System Requirements

Invoice System

**“**From the bookings of class activities, the club plans to use the information to generate invoices. The club advisor will request the invoices with a confirmation to be sent via a post or email once the payment is made. At the end of each month, a copy of the all invoices is transferred to the club’s separate accounts system to be further processed.“

* Create Invoices (potentially automatically from bookings)
* Send invoices out immediately
* Invoices can be ‘PENDING’, ‘PAID’ or ‘OVERDUE’
* Once paid, send receipt to customer
* Alert club advisor if invoice is overdue
* At the end of each month, collect all invoices from that month and export.