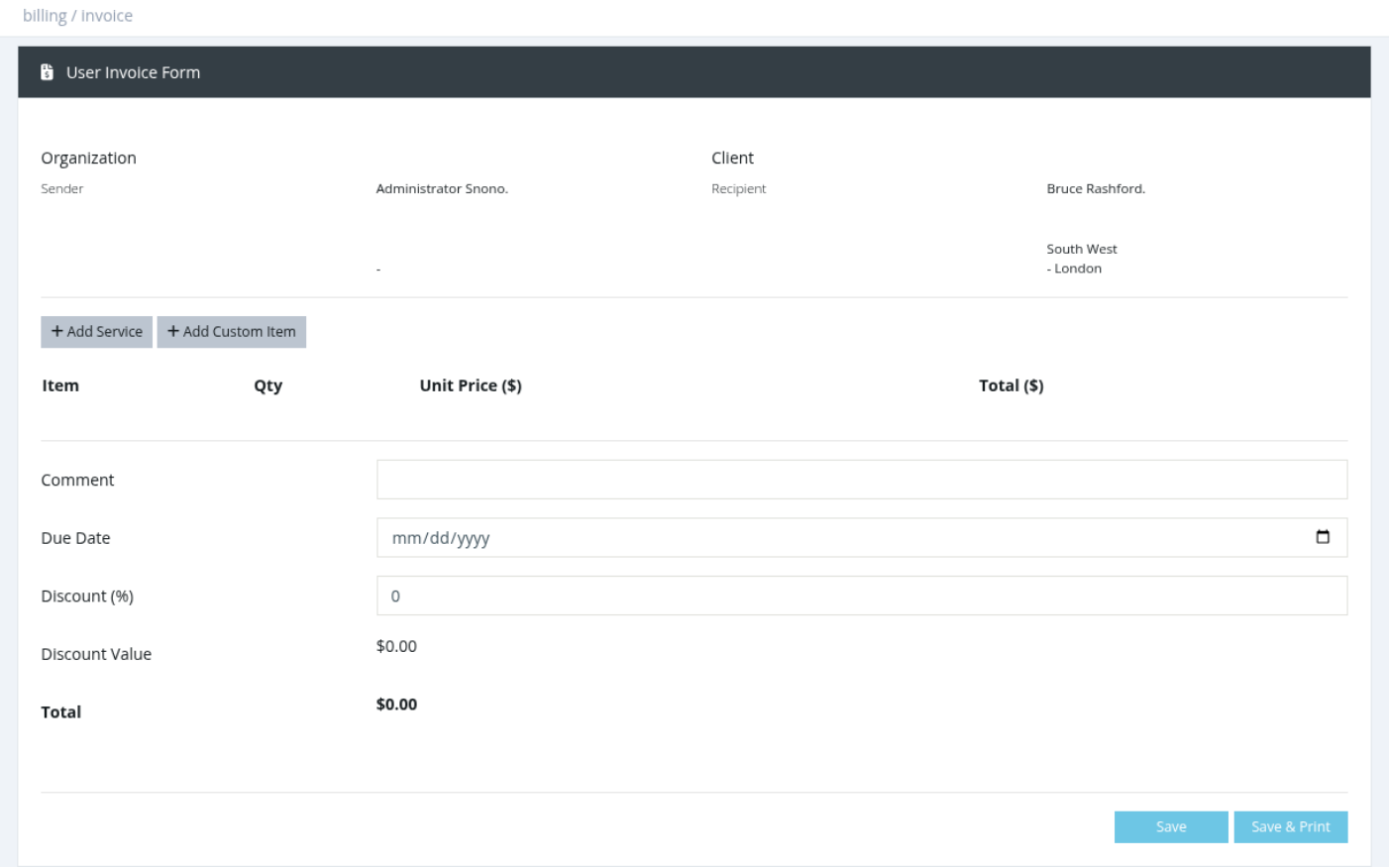
Issuing an Invoice

Use *Billing → Issue Invoice* to create an invoice for a subscriber, for example for installation, equipment or a service. You can also open it from the user's Overview with **Issue Invoice**; the user is then already selected.



How to issue an invoice

1. In **select client**, type at least 2 characters of the username or name and select the subscriber. The sender (you) and the recipient (the subscriber) are shown at the top.
2. Add lines:
   - **Add Service**: choose a profile. The price is filled in from the subscriber price list (without VAT).
   - **Add Custom Item**: type any item name, quantity and unit price, for example "Router TP-Link".
3. Optionally set the **Due Date** (default: today) and a **Discount (%)**. The **Discount Value** and **Total** are calculated.
4. Click **Save**, or **Save & Print** to also download the PDF.

- A new manual invoice is **unpaid**. When the subscriber pays, use **Pay Invoice** in User Invoices.
- Issuing an invoice doesn't charge or credit any balance and doesn't activate the subscriber.
- To change an invoice, click its number in User Invoices, edit the lines and save.

Invoices from activation

When activating a user with *Manager Balance*, a **Confirm Activation** window offers **Issue an invoice for the user** (unticked by default, needs the *Billing* permission). The invoice includes VAT, is marked paid when *Money Collected* is ON, and the PDF is downloaded automatically. If email notifications are enabled, it is also attached to the activation email.

Required permission: Billing

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