

# Automated invoicing

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## Automated Invoicing

You can now do your invoicing, even when you are not sat at your desk!

Automated invoicing gives you the tools to generate your invoices at a set time, on a set day, for Previous, Current or Next calendar months. You then can decide if you would like these to be generated as a draft invoice, giving you the chance to review them before they are sent out to the client, or, you can have them generated as an actual invoice, with the option to send the client an email notification.

To use this feature, go to the **Manage** tab - [Edit Venue](#) - **Billing**, fill out the below settings and click

[Save](#)

### Automated invoices

Specific clients can be excluded from the automatic invoicing by editing their options in the client area

Generate Automatic Monthly Invoices?

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On the  day of the month or  on the last day of the month

At time  GMT/UTC

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**All invoices will be generated based on confirmed bookings in the month relative to when the invoices are created:**

Previous calendar month

Current calendar month

Next calendar month

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**How should the invoices be created?**

Generated as draft

Generated as actual invoices

Send notification email to client?

Once this is set up, the option will appear to exclude certain clients from the monthly automated invoicing. You can do this from the **Clients** Tab - [Edit Client](#) link- and scroll to the very bottom of the page. You will then find the below option; tick to 'Exclude from automated invoicing' and click [Update Client](#).

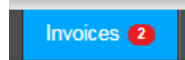
Non-billable client (Client will not be charged for any bookings)

Exclude from automated invoicing

[Update Client](#) [Cancel](#)

Once the invoices are run, if you have selected to have these sent out as actual (published) invoices these will now appear in the clients accounts, and they may also have an email to notify them if you have ticked this option.

If you have requested that these be generated as a draft, the Invoices tab will now have a red indicator showing the number of **DRAFT** invoices requiring action.



These will need to be emailed out or to click



if the client does not want an email notification, as before.

Going forward, automated invoicing will be developed further to give you the option of generating an invoice automatically for late bookings (those booked in after the scheduled invoicing).

Watch our video tutorial:

