

Invoice grid icons

Invoice grid displays the type of invoice is shown in the search grid

The following icons appear on sales documents

Icon	Details
	Recurring Invoice
	Part invoice ticked but not processed as Proforma Invoice
	Proforma Invoice
	On Hold
	Is Open (an invoice which was reopened)
	Preparation



There are two status columns

Invoice Search

Search

Add

Edit

Clone

Cancel

Process Invoice

Quick Process

Proforma Inv. Process

Basic Search

Custom Search

Expand

Debtors:

L: ☐

Invoice Status:

All

Description:

Reference:

Date From:

2024-02-05

Date To:

2024-03-06

Order Number:

Sales Rep.:

Total Ex GST: 15 601.4200

Total GST: 2 340.2200

Total Inc GST:

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Remove Paging: ☐

Import Invoice Document or Template

☐	#	Att	Memo	Status	Invoice Date	Invoice Status	Ship	Debtors Code	Debtors Name
☐	1				2024-02-22	Preparation		AIRBNB01	Air BNB 01
☐	2				2024-02-14	Preparation		ABC0010	ABC Company
☐	3				2024-01-25	Proforma Posted		ADV001	New custome1
☐	4				2024-01-09	Proforma Posted		ABC0010	ABC Company
☐	5				2023-06-12	Proforma Posted		ADV001	New custome1

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