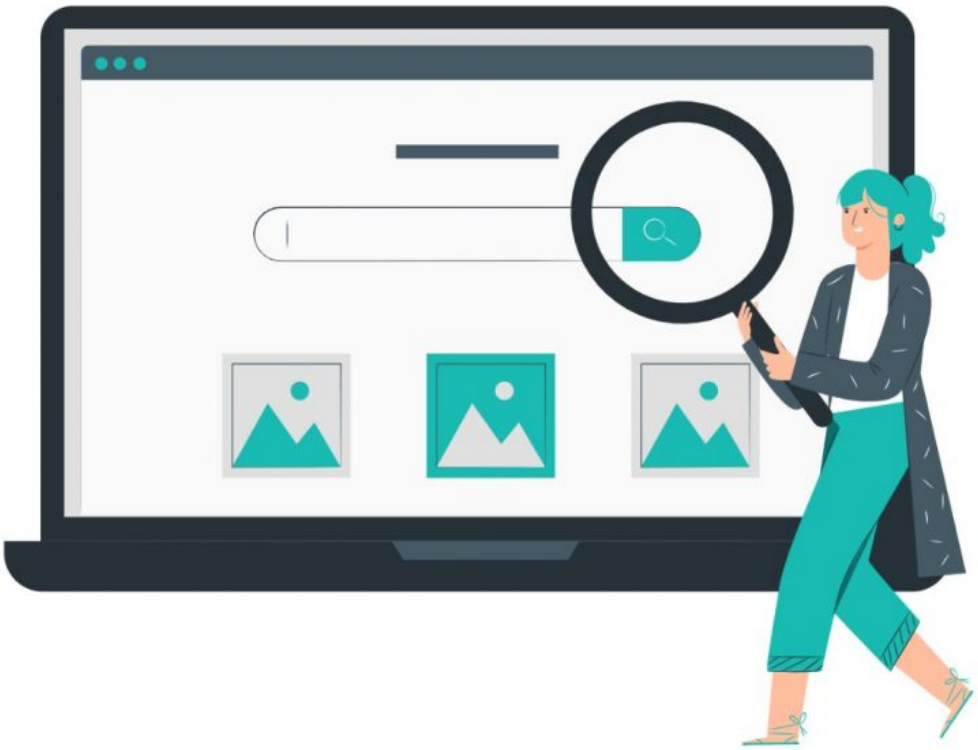
# Where to find Consolidated Invoicing on Cloud

Consolidated Invoicing · https://cclearninghub.co.uk/docs/where-to-find-consolidated-invoicing-on-cloud/

## Consolidated Invoicing and where to find the invoicing app

This guide will cover how to find the Consolidated Invoicing app on Cloud and a thorough walkthrough of Invoicing.

Please follow the interactive guide below, a written guide is also available at the bottom of the page.



Embedded media:

https://demo.arcade.software/vldGYU6nTDxv7hF7C6vz?embed&embed_mobile=inline&embed_desktop=inline&show_copy_

## Written guide

1. On My Hub is where you will find the Consolidated Invoicing App.
2. You will then see your Invoicing Dashboard.
3. By clicking the ‘Visit’ button underneath Invoicing, you will be able to see a record that showcases the process payment schedules.
4. Next, you will find your lists of clients by clicking the ‘Visit’ button under customers.
5. Next is owners. When selecting the ‘Visit’ button, you will find the person who is responsible for the contract on behalf of the client. This could also be the client themselves, a family member or a council worker for local authority contracts.
6. By clicking the ‘Visit’ button under Settings, you will be able to insert your company details and bank account information.
7. On your dashboard, you will also see ‘Total invoice in the last 30 days’.
8. Number of contracts vs the last 30 days.
9. Invoice analysis.
10. And pending contract draft period.