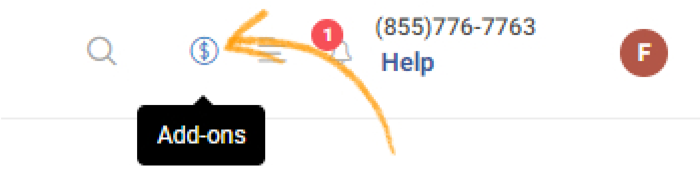
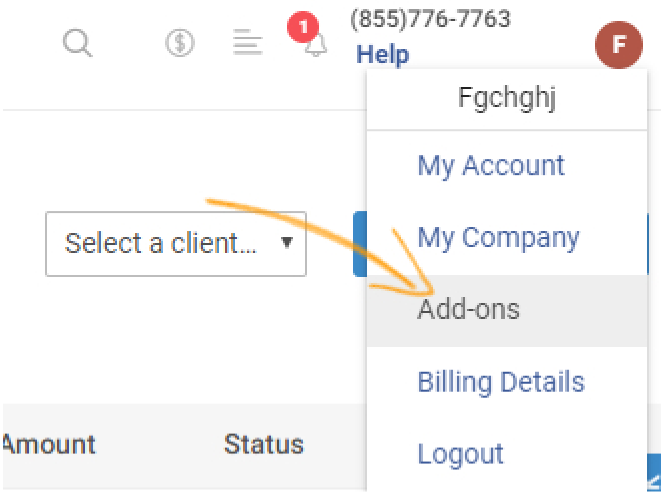
How to Enable and Use Add-Ons

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

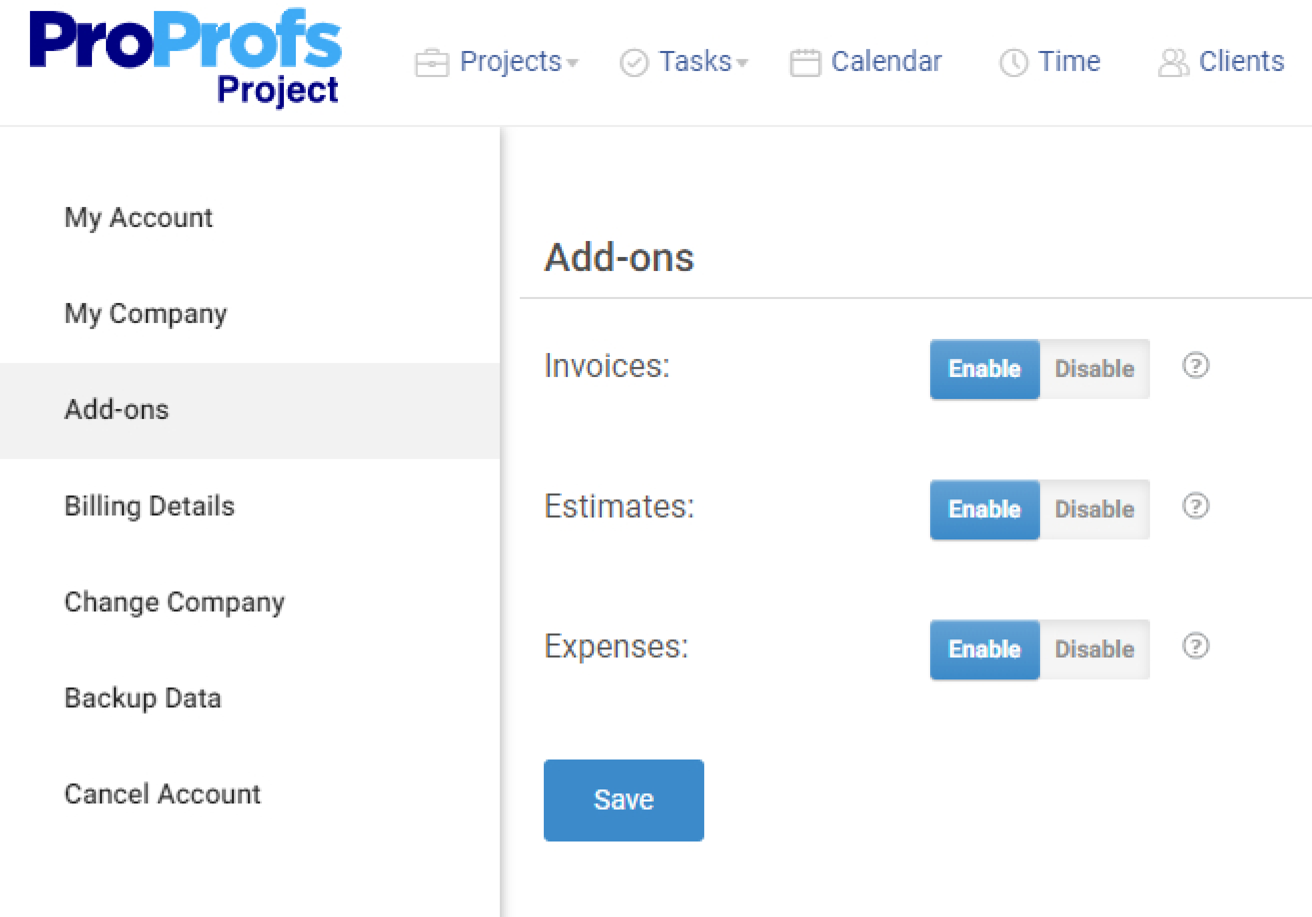
This is the Add-ons icon:



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.

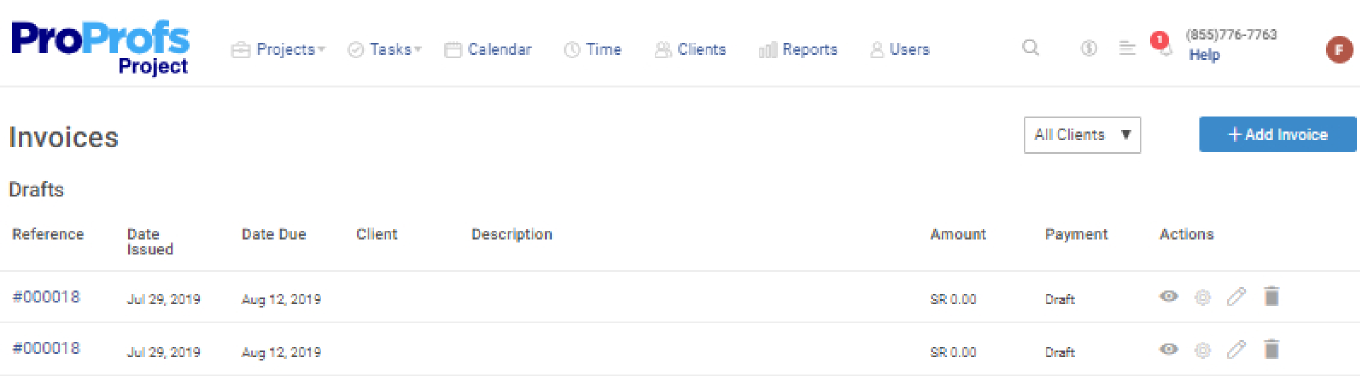


The following will be discussed further:

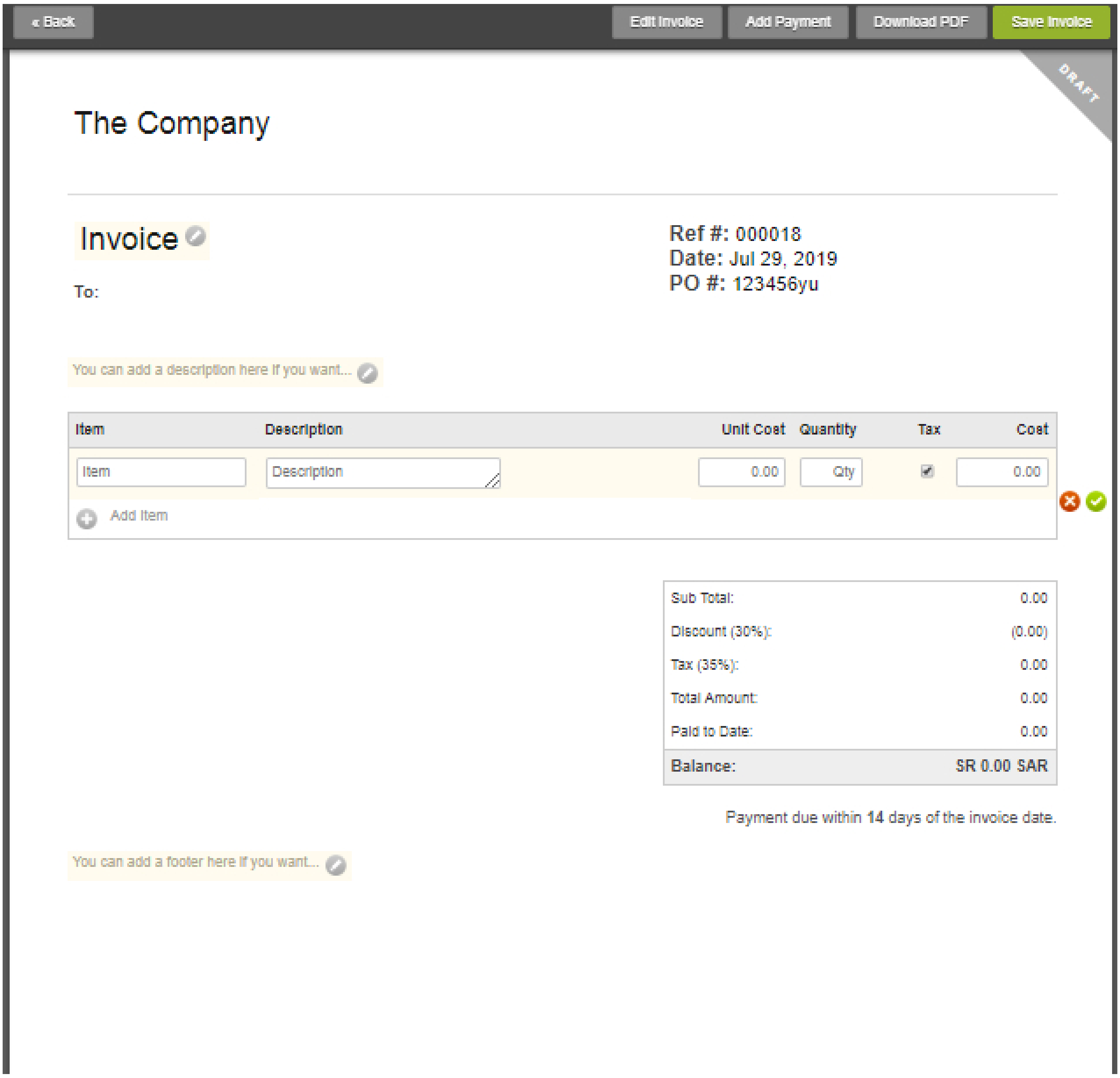
- [Invoices]
- [Estimates]
- [Expenses]

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.

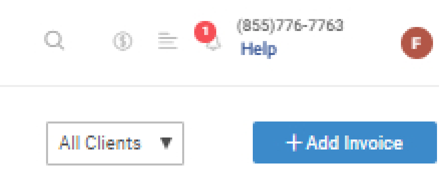


This is an example of a sample invoice which can be edited as needed and sent to the client:

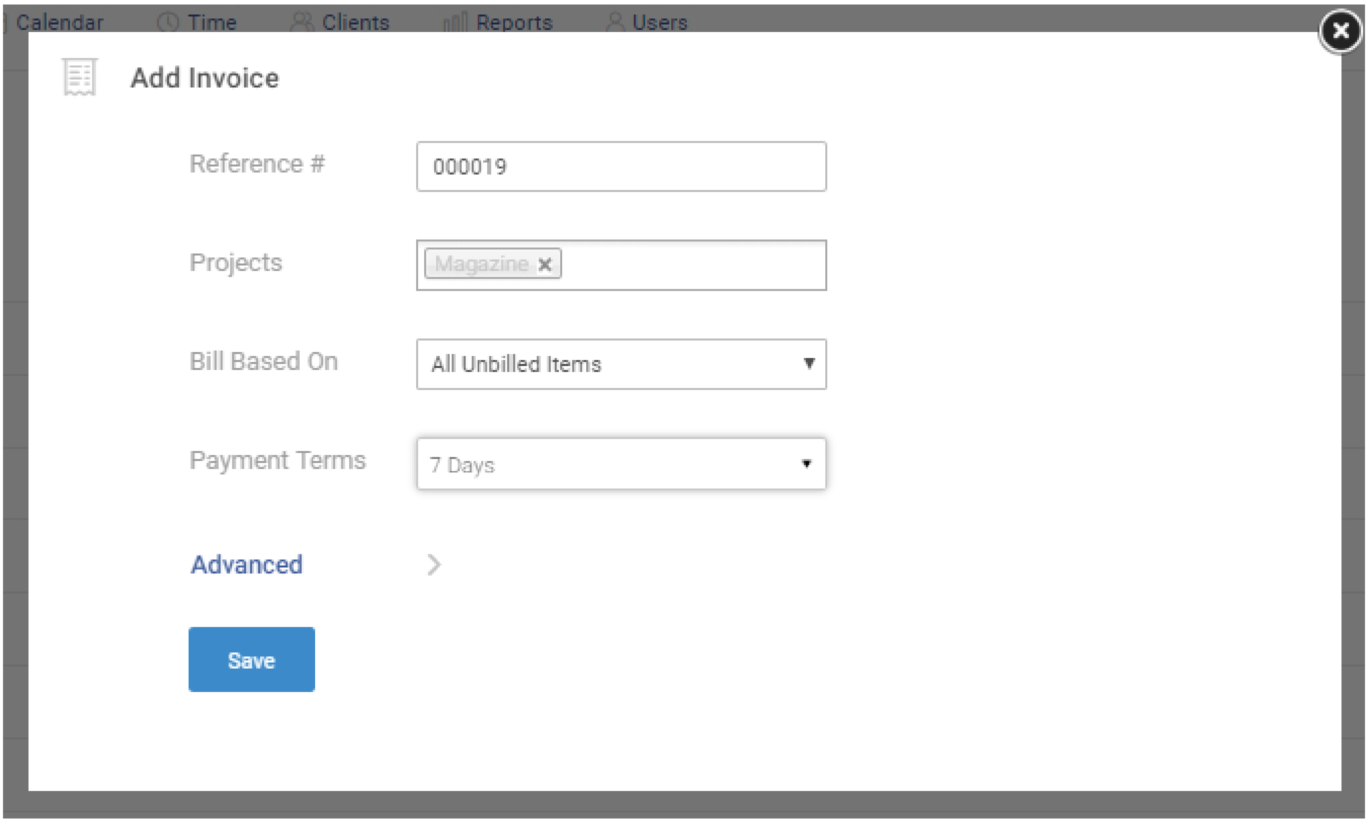


Here's how you can add an invoice:

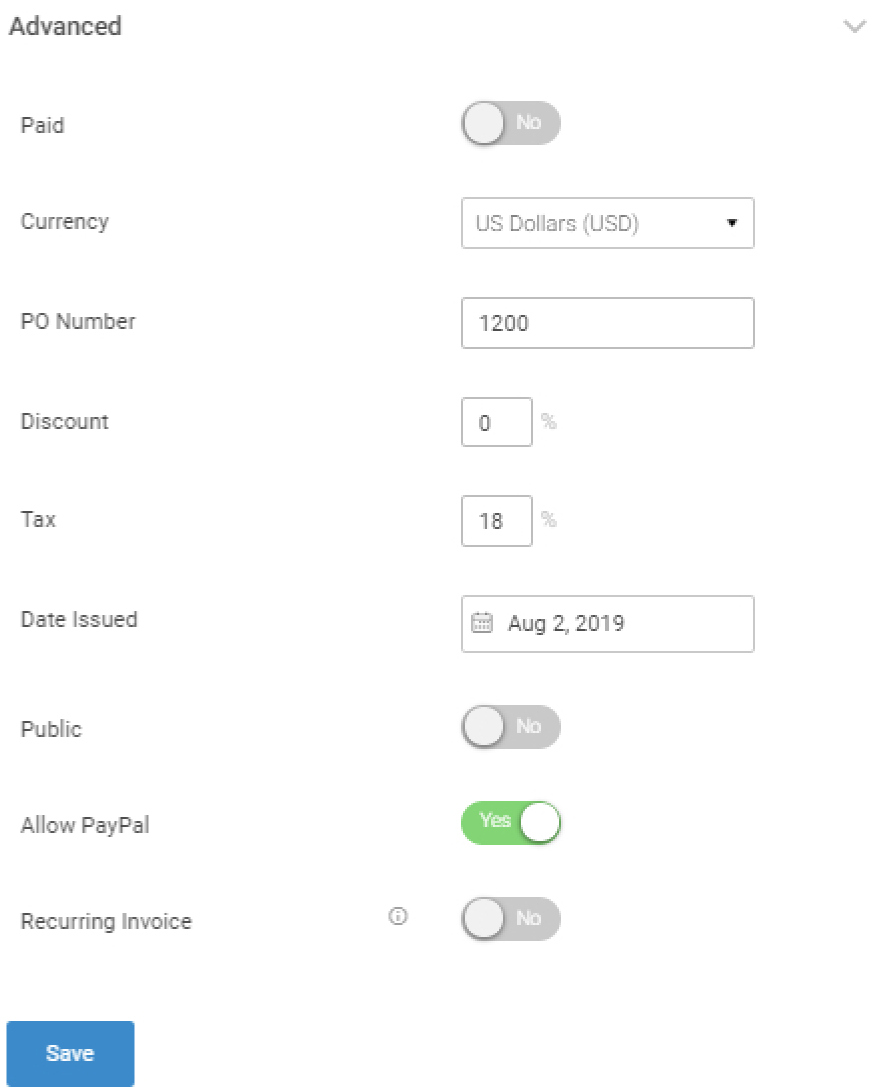
Step 1: Click **Invoice** from the **Add-ons** dropdown, then click on **+Add Invoice.**



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



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

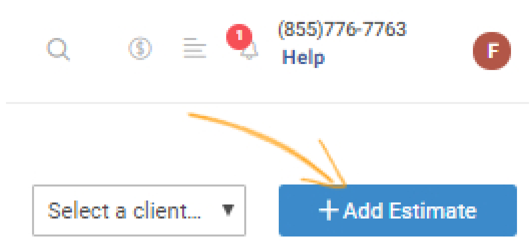


Estimates

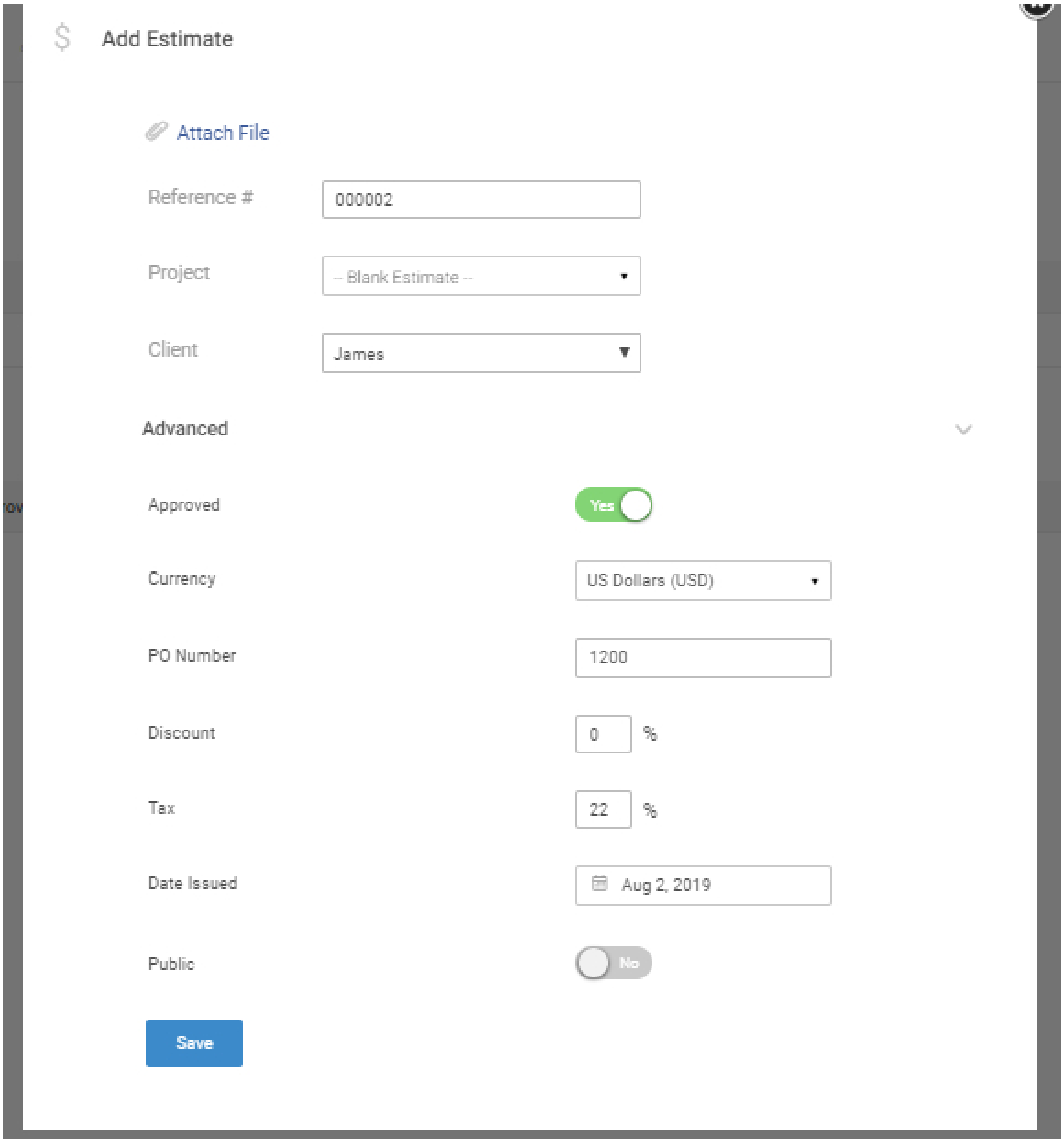
Estimates, as its name suggests, gives you an estimated cost of how much will the invoice reflect for a project. It is either done for a single project or all projects at once(Blank Estimate).

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.**

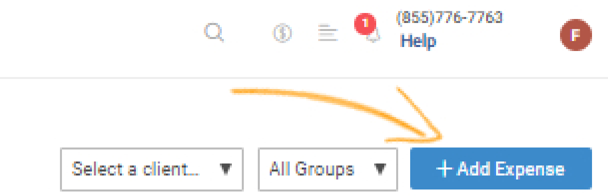


Expenses

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.**