

Invoice Template

The invoice Template is used to create pre-prepared templates for invoices, to make added the materials more easy that we sell it periodically or for materials (items) that are usually sold together

To access an invoice Template go to **General - Templates - Invoice** list

To create a new template we go to the **New** button

:The following window appears as in the picture bellow

	Material	Unit	Qty.	Price	Total	Notes
1	10102 - hard disk 500Gb	UNIT	1	350	350	
2	10103 - ram 8Gb	UNIT	1	250	250	
3	10104 - Motherboard	UNIT	1	750	750	
4	10105 - Graphic card	UNIT	1	500	500	
5	10106 - Processor Intel i7	UNIT	1	450	450	
6	10107 - Computer Cases	UNIT	1	175	175	
6			6		2,475	

Note: If some fields didn't appear to you, such as the discount, for example, use right click by the mouse and choose the properties then you can show or hide the columns

.In the Name field: We write the name of the template

Leave the account name blank

.Leave the warehouse field blank as well if you want to use Invoice's warehouse

.Notes field: in case you want to insert notes in the invoice with this template

.Inactive option: to not display this template in invoices

From the invoice table below, add the required materials to template, with the ability to amend prices and quantities or discount as desired

