

INVOICE LIST - ENHANCED FEATURES

This document describes new features we added to Invoice List (under report menu).

A/ Additional information shown

New columns are added to the list.

Column name	Description
Paid Amt	Payment received amount made by customer
Last Paid on	Last payment date from customer
Check#	Last payment check number
Receive button	Click to input payment received from customer (Bank Receipt)

BILLING DATE: To:

[Q search](#) [print](#) [export](#)

	Amt	Paid Amt	Last Paid on	Check#	Balance	Sent On	Status	Action
I	\$796.00				\$796.00	1/14/2022 9:25:32 AM	OPEN	
DO	\$816.52				\$816.52	n/a	OPEN	
IN	\$154.00				\$154.00	n/a	OPEN	
INDUSTRY	\$14.00				\$14.00	n/a	OPEN	
MITOS	\$5,000.00				\$5,000.00	n/a	POSTED	receive
DO HEIGHTS	\$205.00	\$205.00	7/8/2022	rrrrrrr	\$0.00	7/8/2022 12:37:05 PM	POSTED	
SPRINGS	\$753.00				\$753.00	n/a	POSTED	receive
COS	\$770.00	\$770.00	7/8/2022	3233434343	\$0.00	n/a	POSTED	
IN	\$313.00				\$313.00	7/8/2022 12:35:42 PM	POSTED	receive
.RANCH	\$565.00				\$565.00	n/a	POSTED	receive
.RANCH	\$475.00				\$475.00	n/a	POSTED	receive
.RANCH	\$475.00				\$475.00	n/a	POSTED	receive

B/ Input Bank Receipt

Simply clicks “Receive” button of your desired invoice in the list, then you can input bank receipt directly. Noted that if “receive” button is not shown, it indicates the invoice is either not posted yet or fully paid.

The screenshot shows a table of invoices with columns: Check#, Balance, Sent On, Status, and Action. The 'Action' column contains 'receive' buttons for certain rows. A dialog box titled 'Receive money from customer' is open, with a red arrow pointing from a 'receive' button in the table to the dialog box. The dialog box contains fields for Transaction date (7/15/2022), Bank (BANK OF AMERICA), Check Number, Remarks, and Ledger (AR, K & K Shipping inc). Below the dialog box is a table of invoices with columns: PAY, Ledger, Doc Type, Invoice /CRN #, Job Number, Container#, Due Date, Balance(\$), Apply(\$), and Settle(\$).

CHECK#	BALANCE	SENT ON	STATUS	ACTION
	\$796.00	1/14/2022 9:25:32 AM	OPEN	
	\$816.52	n/a	OPEN	
	\$154.00	n/a	OPEN	
	\$14.00	n/a	OPEN	
	\$5,000.00	n/a	POSTED	receive
*****	\$0.00	7/8/2022 12:37:05 PM	POSTED	
	\$753.00	n/a	POSTED	receive
3233434343	\$0.00	n/a	POSTED	
	\$313.00	7/8/2022 12:35:42 PM	POSTED	receive
	\$565.00	n/a	POSTED	receive
	\$475.00	n/a	POSTED	receive
	\$475.00	n/a	POSTED	
C-22223	\$400.00	n/a	POSTED	
	\$1,379.00	n/a		

C/ Print your selected invoice(s)

Checkbox your desired invoice(s) to print or export.

By default (no invoice checked), all invoices in the list will be shown in report print out and data export.

Invoice List

All Billing Accounts

	Invoice#	Billing date	Billing name
<input type="checkbox"/>	CR2802	7/29/2021	K & K Shippi
<input type="checkbox"/>	CR2803	10/5/2021	MainLink Shij
<input type="checkbox"/>	CR2804	3/23/2022	DEMO Compe
<input type="checkbox"/>	VI10000	11/4/2020	K & K Shippi
<input type="checkbox"/>	VI10001	9/14/2021	MainLink Shij
<input type="checkbox"/>	VI10003	10/20/2020	K & K Shippi
<input type="checkbox"/>	VI10004	10/23/2020	R & U Broker