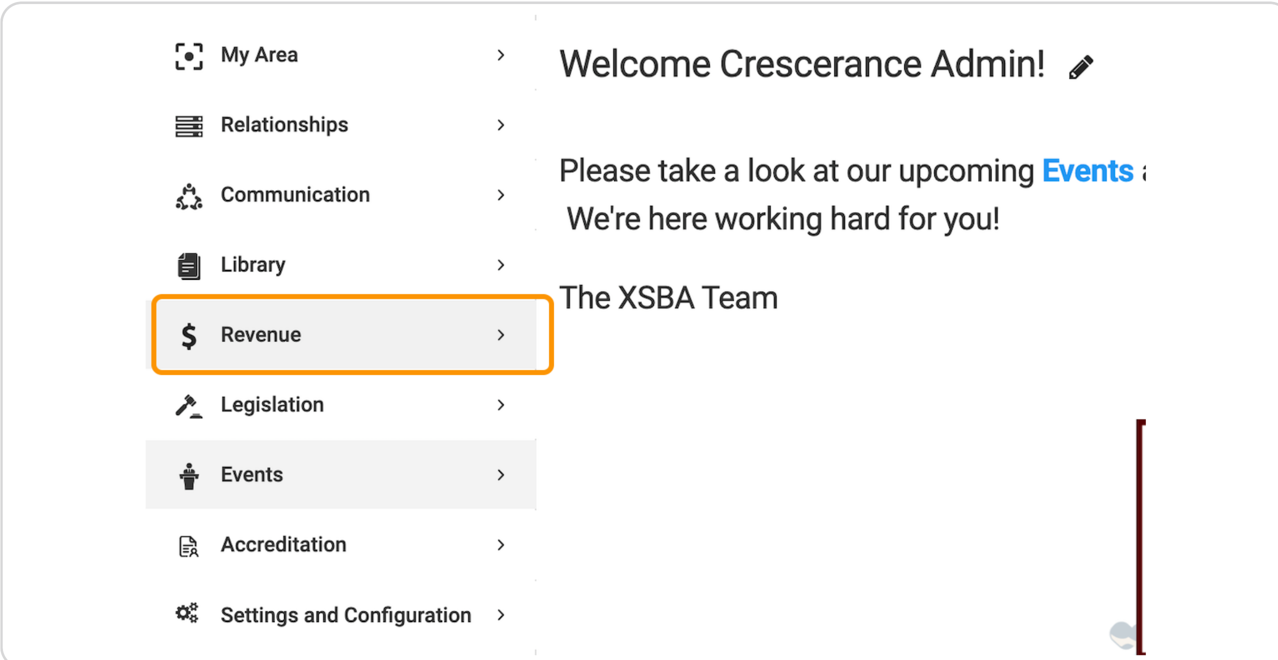
Consolidating Invoices

12 Steps [View most recent version](#)

Created by	Creation Date	Last Updated
Engagifii Inc.	November 29, 2023	November 29, 2023

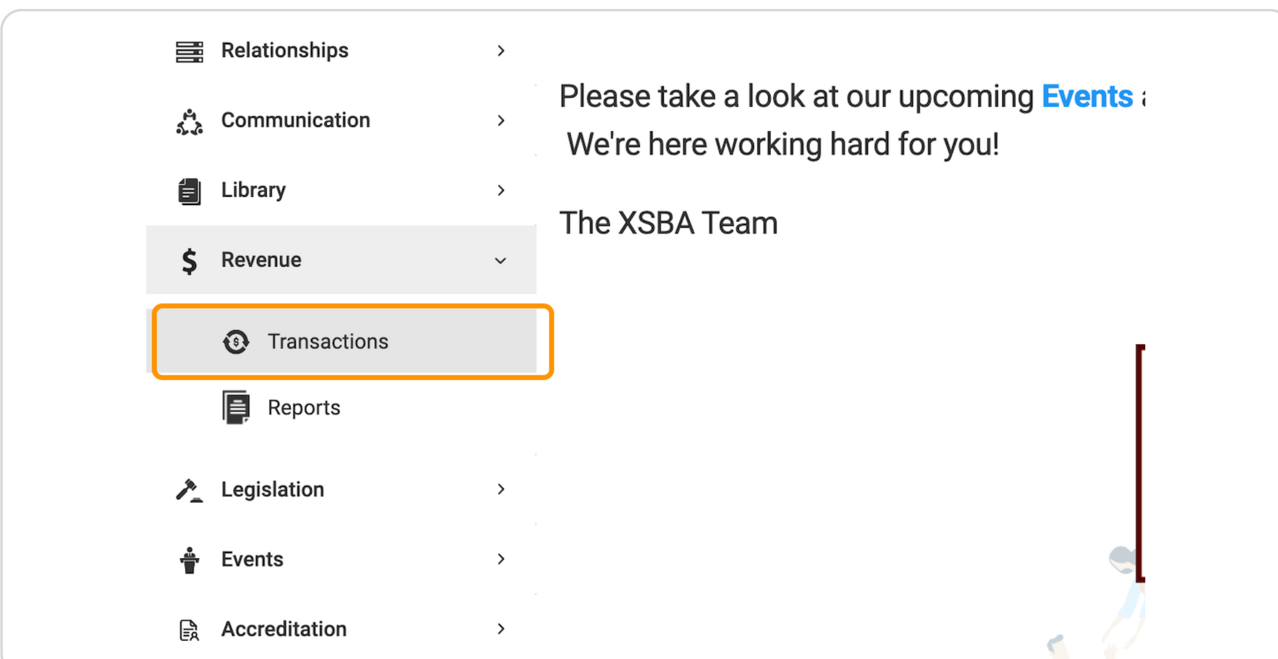
STEP 1

Click on Revenue



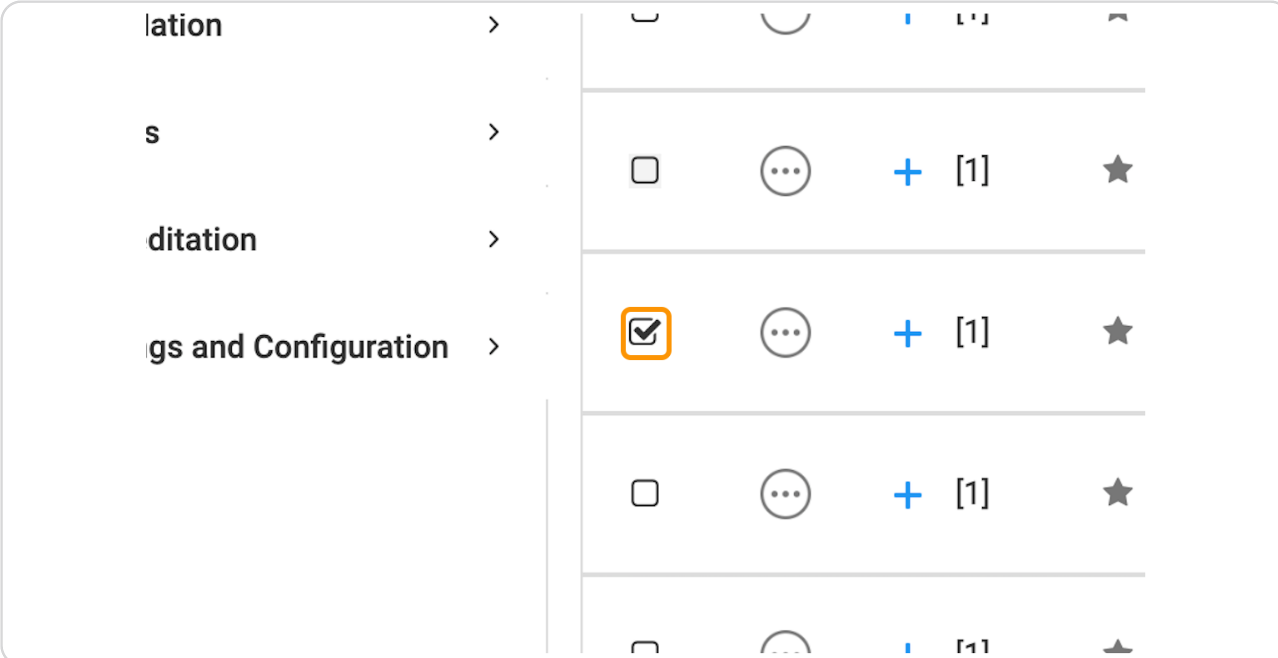
STEP 2

Click on Transactions



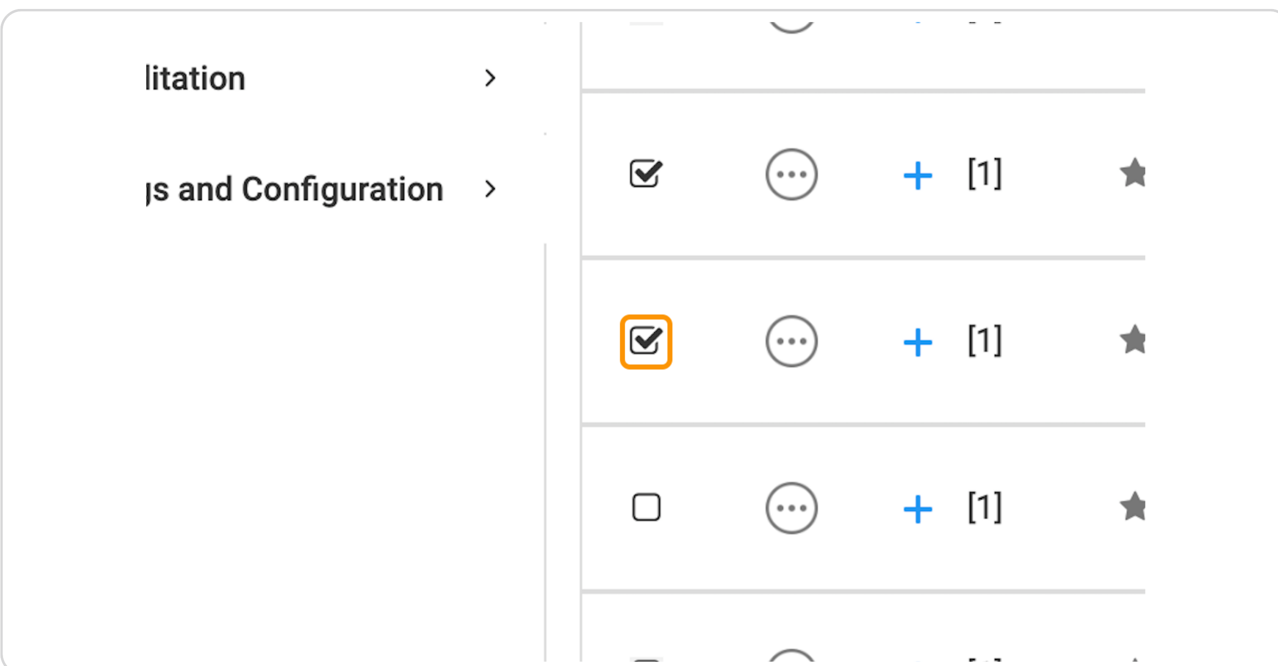
STEP 3

Check on your first invoice to add to the consolidation



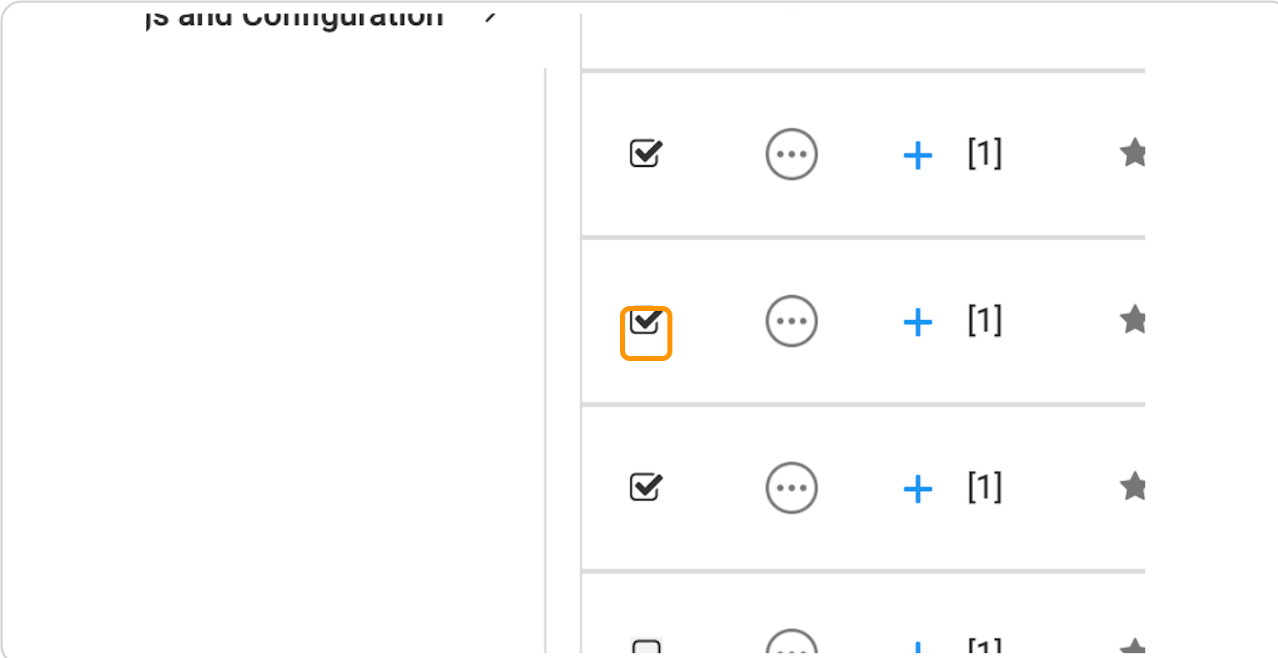
STEP 4

Check on your second



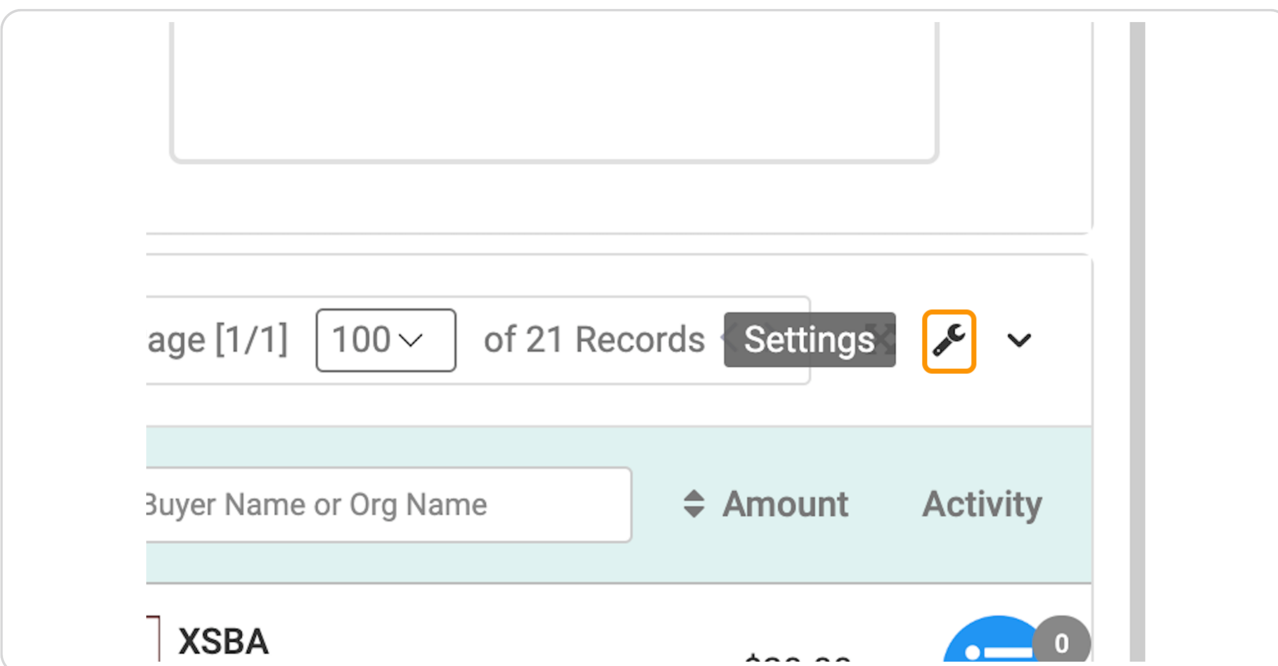
STEP 5

Check on any more that you'd like to have consolidated into one



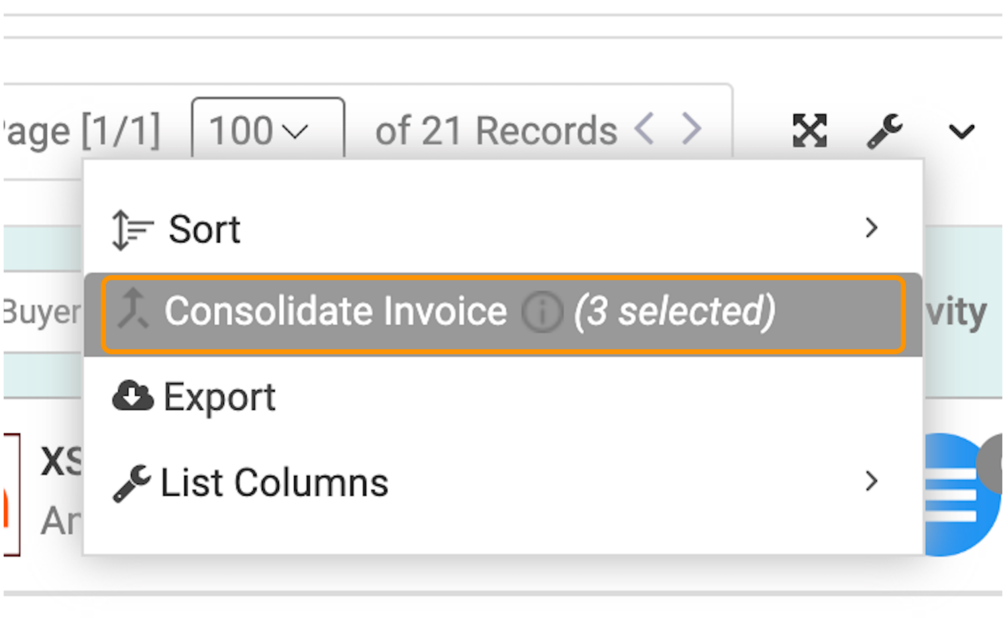
STEP 6

Click on the Settings icon



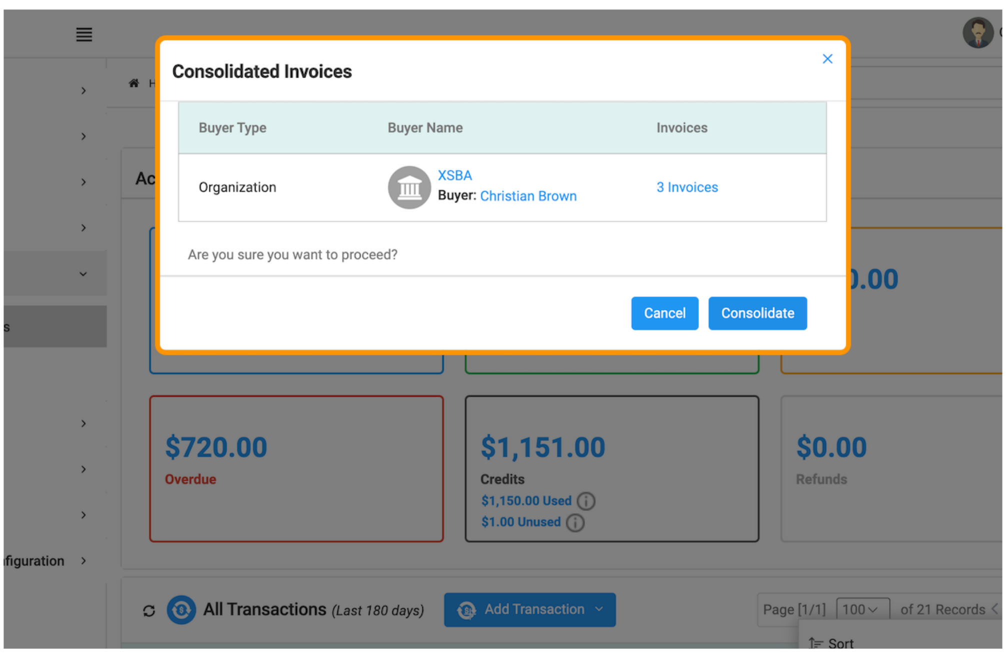
STEP 7

Click on Consolidate Invoice



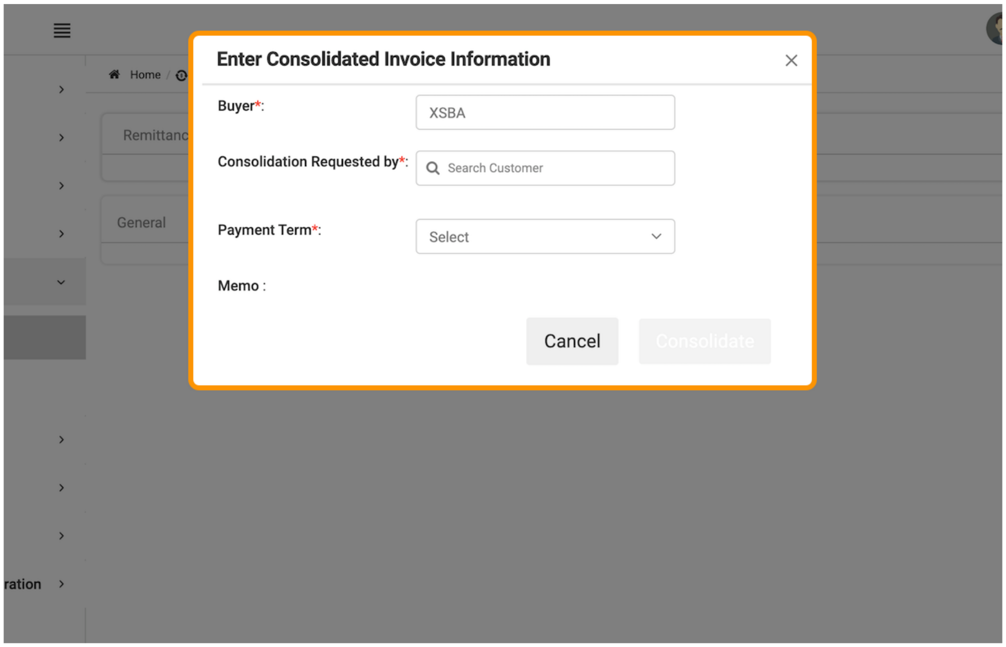
STEP 8

The review window will pop up, click on Consolidate



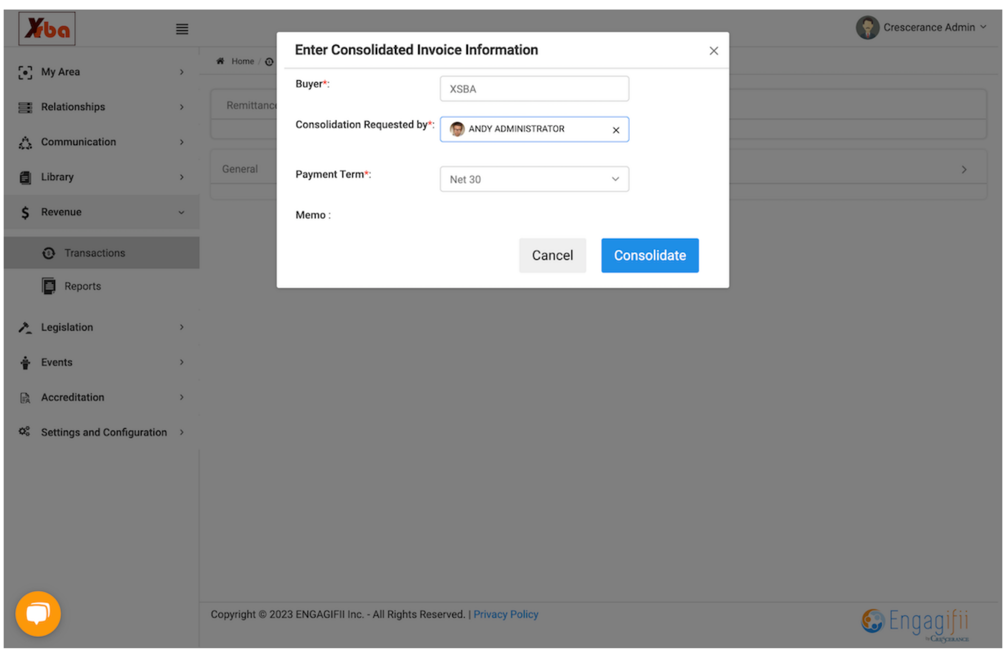
STEP 9

Fill out the necessary fields



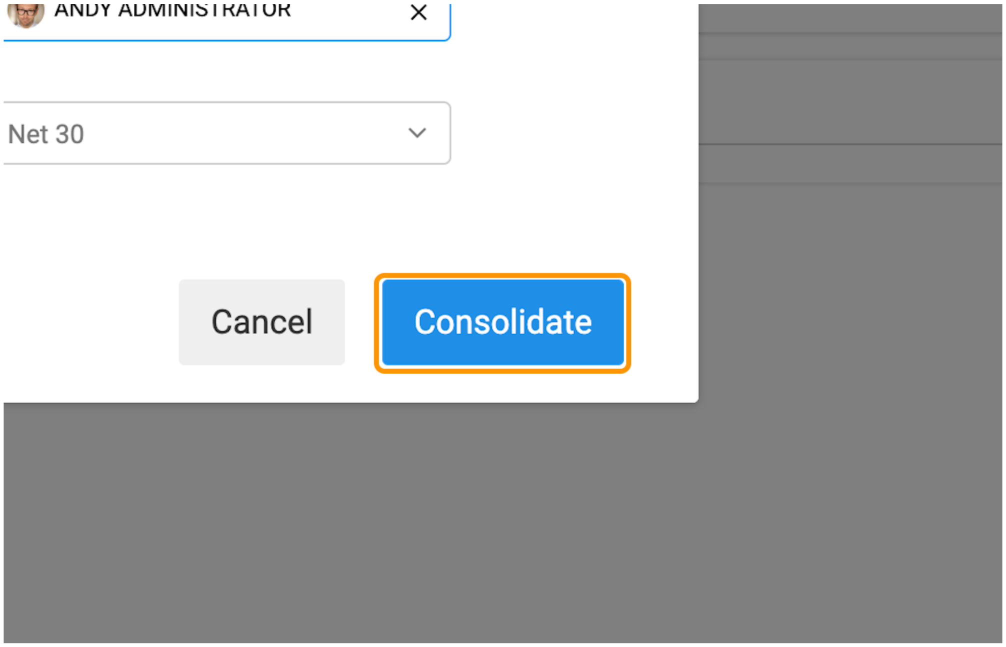
STEP 10

Here are what the fields will look like filled in



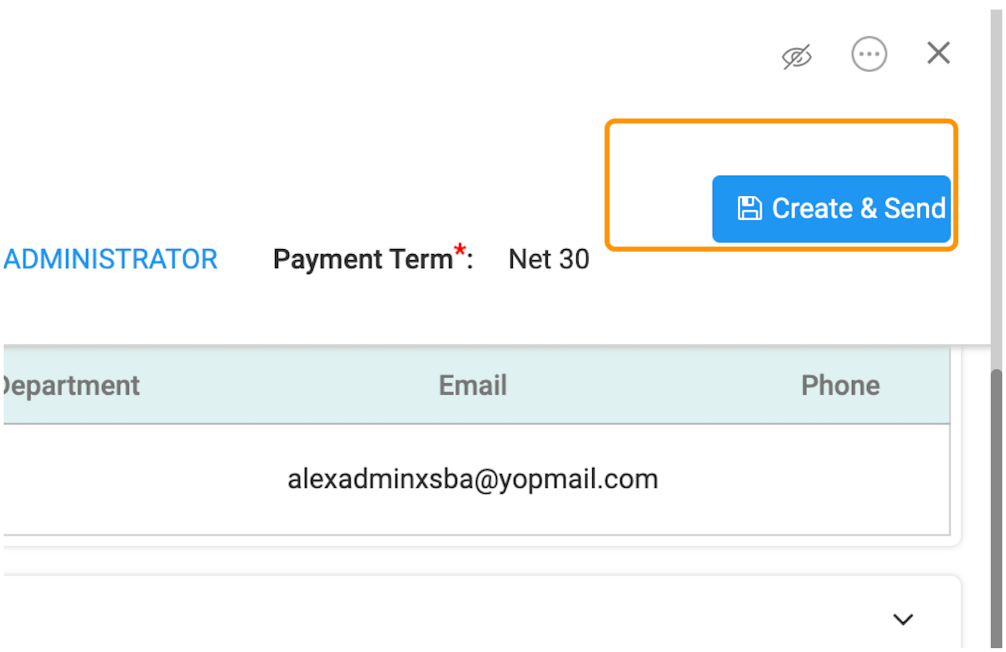
STEP 11

Click on Consolidate



STEP 12

Click on Create & Send



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