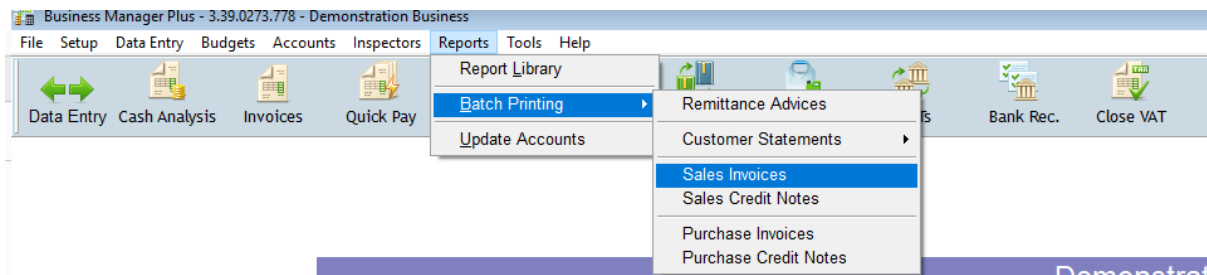


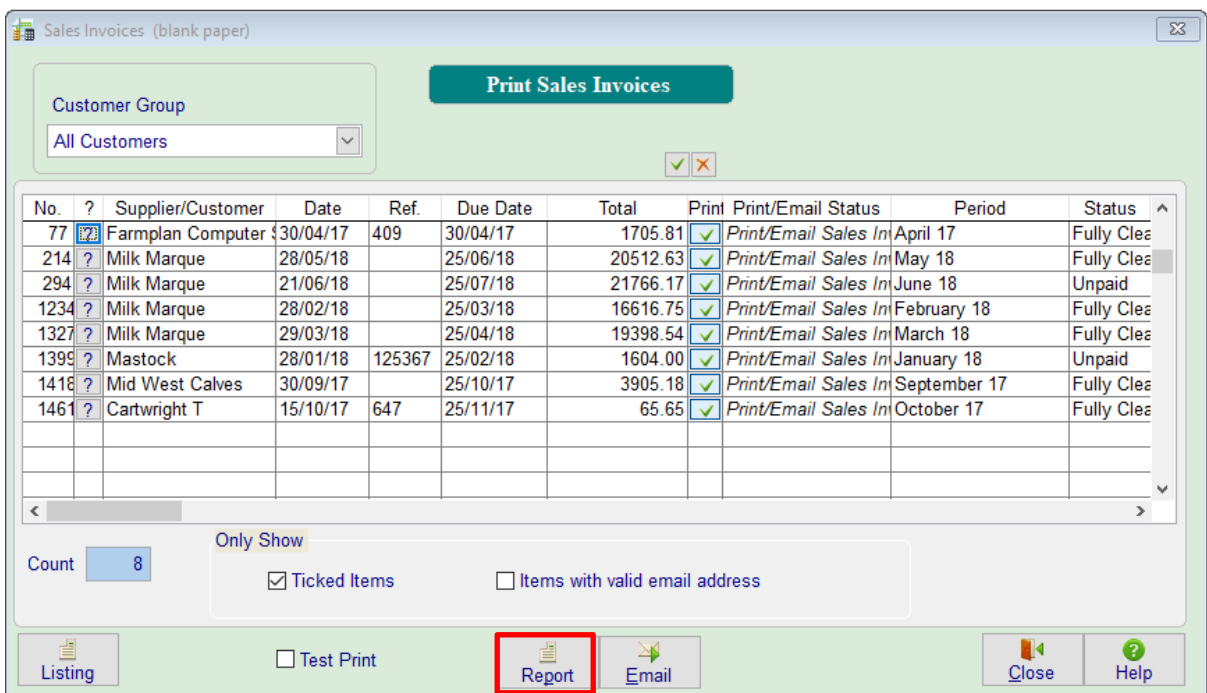
Customise a Sales Invoice

Add Bank Details:

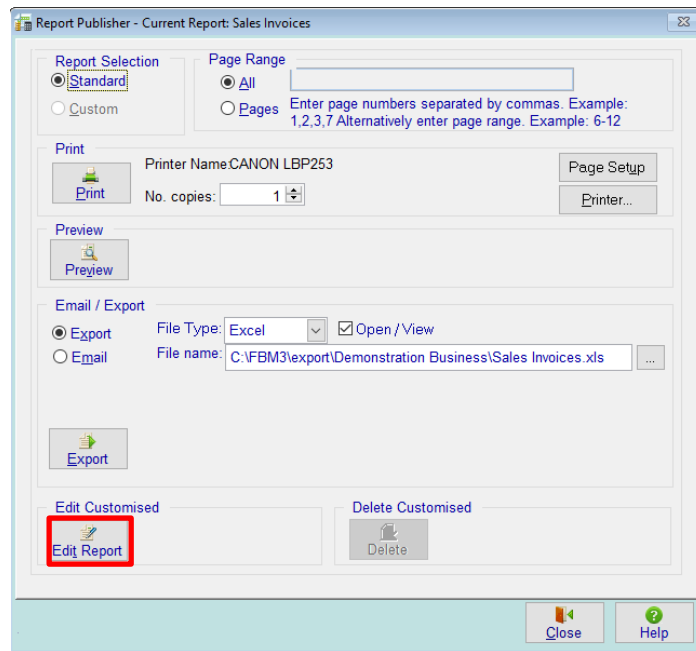
1. Go to Reports -> Batch Printing -> Sales Invoice



2. Click on the Report button



3. You will now see the Report Publisher, from this screen select the 'Edit Report' button



4. In the next screen maximise the page so you can clearly see the invoice to edit
5. Make a space at the footer of the invoice by left clicking and dragging the footer down
6. Using the options on the palette you can choose to Free type: Click on the 'A' and then click on the area of the invoice you wish to type – proceed to enter the Bank details



7. You can centre the text by clicking on it and selecting the 'Centre Horizontally' option



8. Preview the amendments and save.