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Menu > *Daily*

# Invoices

## ~BASIC~

- {Currency}
  - If the department is defined as **retail** then the invoice currency is preset to the **company currency**.
  - If the department is defined as **wholesale** then the invoice currency can be any **chosen currency**. The invoice currency does not need to be entered if it is to be the same as the company currency.

## ~ITEMS~

- {Unit Price}
  - If the department definition is **retail** then the price entry always **includes VAT**.
  - If the department definition is **wholesale** then if the customer is:
    - A **Business**, the price entered/shown **excludes VAT**.
    - An **Individual**, the price entered/shown **includes VAT**.

## Reports

The  icon in the ~BASIC~ tab displays a reports menu with the following options:

- Financial report
- KPR
- KP
- Sales Journal
- Sales by Items
- [~BASIC~](#)

## How to...

- [Void an invoice](#)
- [Gift Vouchers](#)

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