

## User Guide: Invoice

Explanation: This section displays all the invoices that have been generated. These invoices can be synchronized with accounting software like Xero or MYOB.

# Invoice Statuses:

Export Follow Up

<input type="checkbox"/>	Date	Category	Customer Name	Invoice	Order	Total	GST	Grandtotal	Status	Payment Type	
<input type="checkbox"/>	17/09/2024	Skip Bin	Beck Pace	Invoice: 0000003219	EBNZ-5HQ7QQEZCA	\$215.00	\$28.04	\$215.00	Cancel	-	
<input type="checkbox"/>	17/09/2024	Skip Bin Rental	Andrew Skender	Invoice: 0000003221	EBNZ-7NMINVFYFR	\$225.00	\$33.75	\$225.00	Unpaid	Sent Email At: 18/09/2024 14:04	<a href="#">Edit</a> <a href="#">PDF</a> <a href="#">Show</a> <a href="#">Resend Invoice</a> <a href="#">Pay Now</a>
<input type="checkbox"/>	16/09/2024	Skip Bin	Chloe Macias	Invoice: 0000003216	EBNZ-MDG3L1SZ5U	\$200.00	\$26.09	\$200.00	Paid	Sent Email At: 18/09/2024 14:19	<a href="#">PDF</a> <a href="#">Show</a> <a href="#">Resend Invoice</a>
<input type="checkbox"/>	16/09/2024	Skip Bin	Hilel Peters	Invoice: 0000003217	EBNZ-DUEXP4X3NY	\$225.00	\$29.35	\$225.00	Paid		<a href="#">PDF</a> <a href="#">Show</a> <a href="#">Send Invoice</a> <a href="#">Mark Follow Up</a>
<input type="checkbox"/>	16/09/2024	Skip Bin	Hendrik afterpaytest	Invoice: 0000003218	EBNZ-B0JSAUQTHZ	\$270.00	\$35.22	\$270.00	Paid		<a href="#">PDF</a> <a href="#">Show</a> <a href="#">Send Invoice</a> <a href="#">Mark Follow Up</a>
<input type="checkbox"/>	11/09/2024	Skip Bin	Zachary Bond Accounting Connected	Invoice: 0000003212	EBNZ-TY1N9LRBN	\$401.00	\$52.30	\$401.00	Paid	Xero Invoice: INV-1735 Synced Accounting: 11/09/2024 16:22	<a href="#">PDF</a> <a href="#">Show</a> <a href="#">Send Invoice</a> <a href="#">Mark Follow Up</a>
<input type="checkbox"/>	11/09/2024	Skip Bin	Nicole Delacruz Accounting Connected	Invoice: 0000003213	EBNZ-NY2RIPUZ9R	\$225.00	\$29.35	\$225.00	Paid	Xero Invoice: INV-1740 Synced Accounting: 11/09/2024 16:55	<a href="#">PDF</a> <a href="#">Show</a> <a href="#">Send Invoice</a> <a href="#">Mark Follow Up</a>

1. Accounting Connected: If a customer is connected to an accounting system, the status "Accounting Connected" will appear under the customer's name.

## 2. Invoice Payment Status:

- Paid: Indicates the invoice has been fully paid.
- Unpaid: The invoice has not yet been paid.
- Cancelled: The invoice has been voided.

# Buttons and Functions:

<input type="checkbox"/>	Date	Category	Customer Name	Invoice	Order	Total	GST	Grandtotal	Status	Payment Type
<input type="checkbox"/>	17/09/2024	Skip Bin	Beck Pace	Invoice : 0000003219	EBNZ- 5HQ7QEZCA	\$215.00	\$28.04	\$215.00	Cancel	-
<input type="checkbox"/>	17/09/2024	Skip Bin Rental	Andrew Skender	Invoice : 0000003221	EBNZ- 7NMINVFYFR	\$225.00	\$33.75	\$258.75	unpaid Sent Email At: 18/09/2024 14:04	-
<input type="checkbox"/>	16/09/2024	Skip Bin	Chloe Macias	Invoice : 0000003216	EBNZ- MDG3L1SZ5U	\$200.00	\$26.09	\$200.00	paid Sent Email At: 18/09/2024 14:19	St
<input type="checkbox"/>	16/09/2024	Skip Bin	Hilel Peters	Invoice : 0000003217	EBNZ- DUEXP4X3NY	\$225.00	\$29.35	\$225.00	paid	Afterpay
<input type="checkbox"/>	16/09/2024	Skip Bin	Hendrik afterpaytest	Invoice : 0000003218	EBNZ- BOJSAUQTHZ	\$270.00	\$35.22	\$270.00	paid	Afterpay
<input type="checkbox"/>	11/09/2024	Skip Bin	Zachary Bond Accounting Connected	Invoice : 0000003212	EBNZ- TY1N9LRBN	\$401.00	\$52.30	\$401.00	paid Xero Invoice: INV-1735 Synced Accounting: 11/09/2024 16:22	Stripe
<input type="checkbox"/>	11/09/2024	Skip Bin	Nicole Delacruz Accounting Connected	Invoice : 0000003213	EBNZ- NY2RIPUZ9R	\$225.00	\$29.35	\$225.00	paid Xero Invoice: INV-1740 Synced Accounting: 11/09/2024 16:55	Stripe

1. To export a list of sent invoices for follow-up, click the "Export Follow-up" button.
2. To review an invoice, click on the "Show" or "PDF" button.
3. To resend an invoice to a customer, click the "Resend Invoice" button.
4. To record a payment for an unpaid invoice, click the "Pay Now" button.
5. To mark an invoice as followed up, click the "Mark Follow-up" button.
6. To sync an invoice with the accounting system, click the "Sync Invoice" button.