

Invoices Tab

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The "Invoices" tab shows a list of this customer's open invoices.

The screenshot shows the top navigation bar with tabs: Invoices (24), Credits (3), Sites/Sys (7), RMR (19), Work Orders (24), Proposals (4), Payments (110), CC/eCheck (88), Notes (6), Contacts (7), Docs (5), and Archive (0). The 'Invoices' tab is circled in purple. Below the navigation bar, the 'Invoices' section has a 'Generate Statement' button and a 'New Invoice' button. A 'Show All Invoices' checkbox is present. The main table lists two invoices:

Invoice #	Invoice Date	Due Date	PO #	Total Amount	Amount Due	Action
10987	08/01/2016	08/31/2016		\$1,896.69	\$1,896.69	\$ Pay It
10970	06/14/2016	07/14/2016		\$582.75	\$582.75	\$ Pay It

Show All Invoices

To show ALL invoices, including those with a zero balance, select the Show All Invoices checkbox on the right side of the page.

This screenshot is identical to the previous one, but the 'Show All Invoices' checkbox is circled in purple.

Generate Statement

To generate a statement of unpaid invoices, click Generate Statement on the right side of the page. Select if you would like to send this statement to the customer via Mail, Email, or Print.

This screenshot is identical to the previous ones, but the 'Generate Statement' button is circled in purple.

Creating a Manual Invoice

You can create three types of invoices in AlarmBillr: manual invoices, work order invoices, and recurring invoices. This section covers how to create a manual invoice for the customer.

1. New Invoice

Click New Invoice on the right side of the page:

The screenshot shows the AlarmBillr dashboard with a navigation bar at the top containing various menu items: Invoices (24), Credits (3), Sites/Sys (7), RMR (19), Work Orders (24), Proposals (4), Payments (110), CC/eCheck (87), Notes (6), Contacts (7), Docs (5), and Archive (0). Below the navigation bar is the 'Invoices' section, which includes a 'Generate Statement' button and a 'New Invoice' button circled in purple. A table below shows a list of invoices with columns for Invoice #, Invoice Date, Due Date, PO #, Total Amount, Amount Due, and Action. Two invoices are listed: 10748 (due 11/18/2015, total \$14,727.45) and 10756 (due 12/02/2015, total \$589.69). Both have a '\$ Pay It' button in the Action column.

2. Fill Out Fields

Fill out the fields on the New Manual Invoice page. Some of these fields are pre-populated.

The screenshot shows the 'New Manual Invoice: Matt Grossman - 1028' form. At the top right, there are buttons for 'Customer', 'Save and Deliver', and 'Save'. The form is divided into two main sections. The left section contains fields for 'Invoice Number' (10988), 'PO Number' (empty), 'Invoice Date' (6/29/2016), 'Due Date' (6/29/2016), and 'Contact' (empty). The right section contains dropdown menus for 'Customer Site' (Please Select), 'Sales Tax' (Please Select), 'Term' (Net 30 Days), 'Salesperson' (Brad Solomon), and 'Delivery Method' (Print).

Invoice Number

AlarmBillr automatically generates a unique invoice number in increments of one.

PO Number

Enter the purchase order number if applicable.

Invoice Date

Enter the date to be listed on the invoice.

Due Date

Select the date the customer is required to pay the invoice before it is considered past due. This is based on the terms you have already set up for this customer, but you can override this by selecting a different date.

Customer Site

Select the site you would like to link this invoice to.

Sales Tax

Select tax for this invoice. This adjusts automatically when you choose the Customer Site but you can override this by selecting a different value from the dropdown box.

Term

Select the term for this invoice from the dropdown box. (see [terms](#)) This automatically adjusts the Due Date field.

Salesperson

Select the customer's salesperson from the dropdown box. (see [users](#))

Delivery Method

This field defaults to the delivery method selected on the customer manager page but can be overridden using the dropdown box.

3. Invoice Items/Parts

To add items/parts to the invoice, click on the respective tabs and complete the following steps. The same steps apply to parts and items.

Items Total	Parts Total	Tax Total	Invoice Total
\$580.00	\$375.40	\$47.77	\$1,003.17

Sort	Item Code	Item Description	Qty	Rate	Tax?	Sales Tax	Amount	
Site: Peter Shore - 6116 Benhurst Road, OH								
	Installation Fee	Installation of Security System	1	\$555.00	Y	MD	\$555.00	
	trip fee	trip fee	1	\$25.00	Y	MD	\$25.00	

1 - 2 of 2 items

a. Add Items

b. Link icon

c. Sort arrows

a. Add Items

Click Add Items on the left side of the page. An Add Items page appears. Check the boxes on the left side of the items you want to add to the invoice. If you would like to create a new item, click Create Item in the upper right corner, complete the fields in the New Item page (see [items](#)) and click Save in the bottom right corner. When you are done adding items, click Add Items in the bottom right corner.

b. Assign to Site

Items are automatically assigned to the site you designated in the Customer Site field in step 2. To assign an item to a different site, select the linking icon to the right of the item you are re-assigning, select the site from the dropdown box, and click Assign in the bottom right corner.

c. Sort

To sort the order of the items on the invoice, use the arrows to the left of the item you would like to move.

4. Memo

If you would like to add a memo to this invoice, click the memo tab and input your message. This memo WILL appear on the invoice.

\$0.00	\$0.00	\$0.00	\$0.00
Invoice Items	Invoice Parts	Memo	
Memo:			

5. Save and Deliver

Click Save and Deliver in the upper right corner of the page to deliver the invoice now. The invoice will be delivered by the method selected in the Delivery Method field.

New Manual Invoice: Matt Grossman - 1028

Customer Site: Please Select
Sales Tax: Please Select
Term: Net 30 Days

Invoice Number: 10988
PO Number:
Invoice Date: 6/29/2016

Customer Save and Deliver Save

Note: If the delivery method is set to Print the invoice will not automatically download a pdf at this time. You can print the invoice through the Invoice Details Page (see Print/Deliver in the Invoice Details Page Section Below).

6. Save

If you click Save, the invoice is saved but not delivered.

New Manual Invoice: Matt Grossman - 1028

Customer Save and Deliver **Save**

Invoice Number: 10988	Customer Site: Please Select:
PO Number:	Sales Tax: Please Select:
Invoice Date: 6/29/2016	Term: Net 30 Days

The Invoice Details Page appears.

Invoice Details Page

From the Customer Manager page, click the blue Invoice # hyperlink to the left of the invoice to view the Invoice Details Page.

Invoices 24	Credits 3	Sites/Sys 7	RMR 19	Work Orders 24	Proposals 4	Payments 110	CC/eCheck 87	Notes 6	Contacts 7	Docs 5	Archive 0
Invoices										Generate Statement	New Invoice
<input type="checkbox"/> Show All Invoices											
Invoice #	Invoice Date	Due Date	PO #	Total Amount	Amount Due	Action					
10987	08/01/2016	08/31/2016		\$1,896.69	\$1,896.69	\$ Pay It					

A dashboard of information about the invoice appears:

Manual Invoice: Matt Grossman - 1028

Customer GL Edit Pay It

Invoice Number: 10949	Customer Site: #3 Brian Lattman - 4 Cypress Drive
PO Number:	Sales Tax: CUY - 7.850%
Invoice Date: 05/25/2016	Term: Net 15
Due Date: 06/27/2016	Salesperson: Brad Solomon
Contact:	Delivery Method: Email Originally Delivered: 5/25/2016 EST

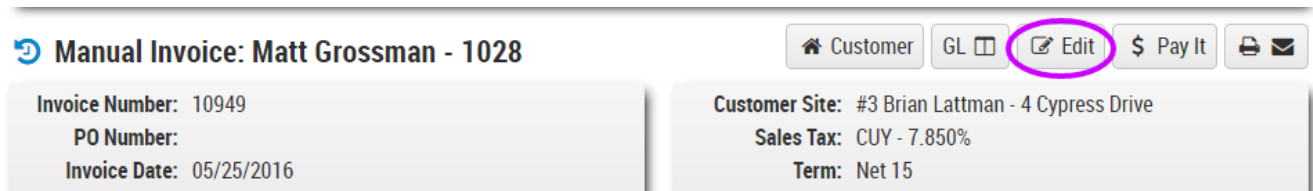
Items Total	Parts Total	Tax Total	Invoice Total	Payments	Credits	Amount Due
\$555.00	\$375.40	\$73.04	\$1,003.44	(\$0.00)	(\$0.00)	\$1,003.44

Invoice Items	Invoice Parts	Memo	Payments Applied	Credits Applied	Sales Tax	
<input checked="" type="checkbox"/> Tax Exempt						
Item Part Code	Item Description	Qty	Rate	Taxable	Sales Tax Code	Amount
Site: Brian Lattman - 4 Cypress Drive, AL						
23ab	23ab	1	\$0.00	Yes	CUY	
Installation Fee	Installation of Security System	1	\$555.00	Yes	CUY	

Other use Send a me

Edit

Click Edit in the upper right corner of the page to edit the invoice. Change desired fields, and click save in the upper right corner to update.

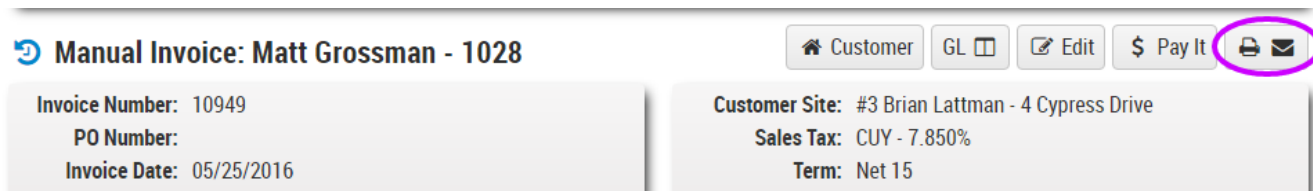


GL

Click GL to view the general ledger entry for this invoice.

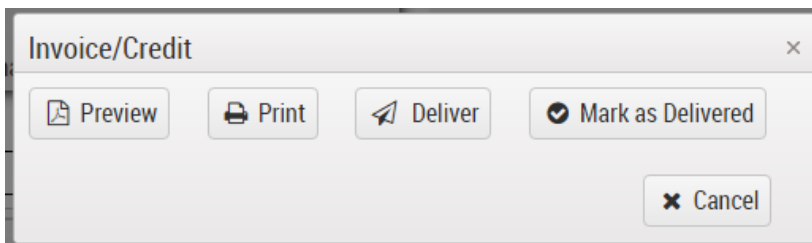
Print/Deliver

To print or deliver the invoice, click the print/deliver icon in the upper right corner of the page:



An Invoice/Credit Delivery Options Box appears.

If the invoice has not been delivered this box appears:



Preview

Click Preview to download a PDF file of the invoice. This will NOT mark the invoice as delivered.

Print

Click Print to download a PDF file of the invoice to your documents. This will mark the invoice as delivered.

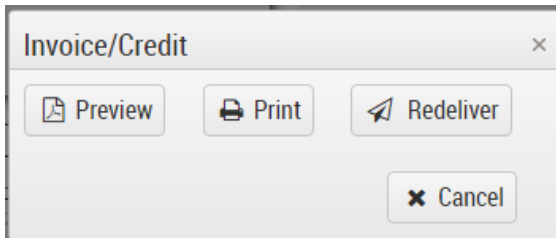
Deliver

Click Deliver to deliver the invoice Via Mail or Email. A box appears where you can choose between the two delivery methods.

Mark as Delivered

Click Mark as Delivered to mark the invoice as delivered. This will not deliver the invoice.

If the invoice has already been delivered, this box appears:



Preview

Click Preview to download a PDF file of the invoice.

Print

Click Print to download a PDF file of the invoice.

Redeliver

Click Redeliver to redeliver the invoice Via Mail or Email. A box appears where you can choose between the two delivery methods.

\$ Pay It

Note: This is only for credit card and eCheck transactions.

To pay the invoice click Pay It in the upper right corner. This opens the payment page where you can follow steps 2 through 6 of Paying an Invoice to complete the payment.

Paying an Invoice

1. Pay It

From the Customer Manager Page, click Pay It to the right of the invoice you want to pay.

Invoice #	Invoice Date	Due Date	PO #	Total Amount	Amount Due	Action
10987	08/01/2016	08/31/2016		\$1,896.69	\$1,896.69	\$ Pay It

This brings you to the payment page showing all the customer's open invoices.

Payment For: Matt Grossman - 1028 Customer Submit Payment

Payment Info:

Pay By: By Invoice On Account

Transaction Date:

Email Receipt:

Description:

Select Payment Method:

Credit Card: Please Select:

eCheck: Please Select:

Late Fee: \$1,621.50

Payment Amount

\$3,518.19

Pay	Invoice #	Invoice Date	Due Date	Total Amount	Amount Due	Payment Amount
Yes	10987	07/31/2016	08/30/2016	\$1,896.69	\$1,896.69	\$1,896.69
No	10756	11/01/2015	12/01/2015	\$589.69	\$123.69	\$0.00
No	10757	11/01/2015	12/01/2015	\$555.00	\$355.00	\$0.00
No	10780	11/15/2015	12/15/2015	\$366.20	\$66.20	\$0.00

2. Payment Amount

The payment amount defaults to the full amount of the invoice you selected. You can override this amount and pay additional invoices for this customer by entering dollar amount(s) in the blue box(es) to the right of the invoice(s).

Pay	Invoice #	Invoice Date	Due Date	Total Amount	Amount Due	Payment Amount
Yes	10987	07/31/2016	08/30/2016	\$1,896.69	\$1,896.69	\$1,896.69
Yes	10756	11/01/2015	12/01/2015	\$589.69	\$123.69	\$100.00
No	10757	11/01/2015	12/01/2015	\$555.00	\$355.00	\$0.00
No	10780	11/15/2015	12/15/2015	\$366.20	\$66.20	\$0.00

3. Payment info

Complete the fields for payment information.

Payment For: Matt Grossman - 1028

Customer Submit Payment

Payment Info:

Pay By: By Invoice On Account

Transaction Date: 6/29/2016

Email Receipt: barbie.savani@richmond.edu

Description:

Select Payment Method:

Credit Card: Please Select:

eCheck: Please Select:

Late Fee: \$1,621.50 \$1,621.50

Pay By

To make a payment without an invoice, for example, unapplied cash, click the On Account box. Otherwise, leave the By Invoice checkbox selected.

Transaction Date

Select the day you would like the transaction to be processed.

Note: If you wish to submit this payment in the future, the Forte payment submit box in Automation Settings needs to be checked.

Email Receipt

Select this checkbox if you would like to email a payment receipt to the customer.

Description

Include a description of the payment, for example, payment. This is a required field.

4. Select Payment Method

Complete the fields in the Select Payment Method section.

Payment For: Matt Grossman - 1028

Customer Submit Payment

Payment Info:

Pay By: By Invoice On Account

Transaction Date: 6/29/2016

Email Receipt: barbie.savani@richmond.edu

Description:

Select Payment Method:

Credit Card: Please Select:

eCheck: Please Select:

Late Fee: \$1,621.50 \$1,621.50

Credit Card/eCheck

Choose the customer's payment method by selecting the Credit Card checkbox or the eCheck checkbox. Select the credit card or eCheck to be used from the dropdown box. If you need to add a new credit card or eCheck, click the + CC or +EC button to the right of the dropdown box, enter the required fields, and click Save in the upper right corner.

Late Fee

If this customer accrued any late fees, the late fee amount is added to the payment amount. You can override the late fees by inputting a new value.

5. Total Payment Amount

This is the total amount the customer will be paying when you submit the payment to Forte.

Email Receipt: barbie.savani@richmond.edu
Description:

eCheck: Please Select
Late Fee: \$1,621.50

Payment Amount
\$3,618.19

Pay	Invoice #	Invoice Date	Due Date	Total Amount	Amount Due	Payment Amount
Yes	10987	07/31/2016	08/30/2016	\$1,896.69	\$1,896.69	\$1,896.69

6. Submit Payment

Click Submit Payment in the upper right corner of the page to submit the transaction.

Payment For: Matt Grossman - 1028

Payment Info:
Pay By: By Invoice On Account
Transaction Date: 6/29/2016
Email Receipt: barbie.savani@richmond.edu
Description:

Select Payment Method:
Credit Card: Please Select
eCheck: Please Select
Late Fee: \$1,621.50