

Select a client to view all their activity at a glance

Clone a previous invoice to make a new one with identical information (ideal for monthly or recurring invoices)

Enter notes to identify invoices by project (ACLS Class 04-01-09)

**Invoice Manager**

Select Account To Filter List: LESS STRESS

Remove Filter   New Invoice   Clone Invoice   Edit Invoice   Print Invoice   Delete Invoice   Edit Terms   Close Form

**Invoice List**

InvoiceNumber	Inv Date	AccountName	Reference	InvoiceTotal	Balance	Terms
090518675	5/22/2009	LESS STRESS		\$0.00	\$0.00	Net 30 Days
080917131	9/30/2008	LESS STRESS	DDC REPRINT MAGDA	\$5.00	\$0.00	Net 30 Days
080816779	8/8/2008	LESS STRESS	Ashi Stroup	\$15.00	\$0.00	Net 30 Days
070813188	8/2/2007	LESS STRESS	online order	\$196.00	\$0.00	Net 30 Days
070612950	6/21/2007	LESS STRESS	bbju7u6	\$5.00	\$0.00	Net 30 Days
070412593	4/16/2007	LESS STRESS	Peter Mathurin	\$45.00	\$0.00	Net 30 Days
070412592	4/16/2007	LESS STRESS	Walkidia Batista	\$40.00	\$0.00	Net 30 Days
061112022	11/30/2006	LESS STRESS	phone message 11/30/06	\$5.00	\$0.00	Net 30 Days
060811620	8/30/2006	LESS STRESS	online order 6/16/06	\$118.50	\$0.00	Net 30 Days
060511030	5/25/2006	LESS STRESS		\$86.00	\$0.00	Net 30 Days
05049503	4/29/2005	LESS STRESS	ACLS HNH 04/20 & 04/21/2005	\$950.00	\$0.00	Net 30 Days

from Less Stress Instructional Services   **Manager**

See past invoiced amounts and payment activity