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:

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:

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.