

One invoice for many orders

If necessary to issue one invoice for several Client orders, there are 2 approaches:

1. One invoice for several selected orders
2. [Add each order one by one to the outgoing invoice](#)

1. One invoice for several selected orders

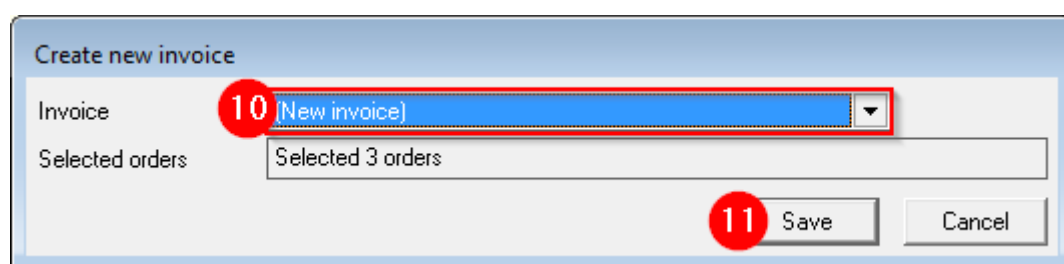
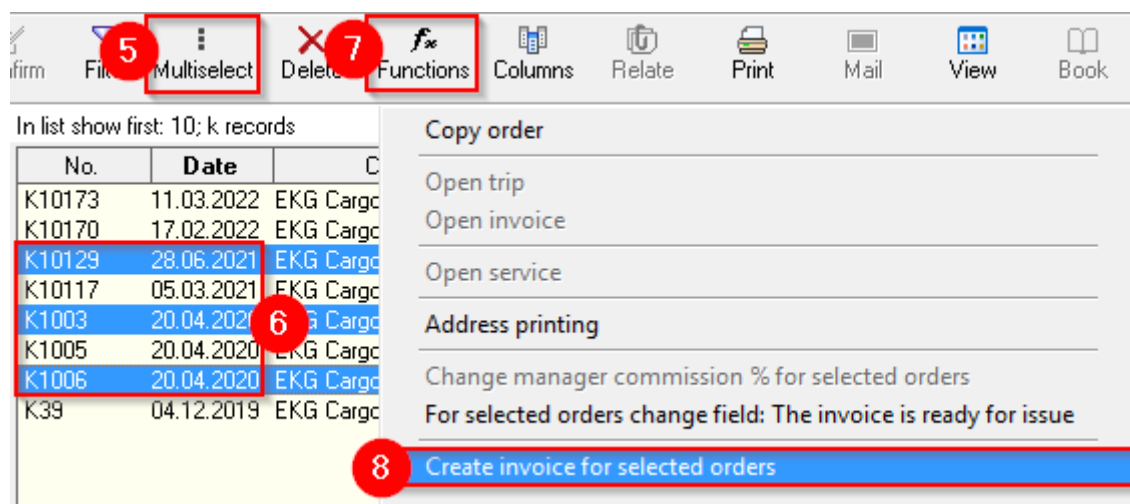
1. Open **the Client order filter**;
2. Mark **Outgoing invoice - Not issued**;
3. Selects **the Client to whom invoices for orders must be issued**;
4. Confirm the filter.

The screenshot shows the 'Client orders' filter window. It contains various fields for filtering orders. Red circles with numbers 1 through 4 highlight specific elements:

- 1**: Points to the window title 'Client orders'.
- 2**: Points to the 'Outgoing invoice' checkbox, which is checked, and the 'No invoice' dropdown menu.
- 3**: Points to the 'Client' checkbox, which is checked, and the 'EKG Cargo' dropdown menu.
- 4**: Points to the 'Prepare' button at the bottom right.

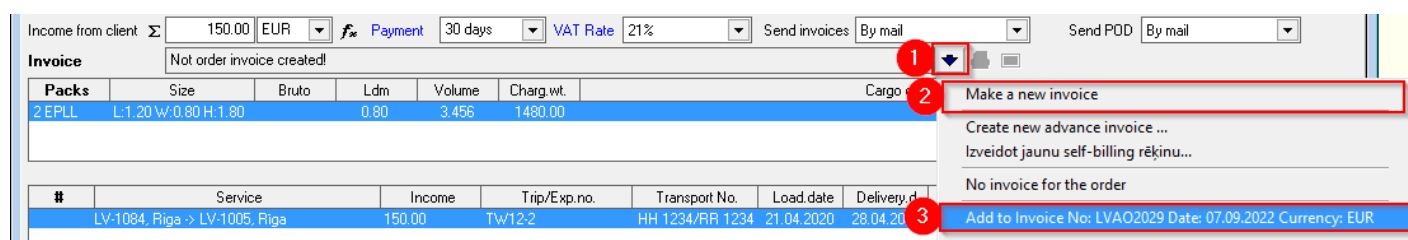
5. Press the **Muti select** button ;
6. While holding the **Ctrl key with the mouse**, mark the orders for which an invoice must be created;
7. Press the **Functions** button ;
8. Chooses to create an outgoing invoice for marked orders;
9. Selects **New invoice**, if a new invoice needs to be created, or selects an invoice **already created** for this **client**;
10. **Save** - a prepared invoice will open.

Read about further steps [here](#) .



2. Add each order one by one to the outgoing invoice

1. Open the **Client order** , which will be added as the first in the combined invoice to the Client.
2. Selects **Create a new invoice** and save.
3. Open the next **order of the same Customer** , which must be added to the combined invoice, and select Add to invoice no. (this time the invoice previously created for the Customer will be visible here).



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