

Enter Invoice

When you click the Icon labeled “**Enter Invoice**” from the Entries Page you are taken to the form below. This form allows you to enter the date, a description and dollar amount you are requesting. You can also enter an invoice based on **Draw % Requested**, which means the percentage amount can be added in or you may enter a dollar amount. The percentage box will automatically credit the percentage amount for the dollar amount entered.

The screenshot shows a software interface with several annotated elements:

- Click on Open Job to select Customer:** Points to the 'Open Job' icon in the top toolbar.
- Select Entries Tab:** Points to the 'Entries' tab in the 'JOB TITLE:' section.
- Double Click Enter Invoice to enter information:** Points to the 'Enter Invoice' icon in the 'Change Entries' section.
- You can enter the amount in dollars and also add a Percentage:** Points to the 'Amount' field in the 'Enter Invoices' form, which is currently set to '\$0.00'.

The 'Enter Invoices' form includes the following fields and information:

- Customer:** Betty Darling
- JOB NO:** 512
- Date:** 8/ 1/2016
- Draw %:** (empty dropdown)
- Amount:** \$0.00
- Description:** (empty text area)
- Job Information:**
 - Invoice#:
 - Revised Contract Price: \$10.00
 - Amount Received: \$125.00
 - Present Balance: (\$115.00)
- Buttons:** Save, Return