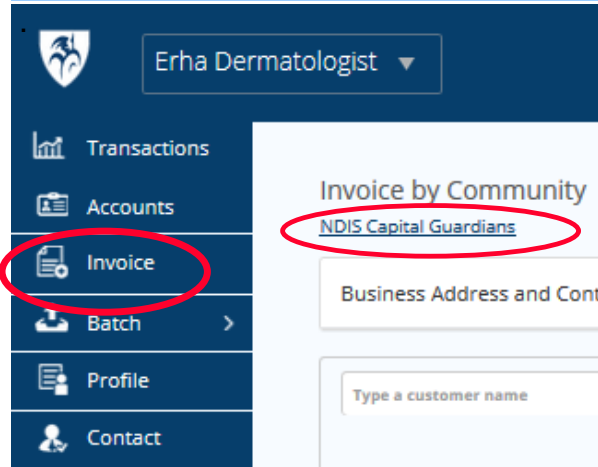


Multiple Invoicing in one Community

Providers can process multiple invoices for different customers at the same time, within the same organisation (community). By selecting **Invoice** on the menu on the left and selecting **Invoice by Community**.



Erha Dermatologist

- Transactions
- Accounts
- Invoice**
- Batch
- Profile
- Contact

Invoice by Community

NDIS Capital Guardians

Business Address and Cont

Type a customer name

1 Enter \$ Value
To enter multiple accounts check last column

2 Write description
To enter multiple accounts check last column

3 Enter date of service
select calendar

4 Submit when complete
the home page will show these transactions as entered and **to be approved**



80.00 23-05-2017 Generate invoice # **Submit**

Account	ID	\$	<input checked="" type="checkbox"/> Copy	Description	<input checked="" type="checkbox"/> Copy	Invoice#	Docs	All
Administration, Caboolt...								<input type="checkbox"/>
Adsett, Barry	20	*		Music in the park outing	*	79		<input checked="" type="checkbox"/>
Arnold, Maureen								<input type="checkbox"/>
Atkin, Heather	20			Music in the park outing		9		<input checked="" type="checkbox"/>

Fields marked with * are compulsory

Unique invoice number generated
Can be overwritten manually