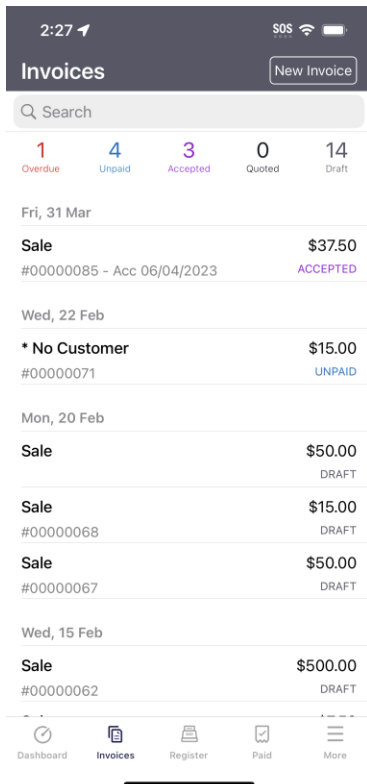


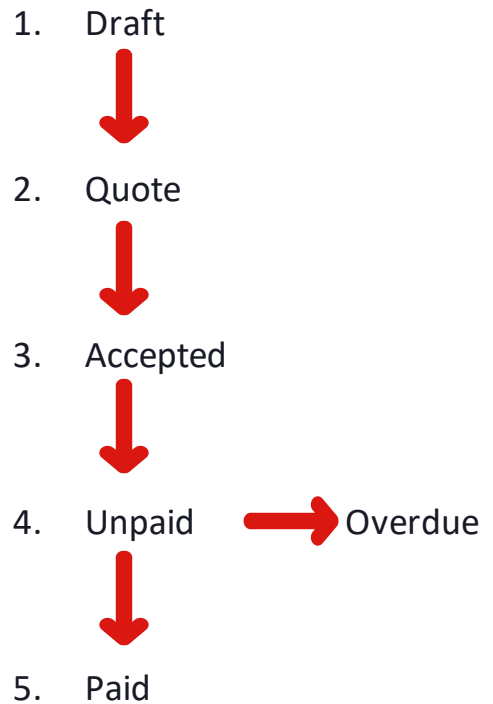
Invoicing within EFTPOS Air (iPhone)

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



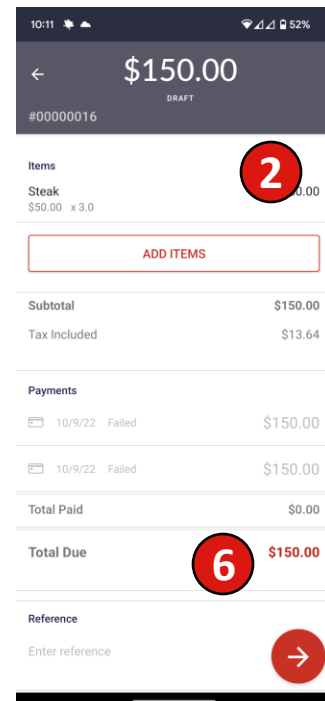
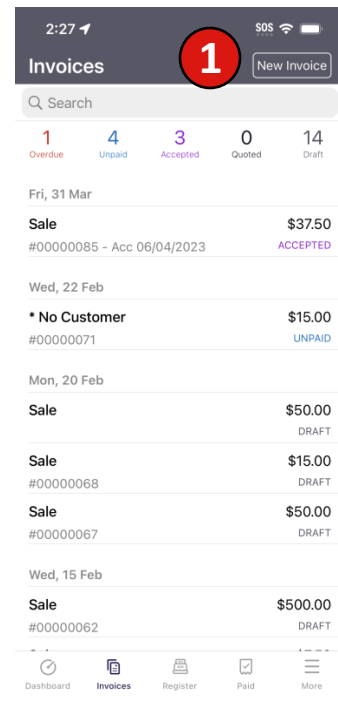
Invoice stages

Invoices generally flow through:



How to create and manage invoices

1. Tap New Invoice button at the top right of the page.
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.



Invoice actions

Action	Description
Accept	Accepts a quote and moves it into the Accepted state. <i>Only available in the Quote state.</i>
Share	Lets you share the invoice in its current state to a customer.
Cancel	Cancels a quote and returns it to the Draft state. It is the only time an invoice can move backwards. <i>Only available in the Quote 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. No record will be kept. <i>Only available in the Draft state.</i>
Quote	Moves the invoice into the Quote state and will send the quote to a customer.
Issue	Moves the invoice into the Unpaid state and will send the invoice to a customer.
Pay	Lets you mark a payment against the invoice. You can either mark it as full or partial payment. If you mark it as a partial payment the invoice will move to the Unpaid state, otherwise, it will be moved to the Paid state.

