

# Single Invoicing - Mobile or Desktop



CAPITAL GUARDIANS

## Website Desktop

The desktop interface shows a form for creating an invoice. At the top right, a calendar for Dec 2023 is visible, with the 14th, 15th, and 16th highlighted in a red box. The form fields are as follows:

- 1** Customer name: "Graham Ben" (with a close button 'x')
- 2** Invoice Number: "3" (with a checked box for "Generate Invoice #")
- 2** Date of Services: "18/12/2023 - 18/12/2023"
- 3** Description: A large text input field.
- 4** Amount: A text input field with a close button 'x'.
- 5** Total: "\$0.00" (with a "GST (Tax) Included in amount" label and a small input field).
- 6** "Send Invoice" button.

At the bottom left, there is a dashed box for file upload with the text "Drag&drop your file to upload" and a button "or select file to upload".

## Mobile Browser

The mobile browser interface shows a similar form. At the top, there is a navigation bar with a menu icon, the Capital Guardians logo, and a dropdown menu showing "Benjamin Hill". The form fields are as follows:

- 1** Customer name: "Graham Ben" (with a close button 'x')
- 2** Invoice No. Services: "3" (with a close button 'x')
- 2** Date of Services: "14/12/2023 - 16/12/2023"
- 3** Description: A text input field with a close button 'x'.
- 4** Amount: "0.00" (with a close button 'x')
- 5** Total: "\$0.00" (with a "Photo/File" label and a "Tax" label showing "0.00").
- 6** "Send Invoice" button.

Below the "Send Invoice" button, a red arrow points to a mobile file selection menu with options: "Take Photo or Video", "Photo Library", and "Browse".

**Attach file (optional):** Take photo and upload (i.e receipt); or **Upload** existing file

1. Your customer name/s should appear  
if not, send a request in +Add a Customer in the drop-down list
2. Select the date of services (double-click of the dates if it is at the same date)
3. Add a brief description, including cost and units (ie hours and hourly rate)
4. Enter Total Amount of invoice (INCLUDING GST)
5. Enter GST Amount (Compulsory for Homecare account)
6. Send Invoice