

# INVOICES

## SETUP

- Define Billing Codes
  - > Includes billing rates
  - > Includes profit calculation
- Define invoice print layout
- Create invoice
  - > Monthly, quarterly, annual and non-repeating
- Edit Invoice
- Print invoices
- Post invoices
  - > Invoices to clients travel to Accounts Payable for the client
- Reverse invoices
- Re-print invoices
- Print Envelopes