Client invoicing

Last Modified on 06/11/2020 10:01 am GMT

Once your client has confirmed the booking, it's time to move onto invoicing:
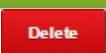
To invoice at client level:

- Use the **Client** tab to select the client you wish to invoice and click View

- Scroll to the bottom of the client page

- Click on the [Generate Invoice] option

- Enter the dates for the invoice period, select [Generate]

- View the draft invoice & click to [Send by Email] if you are happy with the results. If there are amendments needed at this stage, simply click [Delete]. You will then be able to amend the booking & re-invoice as required.

Note - while invoice is at draft stage, it is not visible to the client.