Manage Invoices in Accounts Receivable

LINQ

Manage I This ment and edit i	nvoices u allows users to create nvoices.	Help Files Click the i step instru	nformation icon to access step-by- uctions for this particular menu.	Search 1) Search for invoid Date Range and St	Search 1) Search for invoices and filter by Date Range and Status.			
🍐 🧟 Manage Invoice	es 0 💿				LINQ			
Filters :	From 05/27/2018	To (07/27/2020	Invoice Status All	 Expand 2) Click this icon to view 	quick			
Invoice # A	08/28/2018	Site	Customer 1	details about the invoice.	. Total \$1.00			
Item 1 2 3 4	Qty Item Description 1 Cal-Safe Snacks-XX 08/28/2018 9/30/2018 09/30/2018 09/30/2018	Site 001 - Name Site 001 - Name Site 001 - Name	Price Taxable? \$1.00 Image: Constraint of the selected invoice.	Merchandise \$1.00 Paid Paid Paid	VIEW/EDIT \$5.00 \$50.00 \$75.00 \$75.00 \$			
Invoice					 History 			
Invoice # 1	Delivery Pending		_{Status} Paid	Payment Applied \$1.00	Balance Due \$0.00			
Bill To Site 001 Site 001 - Name	Customer (10 Customer	Invoice Items	Quantity Description	4) Click this button t audit history of the i	o view an invoice.			
Customer Customer 1	Unpaid: \$100.0	0	✓ 1.00 Cal-Safe Snacks-XX	1.00	S1.00			

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Manage Invoices — Create New Invoice

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<u>Filters :</u>	٩	From 05/27/2018	Ê	Te 07/27/2020	Invoice Status All	Add 1) Click this	link to create a r	iew invoice.	E Add
Invoice # 🛦	Da	te	Site	Customer Na	ame	Sta	tus	т	otal
1 Create New Invoice	Customer vs. 2) Select eithe to. This detern	Billing Group er Customer or Bi mines the fields tl	l ling Group nat are requ	Required Fieldsto bill3) Enter and selectuired.required from the	the information fields that display.	Invoice Info 4) Select the Invoi and the Terms.	ce Date, Due Dat	e,	1.00
Invoice # Pending		Delivery Pending	_		_{Status} Oper	ז	Payment Applied		Balance Due \$0.00
Bill To	🕑 Cu	stomer O O Billing G	roup	Invoice Items					
Site		*Require		Item Code Quanti	ity Description		Price	Taxable?	Total
Customer			6	· · ·	1.00		0.00		\$0.00
Attn To		Silling Method	~	Customer Message and O	ffice Memo	Invoice	Items		en i
Address 1		Address 2		6) Enter a message to the	customer	5) Click enter th	Add to add a new ne information re	v invoice iten quired in the	n, and fields
City		State Zij		and a memo, if applicable.		that dis	play.		
Email		Phone		Customer Message			SubTotal		\$0.00
lausice Date		Due Date					5&H		0.00
07/27/2020	m	07/27/2020	m	Office Memo			Tax Rate		0.00 %
Terms			~				Sales Tax		\$0.00
				S&H ar 7) Ente	nd Tax Rate er the S&H and Tax R	ate, if applicable.	Invoice Total		\$0.00

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