Creating Invoices

Owners can create invoices for workers either individually or in bulk. To start the process, simply click the "Create" button from the Invoices landing page.

Next, choose who you want to create invoices for. Click "Add Ratecards" to select individual user, or "Add Teams" to include all users from a team. Note that only users with a ratecard will be added when selecting a team.

Then, select which business will be invoiced - these businesses can be managed in the Finances Configuration area. Since this is a Recipient Created Tax Invoice, the business chosen here is the invoice recipient.

Finally, select the dates for the invoice period, and the date of issue.

Once you are have input the required information, click "Create". A new draft invoice will be created for each worker, and it will automatically populate each invoice with the amounts from their check in data.

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