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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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