Raising a one off invoice

refers to:
client form → accounts tab

- Use the **Invoice** button to create an invoice or the **Credit Note** button to create a Credit.
- The Invoice screen will appear, unfilled except for today's date.
- Select from the list of **nominal codes**, or a new one can be added on the fly.
- When the details are entered, **Post** will complete the invoice.
- The **Pin icon** is for fixing a date when you are dealing with several accounts actions to be done, such as receipts or allocations. If you change the date to something other than today and depress the pin, all future transactions, while you are logged in in this session, will be brought up with that date and the pin depressed.
- To Print the invoice **double click** on the invoice line on the tab and use the **Print** button.
- The **video** buttons move through the transactions on the tab.

Back to Online Users Guide
Back to Accounts / Payroll

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