Animal Sales Invoicing

The invoicing option tab is found in the **Setup | Site options** section of the program and allows you to set some predefined fields when generating invoices.

This tab allows you to enter information for the invoice generator.

**Next Invoice Number**
Choose the number you wish to assign to the invoices you're about to generate. Enter any number you wish.

**Invoice Number Prefix**
This assigns a number at the beginning of every invoice for your reference.

**Zero Pad Invoice Numbers**
This fills in invoice number characters with zeros, making the invoice numbers uniform.

**Direct Debit/Payment Instructions**
Use this field to type your bank account details or any instructions. It will appear on the invoice.

Once you have setup the default information in the site options you can start to add animals to an invoice.

**Create Sale List**
Select Utilities | Invoicing | Create Sale list.
You will now be able to select the animals you want to add to the sale list to generate invoices for.
Select your animals and press Next.
Enter a name for this sale list you are about to create. This allows you to be able to go back and view sales lists at a later stage.

Press Finish

Viewing sale lists

1. To view the sale list you have just created select Utilities | Invoicing | View Sale lists.

2. You will be taken to a screen that you can record who you sold the animals to and what price you sold them for. You also have extra options that will allow you to automatically record a sale against these animals and you can automatically make the animals inactive and record a fate against them.
3. To add more animals to this list press the add button.
   - To delete an animal from the list press the delete button.
   - To add animals to a worksheet select the animals and then press the worksheet button.

4. To raise the invoice press the Raise button. This will generate an invoice for you for the amount to you specified and to who you have specified.

5. Once you have raised an invoice you can press the invoice button to view it or you can select Utilities | Invoicing | View Raised Invoices.

6. You will now be taken to a screen similar to below.
To view and print the invoice press the Print Button.

To revert/undo this invoice press the revert button.

To delete an invoice press the delete button.

When you have selected to print an invoice you should get something similar to below.