

Invoice Items in SedonaOffice

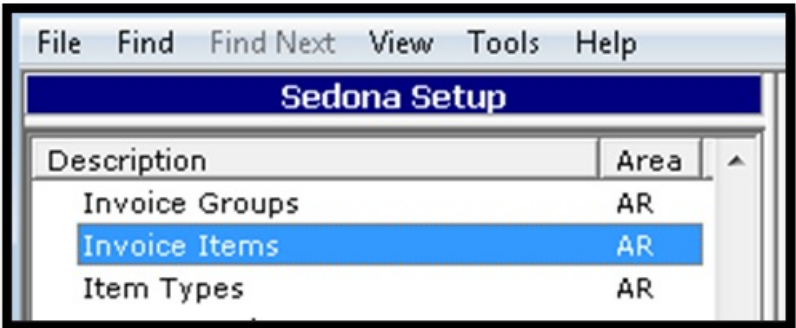
05/31/2024 8:52 am EDT

Overview

An Invoice Item is used for the individual line item charges entered on Customer Invoices. Each line on an invoice will be assigned an Invoice Item. Continue on to the next page for definitions of each field on the Invoice Items setup form.

Adding Invoice Item

Go to Sedona Setup.
Go to Invoice Items in the AR area.

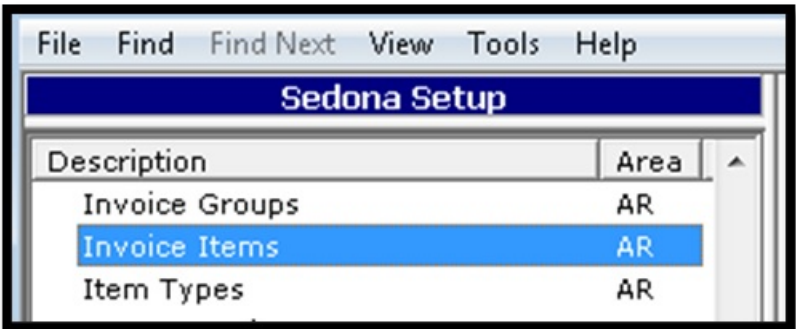


In bottom right of window, click on New

button. Choose your Item Type from dropdown menu
Add Item name to Item field, this will auto-fill the Description field.
All other fields are optional.
Click Apply to save.

Renaming Invoice Item

Go to Sedona Setup.
Go to Invoice Items in the AR area.



Select Item you wish to edit from the

Invoice Items List. You will then be able to Rename the Item, the Item Description, Default Rate, and all other fields that are not grayed out.
Click Apply to save changes.
If an Item has been added to an account, customer, site, etc., this change will appear on those items.