**Turn on the debtors module to enable invoicing**

1. Go to Maintenance
2. Setup
3. Parish tab
4. Put a Tick in Enable Debtors Module.



1. This will then show you extra menu items under ‘Receipts’



1. This will change the options on your member tab too. It will now show a Debtors Tick. It will make three additional tabs on the far right hand side available – Payment, Accounts, Schedule. I can also add in an opening balance on this page.



1. You can select your debtor once you have added them into the system.



1. Once saved, you can then generate a Debtor receipt.
2. To use your own letterhead –please see quick answer 53 in POL Online Help.