# 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.



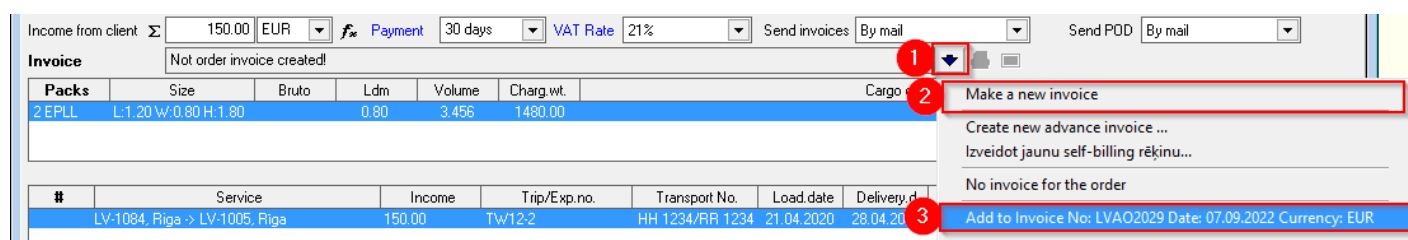5. Press the **Muti select** ⋮ button ;
6. While holding the **Ctrl key with the mouse**, mark the orders for which an invoice must be created;
7. Press the **Functions** 𝑓ₓ button ;
8. Chooses to create an outgoing invoice for marked orders;
9. Selects **New invoice**, if a new invoice needs to be created,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

Read about further steps here .
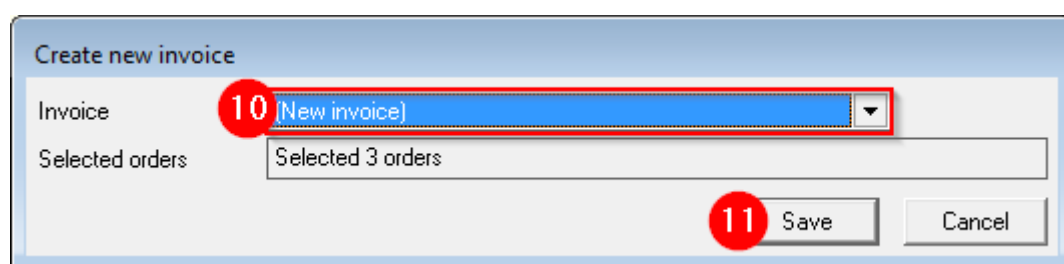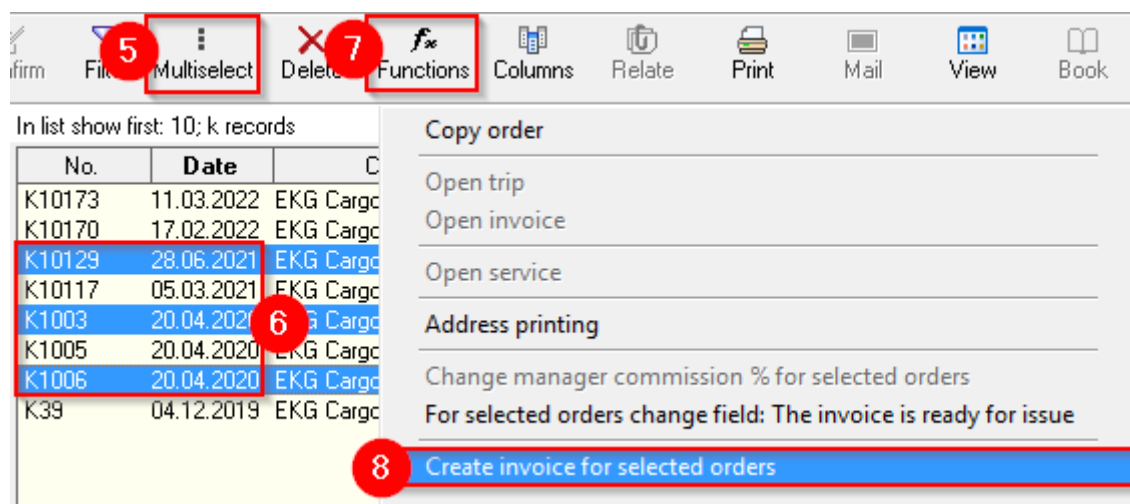


## 2. Add each order one by one to the outgoing invoice

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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