

User Guide: Waiting Invoice

Explanation: This section contains a list of invoices that need to be generated based on completed orders that have not yet been billed.

How to Generate an Invoice:

Waiting Invoices

All Customers ▾ All Status ▾ 1 September 2024 30 September 2024 e.g order code, customer name or gi **Filter**

Show : 10 ▾ Rows

<input type="checkbox"/>	Date	Customer Name	Site	Invoice	Order	Type	Category	Total
<input type="checkbox"/>		OPEN COUNTRY DAIRY	5 Bute Street, INVERCARGILL 9810, SOUTHLAND		EBNZ-TGHPWLOKOKPC	Bin Hire	Frontlift Bin	\$28.75
<input checked="" type="checkbox"/>	10/09/2024	OPEN COUNTRY DAIRY	Hook Bins 8 - 52 Kekeno Place, AWARUA 9877, SOUTHLAND		EBNZ-7KLWH5BPCWAP	Bin Hire	Skip Bin Rental	\$267.38
<input type="checkbox"/>	10/09/2024	OPEN COUNTRY	52 Kekeno Pl, AWARUA 9877, SOUTHLAND		EBNZ-H4QUOKCSYL18	Bin Hire	Frontlift Bin	\$28.75

Annotations: 1 points to the selection checkboxes, 2 points to the Actions dropdown, and 3 points to the 'Generate Invoice' option in the dropdown menu.

1. Select the invoices by ticking the box next to each one. You can select multiple invoices at once.
2. Click on the "Actions" dropdown button.
3. Choose "Generate Invoice" from the dropdown.
4. Once generated, the invoices will move to the "Invoice" section.

How to Merge Invoices:

Waiting Invoices

All Customers ▾ All Status ▾ 1 September 2024 30 September 2024 e.g order code, customer name or gi **Filter**

Show: 10 ▾ Rows

<input type="checkbox"/>	Date	Customer Name	Site	Invoice	Order	Type	Category	Total
<input type="checkbox"/>		QUALITY KITCHENS	5 Bute Street, INVERCARGILL 9810, SOUTHLAND		EBNZ-TGHPWLOKOKPC	Bin Hire	Frontlift Bin	\$28.75
<input checked="" type="checkbox"/>	10/09/2024	COUNTRY DAIRY	Hook Bins 8 - 52 Kekeno Place, AWARUA 9877, SOUTHLAND		EBNZ-7KLWH5BPCWAP	Bin Hire	Skip Bin Rental	\$267.38
<input type="checkbox"/>	10/09/2024	OPEN COUNTRY	52 Kekeno Pl, AWARUA 9877, SOUTHLAND		EBNZ-H4QUOKCSYL18	Bin Hire	Frontlift Bin	\$28.75

1. Select multiple invoices by ticking the respective boxes.
2. Click on the "Actions" dropdown button.
3. Choose "Merge Invoices."
4. The selected invoices will be merged into one combined invoice.