

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:

Reports
My Finance News
Review Account
Invoices
Beta Tools
Upgrade your Account
Invite a Friend
Profile
Sign Out

Jane Doe ?
1234 Any St.
Los Angeles, California - 91304
United States
Phone: 818-555-5555
Email: jane@doe.com

Date 04/17/2015
Invoice Number 5531276765d4b ?
Due By 05/17/2015
Amount Due 172.52

Bill To ?
Name John Doe @
Country United States
Address 1235 Any St.
City Los Angeles
State California
Zip 91304

Feedback

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.

Description of Work ?
 Goat Party Planning

Materials + ?

| | Name & Description | Price () | Quantity | Amount () |
|-----------|---------------------------|----------|----------|-----------|
| (x) | Birthday Hats (for Goats) | 4 | 10 | 40.00 |
| (x) | Cake (Goat Safe) | 50 | 1 | 50.00 |
| (x) | | | | |
| Sub Total | | | | 90.00 |

Labor + ?

| | Name & Description | Hourly Rate | Hours | Amount () |
|-----------|--------------------------------------|-------------|-------|-----------|
| (x) | Set Up, Take Down, Walking the Goats | 17 | 4 | 68.00 |
| Sub Total | | | | 68.00 |

Total Materials [Feedback](#)

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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.

| | | |
|-------------------------------------|-----------------------------------|--------------|
| | Sub Total | 68.00 |
| Total Materials | 90.00 | |
| Total Labor | 68.00 | |
| Other Total | <input type="text" value="5"/> | ? |
| Discount | <input type="text" value="2"/> | % ? |
| Tax | <input type="text" value="8.00"/> | % ? |
| Validate and Calculate Total | | |
| Total | 172.52 | |

Notes
 Reminder: \$5.00 charge because your pet goat ate most of my sweater. 2% discount because one of the goats couldn't make the party.

Create your free invoice at www.expenseRegister.com

Save

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Feedback

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 | | | | 90.00 |

Labor

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

Total Materials 90.00