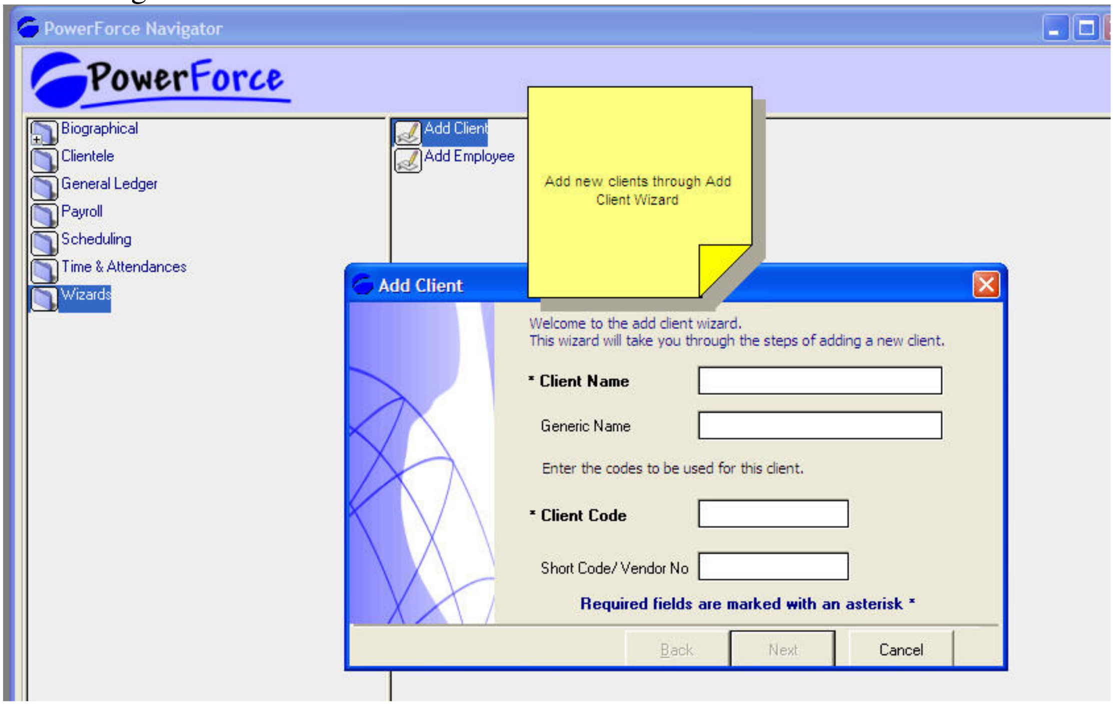
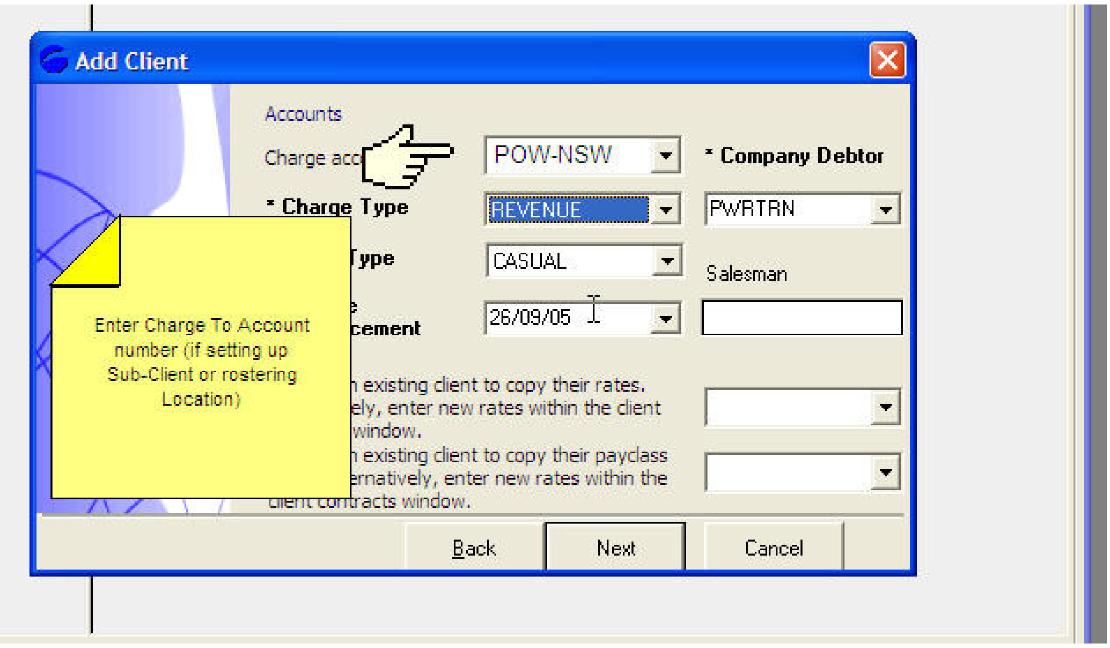
Adding Clients

This example demonstrates how to set-up and link a sub-client to a master client record. This may be required when there a multiple individual rostering locations relating back to a single chargeable customer

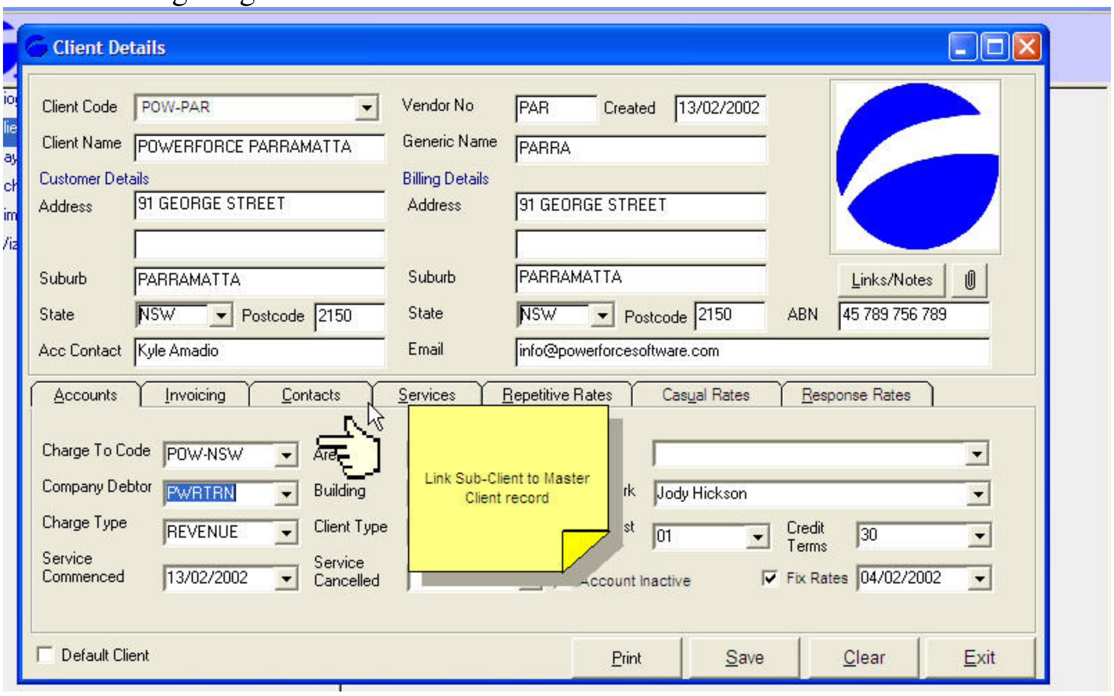
1. Adding a new Client



Entering a Charge to Account (Client) where the new client is a sub-client to a master client.



2. Changing an existing Client to point to a master client record
3. Configuring Client record



This example defines how invoices are build. By check the consolidate group invoices implies that all sub-client (rostering locations) will be presented on a single invoice, by un-checking this option will imply that an invoice will be created for each sub-client (rostering location).
The Invoice format may be specified (different to the master invoice format for the company)