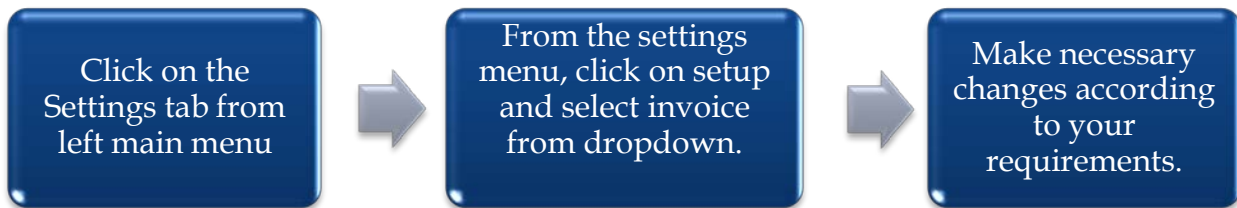


### Alteration in Invoice Generation Module

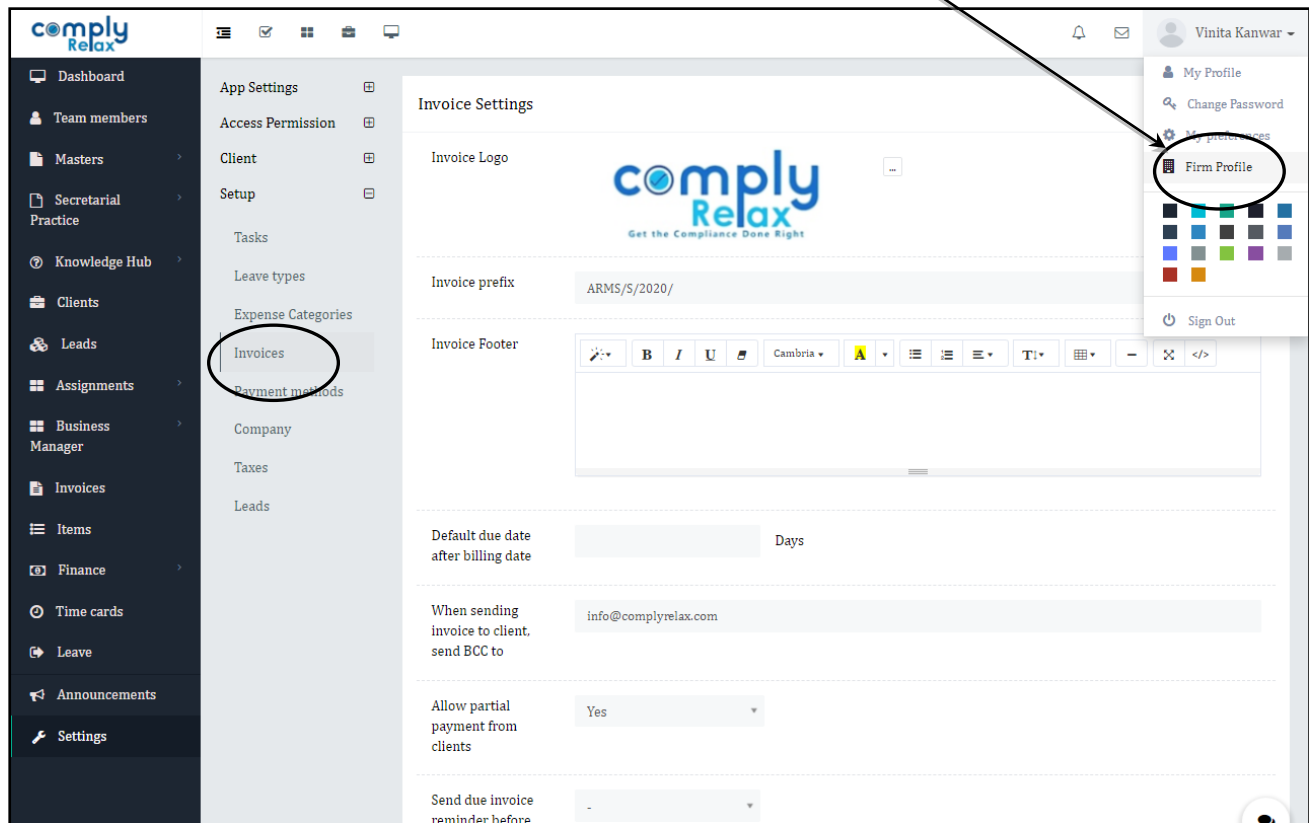
You may now generate invoices for your clients through our dashboard.

#### Updating Invoice Settings:

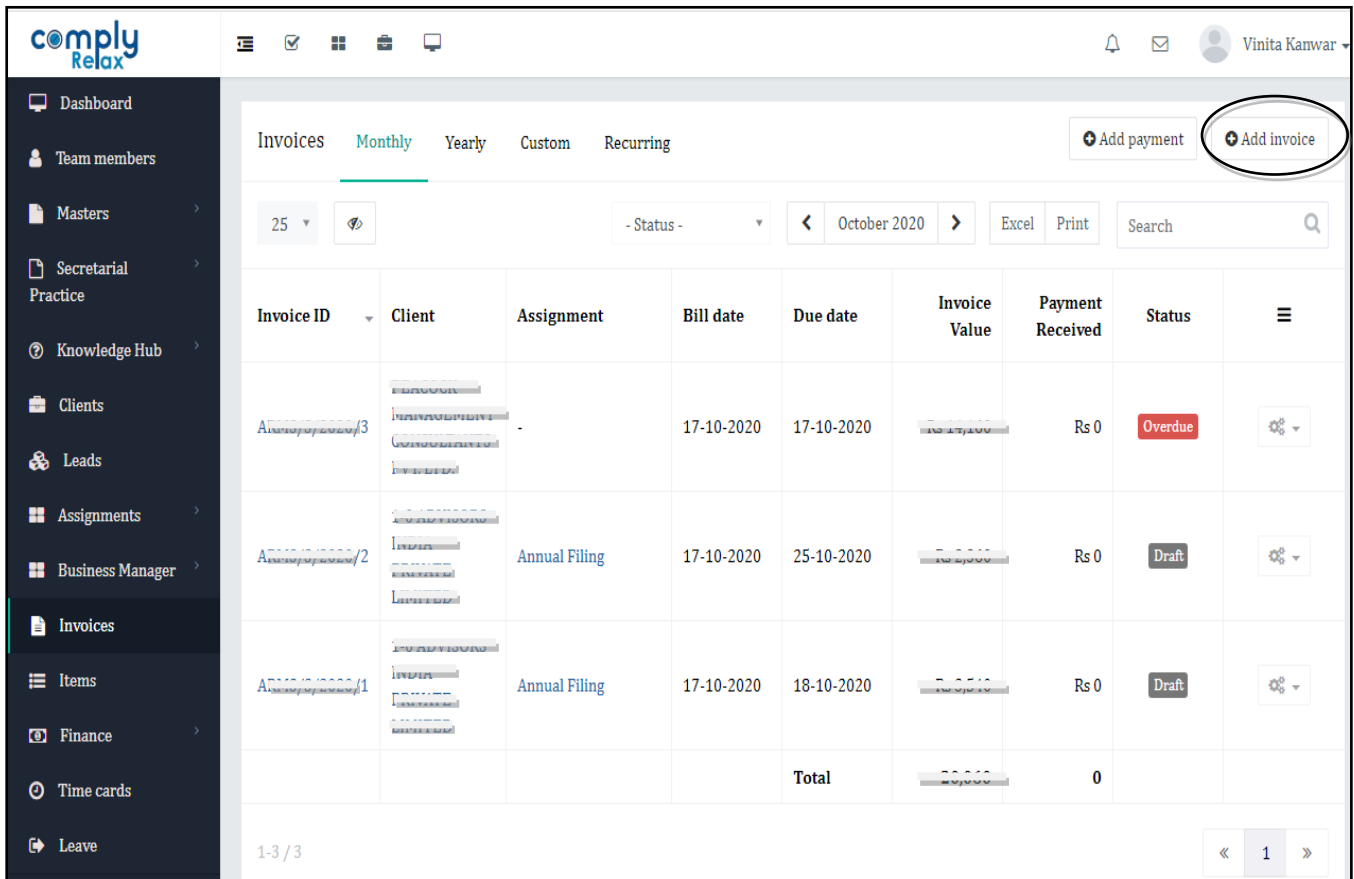
To begin with, you have to update the invoice settings on your dashboard by following below mentioned steps:



Add the firm and bank details in the firm profile. Click on your name available in the right top corner of the screen. Select 'Firm Profile' from the drop down as shown in the figure. Fill all the details and click on submit button. These details will be displayed on your invoice.



Generating Invoice:



Click on the Invoice tab from left main menu



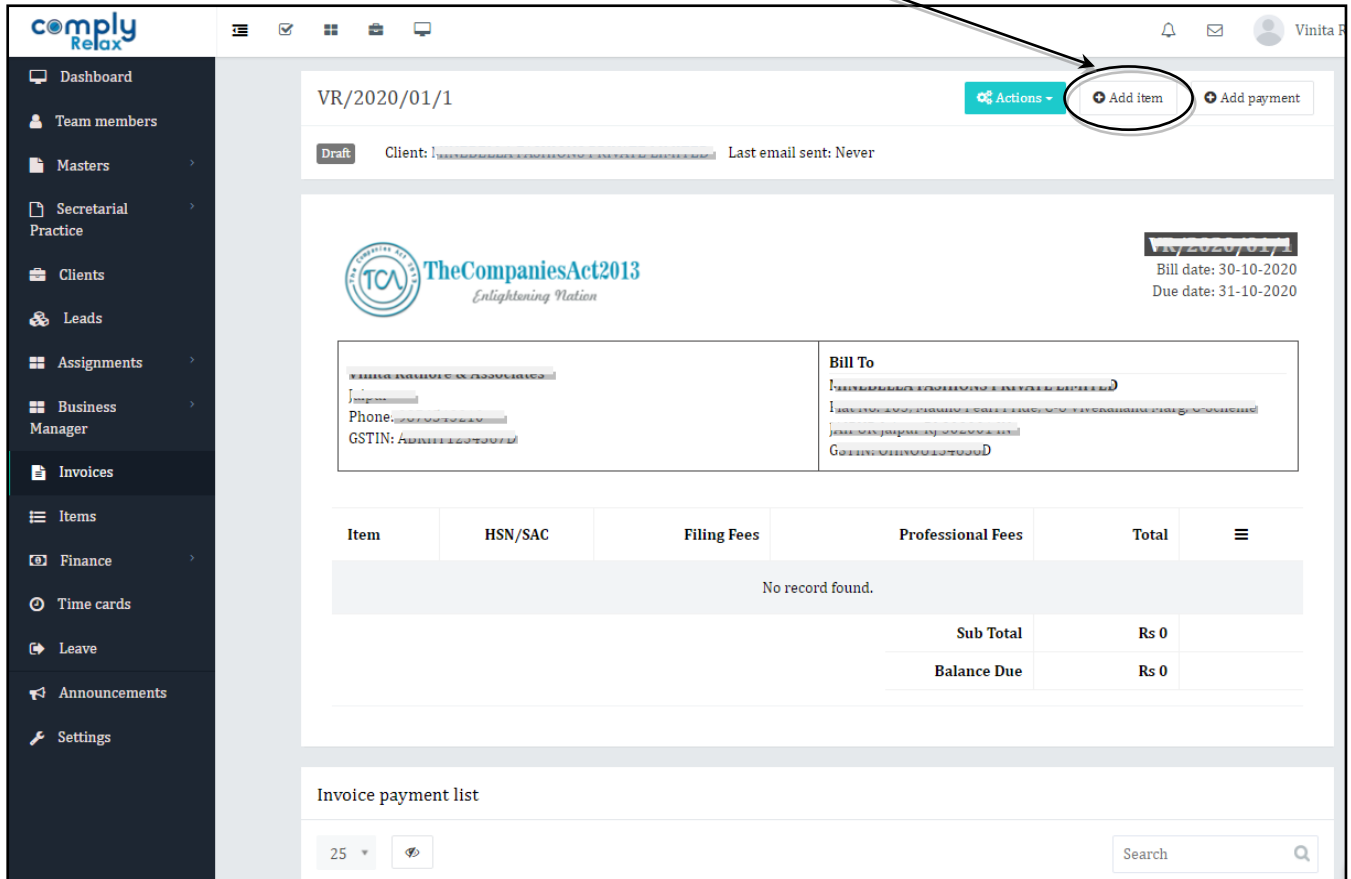
List of all the invoice that you have generated will be displayed. For Adding new invoice click on the Add Invoice Button as shown in the figure.



Fill relevant information and click on submit button.

After submitting the invoice details following screen will appear:

Add Item



Now you have to add the details of the services for which you are generating invoice. Click on the Add Item button as shown in the figure. Fill necessary information and submit.

You can add multiple items for single invoice.