

Invoices

2024-09-19

Menu: Billing → Invoices

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

List Recent Invoices

Recent Invoices

Create Invoices by assoc

Batch Print Invoices

Batch Email Invoices

List Invoices (L)

[Help]

Created within 60 days.

Last Refreshed @ 2024-09-19 20:21:01[Refresh]

Type: L Lookback: 60

Associate	Invoice	Date	Due	This Invoice	Invoice Amount	Amount Paid	Printed	Emailed
COMPANY (608)	L23614	08/31/24	09/15/24		0.00		[Print Now]	
9)	L23615	08/31/24	09/15/24	4480.00	19337.00		[09/03/24]	09/03/24
	L23616	08/31/24	09/15/24	3073.00	10325.00		[09/03/24]	09/03/24
	L23617	08/31/24	09/15/24	3388.00	10857.00		[09/03/24]	09/03/24
	L23618	08/31/24	09/15/24	82.00	123.00		[09/03/24]	09/03/24
)	L23619	08/31/24	09/15/24	588.00	1109.00		[09/03/24]	09/03/24
	L23620	08/31/24	09/15/24	1526.00	2100.00		[09/03/24]	09/03/24
M (160)	L23621	08/31/24	09/15/24	111.00	111.00		[09/03/24]	09/03/24
	L23622	08/31/24	09/15/24	1599.00	1599.00		[09/03/24]	09/03/24
Y (427)	L23623	08/31/24	09/15/24	-5529.00	-5474.00		[09/03/24]	09/03/24
	L23624	08/31/24	09/15/24	128.00	1058.00		[09/03/24]	
78)	L23625	08/31/24	09/15/24	5778.00	5778.00		[09/03/24]	09/03/24
563)	L23626	08/31/24	09/15/24	78.00	78.00		[09/03/24]	09/03/24
)	L23627	08/31/24	09/15/24	1295.00	2832.00		[09/03/24]	09/03/24
	L23628	08/31/24	09/15/24	506.00	1939.00		[09/03/24]	
	L23629	08/31/24	09/15/24	1049.00	1049.00		[09/03/24]	09/03/24
(189)	L23630	08/31/24	09/15/24	2331.00	5328.00		[09/03/24]	09/03/24
447)	L23631	08/31/24	09/15/24	481.00	481.00		[09/03/24]	09/03/24
	L23632	08/31/24	09/15/24		0.00		[Print Now]	
	L23633	08/31/24	09/15/24	722.00	722.00		[09/03/24]	09/03/24

“This Invoice” indicates the total of the billed items on the invoice. “Invoice Amount” is the amount on the invoice that also includes a previous balance, if any.

If you click on the Associate name, the Billing Screen (Associate Accounts) is opened for that associate.

If you click on the Invoice number, you will see the invoice information displayed below the list:

Invoice Detail - L23612

[\[Help\]](#)

Invoice Date	Due Date	Invoice Amount	Printed	Emailed	PDF
08/15/24	08/31/24	692.00	08/16/24	08/16/24	[PDF 𐀀]

[\[Click Here\]](#) to remove this invoice. (charges will be set to "open" and can be edited)

Date	Reference	Description	Qty	Debit	Credit
Balance Forward	1	0.00			
1) 08/08/24	24-11350	Lot: 16558, SUGAR BEET: Germination	1	41.00	
2) 08/08/24	24-11350	Lot: 16558, SUGAR BEET: Vigor	1	132.00	
3) 08/08/24	24-11351	Lot: 1426, SUGAR BEET: Germination	1	41.00	
4) 08/08/24	24-11351	Lot: 1426, SUGAR BEET: Vigor	1	132.00	
5) 08/08/24	24-11352	Lot: 814081, SUGAR BEET: Germination	1	41.00	
6) 08/08/24	24-11352	Lot: 814081, SUGAR BEET: Vigor	1	132.00	
7) 08/08/24	24-11353	Lot: 1426, SUGAR BEET: Germination	1	41.00	
8) 08/08/24	24-11353	Lot: 1426, SUGAR BEET: Vigor	1	132.00	
			Totals	692.00	0.00

Payments On Invoice

#	Date	Reference	Description	Amount
1	08/28/24	44729	Payment on L23612	692.00

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.

Recent Invoices

Create Invoices by assoc

Batch Print Invoices

Batch Email Invoices

Associates

[Help]

With Uninvoiced Charges

Type

L

Search

Search

Showing Rows 1 - 20

[Next 20 >]

Associate		Last Invoice	Open Charges	Links
	[View Account]	L23413(07/15/24)	410.00	[New Invoice]
	59) [View Account]	L23615(08/31/24)	1586.00	[New Invoice]
	/ Account]	L23616(08/31/24)	359.00	[New Invoice]
	4) [View Account]	L23619(08/31/24)	618.00	[New Invoice]
	[View Account]	L23620(08/31/24)	856.00	[New Invoice]

Batch Print Invoices

Recent Invoices

Create Invoices by assoc

Batch Print Invoices

Batch Email Invoices

Batch Print Invoices

[Help]

Filter

List invoices where invoice date between from & thru dates.

Type:

L

 Range:

Last Month

 From:

2024-08-01

 Thru:

2024-08-31

Apply Filter

<input type="checkbox"/>	Associate	Invoice	Date Of	Balance Forward	Invoice Total	New Balance	Printed	Emailed
<div>Print Selected</div>								
<input type="checkbox"/>		L23549	08/15/24	0.00	480.00	480.00	08/16/24	08/16/24
<input type="checkbox"/>	COMPANY (608)	L23551	08/15/24	0.00	333.00	333.00	08/16/24	08/16/24
<input type="checkbox"/>	(59)	L23552	08/15/24	8652.00	6205.00	14857.00	08/16/24	08/22/24
<input type="checkbox"/>		L23553	08/15/24	5555.00	1697.00	7252.00	08/16/24	08/16/24
<input type="checkbox"/>		L23554	08/15/24	0.00	7469.00	7469.00	08/16/24	08/16/24
<input type="checkbox"/>	(7)	L23555	08/15/24	0.00	41.00	41.00	08/16/24	08/16/24
<input type="checkbox"/>	(24)	L23556	08/15/24	254.00	521.00	775.00	08/16/24	08/16/24
<input type="checkbox"/>		L23557	08/15/24	4679.00	2761.00	7440.00	08/16/24	08/16/24
<input type="checkbox"/>	NY (427)	L23561	08/15/24	59.00	55.00	114.00	08/16/24	08/16/24
<input type="checkbox"/>	(7)	L23562	08/15/24	-164.00	1094.00	930.00	08/16/24	

Batch Email Invoices

Recent Invoices

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[Help]

Filter

List invoices where invoice date between from & thru dates.

Type:

L

 Range:

Last Month

 From:

2024-08-01

 Thru:

2024-08-31

Apply Filter

<input type="checkbox"/>	Associate	Invoice	Date Of	Printed	Emailed	Emails
<div><div>Notice:</div><div>Invoices with amount due of \$0 are not shown on this list</div></div>						
<div><div>Notice:</div><div>Email Functions Disabled for demo users</div></div>						
<input type="checkbox"/>		L23549 [PDF] 480.00, New Balance:480.00	08/15/24	08/16/24	08/16/24	dv
<input type="checkbox"/>		L23551 [PDF] 333.00, New Balance:333.00	08/15/24	08/16/24	08/16/24	ar
<input type="checkbox"/>	(359)	L23552 [PDF] 6205.00, New Balance:14857.00	08/15/24	08/16/24	08/22/24	ap
<input type="checkbox"/>		L23553 [PDF] 1697.00, New Balance:7252.00	08/15/24	08/16/24	08/16/24	ac
<input type="checkbox"/>		L23554 [PDF] 7469.00, New Balance:7469.00	08/15/24	08/16/24	08/16/24	ac