

New Invoice

Last Modified on 01/20/2023 10:58 am EST

To Create a new Invoice from the Active Pane, highlight an open Invoice, right-click then select the option New Invoice. The new invoice form will be displayed for data entry. For detailed instructions on creating a miscellaneous invoice, refer to the Accounts Receivable module.

If the User does not have the appropriate permissions, this option will not be available.

Note: If there are no Open Invoices listed in the Active Pane, no right-click options will be available. New miscellaneous invoices must be created by right-clicking on the Invoices option on the Customer Tree.

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