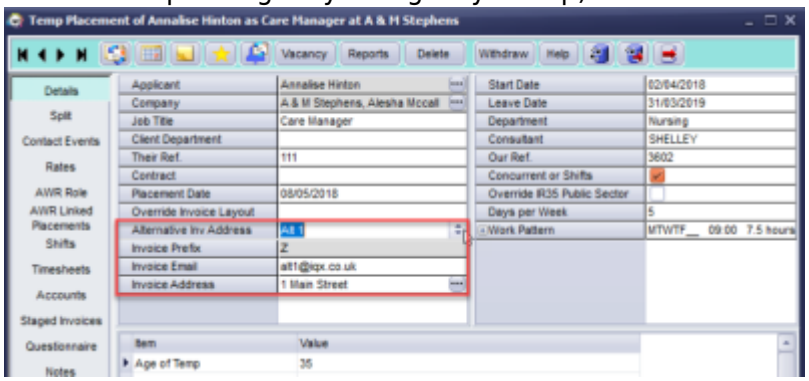
Alternative Invoice Address - Users

If enabled by your agency it is possible to set up client addresses other than the main client record invoice address. This allows invoices to be split according to the different addresses the invoices are required to be sent to, either regularly or for an individual placement.

In addition invoice numbers can be prefixed according to the Alternative Invoice Address set up if an agency wishes to trade under different Brands with the same client.

Back office will always be required to set up the addresses - with or without prefixes.

On the placement there are new boxes for you to select the alternative invoice address (Invoice Prefix will show depending on your agency set up).



Simply choose the address that is correct for where the invoice is to be sent, the completed timesheet will hold the information regarding the alternative invoice address and it will be used to split the invoices accordingly.

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
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