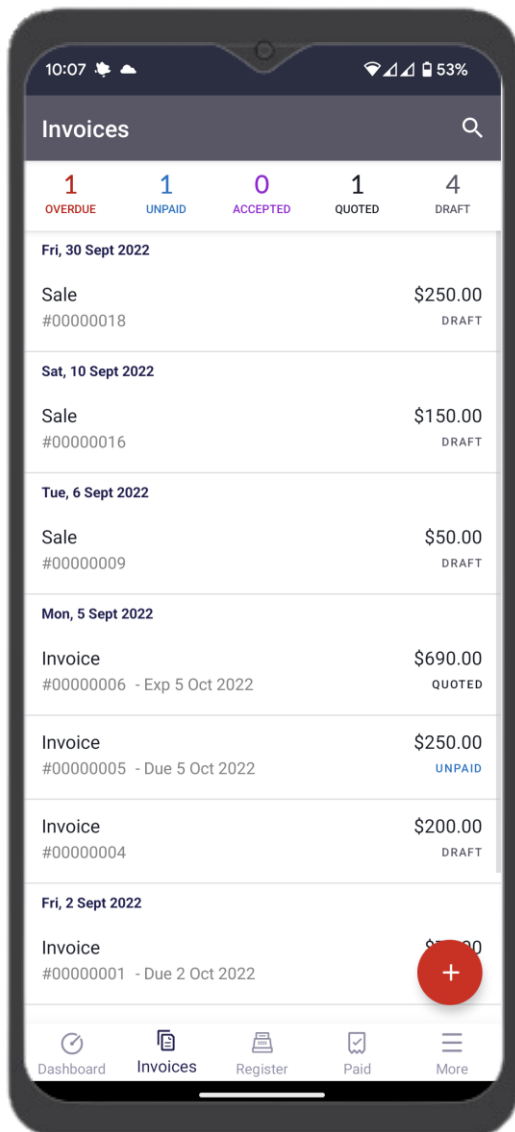


# Invoicing within EFTPOS Air (Android)

Access invoices in the **Invoicing** or **Retail & Invoicing** Business Modes. See below the different stages of an invoice within EFTPOS Air.



## Invoice stages

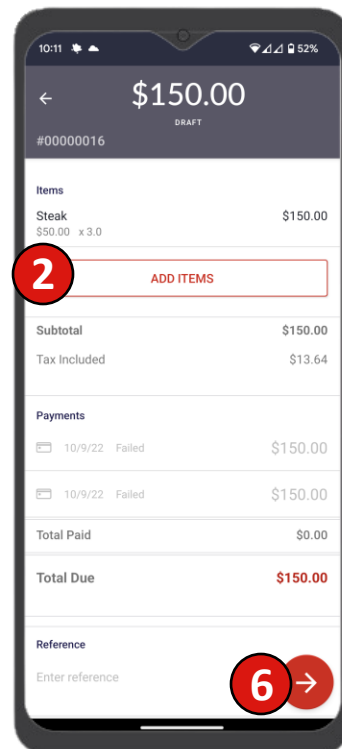
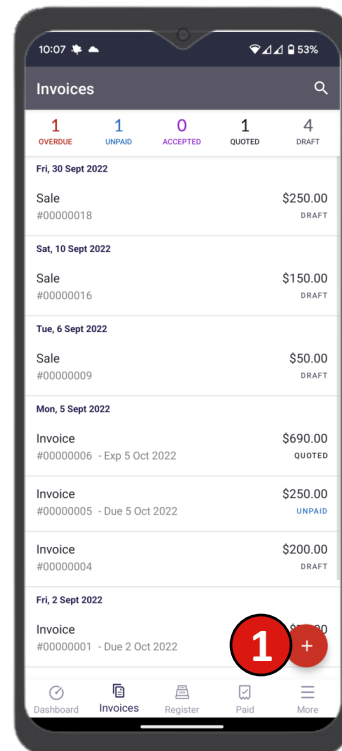
Invoices generally flow through:

1. Draft  
↓
2. Quote  
↓
3. Accepted  
↓
4. Unpaid → Overdue  
↓
5. Paid



# How to create and manage invoices

1. Tap on the + button.
2. Tap on the **Add Items** button.
3. Select the items to be invoiced from the items list OR scan a barcode OR use the keypad to enter the dollar amount to be invoiced, press the + button to add the amount to the invoice.
4. Tap on the x button when all items have been added.
5. Enter a customer reference if required OR scan the barcode
6. Make any notes:
  - Invoice notes will be displayed on the customer invoice.
  - Private notes will only be displayed to you.
7. Tap on the → button, from the list select the relevant invoice action.



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# Invoice actions

Action	Description
Accept	Accepts a quote and moves it into the <b>Accepted</b> state. <i>Only available in the <b>Quote</b> state.</i>
Share	Lets you share the invoice in its current state to a customer.
Cancel	Cancels a quote and returns it to the <b>Draft</b> state. It is the only time an invoice can move backwards. <i>Only available in the <b>Quote</b> state.</i>
Void	Effectively invalidates the invoice but will keep a copy for your records. The copy will be stored in the Paid tab. <i>Void is only available if no payments have been made against an invoice.</i>
Delete	Delete the invoice completely. <b>No record will be kept.</b> <i>Only available in the <b>Draft</b> state.</i>
Quote	Moves the invoice into the <b>Quote</b> state and will send the quote to a customer.
Issue	Moves the invoice into the <b>Unpaid</b> state and will send the invoice to a customer.
Pay	Lets you make a payment against the invoice. You can either make a full or partial payment. If you make a partial payment the invoice will move to the <b>Unpaid</b> state, otherwise, it will be moved to the <b>Paid</b> state.



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