# Pre-Invoice

23/10/2024 3:29 pm BST

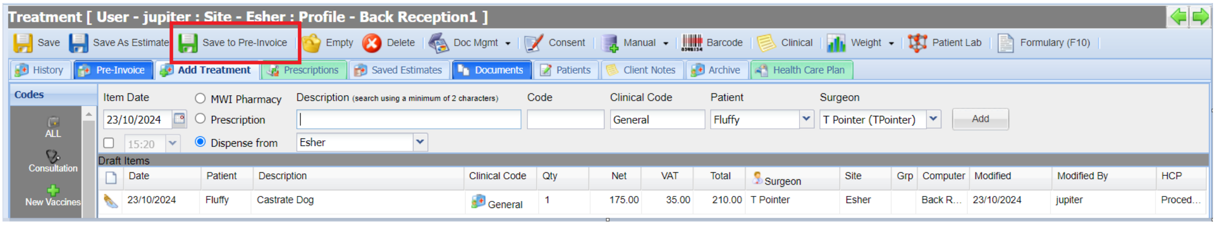
## Summary

The Pre-Invoice tab can be enabled by Species, see Reception Setting for further details. This screen is used to invoice clients over a long period rather than generating an invoice each time the **'Save'** button is selected.

## Details

## Add to Pre-Invoice

1. Navigate to the **Add Treatment** Screen (Treatment > Add Treatment Tab).
2. Add all the treatments to the **treatment draft** (as described in Adding a Treatment).
3. Once all the treatments have been added, select the **'Save as Pre-Invoice'** button.

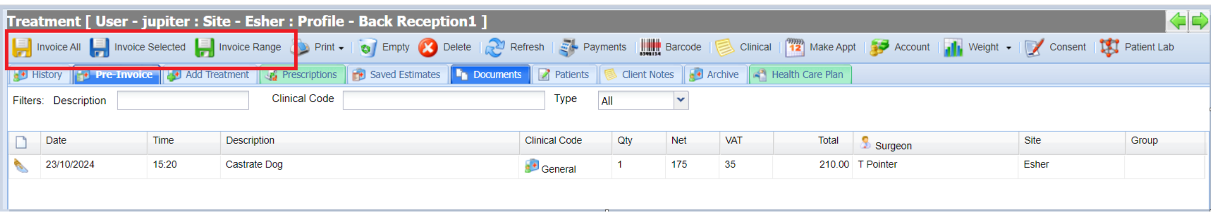



## Invoice Pre-Invoice Items - All Clients and Patients

It is possible to invoice all pre-invoice items in bulk. For information, see the Create Monthly Invoices page.

## Invoice Pre-Invoice Items - By Patient

1. To invoice an individual Patient follow the steps below:
2. Navigate to the **Pre-Invoice** tab (Treatment > Pre-Invoice Tab).
3. Select an option:




**Invoice All** = Creates an invoice for all pre-invoice items for the patient.

**Invoice Selected** = Invoices any highlighted items for the patient.

**Invoice Range** = Invoices any items within a date range specified.

4. Any invoiced items are saved under the Treatment History tab and appear in the accounts screen.