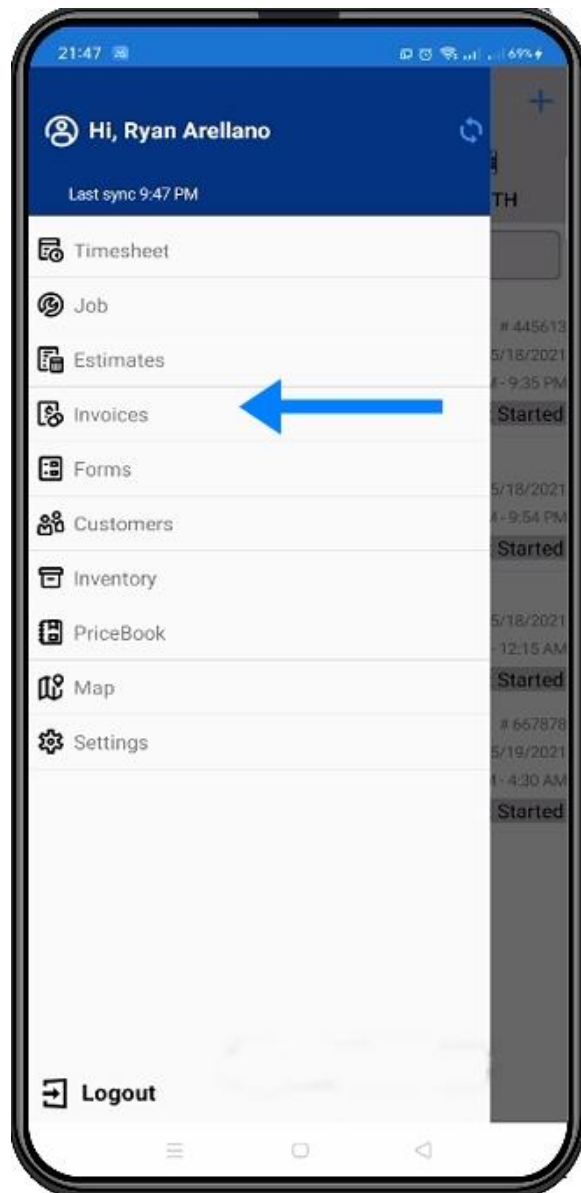
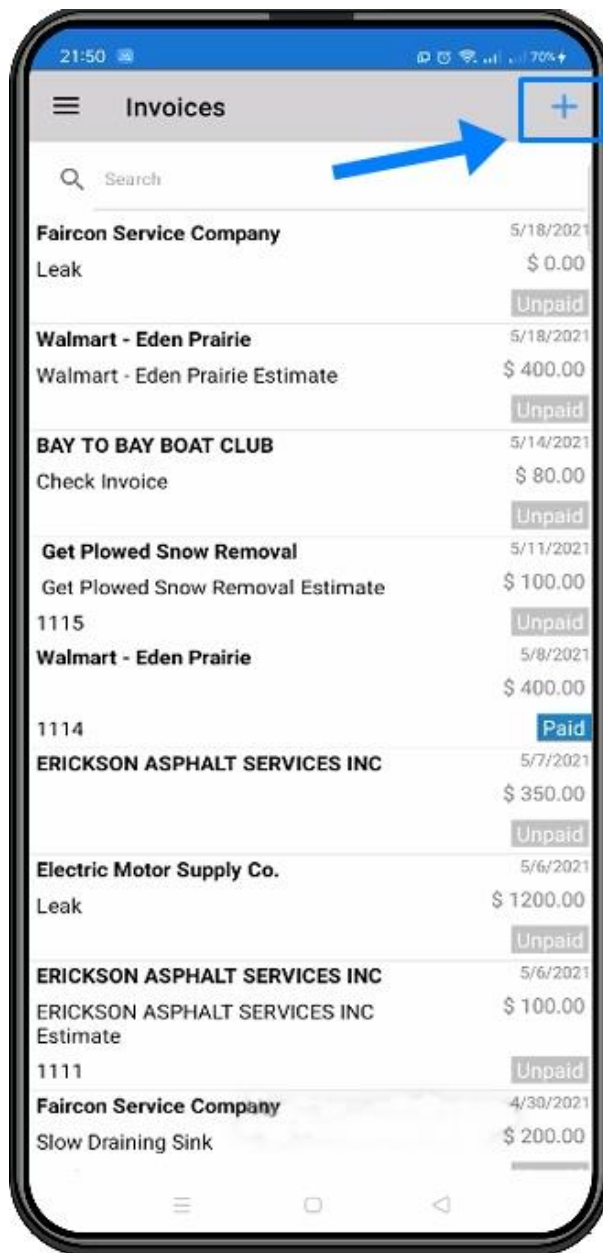


# Mobile Invoice



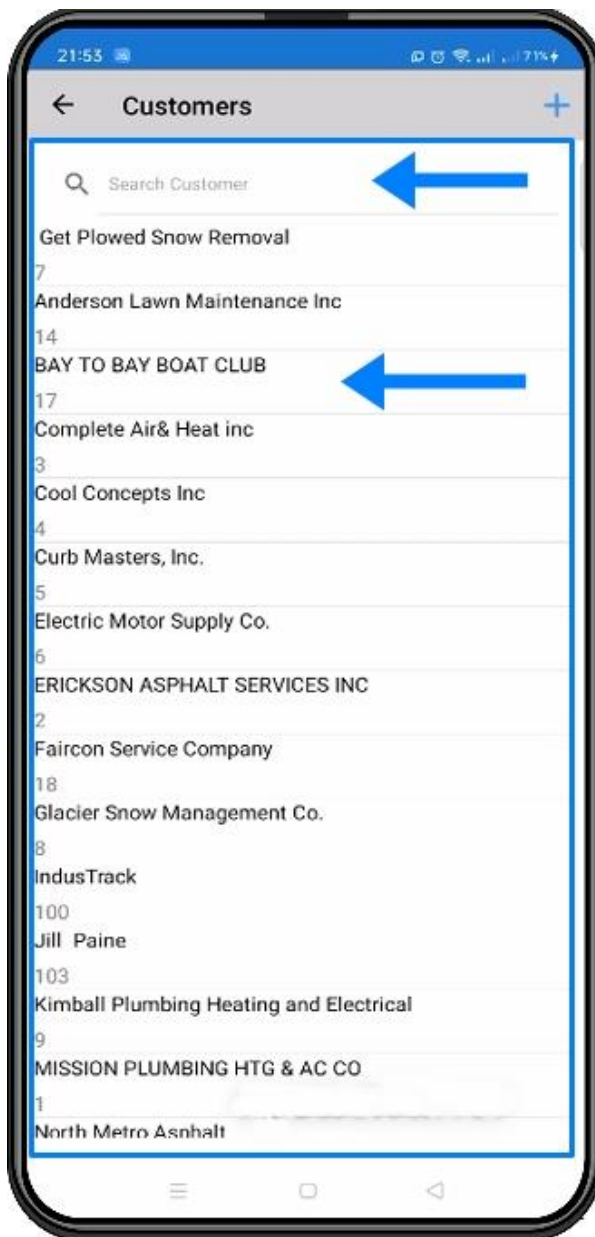
## Access Invoice page

To access the Invoice Page, Tap the three horizontal bars on the upper left and look for **Invoices**.

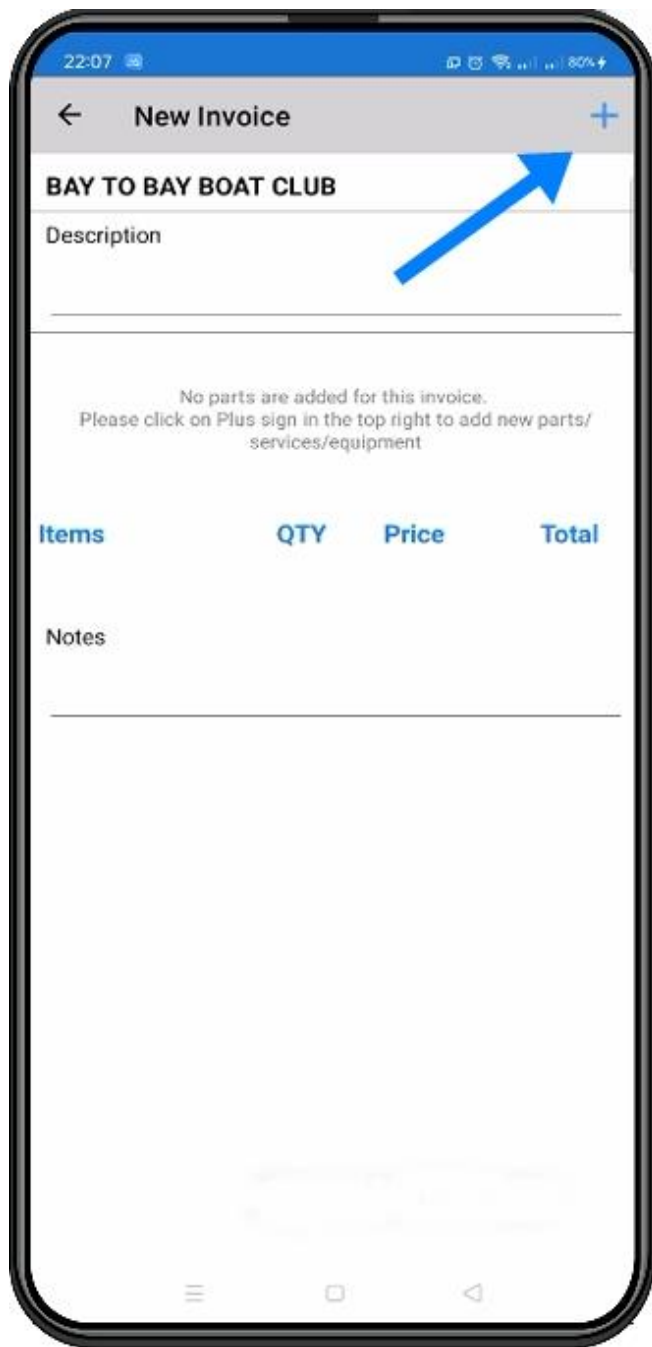


## Create New Invoice

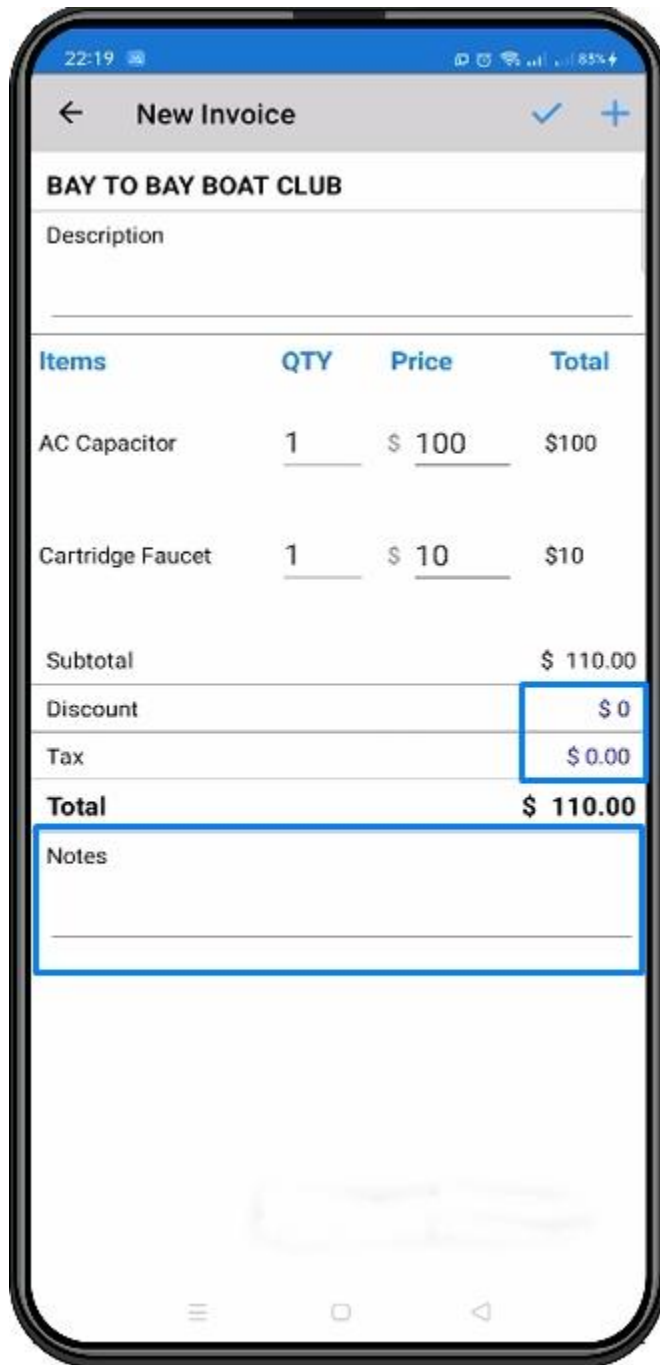
Here on the Invoice Page, you will see the list of invoices along with their status. To create a new one, click on the **PLUS** button at the top right.



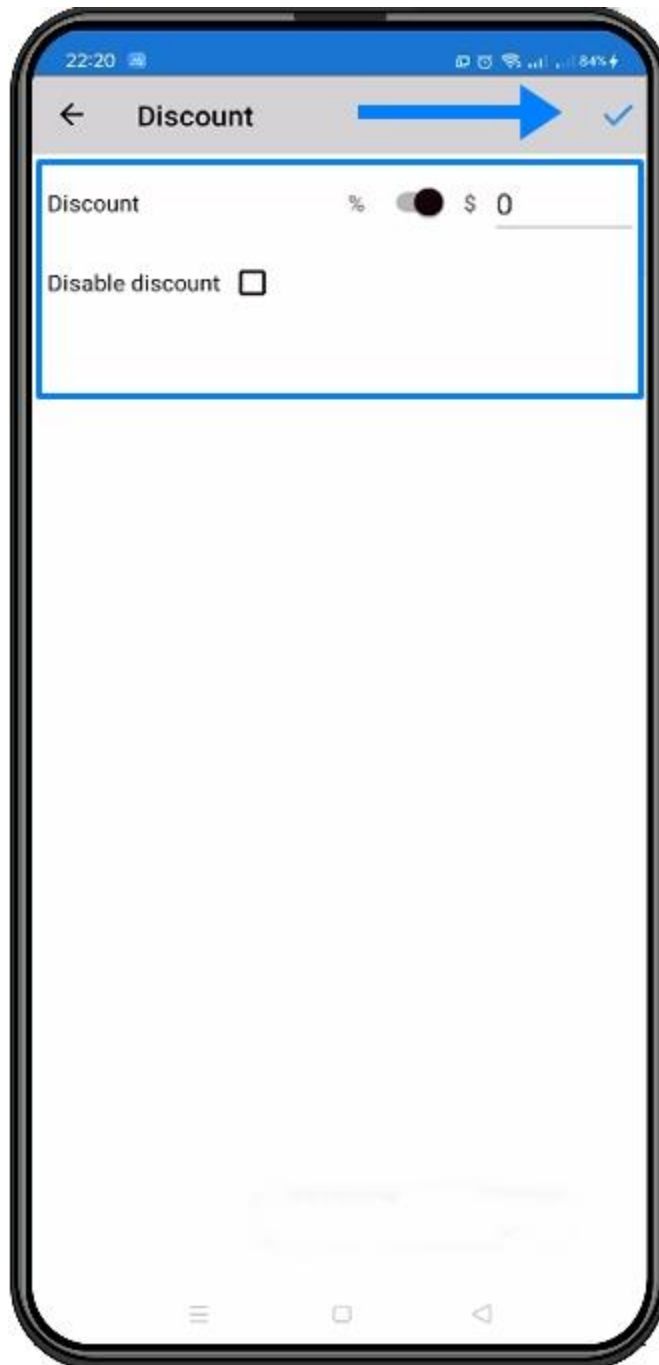
Select the customer that you would like to make the invoice for. You can either use the **Search field** or select them manually from the list.



You have now started an empty invoice for that customer. Since there are no Items in the invoice yet, click **Add Item**.



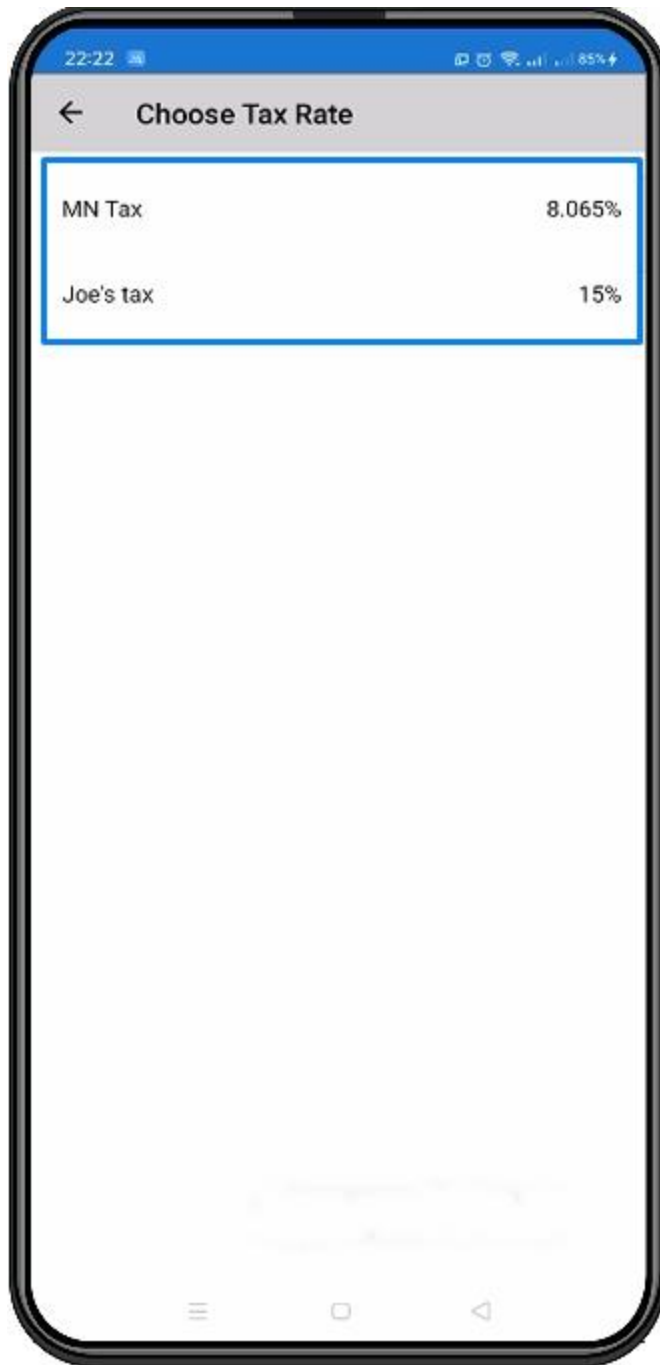
Now that you have added all of the items you need, you have the options to apply a **Discount** or add **Tax** to the invoice. You can also add **Notes** to the invoice if you need them.



## Discount Page

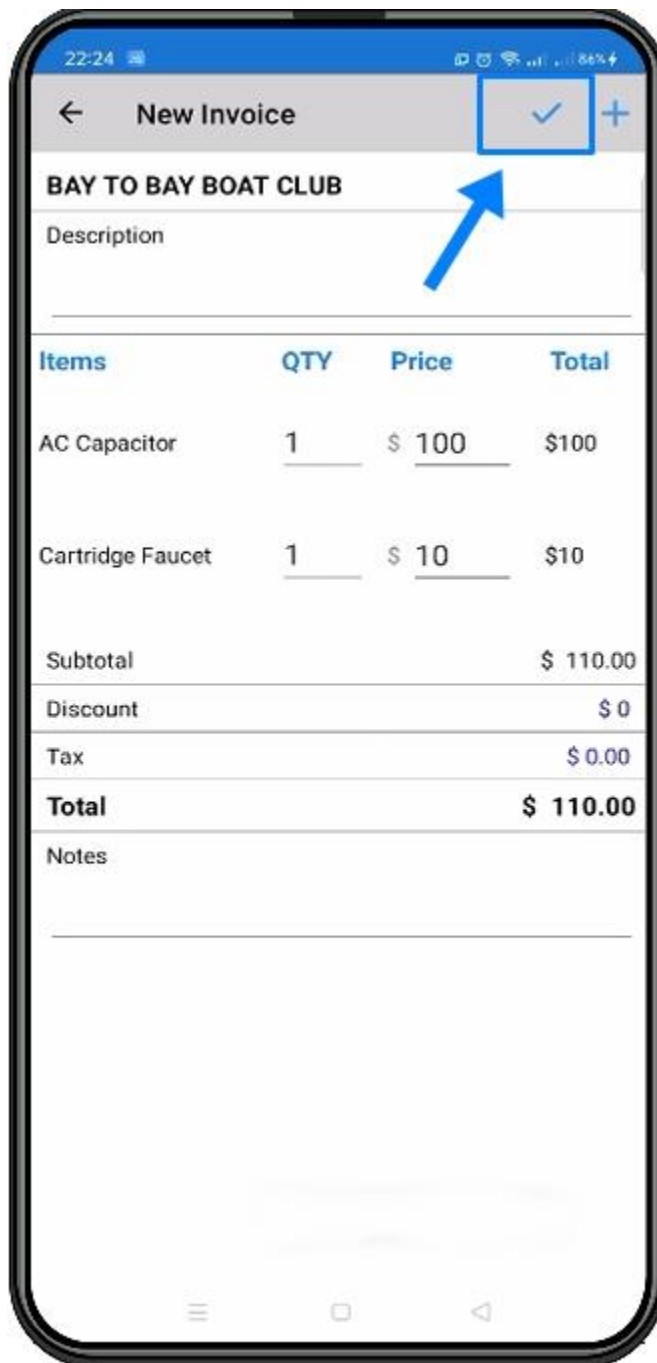
Inside the **Discount Page**, you can set the amount as well as choose if the discount will be a **Dollar discount** or a **Percent Discount**. Once done, hit the **Check** button on the upper right corner.

You can also disable the discount by tapping to the check box next to it.



## Tax Rates Page

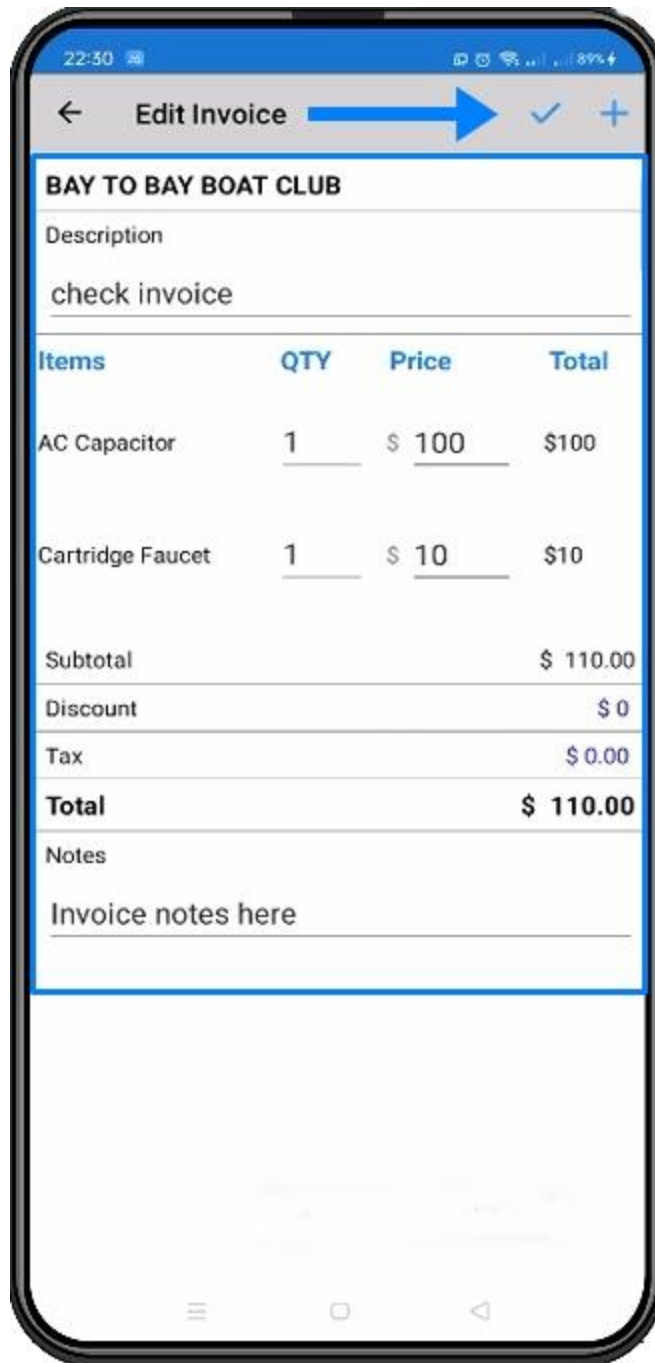
When you get to the **Tax Rates Page**, select one from the pre-configured list of tax rates that are available.



## Save Invoice

Now that you have completed the invoice, review it to make sure it is correct and then press **Save** in the upper right hand corner.

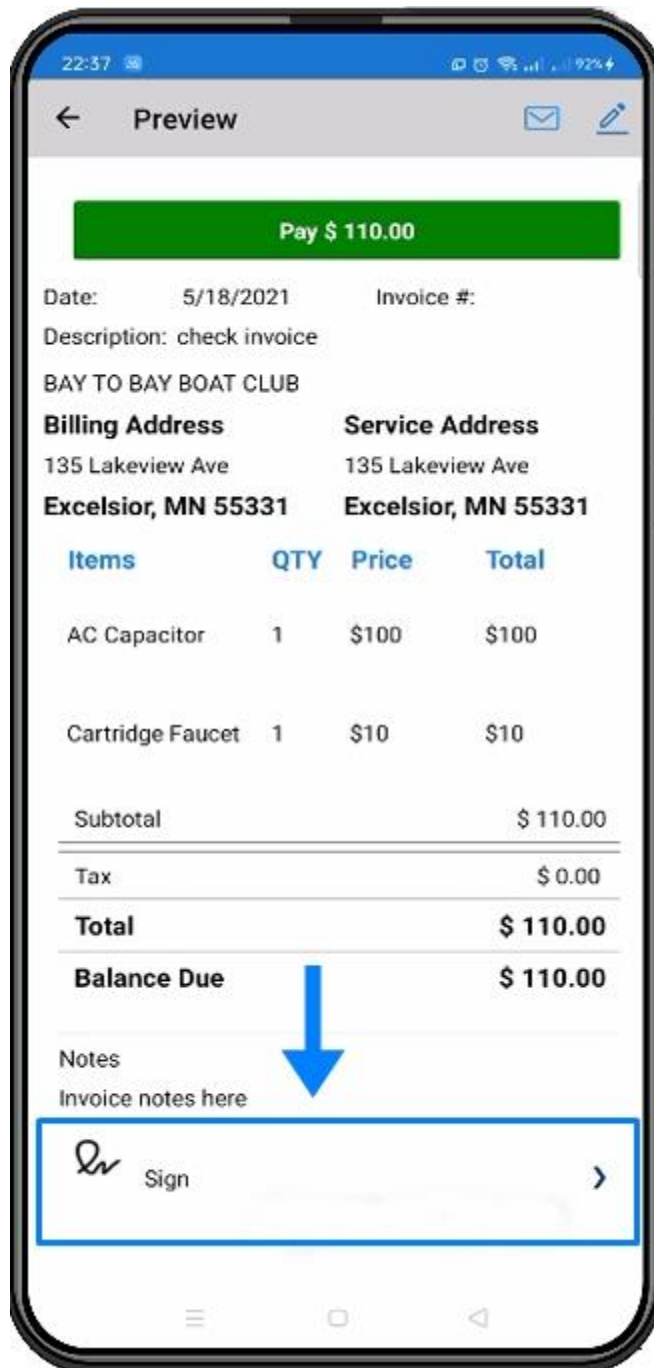




## Edit Invoice

After saving the invoice, you will be brought to the **Preview Page** of the invoice you just created. You can find the **Edit** button in the upper right corner. Tap the pencil icon to edit the invoice.

Inside the **Edit Invoice Page**, you can change the discount, tax and even add additional items. This page has the same features that the add invoice page did. Tap on **Check** icon to finalize the changes you have made to the invoice.



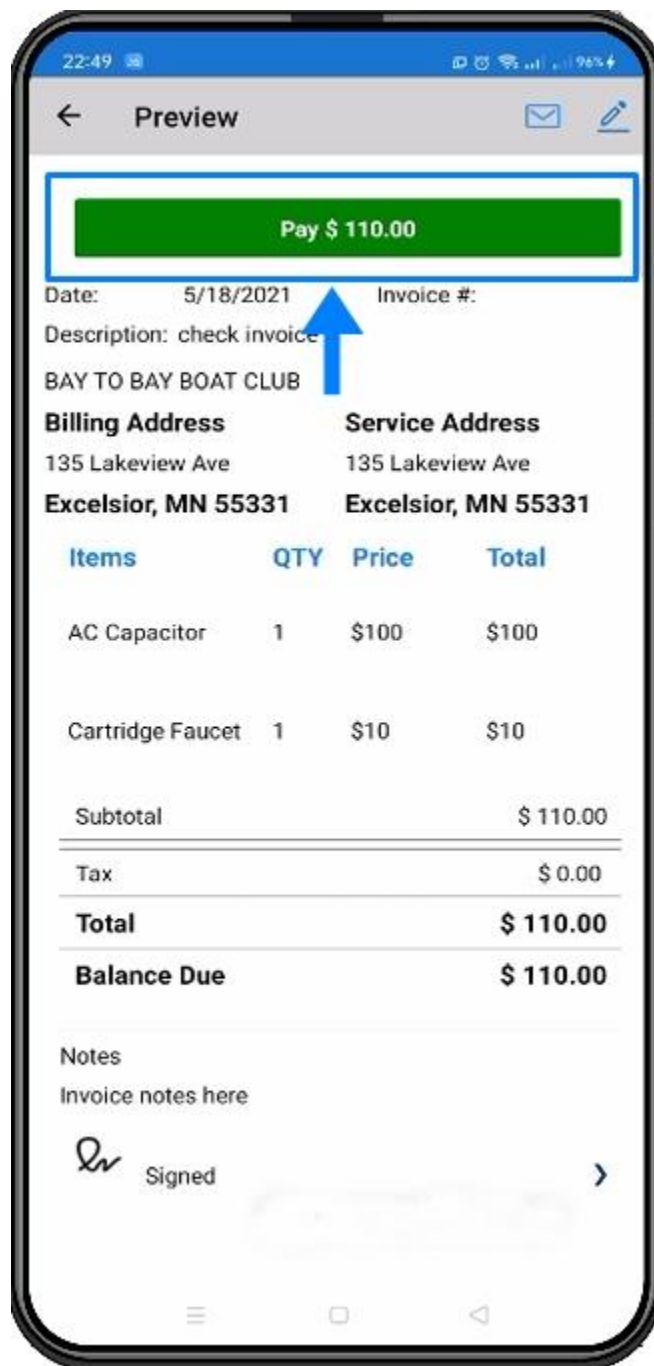
## Invoice Signature

Back into the **Preview Page**, tap the **Sign** button located at the lower part of the page.



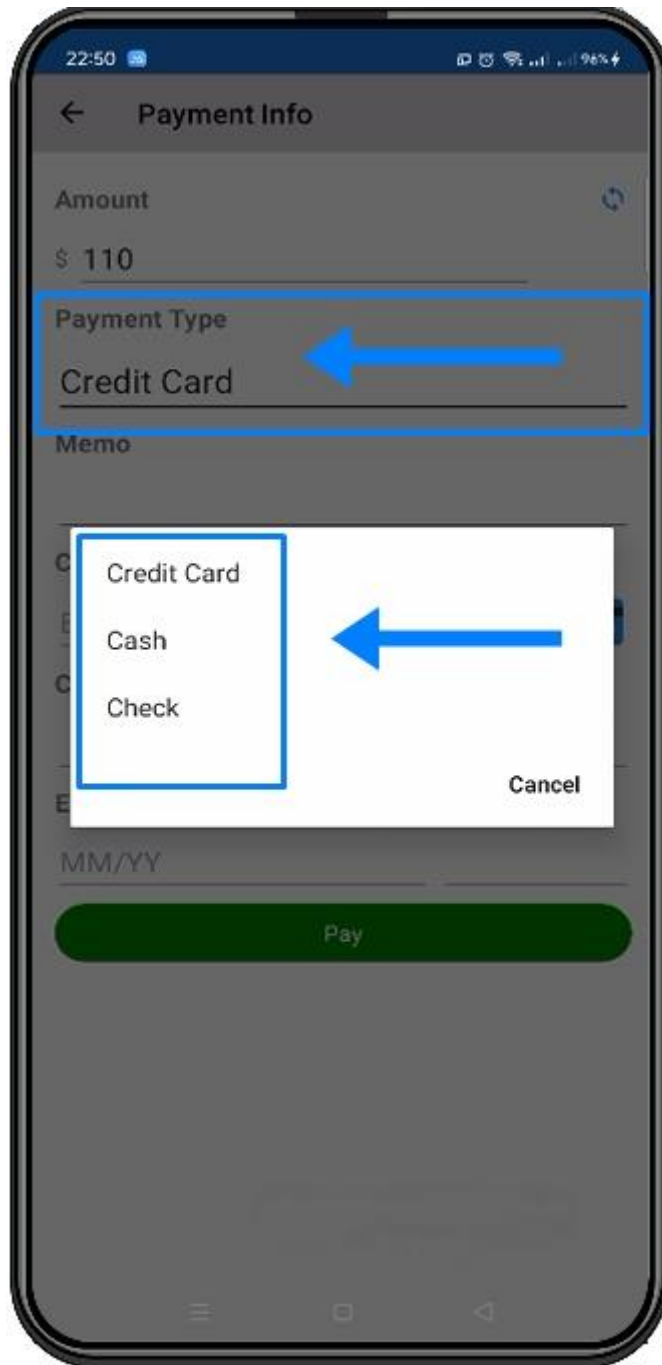
## Signature Page

Here is where you can have the customer put their signature. Tap **Clear** if they need to remove the signature. Hit **Save** to finalize the signature.

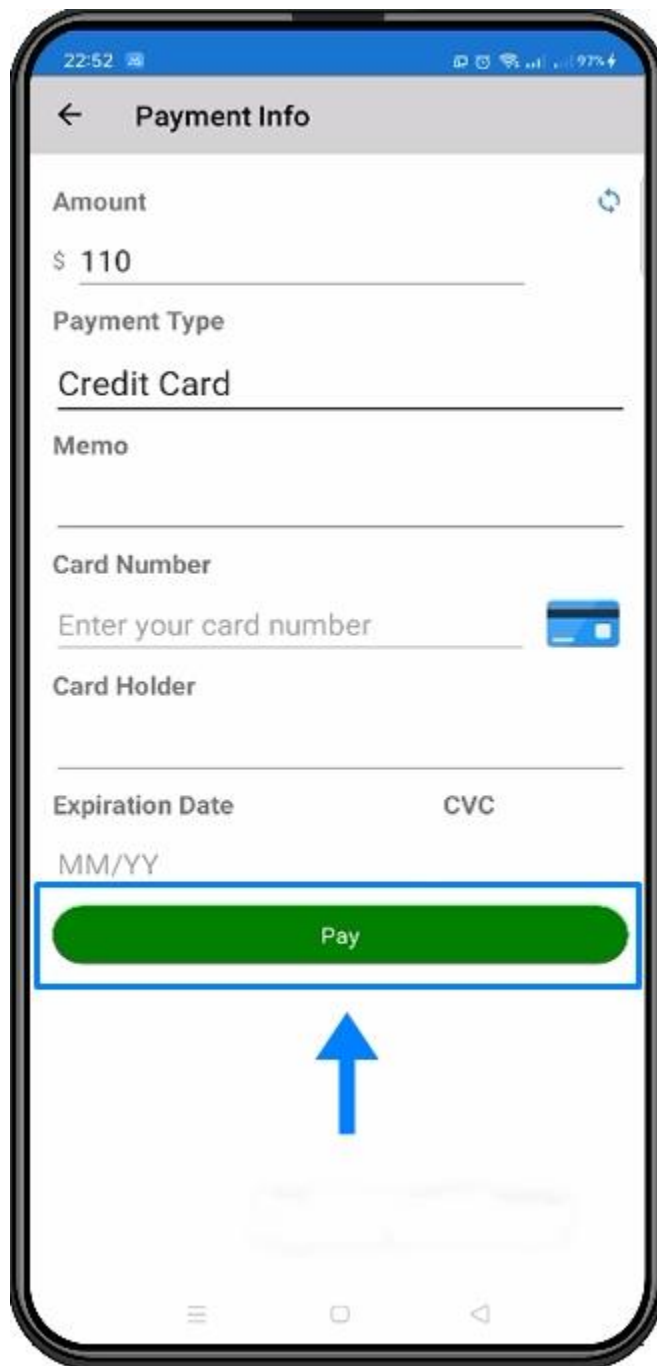


## Invoice Payment

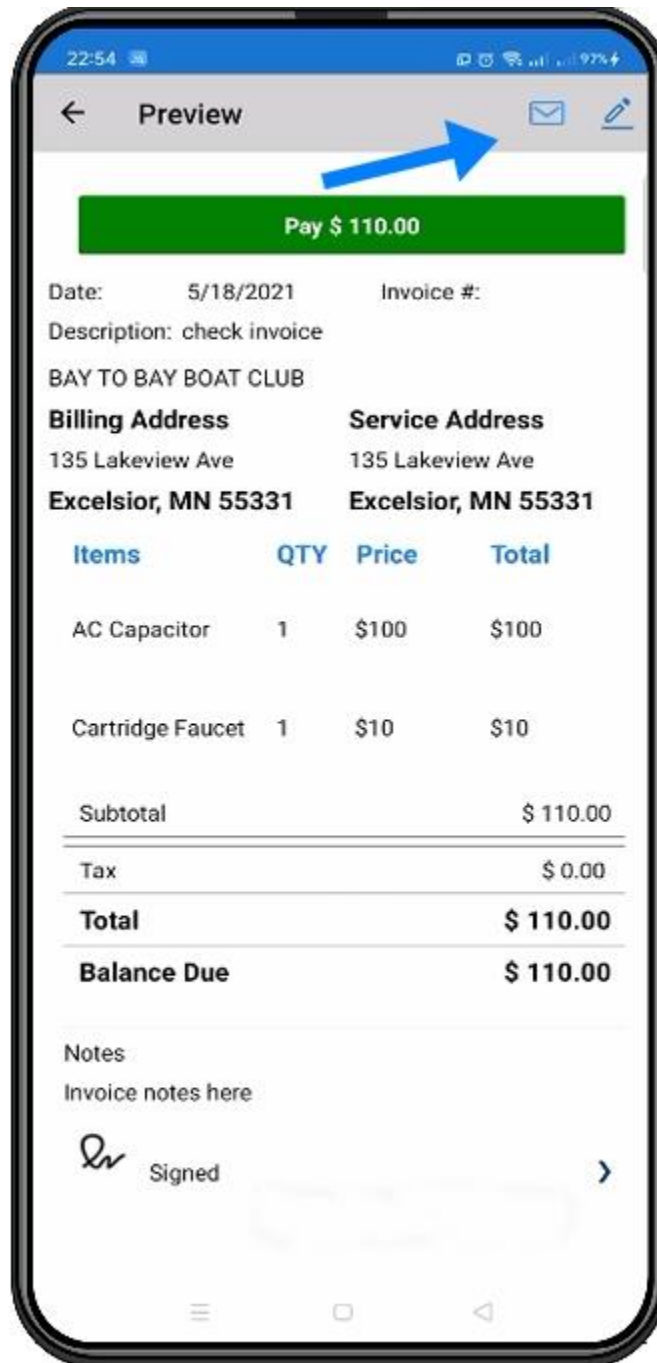
On the **Preview Page**, Tap the Green **Pay** button on the upper middle part of the page. It will take you to the Payment Page.



Inside the **Payment Info Page**, select the **Payment Type** such as **Credit Card**, **Cash** or **Check** and fill out all the other fields that are required.



Inside the **Payment Info Page**, select the **Payment Type** and fill out all the other fields that are required. Tap the **Pay** button on the bottom part of the page.



## Mail Invoice

To send the selected invoice to customer's email, go back to the Preview Page and Tap on **Mail** located at the upper right corner. It will open the option for you to send it using your email on the bottom part of the page.