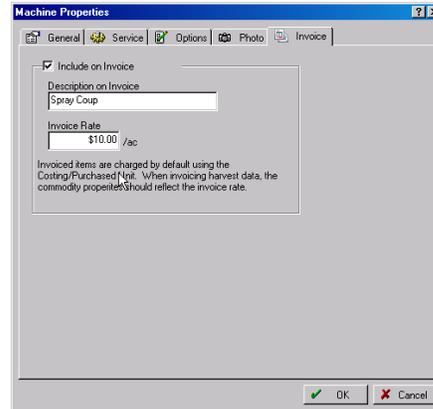


Creating Invoices Without Farm Funds

Version 2008 gives users without Farm Funds the option to invoice based off of completed farming operations.

- 1) Make sure that the equipment; supplies; and people that you want to use in invoicing are set up. This can be entered by right clicking on the item and then selecting "Properties." In the Properties box select the Invoice Tab. Place a check mark next to Include on Invoice, change the description (if necessary) and then place a dollar amount in the Rate box. Click OK.



- 2) Complete step One for all equipment, supplies, and people that you want to be able to invoice.
- 3) Locate the completed job (that is to be used in the invoice) in the Jobs Tab and left click to highlight. To select more than one job hold down the Ctrl key and left click on each job.

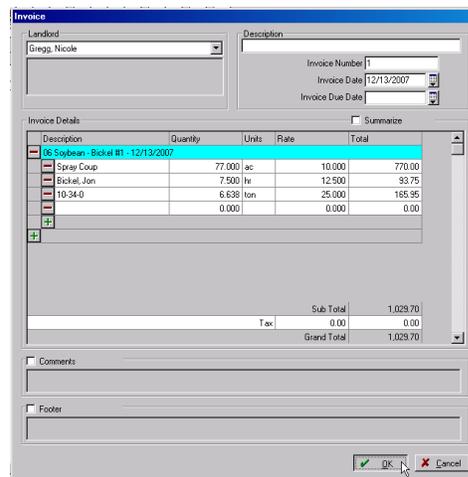
- 4) Right click on one of the highlighted jobs and select Create Invoice.



- 5) In the Invoice Screen, you can change the Landlord or person to be billed. You can also enter in a Description, Invoice Number, Invoice Date and Due Date. The items to be billed will come across automatically if you have completed step 1.

- 6) To enter more items to be billed, left click on the green plus sign to add a new line. Type in the description, quantity, units and rate.

- 7) You can enter in a Message or Footer to appear on your invoice, by placing a check mark in the box next to the corresponding option.



- 8) Once all the information is entered and correct, select the OK button at the bottom.
- 9) To print out the invoice, select the Invoice Tab. Your invoices will be listed here. Right click on the Invoice and select Print. When the Print Preview screen opens select the Printer Icon from the toolbar to print.

- 10) To mark the invoice as Paid, select the Invoice Tab, locate the invoice paid and right click and



Landlord	Number	Description	Date	Total	Paid
Gregg, Nicole	1		12/13	\$1,029.70	

select Paid. There will be an X in the paid column for that invoice.

- 11) To make changes to the invoice, right click on the invoice and select Properties. Make any changes necessary and select OK.
- 12) To delete the invoice, right click on the invoice and select Delete.