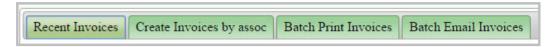**Pure Harvest Software**

Invoices

This screen can be used to Print or email Invoices in a batch, as well as creating an invoice for an individual customer.

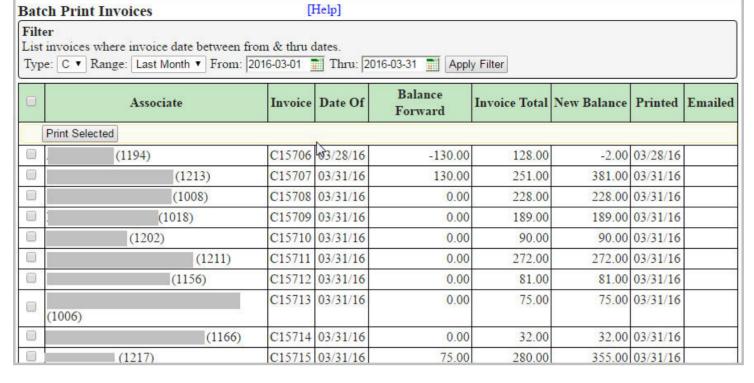| Recent Invoices | Create Invoices by assoc | Batch Print Invoices | Batch Email Invoices |

List Recent Invoices

List Invoices (C) [Help]
Created within 30 days.
Last Refreshed @ 2016-04-18 11:11:20[Refresh]
Type: C ▾ Lookback: 30 ▾

Associate	Invoice	Date	Due	Amount Due	Amount Paid	Printed	Emailed
(1213)	C15720	04/14/16	05/14/16	268.00		[04/14/16]	
(1215)	C15721	04/14/16	05/14/16	251.00		[04/14/16]	
(1213)	C15707	03/31/16	04/30/16	381.00		[03/31/16]	
(1008)	C15708	03/31/16	04/30/16	228.00	228.00	[03/31/16]	
(1018)	C15709	03/31/16	04/30/16	189.00		[03/31/16]	
(1202)	C15710	03/31/16	04/30/16	90.00	90.00	[03/31/16]	
(1211)	C15711	03/31/16	04/30/16	272.00		[03/31/16]	
(1156)	C15712	03/31/16	04/30/16	81.00	81.00	[03/31/16]	
(1006)	C15713	03/31/16	04/30/16	75.00		[03/31/16]	
(1166)	C15714	03/31/16	04/30/16	32.00	32.00	[03/31/16]	

Create Invoices by Associate

This tab lists all the associates who have charges that have not been invoiced. New invoices can be created individually for each customer.

Associates [Help]
With Uninvoiced Charges
Type C ▾ Search [   ] [Search]   Showing Rows 1 - 4

Associate	Last Invoice	Open Charges	Links
(1018)[View Account]	C15709(03/31/16)	64.00	[New Invoice]
(1006)[View Account]	C15713(03/31/16)	75.00	[New Invoice]
(1166)[View Account]	C15714(03/31/16)	17.00	[New Invoice]
(1007)[View Account]	C15718(03/31/16)	366.00	[New Invoice]

Batch Print Invoices

Batch Print Invoices   [Help]

Filter

List invoices where invoice date between from & thru dates.

Type: [C ▼] Range: [Last Month ▼] From: [2016-03-01] 🔲 Thru: [2016-03-31] 🔲 [Apply Filter]

☐	Associate	Invoice	Date Of	Balance Forward	Invoice Total	New Balance	Printed	Emailed
	[Print Selected]							
☐	_____ (1194)	C15706	03/28/16	-130.00	128.00	-2.00	03/28/16	
☐	_____ (1213)	C15707	03/31/16	130.00	251.00	381.00	03/31/16	
☐	_____ (1008)	C15708	03/31/16	0.00	228.00	228.00	03/31/16	
☐	_____ (1018)	C15709	03/31/16	0.00	189.00	189.00	03/31/16	
☐	_____ (1202)	C15710	03/31/16	0.00	90.00	90.00	03/31/16	
☐	_____ (1211)	C15711	03/31/16	0.00	272.00	272.00	03/31/16	
☐	_____ (1156)	C15712	03/31/16	0.00	81.00	81.00	03/31/16	
☐	_____ (1006)	C15713	03/31/16	0.00	75.00	75.00	03/31/16	
☐	_____ (1166)	C15714	03/31/16	0.00	32.00	32.00	03/31/16	
☐	_____ (1217)	C15715	03/31/16	75.00	280.00	355.00	03/31/16	

Batch Email Invoices

Batch Email Invoices   [Help]

Filter

List invoices where invoice date between from & thru dates.

Type: [C ▼] Range: [Last Month ▼] From: [2016-03-01] 🔲 Thru: [2016-03-31] 🔲 [Apply Filter]

☐	Associate	Invoice	Date Of	Printed	Emailed	Emails
	ⓘ Notice:					
	Invoices with amount due of $0 are not shown on this list					
	[Email Selected]					
☐	_____ (1213)	C15707 [PDF 🗗] 251.00, New Balance:381.00	03/31/16	03/31/16		terry@_____.com
☐	_____ (1217)	C15715 [PDF 🗗] 280.00, New Balance:355.00	03/31/16	03/31/16		tesfa@_____.com