



# Factura (WBS)

## General information:

- Arrangement of navigation tabs can be changed via drag & drop
- Standardised user interface and detailed online help
- User language (German, English, French)
- Permitted languages and countries (all possible)
- API documentation, apps, WebHooks, Webinars
- Extension through Affiliate (see Affiliate data sheet)

## General settings:

- Start numbers for invoice documents
- Automatic reminders (up to 3 levels)
- Standard currency
- Second currencies in addition to the standard currency for each country
- Automatic currency converter
- Basic setting of invoice due date
- Setting the standard rounding
- Define posting accounts
- Define VAT rules by country and region
- Delivery rules by country, quantity, price, size and weight
- Enter free additional fields for invoice documents
- Changeable text for invoice documents - in all languages
- Decimal places for prices, quantities and percentages
- Definition of standard units of measurement (weight, length)
- Customer administration with display of invoice documents in all languages possible (translation tool in software)

## Payment methods:

- Cash discount, VAT rules and invoice texts per payment type
- Interface entries and registration information
- Payment on invoice or prepayment
- SEPA with collective booking
- Selection of these payment providers with automatic booking of incoming payments: PayPal, PostFinance, PayOne, Sofort, 2CHECKOUT, Stripe, Authorise.Net, WORLDPAY

## Subscriptions:

- Subscription rules for recurring payments
- Freely define interval and number of recurrences
- Automatic invoicing before subscription renewal
- Connection to the automatic invoice run
- Automatic processes for termination and cancellation

## Promotions

- Creation of any number of promotions
- Accumulation types with other promotions
- Conditions per item or invoice possible
- Promotion code possible
- Set promotion basis for: Term, number and amount
- Promotion types: special price, replace article, add article, add months, percentages, fixed amount

## Statistics:

- Item statistics by date, sale, shop, commissions and comparison period
- Direct debits by month and period
- Total sales and unpaid sales per country
- Invoice status
- Annual turnover accrued and by month
- Monthly turnover per day

## Lists:

- Erstellung von Listen von Rechnungsdokumenten nach Zeitraum, Land, Status, Zahlungsart, Dokumentenart, MwSt. und Buchungskonto
- Listen als CSV-Datei (ISO-8859-1, UTF-8), Listen-PDF und Dokumenten-Sammeldatei (PDF)

## Factura documents (invoices etc.):

- Document types: invoices, credit notes, delivery notes, reminders, quotations, order confirmations, proforma, commissions
- Convert documents (e.g. invoice to delivery note)
- Billing and delivery address
- Delivery date and invoice due date
- Pre-booking of items with subsequent invoice clearance
- Detailed view with document details, contact details, booked items, reminders, offers and comments
- Search in documents
- Table display of documents with multiple functions: e.g. send documents as PDF by e-mail, send reminders...

## Articel management:

- Article management with: Categories, variations, images, stock, stock options, suppliers, processes, commissions, translations, discounts, delivery and subscription rules
- Create articles: Currency, price, VAT rule, special price, description and options such as: Weight, dimensions, barcode, reference code, supplier reference, additional fields, booking account, subscription rules, supplier, manufacturer
- Add plan for affiliate network (commission rules)
- Add automatic processes for "Paid" and "Charged", e.g. send e-mail or SMS as payment confirmation
- Article import and export with selection of data (ISO and UTF-8)

## Quick-Shop:

- For the sale of individual items on the website
- Creation with HTML editor, banner or text
- Settings: Select item, display language, image and description, quantity, variations, select checkout
- Link for embedding on the website
- URL for Quick-Shop

## Administration for shop with Worldsoft-CMS:

- Interface to the Worldsoft eCommerce shop
- Management of shop items and invoices and delivery notes with Factura
- CheckOut can be selected per shop and country
- Order overview with search
- Shop article management with categories and display options

## CheckOut:

- Free setting of the virtual checkout for e-commerce
- Sample checkout layout available
- The order process can be customised based on the WBS form generator.
- Selection and input of: Payment methods, general terms and conditions, cancellation policy
- Notification to employees and customers possible
- Assignment of automatic processes (e.g. send e-mail)
- CheckOut for Quick-Shop and Worldsoft CMS shop

## Processes for automation:

- Invoice run: Invoice generation for pre-booked items
- Reminder run: Reminder for overdue invoices
- Automatic credit note settlement
- Automatic commission settlement (affiliate)
- Creation of the SEPA file for direct debits
- Creation of the SEPA file for bank transfers
- Automatically invoice orders from CheckOut