

# How To Customize Invoice

## Summary

This article provides information about how to customize invoice that is generated from MachPanel.

## Applies To

MachPanel all versions

## Procedure

It is very easy to customize look & feel of invoice that is generated from MachPanel. Follow the below steps to customize the invoice.

1) Navigate to **Home > System configuration > Billing Configuration > General Billing**

2) Click on Invoice Template Tab to edit invoice template.

The screenshot displays the MachPanel Billing Configuration interface. The breadcrumb navigation at the top reads: Home > System Configuration > Billing Configuration > General Billing. The 'Invoice Template' tab is highlighted with a red box. The left sidebar menu shows 'Billing Configuration' and 'General Billing' also highlighted with red boxes. The main content area shows the 'Invoice Template' editor for the 'English' locale. It features a rich text editor with a toolbar (font: Verdana, size: 2 (10 pt)) and a preview of an invoice. The invoice preview includes the MachPanel logo, a 'BILLED TO' section with fields for client name, address, and phone, and an 'INVOICE' section with fields for date, customer ID, invoice number, due date, and total balance due. A 'Quick Formatting' sidebar on the right offers options like 'none', 'bold/italic', 'alert', and 'style1' through 'style4'. At the bottom, there are buttons for 'Design mode', 'HTML text', 'Insert Company Variable', 'Insert Customer Variable', 'Insert Group Variable', 'Insert Page Break', 'Load Default Template', and 'Save'.

3) Provide the required changes and click on Save to complete the customization.

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**Note:** Please use only .jpg format for images.

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/50228/How-To-Customize-Invoice>