

Multiple Invoice Sequence with Multiple Firms

A new feature has been added to the dashboard i.e. "Multiple Invoice Setup for Multiple Firms.

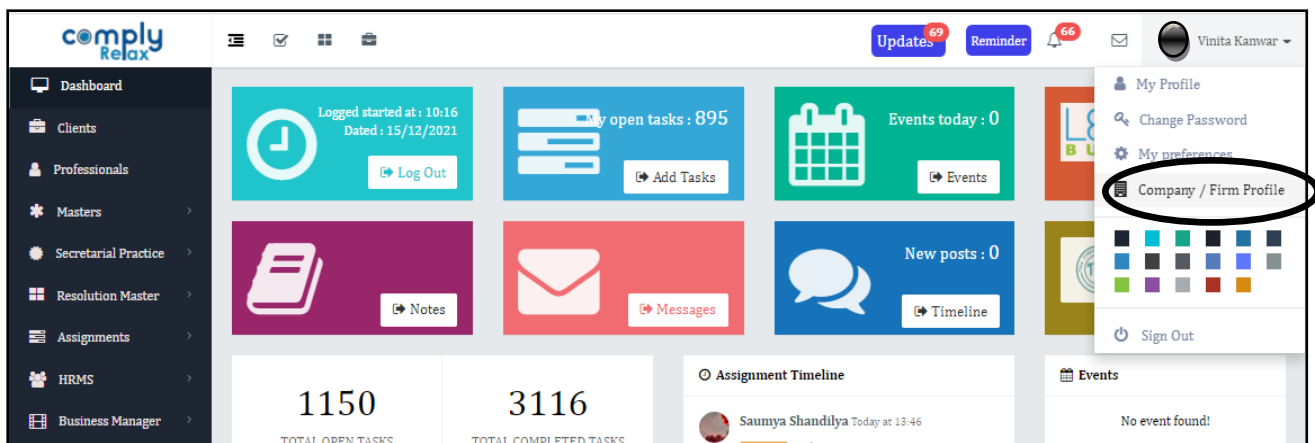
You can now create invoices with multiple sequences. Also you can create multiple firms for invoicing.

You have to add your firm details first.

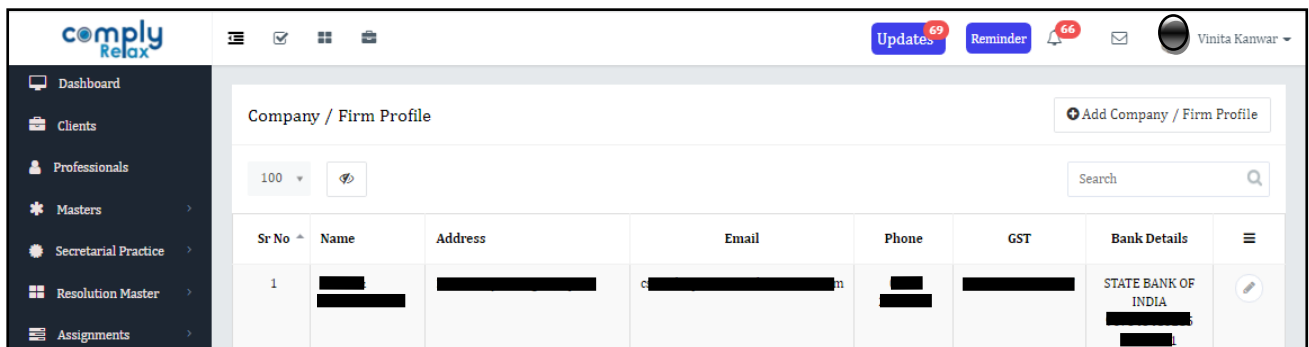
Please follow these steps to access this feature.

ADD FIRM/COMPANY PROFILE:

As shown in the below image, on dashboard click on your name and go to Company/Firm profile.



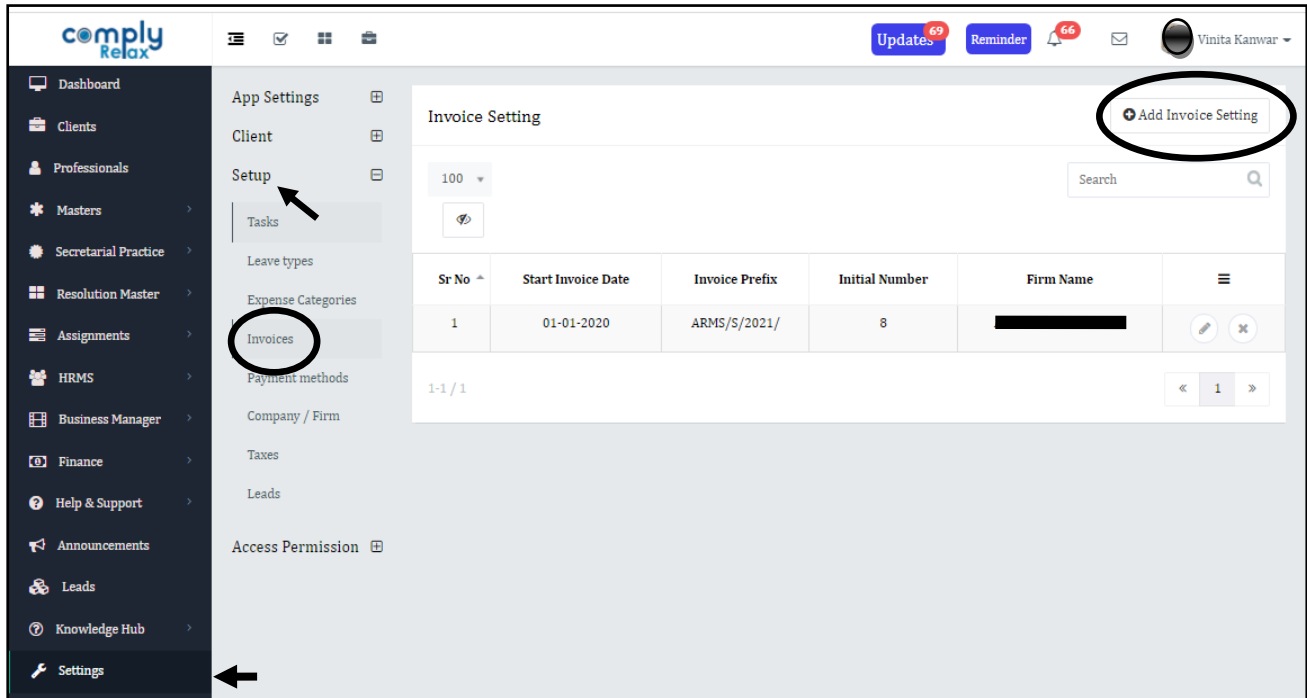
Following window will appear on your screen, now go to Add Company/Firm Profile button. Fill the necessary information and submit. Your firm or company's profile will be added to the system.



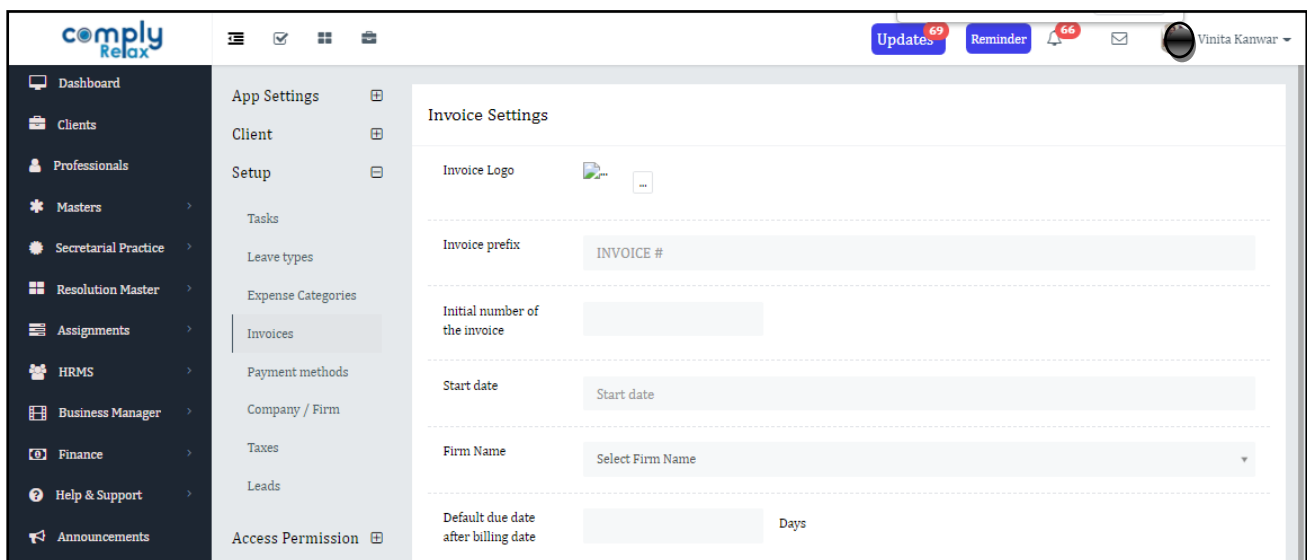
Once you have added the firm details you can add the invoice setting.

ADD INVOICE SETTING

Dashboard ⇒ Settings ⇒ Setup ⇒ Invoice



Once you click on the add invoice button following window will appear on your screen.

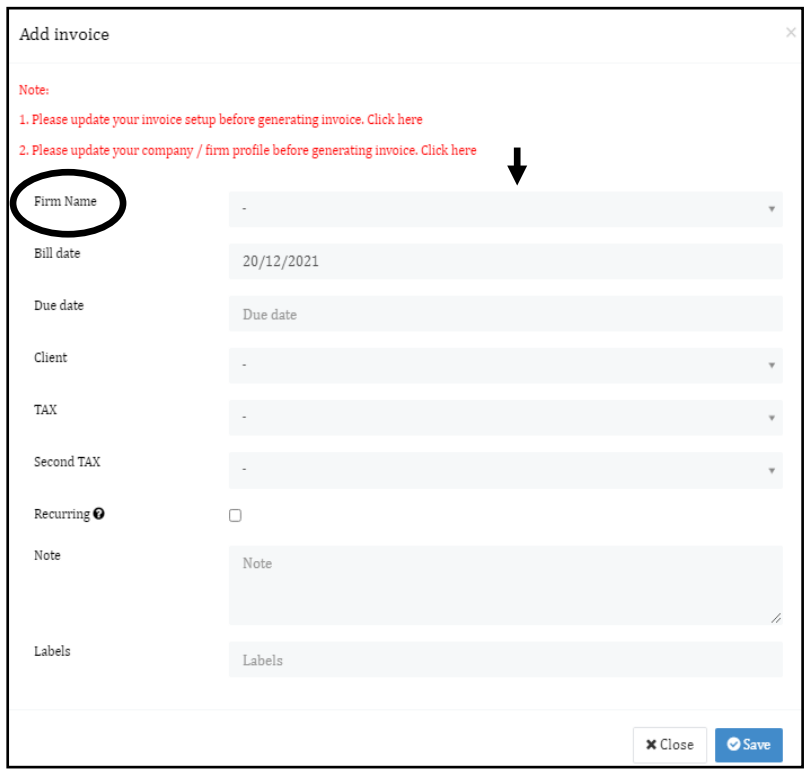
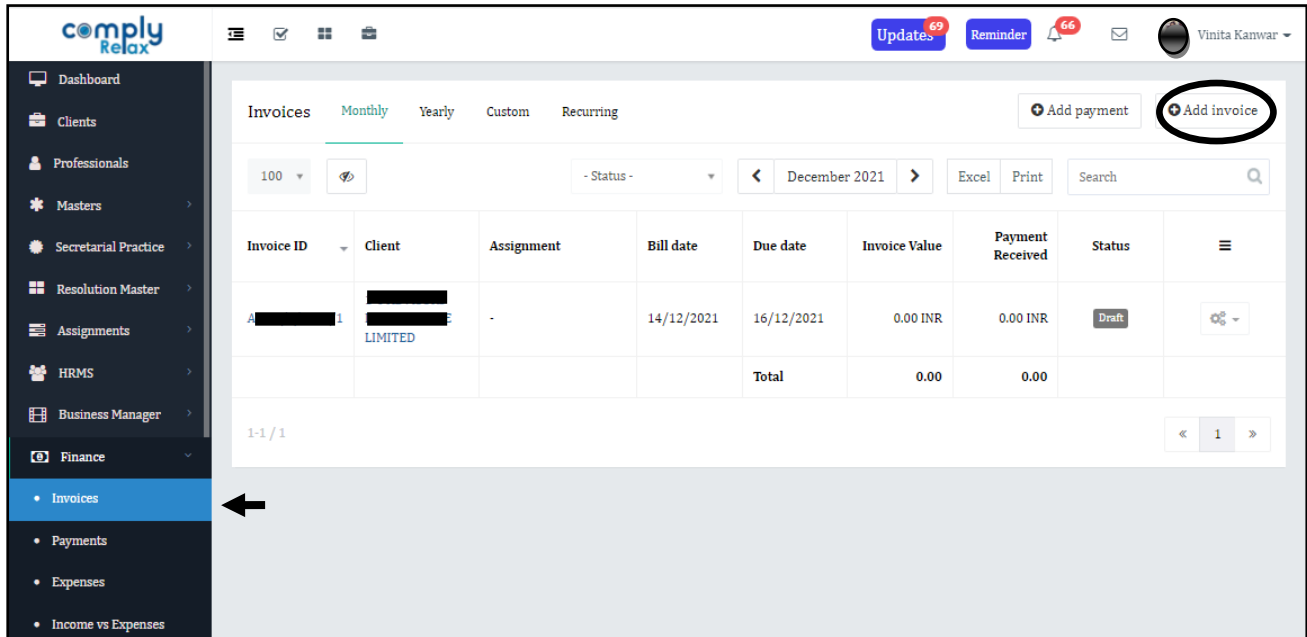


Fill the prefix that you need for your invoice. You can select the firm and other data according to your requirement.

Once you have added the firm details and invoice setting, you can proceed for invoice generation.

ADD INVOICE

Dashboard ⇒ Finance ⇒ Invoices ⇒ Add Invoice



This pop up will open when you click on add invoice button as shown in the above image.

You can select the firm name as shown in this pop up image.

Fill the necessary information and click on save button.

After that you can go to add item button for adding services to the invoice.