail.com
- shanty justus--magentotestid444@gmail.com
- Divya M--divya@test.com

choose customer from dropdown list or by searching

🏠
📄 Orders
🔔 Reminders
📊 Reports
⚙️ Settings
💳 Process Payment
👤 Logout

### Open items per customer

Choose Customer: shanty justus--magentotestid444@gmail.com 🖨️

Click here to print open items per customer report

Order#	Invoice#	Article	Total Amount	Total Paid	Total Unpaid
		Name Qty Price			
<b>Order Date:25-June-2018</b>					
200000364	1170	Test Product 33	CHF260.00	CHF254.00	CHF6.00
<b>Order Date:24-May-2018</b>					
100000052	1060	Test Product 33	CHF265.00	CHF0.00	CHF265.00
200000031	1055	Test Product 2	CHF30.00	CHF0.00	CHF30.00
<b>Total Due</b>					<b>CHF301.00</b>

It shows unpaid orders list of a particular customer. Customer can be chosen either by selecting from dropdown or by searching a particular customer and then click on Submit button to get list of unpaid orders. Click on printer icon to print the unpaid order per customer list. Fig. below shows sample print preview of unpaid orders list.

## **Support**

If you have questions, use our contact form in [webshopextension.com](http://webshopextension.com)