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# **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  $\boxtimes$  icon in the  $\sim$  BASIC $\sim$  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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