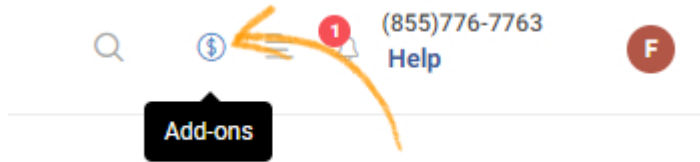


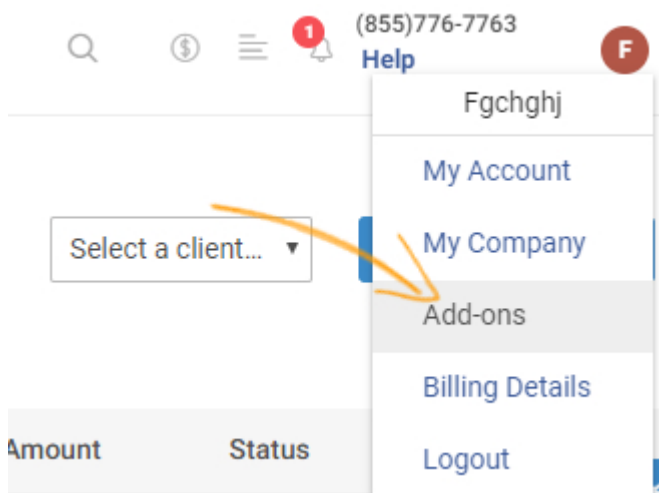
How to Enable and Use Add-Ons

Add-Ons are special billing-related features for ProProfs Project. With these features, you can generate invoices, and calculate estimates & expenses.

This is the Add-ons icon:



To access the Add-ons menu, click on your profile logo and select **Add-ons** from the dropdown.



You can enable Invoices, Estimates, and Expenses in the Add-ons menu.

The screenshot shows the ProProfs Project interface. On the left is a navigation menu with options: My Account, My Company, Add-ons (highlighted), Billing Details, Change Company, Backup Data, and Cancel Account. The main content area is titled 'Add-ons' and contains three rows: 'Invoices:', 'Estimates:', and 'Expenses:'. Each row has a blue 'Enable' button, a grey 'Disable' button, and a help icon (question mark). A blue 'Save' button is located at the bottom of the main content area.

The following will be discussed further:









- [Invoices](#)
- [Estimates](#)
- [Expenses](#)

Invoices

With ProProfs Project, you can generate invoices with ease. Invoices are the bills you generate for your clients. The invoice will be calculated based on how the pricing for a project or task is set.

Given below is the invoices page. It shows you a list of all your invoices.

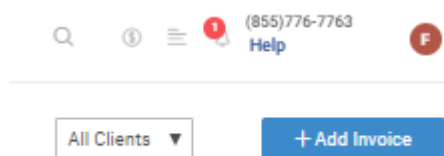
The screenshot shows the ProProfs Project 'Invoices' page. The top navigation bar includes: ProProfs Project logo, Projects, Tasks, Calendar, Time, Clients, Reports, Users, a search icon, a settings icon, a notification icon with a red dot, and a help icon with the number (855)776-7763. Below the navigation bar, the page title is 'Invoices'. On the right side, there is a dropdown menu set to 'All Clients' and a blue '+ Add Invoice' button. Below this, there is a section for 'Drafts' containing a table with the following data:

Reference	Date Issued	Date Due	Client	Description	Amount	Payment	Actions
#000018	Jul 29, 2019	Aug 12, 2019			SR 0.00	Draft	   
#000018	Jul 29, 2019	Aug 12, 2019			SR 0.00	Draft	   

This is an example of a sample invoice which can be edited as needed and sent to the client:

Here's how you can add an invoice:

Step 1: Click **Invoice** from the **Add-ons** dropdown, then click on **+Add Invoice**.



Step 2: Fill in the Reference ID, Projects whose invoices must be generated, name of the client, payment terms.

The screenshot shows a web application interface for adding an invoice. At the top, there is a navigation bar with links for 'Calendar', 'Time', 'Clients', 'Reports', and 'Users'. Below this, the main content area is titled 'Add Invoice'. It contains four input fields: 'Reference #' with the value '000019', 'Projects' with a tag 'Magazine', 'Bill Based On' with a dropdown menu showing 'All Unbilled Items', and 'Payment Terms' with a dropdown menu showing '7 Days'. Below these fields is a link labeled 'Advanced' with a right-pointing chevron. At the bottom left of the form is a blue button labeled 'Save'.

Step 3: Click on the **Advanced** to open advanced settings. Fill in the details as per requirement. Once done, click on **Save**.

Advanced



Paid No

Currency

PO Number

Discount %

Tax %

Date Issued

Public No

Allow PayPal Yes

Recurring Invoice No

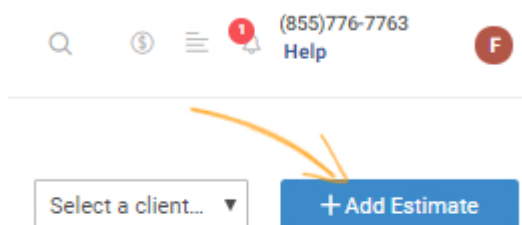
Save

Estimates

Estimates, as its name suggests, gives you an estimated cost of how much will the invoice reflect for a project. It is either done for a single project or all projects at once(Blank Estimate).

Here's how you can get an estimate for a project:

Step 1: Select **Estimates** from the **Add-ons** dropdown, then click **+Add Estimate**.



Step 2: Enter the details, and click on **Save**.

\$ Add Estimate

[Attach File](#)

Reference #

Project

Client

Advanced

Approved Yes

Currency

PO Number

Discount %

Tax %

Date Issued

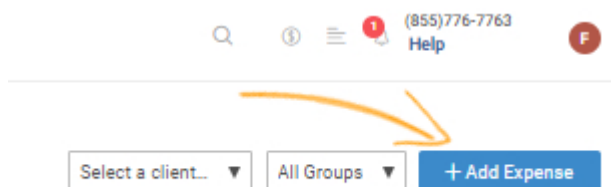
Public No

Expenses

Sometimes, creating a project has external expenses that are not covered by fixed pricing and estimated hours. These expenses can be entered here. Once an expense is created, it is automatically added to the invoice that is generated for the project.

Here's how you can add an Expense to your Project:

Step 1: Select **Expense** from the **Add-ons** dropdown, then click **+Add Expense**.



Step 2: Enter the details, and click on **Save**.

The screenshot shows a web application window with a dark grey border. At the top left, there are navigation tabs for 'Clients', 'Reports', and 'Users'. The main content area is titled 'Add Expense' with a folder icon. The form contains the following fields and controls:

- Amount (\$)**: A text input field containing '50.00'.
- Date**: A date picker field showing 'Aug 2, 2019'.
- Client**: A dropdown menu with 'James' selected.
- Project**: A dropdown menu with 'Magazine' selected.
- Description**: A large text area with a horizontal line above it.
- Group**: A dropdown menu with 'None' selected.
- Billed**: A toggle switch currently set to 'No'.
- Advanced**: A section header with a downward-pointing chevron icon.
- Currency**: A dropdown menu with 'US Dollars (USD)' selected.
- Tax**: A text input field containing '5' followed by a '%' symbol.
- Save**: A blue button located at the bottom left of the form.