

How to roll-up charges on a Job Invoice into one single line item

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This article will cover how to roll-up charges on an invoice in the printing preference screen.

Overview

- Roll-up Parts to a single Item - This option is related to Job type invoices. If you have invoiced your customer for individual inventory parts and want to roll up all parts to print as one line on the invoice, then select this option.
- Roll-up Install Charges to Single Item - This option is related to Job type invoices. If you have invoiced your customer for multiple Install Charges and want to roll up all Install Charge lines to print as one line on the invoice, then select this option.

Steps:

1. Open any invoice you wish to print.
2. Click on the print preview button located at the top ribbon.
3. Choose the printing format from the drop-down.
4. Click on the item detail tab.
5. Choose either roll up parts to a single item or Roll-up install charges to a single item.

