# **Invoice to your Customers**

This page goes over the Invoice PDF itself, covering the various sections of the invoice, and the customizable options of the invoice.

## Overview

An invoice is a list of charges and credits, along with an identifying number and an amount..

It may include a balance forward, or it may be presented as a total only of the listed charges.

If you include Balance Forward, your customer will see what he currently owes from previous unpaid invoices. Either way, there is a history at the top of the invoices.

#### **Account History**

This section appears at the top of the invoice, and shows the previous 3 invoices & any payments received after the date of the oldest invoice shown. The section also shows the account balance as of the invoice or payment date.

		Unp	\$0.00	Charges \$1031.75 I		\$1031.75
Account	History (Last 3 In	nvoices)				
Date	Reference	745372934fd		Charges	Credits	Balance
12/01/14	Invoice C333242			280.35	0.00	280.35
12/22/14	132540 - Payment received. Thank you.			200000000000000000000000000000000000000	280.35	0.00
01/01/15	Invoice C334864			810.03	0.00	810.03
01/28/15	132776 - Payment received. Thank you.			72350000	810.03	0.00
02/01/15	Invoice C336486			1121.30	0.00	1121.30
02/24/15	132977 - Payment received. Thank you.				1121.30	0.00
# Date	Reference	Description			Qty Amou	nt Tota
		Balance Forward				0.0

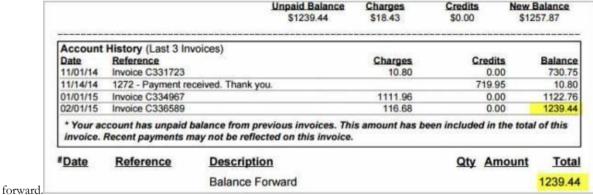
#### **Balance Forward**

The amount due on an invoice includes the previous unpaid balance plus the new charges.

Some customers choose not to include or show the previous balance on each invoice. In that case, the invoice represents only new charges.

In the example image above, the Associate has paid in full, so the balance forward is \$0.00.

In the image below, the account history shows this customer still owes \$1239.44, that amount has been included in the detail list as the Balance



### **Invoice Detail**

The main section of the invoice is the detailed list of each individual charge on the invoice.

At the end of the list of the charges is the invoice subtotal which will be added to the previous balance (if enabled) to show the new amount due