

# 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 left sidebar shows the navigation menu with 'Billing Configuration' and 'General Billing' highlighted. The main content area shows the 'Invoice Template' editor. The editor includes a toolbar with font and size options, a preview window showing the invoice layout with variables like '%clientFirstName%' and '%invoiceTotal%', and a 'Quick Formatting' panel on the right. The 'Invoice Template' tab is highlighted in the top navigation bar.

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>