

**Make an invoice for a private customer as you normally would**

[illegible]

## Check the "Print as proforma invoice" checkbox

The 'Profit...' dialog box displays financial data for an invoice. It has two main sections: 'Whole invoice' and 'Selected line'. The 'Whole invoice' section shows: cost: 120, profit: 89, selling price: 210, % mark-up: 73, and Margin: 42. The 'Selected line' section shows: cost: 0, profit: 0, selling price: 0.00, % mark-up: 0, and Margin: 0. At the bottom, there is a checkbox labeled 'Print as proforma invoice' which is checked, and an 'OK' button.

Whole invoice.	
cost:	120
profit:	89
selling price:	210
% mark-up:	73
Margin:	42

  

Selected line	
cost:	0
profit:	0
selling price:	0.00
% mark-up:	0
Margin:	0

☒ Print as proforma invoice

OK

## Print the invoice

Note: turn on the "print" button at bottom right (in red)

Note: if there are placeholder lines on the invoice they won't have a price.... you need to have stock to make a proforma (you can delete the placeholder line and add a note to the invoice if you want to e.g.

"Metoclopramide tabs not in stock: usual price \$29 per 100)

The 'Customer Invoice' window displays a list of items and a summary. The items list has columns for Location, Item Name, Quan, Pack Size, Batch, Exp date, Sell Price, and Price ext.... The summary at the bottom shows: Subtotal: 210.00, 0 % tax: 0.00, Total: 210.00. There are buttons for 'OK & Next', 'Delete', 'OK', and a red 'Print' button.

...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price ext....
1	F.09.E1	ACETAZOLAMIDE TABS 250MG BOT/100	10	1	PP0404024	06/01/2007	9.00	90.00
2	F.09.D1	ALBENDAZOLE TABS 100MG BOT/100	7	1	M01	07/01/2008	12.00	84.00
3	H.01.B1	ALBENDAZOLE TABS 100MG BOT/100	3	1	M01	07/01/2008	12.00	36.00

Subtotal: 210.00  
0 % tax: 0.00  
Total: 210.00

OK & Next Delete OK