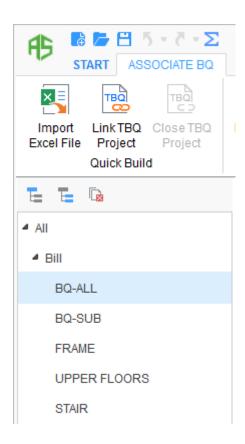
Create BQ

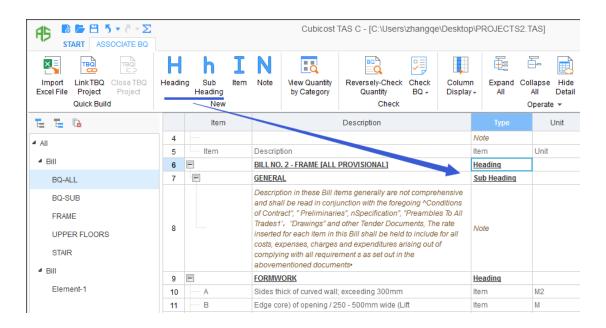
You can create BQ items according to the following procedure.

1. To create bills and elements, click **Bill**, and then click **Element**.

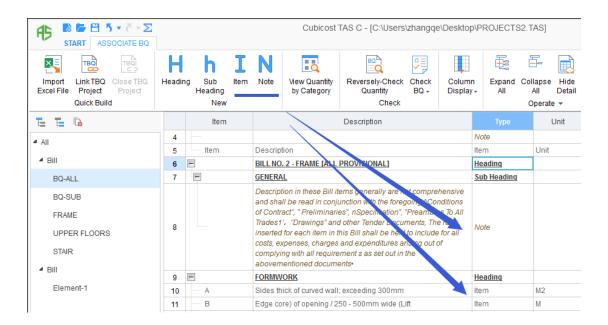


To create headings and sub headings, click **Heading**, and then click **Sub Heading**.

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3. To create items or descriptions, click **Item**, or click **Note**.



Note

- 1. You can create elements only when bills already exist.
- 2. The order for creating BQ is: heading > sub heading > bill Item.