

eInvoice Step-by-step Guide

QuickBooks Online + LinkFor



InvoiceNow



Prepared by:

ACloud Bookkeeping Pte Ltd

QuickBooks Online Certified ProAdvisor & Trainer

Pre-Approved@SMEsGoDigital Vendor (9Dec 2021 to 8Dec 2023)

Peppol-Ready Solution Provider(15Nov 2022 to 15Nov 2023)

For Sales Inquiry, pls email to:

ACloud.Sales@gmail.com

1. Register your LinkFor Account:

Go to <https://linkfor.asia/>, click SIGN UP, and follow the steps to complete registration.

LINKFOR

Let's get you started

1 Create an Account
Sign up for a free Link4 account

2 Activate your accounting system
Join the e-invoicing network

3 Choose your settings
Personalise it to how you work

4 Validate your business
To keep us all safe and secure

First Name

Last Name

Email (e.g. john@link4.co)

Password

Must contain a minimum of 8 characters including uppercase, lowercase and numbers.

Confirm Password

Continue

[I already have an account](#)

By signing up you agree to the [Terms of Service & Privacy Policy](#)

2. Integrate your QuickBooks Online(QBO) to your LinkFor Account

Go to LinkFor -> Settings -> Integrations, and make sure your QBO is connected.

LINKFOR << ACloud Bookkeeping Pte Ltd ? Support Settings

Settings Dashboard - Settings - Integrations

eInvoicing Account **Integrations** Invitations Notifications

Your account is connected to QuickBooks

Company file: ACloud Bookkeeping Pte Ltd

intuit quickbooks.

Disconnect Software

3. Configure your eInvoicing Setting in LinkFor

Go to LinkFor -> Settings -> eInvoicing, and set your eInvoicing preferences.

The screenshot shows the LinkFor settings interface for 'ACloud Bookkeeping Pte Ltd'. The left sidebar contains navigation options: Dashboard, Invoices, Purchases, My Network, Credit Notes, and Collections & Payments. The main content area is titled 'Settings' and includes sub-tabs for 'eInvoicing', 'Account', 'Integrations', 'Invitations', and 'Notifications'. The 'eInvoicing' tab is active, showing four toggle switches, all of which are turned on. The first toggle is 'Enable receiving purchases from all your Suppliers'. Below it is the question 'Do you want to receive all purchases through access point'. The second toggle is 'Enable sending invoices to all your Customers'. Below it is the question 'Do you want to send all invoices through access point'. At the bottom, there is a section for help: 'Do you need help? Read the e-invoicing connection setup guide Start using e-invoicing [Click here](#). Do you have further questions, we are happy to help you Contact our support team [Click here](#)'.

4. Enter Supplier UEN/Peppol ID in your QBO

Go to QBO -> Suppliers -> New to add new supplier UEN/Peppol ID or
Click Edit to add UEN/Peppol ID for existing supplier

The screenshot shows the 'Supplier Information' form in QBO. The form is divided into several sections: 'Title', 'First name', 'Middle name', 'Last name', 'Suffix', and 'Email' (with a note 'Separate multiple emails with commas'); 'Company', 'Phone', 'Mobile', and 'Fax'; '* Display name as' (with a dropdown arrow); 'Address' (with a 'map' link) including 'Street', 'City/Town', 'State/Province', 'Postcode', and 'Country'; 'Government registration number' (with a yellow redaction box); 'Notes'; 'Cost rate (/hr)', 'Billing rate (/hr)', and 'Terms' (with a dropdown arrow); 'Opening balance' and 'as of' (with a date field set to '24/12/2022'); and 'Account no.' (with a note 'Appears in the memo of all payments').

5. Enter Customer UEN/Peppol ID in your QBO

Go to QBO -> Customers -> New to add new customer UEN/Peppol ID or
Click Edit to add UEN/Peppol ID for existing customer

Customer information

Title	First name	Middle name	Last name	Suffix	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>		
Company					Phone	Mobile	Fax
<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>
* Display name as					Other	Website	
<input type="text"/>					<input type="text"/>	<input type="text"/>	
					<input type="checkbox"/> Is sub-customer	Enter parent customer <input type="text"/>	
					Bill with parent <input type="text"/>		


Address Notes **Tax info** Payment and billing Language Attachments

GST Reg. No.

Government registration number

6. Synchronise your QBO Contacts(Both customers & suppliers) to LinkFor

Go to LinkFor -> My Network -> Click Synchronise Contacts to make sure both your customers & suppliers' eInvoicing statuses are captured.



ACloud Bookkeeping Pte Ltd

Support Settings

My Network Dashboard - My Network

All of your Customers and Suppliers in one handy location.

Easily find, filter and edit contacts in your network.

Add a contact's UEN to see if they are ready for eInvoicing. If so, enable them to begin trading. If they're not on the PEPPOL network, invite them.

Don't show again

Customers Suppliers

Search

Name, UEN or Email

Synchronise Contacts

7. To send an e-invoice to your customer

Go to QBO -> New -> Invoice -> Create an invoice -> Click "Save and Send".

Invoice no. INV13228 Settings Help Close

Customer: ACloud - Go Digital Customer Cc/Bcc

Send later

BALANCE DUE
\$888.00

Billing address: ACloud - Go Digital Customer

Terms: Due on receipt Invoice date: 24/12/2022 Due date: 24/12/2022 Invoice no.: INV13228

Quoted Period: Upfront Payment?: Monthly Payment?: Location: Class:

Amounts are: Inclusive of Tax

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (SGD)	GST
1						888	888.00	
2								

Subtotal: 888.00
Discount percent: 0.00
Total: 888.00
Balance due: 888.00

Message on invoice: Thank you for being our valued customer. We truly appreciate your business and look forward to serving you again.

Message on statement: If you send statements to customers, this will show up as the description for this invoice.

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customise, Save, Save and send

8. Check your eInvoice status(Invoices) in LinkFor

Go to LinkFor -> Invoices -> Display records to check the eInvoice status, Click UpdateUEN if more actions are needed.

LINKFOR << ACloud Bookkeeping Pte Ltd Support Settings

Invoices Dashboard - Invoices

All of your invoices in one place.
View your invoice, purchase or customer details with one click or search by invoice number or customer name.
Don't show again

Search: Invoice number Advanced Search

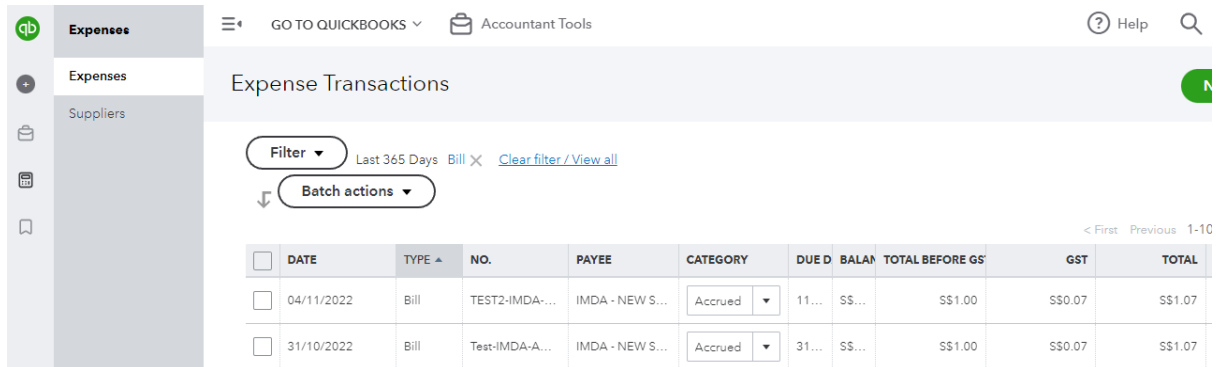
Display records: 10

1 2 3 4 5 6 7 8 9 10

INVOICE NO	PO NO	CUSTOMER	ISSUE DATE	DUE DATE	AMOUNT	ACTIONS	STATUS
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9. To receive an e-invoice from your supplier

You will receive the supplier invoice in your QBO automatically with a pdf copy attached.

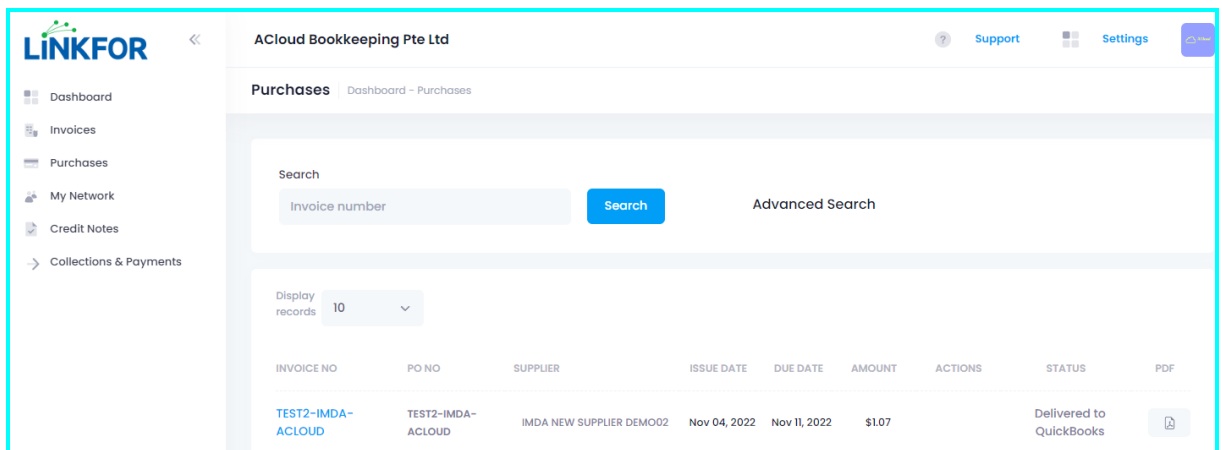


The screenshot shows the 'Expense Transactions' page in QuickBooks Online. The left sidebar has 'Expenses' selected. The main area shows a table of transactions with columns: DATE, TYPE, NO., PAYEE, CATEGORY, DUE D, BALAN, TOTAL BEFORE GS, GST, and TOTAL. Two transactions are visible, both dated 04/11/2022 and 31/10/2022, with a total of \$1.07 each.

DATE	TYPE	NO.	PAYEE	CATEGORY	DUE D	BALAN	TOTAL BEFORE GS	GST	TOTAL
04/11/2022	Bill	TEST2-IMDA-...	IMDA - NEW S...	Accrued	11...	\$5...	\$51.00	\$50.07	\$51.07
31/10/2022	Bill	Test-IMDA-A...	IMDA - NEW S...	Accrued	31...	\$5...	\$51.00	\$50.07	\$51.07

10. Check your eInvoice status(Purchases) in LinkFor

You shall also view the eInvoice delivery status in your LinkFor -> Purchases.



The screenshot shows the 'Purchases' page in LinkFor. The left sidebar has 'Purchases' selected. The main area shows a search bar for 'Invoice number' and a 'Search' button. Below the search bar, there is a table of purchases with columns: INVOICE NO, PO NO, SUPPLIER, ISSUE DATE, DUE DATE, AMOUNT, ACTIONS, STATUS, and PDF. One purchase is visible with invoice number TEST2-IMDA-ACLOUD, supplier IMDA NEW SUPPLIER DEMO02, issue date Nov 04, 2022, due date Nov 11, 2022, and amount \$1.07. The status is 'Delivered to QuickBooks'.

INVOICE NO	PO NO	SUPPLIER	ISSUE DATE	DUE DATE	AMOUNT	ACTIONS	STATUS	PDF
TEST2-IMDA-ACLOUD	TEST2-IMDA-ACLOUD	IMDA NEW SUPPLIER DEMO02	Nov 04, 2022	Nov 11, 2022	\$1.07		Delivered to QuickBooks	

Appendix

A: eInvoice Problem-solving

LinkFor Support email: support@linkfor.asia

B: QuickBooks Online (up to 70% PSG Grant) & eInvoice Sales Inquiry

Email to: ACloud.Sales@gmail.com or What's app: [9794 2119](tel:97942119)

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