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 Jorunal
- Sales by Items
- [~BASIC~](#)

How to...

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

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