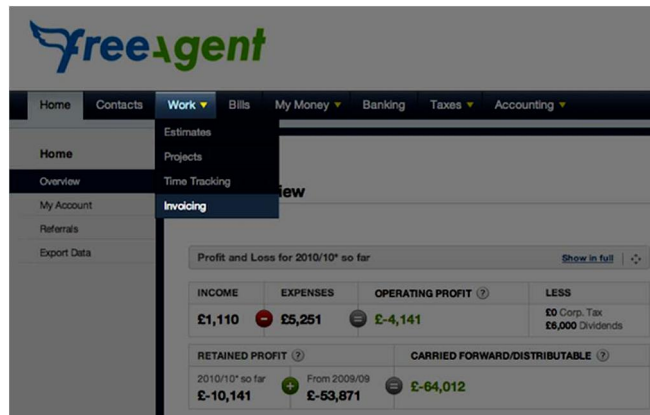


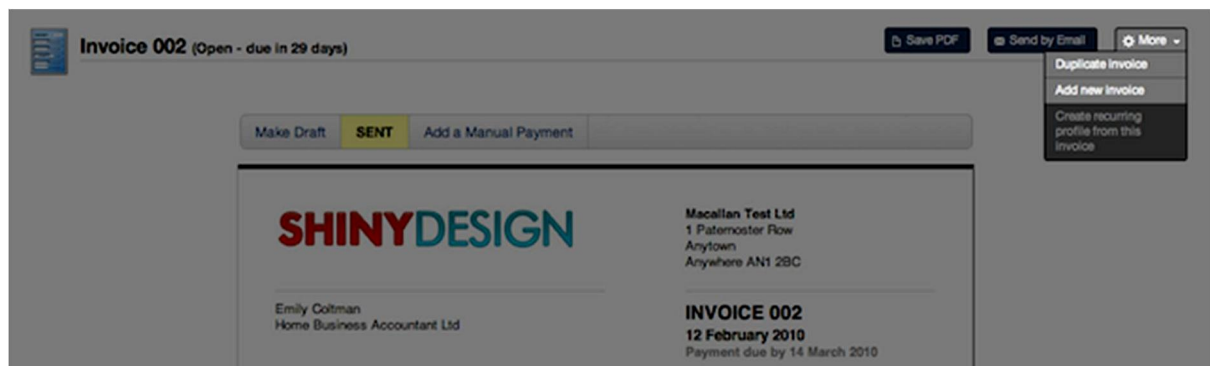
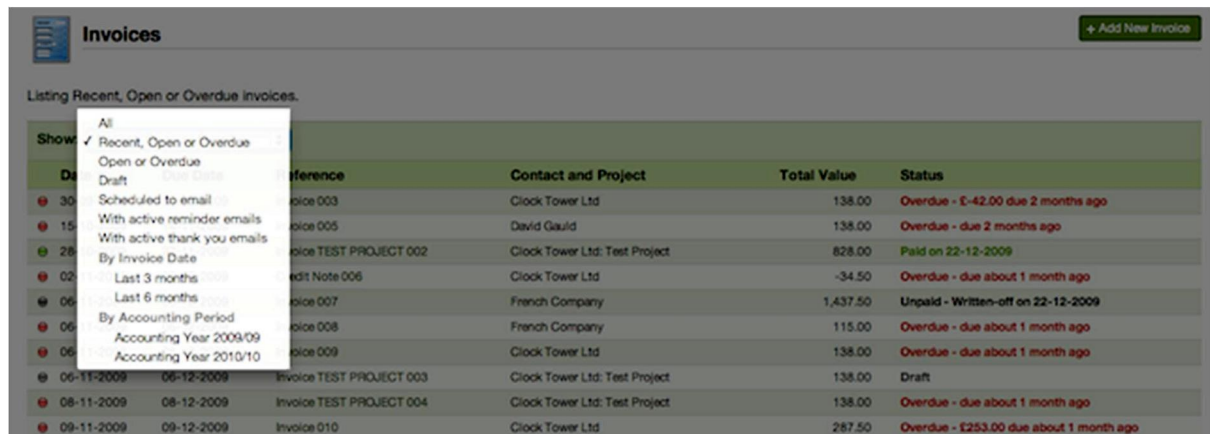
Invoicing - OpenBooks

How can I create an invoice?

To start creating a new invoice, from the Work menu, choose Invoicing.



You'll see here a list of the invoices you've previously created, if this is your first invoice you will see a button "create my first invoice"



Alternatively a new blank invoice appears.

Invoicing - OpenBooks

Invoices + Add New Invoice

Listing Recent, Open or Overdue Invoices.

Show: Recent, Open or Overdue

Date	Due Date	Reference	Contact and Project	Total Value	Status
30-09-2009	30-10-2009	Invoice 003	Clock Tower Ltd	138.00	Overdue - £42.00 due 2 months ago
15-10-2009	14-11-2009	Invoice 005	David Gauld	138.00	Overdue - due 2 months ago
28-10-2009	27-11-2009	Invoice TEST PROJECT 002	Clock Tower Ltd: Test Project	826.00	Paid on 22-12-2009
02-11-2009	02-12-2009	Credit Note 006	Clock Tower Ltd	-34.50	Overdue - due about 1 month ago

Invoice Details

Client Contact -- No Project -- or [Add a new contact](#)

Project/Contract ✓ Test Project

Invoice Reference *

Invoice Date *

(dd-mm-yyyy)

Payment terms * days

Set to zero to display 'Due on Receipt' on the invoice

Currency Pounds Sterling

Invoice Details

Client Contact Clock Tower Ltd or [Add a new contact](#)

Project/Contract Test Project

Using Project-level invoice sequencing

Invoice Reference *

Invoice Date *

(dd-mm-yyyy)

Payment terms * days

Set to zero to display 'Due on Receipt' on the invoice

Currency Pounds Sterling

Invoicing - OpenBooks

Invoice Details

Client Contact or [Add a new contact](#)

Project/Contract

Using Project-level Invoice sequencing

Invoice Reference *

Invoice Date * 
(dd-mm-yyyy)

Payment terms * days
Set to zero to display 'Due on Receipt' on the invoice

Currency

Additional Information ?

Invoice Details

Client Contact or [Add a new contact](#)

Project/Contract

Using Project-level Invoice sequencing

Invoice Reference *

Invoice Date * 
(dd-mm-yyyy)

Payment terms * days
Set to zero to display 'Due on Receipt' on the invoice

Currency

Additional Information ?

Invoicing - OpenBooks

