

Invoice and Credit List Definitions

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The Invoice List

When navigating to Accounts Receivable > Invoices, the Invoices page opens. This page has these tabs of information: Invoices, Credits, Credits Approval Queue, Invoice/Credits Not Delivered, and Printed Batch History. Each tab has three common options: Export to Excel, Show /Hide, and Custom Grid Layout. Each of these tabs is described within this article.

Invoices Tab

This tab displays all invoices with an open balance.

Functions available from the Invoices tab:

- Click the hyperlink of an Invoice # to open the invoice detail.
- Click the hyperlink of a customer name to open the customer detail.
- Pay an invoice with a credit card, eCheck, or cash/check.
- Credit an invoice.
- Download an invoice.
- Download all invoices.
- Export the grid data for all invoices to an Excel file.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.
- Show invoices with and without an amount due.
- Select additional or different columns to display in the grid area, and save as a custom grid layout.
- Generate recurring invoices.

The screenshot shows the 'Invoices' tab interface. At the top, there are tabs for 'Invoices', 'Credits', 'Credits Approval Queue', 'Invoices/Credits Not Delivered', and 'Printed Batch History'. The 'Invoices' tab is active. Below the tabs, there are buttons for 'Export to Excel' and 'Download All'. A 'Show all invoices' toggle is set to 'NO'. A 'Custom Grid Layout' button is also present. The main area is a grid with the following columns: Invoice #, Customer Name, Branch, Delivery Status, Invoice Date, Total Amount, Amount Due, and a set of action buttons (Pay Invoice, Credit, Download). The grid contains 16 rows of data. The 'Delivery Status' column has values: Not Delivered, Not Delivered, Delivered, Printed, Printed, Printed, Not Printed, Not Delivered, Not Printed, Not Delivered, Not Printed, Not Printed, Not Printed, Not Printed, and Not Printed. The footer shows '1 - 100 of 2558 items' and a 'Refresh' button.

Invoice #	Customer Name	Branch	Delivery Status	Invoice Date	Total Amount	Amount Due	
5552	437 - 25+ Sites	Ohio	Not Delivered	Dec 4, 2024	\$1,915.00	\$1,915.00	\$ Pay Invoice Credit Download
5551	437 - 25+ Sites	Ohio	Not Delivered	Dec 4, 2024	\$10.00	\$10.00	\$ Pay Invoice Credit Download
5549	437 - 25+ Sites	Ohio	Delivered	Nov 27, 2024	\$184.80	\$184.80	\$ Pay Invoice Credit Download
5548	4419 - payment_duplicate	Default 1	Printed	Nov 13, 2024	\$56.67	\$50.67	\$ Pay Invoice Credit Download
5547	4419 - payment_duplicate	Default 1	Printed	Nov 13, 2024	\$318.00	\$311.00	\$ Pay Invoice Credit Download
5546	4419 - payment_duplicate	Default 1	Printed	Nov 13, 2024	\$500.00	\$450.00	\$ Pay Invoice Credit Download
5545	4419 - payment_duplicate	Default 1	Not Printed	Nov 13, 2024	\$100.00	\$86.00	\$ Pay Invoice Credit Download
5542	437 - 25+ Sites		Not Delivered	Nov 12, 2024	\$1,992.80	\$1,982.80	\$ Pay Invoice Credit Download
5541	4418 - deposit_duplicate	Default 1	Not Printed	Nov 11, 2024	\$17.54	\$9.54	\$ Pay Invoice Credit Download
5536	437 - 25+ Sites	Ohio	Not Delivered	Nov 7, 2024	\$184.80	\$184.80	\$ Pay Invoice Credit Download
5534	4417 - Test_Posega	Default 1	Not Printed	Nov 6, 2024	\$106.00	\$106.00	\$ Pay Invoice Credit Download
5528	4405 - 47888_Test	Default 1	Not Printed	Oct 22, 2024	\$326.50	\$326.50	\$ Pay Invoice Credit Download
5526	1028 - Panay, Travis		Not Printed	Oct 21, 2024	\$534.24	\$534.24	\$ Pay Invoice Credit Download

Credits Tab

This tab displays all credits that have not been applied to invoices.

Functions available from the Credits tab:

- Click the hyperlink of a Credit # to open the credit record for viewing.
- Click the hyperlink of a customer name to open the customer record.
- Apply a credit to invoices.
- Export the currently viewed grid data to an Excel file.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.
- Show credits with and without an amount available to apply.
- Select additional or different columns to display in the grid area, and save as a custom grid layout.
- Generate recurring invoices.

The screenshot shows the 'Invoices' application interface. At the top, there is a navigation bar with 'Invoices' and 'Credits' tabs. Below the tabs, there is a header area with 'Export to Excel', 'Show all credits' (set to 'NO'), and 'Custom Grid Layout' options. The main area contains a table with the following data:

<input type="checkbox"/>	Credit #	Customer Name	Invoice Date	Available Credit	Credits Applied	
<input type="checkbox"/>	21450	3719 - Wood, Emily	Mar 22, 2022	\$47.70	\$0.00	<input checked="" type="checkbox"/> Apply
<input type="checkbox"/>	21466	3719 - Wood, Emily	Mar 25, 2022	\$63.60	\$0.00	<input checked="" type="checkbox"/> Apply
<input type="checkbox"/>	20451	1129 - Cushing, Mark	Jan 4, 2018	\$31.97	\$0.00	<input checked="" type="checkbox"/> Apply

At the bottom of the table, there is a pagination control showing '1' and a 'Refresh' button.

Credits Approval Queue

This tab displays all credits that are in the approval queue.

Functions available from this tab:

- Click the hyperlink of a Credit # to open the credit detail.
- Click the hyperlink of a customer name to open the customer detail.
- Approve a credit using the **Approve** button in a row.
- Decline a credit using the **Decline** button in a row.

Invoices

Process Deferred Recurring Invoices

Invoices Credits Credits Approval Queue Invoices/Credits Not Delivered Printed Batch History

no Show declined credits

Drag a column header and drop it here to group by that column

Credit #	Customer Name	Reject Reason	Invoice Date	Credit Amount		
4283	abc (residential).abc	Duplicate	Aug 31, 2023	(\$25.00)	Approve	Decline
4284	abc (residential).abc		Aug 31, 2023	(\$25.00)	Approve	Decline
4562	Chagrin Valley Today		Nov 30, 2023	(\$162.87)	Approve	Decline
4571	Baze		Dec 5, 2023	(\$354.00)	Approve	Decline
4572	Baze		Dec 5, 2023	(\$354.00)	Approve	Decline
5024	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline
5025	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline
5026	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline
5027	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline
5028	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline
5029	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline
5030	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline
5031	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline
5032	Add_System		Mar 26, 2024	(\$1500.00)	Approve	Decline

1 - 15 of 15 items Refresh

Invoices/Credits Not Delivered Tab

This tab displays all invoices and credits that have not been marked as delivered.

Functions available from this tab:

- Click the hyperlink of a Credit # to open the credit detail.
- Click the hyperlink of a customer name to open the customer detail.
- Deliver invoices/credits. If the delivery method on the invoice or credit is set to email or mail, the item will be sent electronically. If the delivery method is set to print, a .pdf file will be created for downloading and printing.
- Mark invoices and credits as printed.
- Export the currently viewed grid data to an Excel file.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.
- Show credits with and without an amount available to apply.
- Select additional or different columns to display in the grid area, and save as a custom grid layout.
- Generate recurring invoices.

Invoices

[Invoices](#)
[Credits](#)
[Invoices/Credits Not Delivered](#)
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 Recurring Invoices

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Inv/Cr #	Customer Name	Invoice Date	Delivery Meth.. ↓	Available Credit	
<input type="checkbox"/>	222	3719 - Wood, Emily	Mar 31, 2022	Print	\$263.82	<input type="button" value="Deliver"/>
<input type="checkbox"/>	226	3719 - Wood, Emily	Mar 31, 2022	Print	\$355.10	<input type="button" value="Deliver"/>
<input type="checkbox"/>	231	1035 - Waters, Roger	Apr 3, 2022	Print	\$92.27	<input type="button" value="Deliver"/>
<input type="checkbox"/>	233	1029 - Donoson, Bill	Apr 3, 2022	Print	\$635.94	<input type="button" value="Deliver"/>
<input type="checkbox"/>	205	3720 - Watson, George	Mar 28, 2022	Print	\$0.00	<input type="button" value="Deliver"/>
<input type="checkbox"/>	206	3719 - Wood, Emily	Mar 28, 2022	Print	\$30.67	<input type="button" value="Deliver"/>
<input type="checkbox"/>	207	1029 - Donoson, Bill	Mar 29, 2022	Print	\$0.00	<input type="button" value="Deliver"/>
<input type="checkbox"/>	211	1035 - Waters, Roger	Mar 29, 2022	Print	\$65.13	<input type="button" value="Deliver"/>
<input type="checkbox"/>	213	1029 - Donoson, Bill	Mar 29, 2022	Print	\$249.68	<input type="button" value="Deliver"/>
<input type="checkbox"/>	265	1035 - Waters, Roger	Apr 1, 2022	Print	\$8,531.84	<input type="button" value="Deliver"/>
<input type="checkbox"/>	266	1038 - All Electronics	Apr 1, 2022	Print	\$3,069.45	<input type="button" value="Deliver"/>

1 2 3 4 5 6 7 8 9 10 ...
1 - 100 of 104 items

Printed Batch History Tab

This tab displays a list of all print files for invoices and credits that have or have not been marked as printed.

Functions available from this tab:

- Export the currently viewed grid data to an Excel file.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.
- Download a file for printing.
- Generate recurring invoices.

Invoices

Invoices

Credits

Invoices/Credits Not Delivered












Printed Batch History

 Recurring Invoices

 Export to Excel

Custom Grid Layout

Drag a column header and drop it here to group by that column

ID	Export Date	Export User	Modified By	Modified	Batch Count	Printed	
1080	Mar 28, 2022	bestsecurity	bestsecurity	Mar 28, 2022	1	<input checked="" type="checkbox"/> YES	 Download
1081	Mar 28, 2022	bestsecurity	bestsecurity	Mar 28, 2022	2	<input checked="" type="checkbox"/> YES	 Download
1031	Oct 1, 2018	bestsecurity	bestsecurity	Mar 28, 2022	20	<input checked="" type="checkbox"/> YES	 Download
1030	Oct 22, 2017	bestsecurity	bestsecurity	Oct 22, 2017	2	<input type="checkbox"/> NO	 Download
31	Jan 8, 2017	bestsecurity	bestsecurity	Jan 8, 2017	1	<input type="checkbox"/> NO	 Download
30	Jan 7, 2017	bestsecurity	bestsecurity	Jan 7, 2017	1	<input type="checkbox"/> NO	 Download
29	Sep 11, 2015	Natasha	Natasha	Sep 11, 2015	1	<input type="checkbox"/> NO	 Download
28	Aug 19, 2015	bestsecurity	bestsecurity	Aug 19, 2015	2	<input type="checkbox"/> NO	 Download
27	Jun 8, 2015			Jun 8, 2015	1	<input type="checkbox"/> NO	 Download
26	Apr 29, 2015			Apr 29, 2015	1	<input type="checkbox"/> NO	 Download
25	Apr 9, 2015			Apr 9, 2015	0	<input type="checkbox"/> NO	 Download

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1 - 31 of 31 items

 Refresh