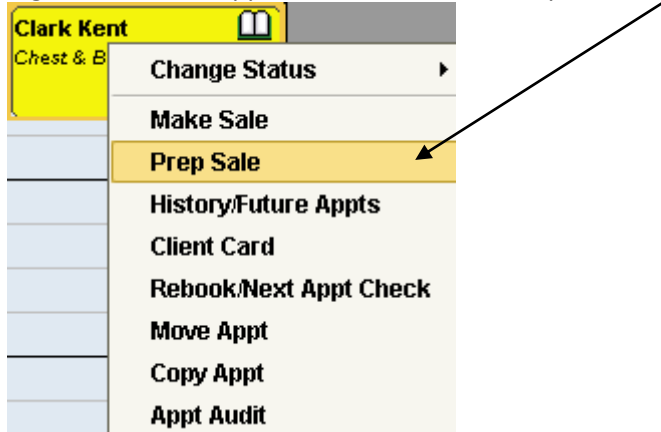


## Preparing an Invoice

You can now prepare invoices for your clients. Great for when you have a client waiting in reception for their appointment and they want to add products to their final bill. There are two ways in which you can do this from the calendar screen.

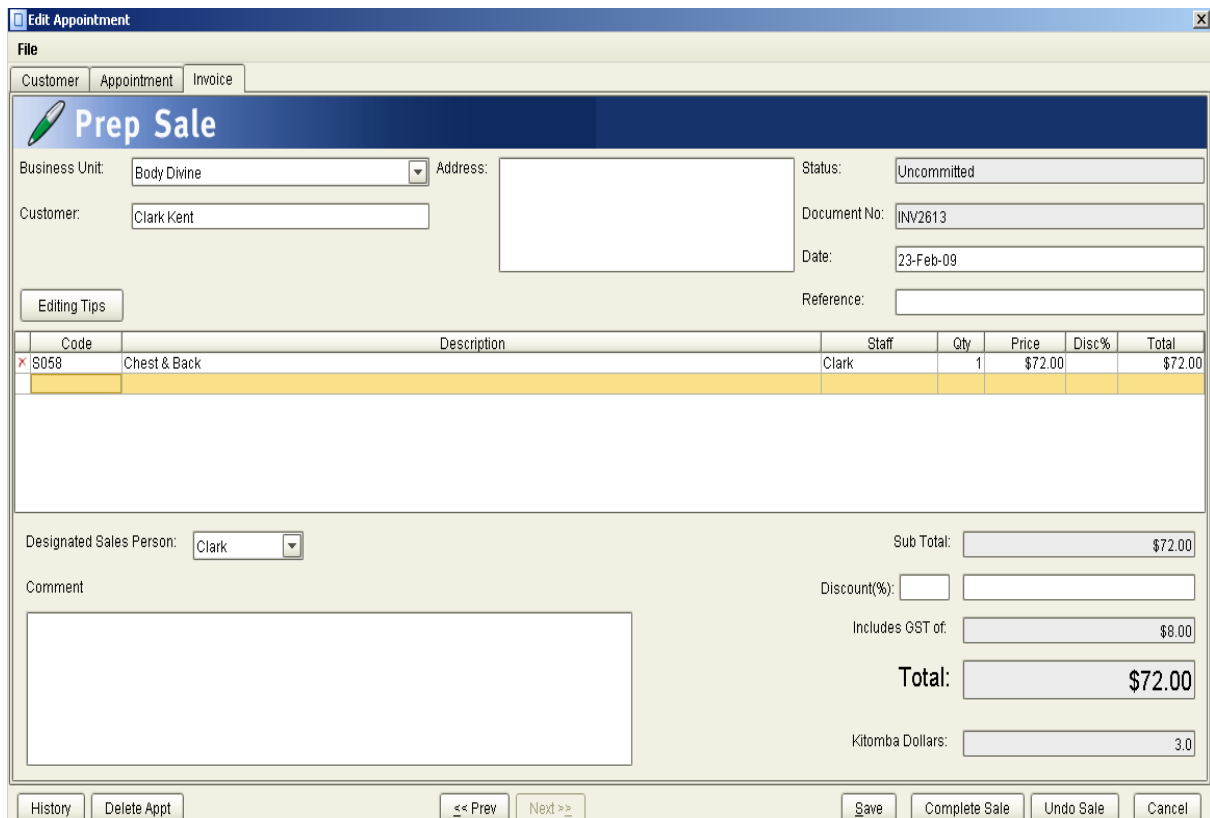
Right click on the appointment and select Prepare Sale



Double click on appointment and click on Prep Sale at the bottom right hand side of the appointment screen.



Once you click on Prep Sale the Prepare Invoice box will open. Add products or services to the invoice then click on Save.



**Prep Sale**

Business Unit: Body Divine Address: Status: Uncommitted

Customer: Clark Kent Document No: INV2613

Date: 23-Feb-09 Reference:

Code	Description	Staff	Qty	Price	Disc%	Total
S058	Chest & Back	Clark	1	\$72.00		\$72.00

Designated Sales Person: Clark Sub Total: \$72.00

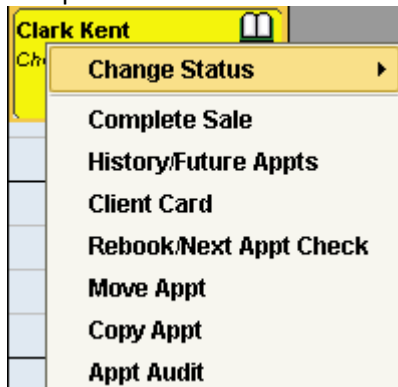
Comment: Discount(%): Includes GST of: \$8.00

**Total: \$72.00**

Kitomba Dollars: 3.0

History Delete Appt << Prev Next >> Save Complete Sale Undo Sale Cancel

When you're ready to complete the sale you can right mouse click on the appointment and select Complete Sale



Or open the appointment and select Complete Sale from the bottom right hand corner of the invoice.

