

Overview

The new Invoicing Module in Midnight introduces greater flexibility and control over your billing process. Unlike legacy Invoicing — which supported only one invoice per order and tied the invoice date to the Close Date — the new module allows you to:

- Create multiple invoices for a single order
- Invoice at the version level
- Partially invoice an order, version, department, service – any Iteration
- Consolidate multiple orders onto a single invoice
- Continue using familiar features like Group Billing

This guide walks through the key differences, activation requirements, and step-by-step workflows to help you get started.





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Midnight

Thursday
January 08, 2026 10:11 AM

Customer Service

Purchasing

Accounting

Warehouse

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10.12.1

Postage

Invoices

Payments

Accounting Export

Print Reach Pay

Create Invoice

QuickLinks

Invoice Search Screen										Reset Filters
Invoice #	Order #	Type	Status	Title	Customer Name	Invoice Date	Invoice Amount	Amount Paid	Invoice Balance	
7162	149054	Service	Closed	Winter Letter	Becky's Bagels	12/9/2025	\$1,733.55	\$1,733.55	\$0.00	
7159	149053	Service	Open	Fall Letter add on	Becky's Bagels	12/5/2025	\$2,200.91	\$0.00	\$2,200.91	 
7156	149052	Service	Open	Fall Letter	Becky's Bagels	11/19/2025	\$967.37	\$0.00	\$967.37	 
7154	149051	Service	Open	Fall Letter	Becky's Bagels	11/14/2025	\$1,000.00	\$0.00	\$1,000.00	 
7153	149051	Service	Deleted	Fall Letter	Becky's Bagels	11/14/2025	\$0.00	\$0.00	\$0.00	
7145		Escrow	Open		Becky's Bagels	10/16/2025	\$25,000.00	\$0.00	\$25,000.00	 

Activation Requirements

The new Invoicing Module is not enabled by default. If you would like to begin using it, please contact support@printreach.com. There are configuration steps and onboarding considerations our team will walk you through before activation.

Legacy vs New Invoicing Comparison

Below is a summary of how the new module compares with Legacy Invoicing:

Legacy	New Invoicing Module
One invoice per order	Multiple invoices per order
Invoice date = Close Date	Invoice date is set when invoice is created
Could not combine orders	Multi-order invoices supported
Group Billing existed	Group Billing is still supported and even more flexible
Invoice # = Order #	Independent invoice numbering sequence

Invoice Numbering Changes

In the new Invoicing Module, invoice numbers follow their own numbering sequence. This sequence can start at any number you prefer. Legacy Invoicing used the Order Number as the Invoice Number, but the new module assigns invoice numbers independently and sequentially.

Close Date Behavior

The Close Date no longer controls the invoice date. However, the Close Date still performs important operational functions:

- Prompts deduction of inventory
- Removes the job from the Job Board
- Removes the job from Shop Floor Data Collection
- Prevents additional job-in/job-out activity

The only change is that the Close Date is no longer tied to the invoice date.

- 1 Open the Order
- 2 Select **Data / Postage**
- 3 Select the option to **Create Postage Request**
- 4 Review the estimated postage amount

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Estimates

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1

Order # 149058

Rack Cards 4x9 4/4

Reports

Versions

Copy

Delete

Save

Cancel

Save & Close

Customer

Aloha Graphics

PO

Order Date

1/8/2026 9:11 AM

Contact

April Showers

Terms

Due Upon Receipt

Data In

Sales Rep

Select

Taxable

☒ State

Material In

CSR

Select

Status

Active

Artwork In

Company

Pixel & Paper Printing

Due Date

Time Due

12:00 PM

Project

Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

Unpaid

\$686.53 Due

	Version	Order
Services Total & Tax	\$686.53	\$686.53
Postage Total & Tax	\$0.00	\$0.00
CPM	\$137.31	\$137.31
Shipped Date		
Close Date		

General

Details

Notes

Shipping

Attachments

Proofs

Purchase Orders

Invoices

AR Payments

Earmarked Deposits

Scheduling

Other Costs

Versions

Packages

<

Info

Design

Data

PrePress

Imaging

Finishing

Hand Work

Mailing

Fulfillment

Drops

Post 2

Data/Postage

Inventory

>

Sortation/Postage

Sort

Automation

Classification Type

Presort FC

Post Affix

492

Post \$ Est

\$1,800.0000

Geo

Local

Cat

Letter

Permit #

5555

Amt Requested

\$0.0000

Ghost#

6532

NonProfit Auth#

NP98745

Holder

Postage Due

MailerID

987456

Cust Reg ID

96325874

Meter #

Post Status

3

+ Create Postage Request

4

Postage	Quantity	Estimated Cost	Markup Type	Markup Value	Estimated Sell Rate	Postage Total
		\$0.00000		0.00000	\$0.00000	\$0.00
Total:						\$0.00

Data Processing

- 5 Choose **Display** dropdown. Options include:
- **Order**– Displays Order # + Project Name
 - **Order + Version** – Displays Order # + Project Name; adds line item displaying the version name

See page 16 for Display Options.

- 6 Confirm **Postage Deposit Account**

- 7 Click **Add Items**.

Add Items☐ View Closed Orders only.

Note: Amounts shown are without tax.

Type to search Orders (minimum of 3 characters)

+ Order # 148993 - Participant Postcard Mailing
1V w/Est Postage Total: \$7,308.00 Balance: \$7,308.00

+ Order # 149057 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)
1V w/Est Postage Total: \$1,775.00 Balance: \$1,775.00

+ Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)
1V w/Est Postage Total: \$1,800.00 Balance: \$1,800.00

Invoicing Items: 1

5 DISPLAY: Select Display

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)
Depo ☒ Order
Acco ☐ Version
☐ Service

Add Items

Cancel

Add Items☐ View Closed Orders only.

Note: Amounts shown are without tax.

Type to search Orders (minimum of 3 characters)

+ Order # 148993 - Participant Postcard Mailing
1V w/Est Postage Total: \$7,308.00 Balance: \$7,308.00

+ Order # 149057 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)
1V w/Est Postage Total: \$1,775.00 Balance: \$1,775.00

+ Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)
1V w/Est Postage Total: \$1,800.00 Balance: \$1,800.00

Invoicing Items: 1

DISPLAY: Select Display

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)
Deposit **6** New Main
Account:

7 Add Items

Cancel

- 8 Confirm Bill To / Attention
- 9 Select **Date Due**
- 10 Add **PO #**, if applicable
- 11 Select **Terms**, if relevant
- 12 If you'd like, you can add another order to this customer's postage request by clicking + **Add Items** (see page 10 for additional details)
- 13 Edit **Amount Due**, if applicable
- 14 Add **Special Instructions**, if relevant
- 15 **Save Postage Request.** Options include:
 - **Save** – Stores the postage request invoice without sending.
 - **Save and Send** – Saves the invoice and immediately sends it to the customer.
 - **Save as Draft** – Keeps the invoice in draft mode for further edits before finalizing.
 - **Save and Pay** – Saves the invoice and opens Pay Now window.

New New Postage Request

Customer * Aloha Graphics

8 Bill To Aloha Graphics500 Camellia DrivePembroke, GA 31321

Attention Marsha Mellowmmellow@email.com(555) 555-5555

Title Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

Invoice # 7193

Invoice Date * 01/09/2026

9 Date Due * mm/dd/yyyy

10 PO #

11 Terms

12 + Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT DUE
Order 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)	1	1,800.00	\$1,800.00	\$0.00000	13 \$1,800.00

Special Instructions

14

15 Save Postage Request

Cancel

Sub Total

\$1,800.00

Postage Tax

\$0.00

Grand Total

\$1,800.00

Grand Total

\$1,800.00

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- 16 By accessing **Invoices** within an order, you can:
- 17 **View** the invoicing by clicking on the hyperlink.
- 18 **Pay** the invoice by clicking on the dollar icon.
- 19 **Delete** the invoice by clicking on the red X.

You can also view invoices through the Invoice Search Screen:

- 20 **Accounting** → 21 **Invoices**.

From there, you can view, pay and delete invoices as described above.

Workflow 2: Standard Single-Order Invoice

This method is ideal when billing a single job as a standalone invoice.

- 1 Open the Order
- 2 Select **Invoices**
- 3 Select **Create Invoice**
- 4 Select the option **Create Invoice**

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Estimates

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QuickLinks

Order # 149058

Rack Cards 4x9 4/4

Reports

Versions

Copy

Delete

Save

Cancel

Save & Close

Customer

Aloha Graphics

PO

Order Date

1/8/2026 9:11 AM

Unpaid

\$683.50 Due

Contact

2296

Terms

Net 30 Days

Data In

Version

Order

Sales Rep

Select

Taxable

☐ State

Material In

Services Total & Tax

\$683.50

\$683.50

CSR

Select

Status

Active

Artwork In

Postage Total & Tax

\$0.00

\$0.00

Company

Pixel & Paper Printing

Due Date

CPM

\$136.70

\$136.70

Project

Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

Time Due

12:00 PM

Shipped Date

Close Date

General

Details

Notes

Shipping

Attachments

Proofs

Purchase Or

2 Invoices

AR Payments

Earmarked Deposits

Scheduling

Other Costs

Versions

Packages

3 + Create Invoice

4 Create Invoice

Postage Request

Invoice #	Type	Status	Terms	Invoice Date	Date Due	Invoice Amount	Invoice Paid
7173	Earmarked	Deleted	NET30	1/8/2026	02/07/2026	\$0.00	\$0.00

- 5 Choose **Display** dropdown. Options include:
- **Order**– Displays Order # + Project Name. Quantity = 1
 - **Version** – Displays Version Name. Quantity = 1
 - **Department** – Displays a line item for each department. Quantity = 1
 - **Service/Postage** – Displays a line item for each service. Quantity = Expected Qty

See page 16 for Display Options.

- 6 **Use Expected Quantity**
Optional for “Order” and “Version” Displays
Quantity = Expected Qty

Please note: 6 **Use Expected Quantity** is not available for “Department” and “Service/Postage” displays.

7 **Add Items**

8 **Review, Edit and Save** invoice as demonstrated on page 5.

Add Items

☐ View Closed Orders only.

Type to search Orders (minimum of 3 characters)

+ Order # 149039 - Test CRM Updating / Invoicing	1V w/Post	Total: \$425.00	Invoiced: \$125.00	Balance: \$300.00	✓
+ Order # 149043 - Grp Billing - Participant #5 Postcard Mailing	1V	Total: \$1,642.50	Invoiced: \$1,000.00	Balance: \$642.50	✓
+ Order # 149044 - Grp Billing - Participant #6 Postcard Mailing	2V	Total: \$2,535.00	Invoiced: \$611.76	Balance: \$1,923.23	✓
+ Order # 149055 - Grp Billing - Participant #6 Postcard Mailing	2V	Total: \$2,535.00	Invoiced: \$0.00	Balance: \$2,535.00	✓
+ Order # 149056 - Postcards Test Version Invoices	2V	Total: \$933.03	Invoiced: \$0.00	Balance: \$933.03	✓
+ Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)	1V	Total: \$683.50	Invoiced: \$0.00	Balance: \$683.50	✓
+ Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4	2V	Total: \$1,484.20	Invoiced: \$0.00	Balance: \$1,484.20	✓
+ Order # 149060 - Rack Cards - 4 x 9 4/4	1V	Total: \$683.50	Invoiced: \$0.00	Balance: \$683.50	✓

Note: Amounts shown are without tax.

Invoicing Items: 1

5 DISPLAY: Select Display

☐ Order

☐ Version

☐ Department

☐ Service/Postage

6 ☐ Use Expected Quantity.

7 Add Items

Cancel

Workflow 3: Multi-Order Invoice

This workflow combines multiple orders into a single invoice, making it ideal for customers who prefer summary billing.

- 1 Navigate to **Accounting**
- 2 Select **Invoices**
- 3 Select **Create Invoice**
- 4 Select the option **Create Invoice**

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Thursday
January 08, 2026 07:15 PM

Customer Service
Purcha
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Post
Invoices
Payments
Accounting Export
Print Reach Pay

3
+ Create Invoice
QuickLinks

Invoice Search Screen
4
Create Invoice
Reset Filters

Invoice #	Order #	Type	Status	Title	Customer Name	Invoice Date	Invoice An	Postage Request	Invoice Balance
7173	149058	Earmarked	Open	Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)	Aloha Graphics	1/8/2026	\$1,800.00	\$0.00	\$1,800.00
7170	149057	Postage,Service	Open	Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)	Aloha Graphics	1/8/2026	\$2,461.53	\$0.00	\$2,461.53
7162	149054	Service	Closed	Winter Letter	Becky's Bagels	12/9/2025	\$1,733.55	\$1,733.55	\$0.00
7159	149053	Service	Open	Fall Letter add on	Becky's Bagels	12/5/2025	\$2,200.91	\$0.00	\$2,200.91
7156	149052	Service	Open	Fall Letter	Becky's Bagels	11/19/2025	\$967.37	\$0.00	\$967.37
7154	149051	Service	Open	Fall Letter	Becky's Bagels	11/14/2025	\$1,000.00	\$0.00	\$1,000.00
7153	149051	Service	Deleted	Fall Letter	Becky's Bagels	11/14/2025	\$0.00	\$0.00	\$0.00
7145		Escrow	Open		Becky's Bagels	10/16/2025	\$25,000.00	\$0.00	\$25,000.00
7143	149046	Service	Closed	Fall Letter	Becky's Bagels	10/15/2025	\$2,200.91	\$2,200.91	\$0.00
7140	149050	Service	Open	Digital Color Images	ABANA	10/10/2025	\$3,450.00	\$0.00	\$3,450.00
7139	149049	Service	Past Due		ABANA	10/9/2025	\$3,637.00	\$0.00	\$3,637.00
7137		Escrow	Open		ADVENTURE GETAWAYS	9/24/2025	\$50,000.00	\$0.00	\$50,000.00
7133	149047	Service	Deleted	Fall Letter	Becky's Bagels	9/24/2025	\$0.00	\$0.00	\$0.00
7132	149045	Service	Open	Spring Postcards	Becky's Bagels	9/23/2025	\$645.52	\$0.00	\$645.52
7130	148977	Service	Open	May Dance	Grace Pointe Dance	9/23/2025	\$668.25	\$0.00	\$668.25

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- 5 Select multiple orders by selecting the **Checkmark** (orders that have not been completely invoiced will be available)
- 6 Select **Display** option. See page 16 for Display Options.
- 7 Select **Add Items**

Add Items

☐ View Closed Orders only.

Note: Amounts shown are without tax.

Type to search Orders (minimum of 3 characters)

+

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

5

✓

+

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

6

✓

+

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

6

✓

+

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

6

✓

+

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

5

✓

+

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

6

✓

+

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

6

✓

+

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

6

✓

Invoicing Items: 3

6 DISPLAY: Select Display

☐ Order

☐ Version

☐ Department

☐ Service/Postage

Order # 149056 - Postcards Test Version Invoices

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

☐ Use Expected Quantity.

7 Add Items

Cancel

8 Review, Edit and Save invoice as demonstrated on page 5.

You can also initiate this process of combining multiple orders into a single invoice directly from within an individual order.

- 5a Order 149056 (selected in previous screen)
- 5b Order 149058 (selected in previous screen)
- 5c Order 149059 (selected in previous screen)

New Invoice

Customer * Aloha Graphics

Bill To 
Aloha Graphics
5000 Camellia Drive
Savannah, GA 31405

Attention  
Marsha Mellow
mmellow@email.com
(555) 555-5555

Title December 2025 Invoices

Invoice # 7206

Invoice Date * 01/09/2026 

Date Due * 02/07/2026 

PO # 321456

Terms * Net 30 Days 

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT DUE
5a  Order 149056 - Postcards Test Version Invoices	12,500	0.07464	\$933.03	\$31.79000	\$964.82
5b  Order 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)	5,000	0.1367	\$683.50	\$0.00000	\$683.50
5c  Order 149059 - Rack Cards - 2 Versions - 4 x 9 4/4	11,000	0.13493	\$1,484.20	\$0.00000	\$1,484.20

Special Instructions

Service Subtotal	\$3,100.73
Service Tax	\$31.79
Postage	\$0.00

Workflow 4: Group Billing

Group Billing has long been used by Midnight customers, and it continues to work in the new module—with added flexibility. Group Billing is still fully supported and works even better alongside new features like partial invoicing and multi-order invoicing.

- 1 From within an order, select QuickLinks and choose **Group Billing**

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Midnight

Friday
January 09, 2026 02:54 PM

Estimates

Orders

CRM

Order # 149060

Rack Cards 4x9 4/4

Reports

Versions

Copy

Delete

Customer

Aloha Graphics

PO

Order Date

1/8/2026 5:25 PM

Contact

April Showers

Terms

Net 30 Days

Data In

Sales Rep

Select

Taxable

☐ State

Material In

CSR

Select

Status

Active

Artwork In

Company

Pixel & Paper Printing

Due Date

Shipped Date

Project

Rack Cards - 4 x 9 4/4

Time Due

12:00 PM

Close Date

Services Total

Postage Total

CPM

QuickLinks

QuickLinkName	Type
QuickLinks	
Group Billing	Quick Link
Schedule Job	Quick Link
Audit Log	Quick Link
Quick Create Inventory	Quick Link
Quick Add Customer	Quick Link
Add Contact	Quick Link
Issue Tracking	Quick Link

General

Details

Notes

Shipping

Attachments

Proofs

Purchase Orders

Invoices

AR Payments

Earmarked Deposits

Scheduling

Other Costs

Versions

Packages

Create Invoice

Invoice #	Type	Status	Terms	Invoice Date	Date Due	Invoice Amount	Invoice Paid	Invoice Balance
No data to display								

- 2 Select number of **Groupings** and **Create**
- 3 Select **Quantity** for each grouping
- 4 Define **Sort** for each line item
- 5 **Refresh**
- 6 **Save & Close**

Group Billing

6 Save & Close

Groupings: 2 Create

Sort	Description	Quantity	Unit	
1	Services	3 1	Each	
2	Printing	5000	Each	

4

Sort	Tax	Version	Service	Description	Quantity	Unit Price	Ext Price
1	N	0	VDP Setup	VDP Design & Setup	1	\$42.50000	\$42.50
1	Y	0	PDF Proof S	PDF Proof Spool	5000	\$0.00000	\$0.00
1	Y	0	Cut	Cutting - Bust Cut	5000	\$0.01100	\$55.00
1	N	0	Fold	Folding - Letter Fold - Head Out	5000	\$0.01240	\$62.00
1	N	0	Inserting	Inserting	5000	\$0.03000	\$150.00
1	N	0	Delivery	Deliver to Post Office	1	\$50.00000	\$50.00
2	N	0	8.5 x 11 Lett	8.5 x 11 Letter Printing - Welcome Le	5000	\$0.06480	\$324.00

5 Refresh

Customer: Aloha Graphics

Order#: 149060

Project Name: Rack Cards - 4 x 9 4/4

Order Date: 1/8/2026

Due Date:

Sub Total: \$683.50

Tax: \$0.00

Total Services: \$683.50

Postage Used: \$0.00

Balance Due: \$683.50

Payment Applied: \$0.00

Total Balance Due: \$683.50

Invoice Preview

Invoice Description	Quantity	Unit Price	Unit	Total
Services	1	\$359.50000	Each	\$359.50
Printing	5000	\$0.06480	Each	\$324.00

PAGE 14

y
M
+

- 10 Confirm Bill To / Attention
- 11 Add PO #, if applicable
- 12 Edit Amount Due, if applicable
- 13 Add Special Instructions, if relevant
- 14 Save Invoice. Options include:
 - **Save** – Stores the postage request invoice without sending.
 - **Save and Send** – Saves the invoice and immediately sends it to the customer.
 - **Save as Draft** – Keeps the invoice in draft mode for further edits before finalizing.
 - **Save and Pay** – Saves the invoice and opens Pay Now window.

New Group Billing

Customer * Aloha Graphics

10 Bill To

Aloha Graphics
5000 Camellia Drive
Savannah, GA 31405

Attention
Marsha Mellow
mmellow@email.com
(555) 555-5555

Title Rack Cards - 4 x 9 4/4

Invoice # 7209

Invoice Date * 01/09/2026

Date Due * 02/07/2026

11 PO #

Terms Net 30 Days

ITEMS	QUANTITY	RATE	UOM	TOTAL AMOUNT	TAX	AMOUNT DUE
Order 149060 - Rack Cards - 4 x 9 4/4						
Services	1	359.50	Each	\$359.50	\$0.00000	12 \$359.50
Printing	5,000	0.0648	Each	\$324.00	\$0.00000	\$324.00

Special Instructions

13

Service Subtotal

\$683.50

Service Tax

\$0.00

Postage Subtotal

\$0.00

Postage Tax

\$0.00

Grand Total

\$683.50

14 Save Invoice

Cancel

Grand Total

\$683.50

Display Options

The Midnight invoicing module offers flexibility in how invoices are displayed. You can choose from several layout options and even combine them to create the format you prefer. Following are examples of some of these options.

- 5 Select **Display** → **Order**
 - 5a Items = Order Number + Project Name
 - 5b Quantity = 1

Add Items ☐ View Closed Orders only.

Note: Amounts shown are without tax.

Type to search Orders (minimum of 3 characters)

+

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

✓

+

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

✓

+

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

✓

+

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

✓

+

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

✓

+

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

+

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

✓

+

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Invoicing Items: 1

DISPLAY: Order

☒ Order

☐ Version

☐ Department

☐ Service/Postage

☐ Use Expected Quantity.

Add Items

Cancel

- 5 Select **Display** → **Order** → 6 Use Expected Quantity
 - 5a Items = Order Number + Project Name
 - 5b Quantity = 5000 (expected quantity)

Add Items ☐ View Closed Orders only.

Note: Amounts shown are without tax.

Type to search Orders (minimum of 3 characters)

+

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

✓

+

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

✓

+

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

✓

+

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

✓

+

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

✓

+

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

+

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

✓

+

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Invoicing Items: 1

DISPLAY: Order

☒ Order

☐ Version

☐ Department

☐ Service/Postage

☒ Use Expected Quantity.

Add Items

Cancel

New Invoice

Customer * Aloha Graphics

Bill To Aloha Graphics
5000 Camellia Drive
Savannah, GA 31405

Attention Marsha Mellow
mmellow@email.com
(555) 555-5555

Title Rack Cards - 4 x 9 4/4

Invoice # 7181

Invoice Date * 01/08/2026

Date Due * 02/07/2026

PO #

Terms * Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT DUE
Order 149060 - Rack Cards - 4 x 9 4/4	1	683.50	\$683.50	\$0.00000	\$683.50

Special Instructions

Service Subtotal \$683.50

New Invoice

Customer * Aloha Graphics

Bill To Aloha Graphics
5000 Camellia Drive
Savannah, GA 31405

Attention Marsha Mellow
mmellow@email.com
(555) 555-5555

Title Rack Cards - 4 x 9 4/4

Invoice # 7184

Invoice Date * 01/08/2026

Date Due * 02/07/2026

PO #

Terms * Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT
Order 149060 - Rack Cards - 4 x 9 4/4	5,000	0.1367	\$683.50	\$0.00000	\$683.50

Display Options (cont'd)

- 5 Select Display → Version
 - 5a Items = Version name
 - 5b Quantity = 1

Add Items

☐ View Closed Orders only.

Type to search Orders (minimum of 3 characters)

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

Invoicing Items: 1

DISPLAY: Version

Order

Version

Department

Service/Postage

☐ Use Expected Quantity.

Add Items

Cancel

- 5 Select Display → Version → 6 Use Expected Quantity
 - 5a Items = Version Name
 - 5b Quantity = 5,000 (expected quantity)

Add Items

☐ View Closed Orders only.

Type to search Orders (minimum of 3 characters)

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

Invoicing Items: 1

DISPLAY: Version

Order

Version

Department

Service/Postage

☒ Use Expected Quantity.

Add Items

Cancel

New Invoice

Customer * Aloha Graphics

Bill To Aloha Graphics5000 Camellia DriveSavannah, GA 31405

Attention Marsha Mellowmmellow@email.com(555) 555-5555

Title Rack Cards - 4 x 9 4/4

Invoice # 7185

Invoice Date * 01/08/2026

Date Due * 02/07/2026

PO #

Terms * Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT
5a Rack Cards 4x9 4/4	5b 1	683.50	\$683.50	\$0.00000	\$683.50

Special Instructions

Service Subtotal\$683.50

Service Tax\$0.00

Grand Total\$683.50

Save Invoice

Cancel

New Invoice

Customer * Aloha Graphics

Bill To Aloha Graphics5000 Camellia DriveSavannah, GA 31405

Attention Marsha Mellowmmellow@email.com(555) 555-5555

Title Rack Cards - 4 x 9 4/4

Invoice # 7186

Invoice Date * 01/08/2026

Date Due * 02/07/2026

PO #

Terms * Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT
5a Rack Cards 4x9 4/4	5b 5,000	0.1367	\$683.50	\$0.00000	\$683.50

Special Instructions

Service Subtotal\$683.50

Service Tax\$0.00

Grand Total\$683.50

Save Invoice

Cancel

Display Options (cont'd)

- 5 Select Display → Department
 - 5a Items = Department Names
 - 5b Quantity = 1

Add Items

☐ View Closed Orders only.

Note: Amounts shown are without tax. X

Type to search Orders (minimum of 3 characters)

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

✓

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

✓

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

✓

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

✓

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

✓

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

✓

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Invoicing Items: 1

DISPLAY: Department

☐ Order

☐ Version

☒ Department

☐ Service/Postage

Order # 149060 - Rack Cards - 4 x 9 4/4

5

Please note
"Use Expected Quantity"
is not available using the
"Department" option

☐ Use Expected Quantity.

Add Items

Cancel

- 5 Select Display → Service/Postage
 - 5a Items = Service Names + Postage
 - 5b Quantity = Service Quantity

Add Items

☐ View Closed Orders only.

Note: Amounts shown are without tax. X

Type to search Orders (minimum of 3 characters)

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

✓

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

✓

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

✓

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

✓

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

✓

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

✓

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Invoicing Items: 1

DISPLAY: Service/Postage

☐ Order

☐ Version

☐ Department

☒ Service/Postage

Order # 149060 - Rack Cards - 4 x 9 4/4

5

Please note
"Use Expected Quantity"
is not available using the
"Service/Postage" option

☐ Use Expected Quantity.

Add Items

Cancel

New Invoice

Customer * Aloha Graphics

Bill To Aloha Graphics

5000 Camellia Drive

Savannah, GA 31405

Attention Marsha Mellow

mmellow@email.com

(555) 555-5555

Title Rack Cards - 4 x 9 4/4

Invoice # 7187

Invoice Date * 01/08/2026

Date Due * 02/07/2026

PO #

Terms * Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT
5a PrePress 5b 1	1	42.50	\$42.50	\$0.00000	\$42.50
Imaging	1	324.00	\$324.00	\$0.00000	\$324.00
Finishing	1	117.00	\$117.00	\$0.00000	\$117.00
Mailing	1	200.00	\$200.00	\$0.00000	\$200.00

Special Instructions

Service Subtotal \$683.50

Service Tax \$0.00

Grand Total \$683.50

Save Invoice +

Cancel

New Invoice

Customer * Aloha Graphics

Bill To Aloha Graphics

5000 Camellia Drive

Savannah, GA 31405

Attention Marsha Mellow

mmellow@email.com

(555) 555-5555

Title Rack Cards - 4 x 9 4/4

Invoice # 7189

Invoice Date * 01/08/2026

Date Due * 02/07/2026

PO #

Terms * Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT
5a VDP Design & Setup 5b 1	1	42.50	\$42.50	\$0.00000	\$42.50
8.5 x 11 Letter Printing - Welcome Letters 8.5 x 11 4/4	5,000	0.0648	\$324.00	\$0.00000	\$324.00
Cutting - Bust Cut	5,000	0.011	\$55.00	\$0.00000	\$55.00
Folding - Letter Fold - Head Out	5,000	0.0124	\$62.00	\$0.00000	\$62.00
Inserting	5,000	0.03	\$150.00	\$0.00000	\$150.00
Deliver to Post Office	1	50.00	\$50.00	\$0.00000	\$50.00

Special Instructions

Service Subtotal \$683.50

Service Tax \$0.00

Grand Total \$683.50

Save Invoice +

Cancel

Display Options (cont'd)

- 5 Select Display → Order + Version
 - 5a Items = Order Number + Project Name
 - 5b Additional Line Item = Version Name
 - 5c Quantity = 1

Add Items

☐ View Closed Orders only.

Note: Amounts shown are without tax.

Type to search Orders (minimum of 3 characters)

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

✓

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

✓

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

✓

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

✓

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

✓

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

✓

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Invoicing Items: 1

DISPLAY Order, Version

Order

Version

Department

Service/Postage

☐ Use Expected Quantity.

Add Items

Cancel

- 5 Select Display → Order + Version → 6 Use Expected Quantity
 - 5a Items = Order Number + Project Name
 - 5b Additional Line Item = Version Name
 - 5c Quantity = 5,000 (expected quantity)

Add Items

☐ View Closed Orders only.

Note: Amounts shown are without tax.

Type to search Orders (minimum of 3 characters)

Order # 149039 - Test CRM Updating / Invoicing

1V w/Post

Total: \$425.00

Invoiced: \$125.00

Balance: \$300.00

✓

Order # 149043 - Participant #5 Postcard Mailing

1V

Total: \$1,642.50

Invoiced: \$1,000.00

Balance: \$642.50

✓

Order # 149044 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$611.76

Balance: \$1,923.23

✓

Order # 149055 - Participant #6 Postcard Mailing

2V

Total: \$2,535.00

Invoiced: \$0.00

Balance: \$2,535.00

✓

Order # 149056 - Postcards Test Version Invoices

2V

Total: \$933.03

Invoiced: \$0.00

Balance: \$933.03

✓

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4

2V

Total: \$1,484.20

Invoiced: \$0.00

Balance: \$1,484.20

✓

Order # 149060 - Rack Cards - 4 x 9 4/4

1V

Total: \$683.50

Invoiced: \$0.00

Balance: \$683.50

✓

Invoicing Items: 1

DISPLAY Order, Version

Order

Version

Department

Service/Postage

☒ Use Expected Quantity.

Add Items

Cancel

New Invoice

Customer Aloha Graphics

Bill To Aloha Graphics

Attention Bernice Pittman

500 Camellia Drive

Pembroke, GA 31321

(555) 555-5555

Title Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

Invoice # 7199

Invoice Date 01/09/2026

Date Due 02/07/2026

PO #

Terms Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT DUE
Order 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)					
Rack Cards 4x9 4/4	1	683.50	\$683.50	\$0.00000	\$683.50

Special Instructions

Service Subtotal \$683.50

Service Tax \$0.00

Postage \$0.00

Grand Total \$683.50

Save Invoice

Cancel

New Invoice

Customer Aloha Graphics

Bill To Aloha Graphics

Attention Bernice Pittman

500 Camellia Drive

Pembroke, GA 31321

(555) 555-5555

Title Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

Invoice # 7200

Invoice Date 01/09/2026

Date Due 02/07/2026

PO #

Terms Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT DUE
Order 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)					
Rack Cards 4x9 4/4	5,000	0.1367	\$683.50	\$0.00000	\$683.50

Special Instructions

Service Subtotal \$683.50

Service Tax \$0.00

Postage \$0.00

Grand Total \$683.50

Save Invoice

Cancel

Display Options (cont'd)

5 Select Display → Order + Version + Department

- 5a Items = Order Number + Project Name
- 5b Additional Line Item = Version Name
- 5c Additional Line Items = Department Names
- 5d Quantity = 1

Add Items ☐ View Closed Orders only.

Note: Amounts shown are without tax. X

Type to search Orders (minimum of 3 characters)

Invoicing Items: 1 DISPLAY: Order, Version, D...

Order

Version

Department

Service/Postage

Order # 149039 - Test CRM Updating / Invoicing
1V w/Post Total: \$425.00 Invoiced: \$125.00 Balance: \$300.00

Order # 149043 - Participant #5 Postcard Mailing
1V Total: \$1,642.50 Invoiced: \$1,000.00 Balance: \$642.50

Order # 149044 - Participant #6 Postcard Mailing
2V Total: \$2,535.00 Invoiced: \$611.76 Balance: \$1,923.23

Order # 149055 - Participant #6 Postcard Mailing
2V Total: \$2,535.00 Invoiced: \$0.00 Balance: \$2,535.00

Order # 149056 - Postcards Test Version Invoices
2V Total: \$933.03 Invoiced: \$0.00 Balance: \$933.03

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)
1V Total: \$683.50 Invoiced: \$0.00 Balance: \$683.50

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4
2V Total: \$1,484.20 Invoiced: \$0.00 Balance: \$1,484.20

Order # 149060 - Rack Cards - 4 x 9 4/4
1V Total: \$683.50 Invoiced: \$0.00 Balance: \$683.50

Please note
"Use Expected Quantity"
is not available using
these options

☐ Use Expected Quantity.

Add Items Cancel

5 Select Display → Order + Version + Department + Service/Postage

- 5a Items = Order Number + Project Name
- 5b Additional Line Item = Version Name
- 5c Additional Line Items = Department Names
- 5d Additional Line Items = Service Names + Postage
- 5e Quantity = Service Quantity

Add Items ☐ View Closed Orders only.

Note: Amounts shown are without tax. X

Type to search Orders (minimum of 3 characters)

Invoicing Items: 1 DISPLAY: 4 items selected

Order

Version

Department

Service/Postage

Order # 149039 - Test CRM Updating / Invoicing
1V w/Post Total: \$425.00 Invoiced: \$125.00 Balance: \$300.00

Order # 149043 - Participant #5 Postcard Mailing
1V Total: \$1,642.50 Invoiced: \$1,000.00 Balance: \$642.50

Order # 149044 - Participant #6 Postcard Mailing
2V Total: \$2,535.00 Invoiced: \$611.76 Balance: \$1,923.23

Order # 149055 - Participant #6 Postcard Mailing
2V Total: \$2,535.00 Invoiced: \$0.00 Balance: \$2,535.00

Order # 149056 - Postcards Test Version Invoices
2V Total: \$933.03 Invoiced: \$0.00 Balance: \$933.03

Order # 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)
1V Total: \$683.50 Invoiced: \$0.00 Balance: \$683.50

Order # 149059 - Rack Cards - 2 Versions - 4 x 9 4/4
2V Total: \$1,484.20 Invoiced: \$0.00 Balance: \$1,484.20

Order # 149060 - Rack Cards - 4 x 9 4/4
1V Total: \$683.50 Invoiced: \$0.00 Balance: \$683.50

Please note
"Use Expected Quantity"
is not available using
these options

☐ Use Expected Quantity.

Add Items Cancel

New Invoice

Customer Aloha Graphics

Bill To Aloha Graphics
500 Camellia Drive
Pembroke, GA 31321

Attention Bernice Pittman
(555) 555-5555

Title Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

Invoice # 7201

Invoice Date 01/09/2026

Date Due 02/07/2026

PO #

Terms Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT DUE
Order 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)					
Rack Cards 4x9 4/4					
PrePress	1	42.50	\$42.50	\$0.00000	\$42.50
Imaging	1	324.00	\$324.00	\$0.00000	\$324.00
Finishing	1	117.00	\$117.00	\$0.00000	\$117.00
Mailing	1	200.00	\$200.00	\$0.00000	\$200.00

New Invoice

Customer Aloha Graphics

Bill To Aloha Graphics
500 Camellia Drive
Pembroke, GA 31321

Attention Bernice Pittman
(555) 555-5555

Title Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)

Invoice # 7203

Invoice Date 01/09/2026

Date Due 02/07/2026

PO #

Terms Net 30 Days

+ Add Items

ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT DUE
Order 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)					
Rack Cards 4x9 4/4					
PrePress					
VDP Design & Setup	1	42.50	\$42.50	\$0.00000	\$42.50
Imaging					
8.5 x 11 Letter Printing - Welcome Letters 8.5 x 11 4/4	5,000	0.0648	\$324.00	\$0.00000	\$324.00

FAQ

Q: Why doesn't my invoice date match the Close Date anymore?

A: Invoice date is now based on when you create the invoice.

Q: Can I create multiple invoices for one order?

A: Yes.

Q: Can I still use Group Billing?

A: Yes, Group Billing works fully with the new module.

Q: Do I have to close an order to invoice it?

A: No.

Troubleshooting

If you cannot access the New Invoicing Module:

- Confirm your site has been activated.
- Contact support@printreach.com.
- Refresh your browser after activation.

Best Practices

- Use Postage Prepay for postage deposits before production.
- Use Multi-Order Invoicing to reduce invoice volume.
- Close orders only when production is fully completed.
- Take advantage of multiple invoices per order to support phased billing.