

How to configure open invoices and payment receipts

Open-invoice settings control when transactions can remain unpaid and which receipt is produced when money is later applied.

Enable open invoices

1. Open **Settings > Register**.
2. Find **Invoice Settings**.
3. Enable **Open Invoice**.
4. If applicable, enable the option to create an open invoice when no payment is entered.
5. Choose whether later payments produce a **Payment Receipt** or the related **Invoice Receipt**.
6. Save the Register settings.

Choose carefully

- Use open invoices only when the business allows balances to remain due.
- Train employees on when a transaction should be completed versus left open.
- Choose the receipt type that gives customers and accounting staff the clearest record of payment.

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