

Single Invoicing – Desktop or Mobile



Desktop Browser

Invoice by Community
[Bupa Testing](#)

1 Frans Sutiono ✕

Invoice Number 1
 Generate Invoice #

2 Date of Services 11/12/2023 - 14/12/2023

Description	Units	Price
3 Development-Life Skills (15_037_0117_1_3) Skill Development And Training?Including Public Transport Training Write description	4 1	60.00
+ Add an item		

5 Drag&drop your file to upload or select file to upload

6 Send Invoice

Mobile Browser

Benjamin Hill

Invoice

Invoice No. 3 Date of Services 11/12/2023 - 14/12/2023 2

1 Frans Sutiono ✕

3 Development-Life Skills (15_037_0117_1_3) Skill Development And Training? Including Public Transport Training
 Write description

4 1 (H) x 60.00 60.00

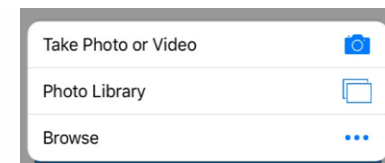
+ Add an item

Total \$60.00

5 Photo/File Tax 0.00

6 Send Invoice

1. Select your customer's name. If the customer doesn't appear, submit a linking request:
 Desktop Browser: Select '+Create new customer' from the drop-down list
 Mobile Browser: Select 'Contact' from the side Menu
2. Select the start and end date of services (if it's the same date, double click/tap the same day)
3. Select line item and add a brief description
4. Enter unit and price per line
5. Optional: Attach or upload existing file/photo of a receipt
6. Send Invoice



5 **Optional:** Take a photo or upload an existing file/receipt