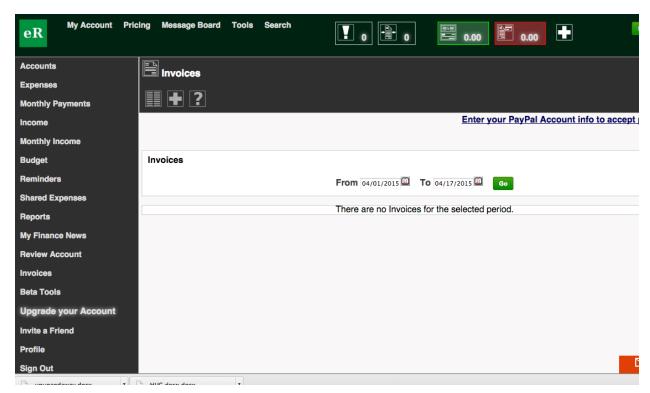
expenseRegister — Create an Invoice for Your Company

expenseRegister gives you a simple way to invoice your clients. You've done all the hard work, so help you with your billing and payments with expenseRegister. Even the most demanding clients will be pleased with the consistency and the easy-to-follow calculations.

Let's say you own your own business in party planning and you love it, but with so many clients and so many different types of services to account for, it can get complicated fast. Here are the steps to create an Invoice for your next gig in expenseRegister. Your basic account will work with these simple steps.

1. Login to expenseRegister and click on Invoice on the left-hand side of the screen. If you don't have anything set up already, you should see the following screen:



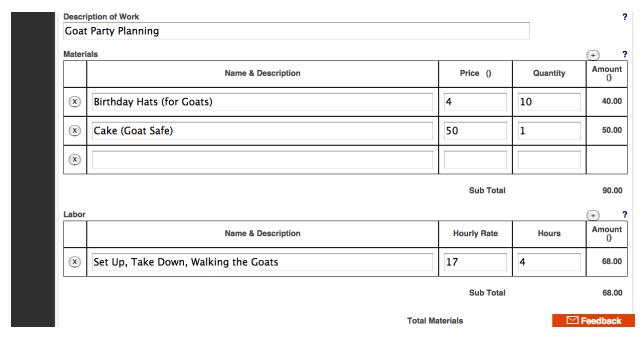
expenseRegister — Basic Account Invoice page

2. Click the New (+) button to create the invoice, and fill out the information you know about your client. Pay attention to the due dates, as they are easily changed by clicking on the calendar. Your screen should look like this:



expenseRegister: Basic Account Invoice page

3. Scroll down, and start your descriptions. Click the New (+) button, and enter in your calculations. If your client purchased multiple products like below, then enter in the Quantity button. Then calculate your labor costs as shown below.



expense Register: Basic Account Invoice page

4. expenseRegister will calculate the tax based on the state you're in, and it allows you for additional charges or discounts. In this case, Mr. Doe's goat happened to eat the owner's sweater, so he has been charged \$5.00 under Other Total. He also received a small discount because one of the goats couldn't make it to the party. Use the notes section to clarify anything that may be confusing for your clients, or merely thank them for their business.



expenseRegister: Basic Account Invoice page

5. You can preview and print it out for the clients. You will not be able to save.

Email: jane@doe.com

P90 Product Review (1).docx

 Date
 04/17/2015

 Invoice Number
 55317d0561e59

 Due Date
 05/17/2015

 Amount Due
 172.52

Bill To John Doe 1235 Any St. Los Angeles, California - 91304 United States john@doe.com

Description of Work - Goat Party Planning

Materials

	Name and Description	Price ()	Quantity	Amount ()	
1	Birthday Hats (for Goats)	4.00	10	40.00	
2	Cake (Goat Safe)	50.00	1	50.00	
	Total				

Labor

	Name and Description	Hourly Rate ()	Hours	Amount ()
1	Set Up, Take Down, Walking the Goats	17.00	4	68.00
	68.00			

Total Materials 90.00

expenseRegister: Basic Account Invoice PDF