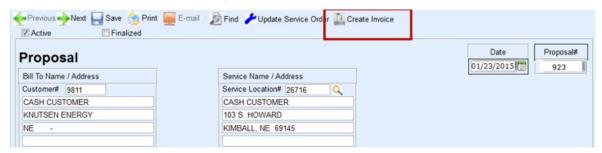
Invoicing a Proposal

Last Modified on 08/12/2022 10:11 am EDT

Once a Proposal has been created and the work has been completed, the customer can be invoiced directly from the Proposal.

- 1. Select the Proposal from either the *Customer Maintenance* screen or by selecting **Proposals** from the *Service Order* screen.
- 2. Select Create Invoice located at the top of the screen.



3. Choose Modify to make changes to the Invoice if desired. If the invoice is complete, select Post.

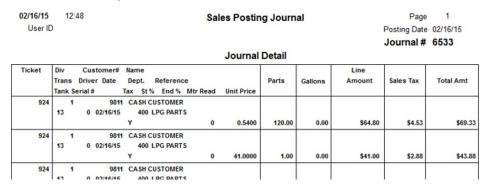


4. Select the number of Invoices to print.

How many invoices would you like to print?



5. A journal is automatically written to the *Sales Posting* screen for this entry and the information will appear on the *Customer History* screen.



Tank S/N			Ta	ınk Nan	ne Tank Size 0								
Date	Dnr	Jml	Ticket# Code	Dept	Posting Reference	Quantity	Gallons	Unit Price	Line Amt	Sales Tax	Debit Amt	Credit Amt	Balance
02/16/15			924 13	400	LPG PARTS			7.5600		\$0.53	\$8.09	\$1,003.69	
02/16/15	0	6533	924 13	400	LPG PARTS	1.00	0.00	73.5200	\$73.52	\$5.14	\$78.66	\$995.60	
02/16/15	0	6533	924 13	400	LPG PARTS	1.00	0.00	72.3800	\$72.38	\$5.07	\$77.45	\$916.94	
02/16/15	0	6533	924 13	1919	LABOR	1.00	0.00	75.0000	\$75.00	\$1.13	\$76.13	\$839.49	